

**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 April 10, 2019.

**Trustees Present**

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

**Trustees Absent**

Adelina Castellanos  
Angelina Martinez

**Staff Present**

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

**Guests Present**

Shannon Abadejos  
Adam Breall  
Jerry Biederman  
Julie Eby-McKenzie  
Michelle Heid  
Arnulfo Jackson  
Steve Miller  
Glenn Terry  
Cherie Williams

**1. Call to Order & Introductions**

Debra Newman, president, called the meeting to order at 6:46 p.m. and introductions were made.

**2. Public Input & Comments**

- A. Julie Eby-McKenzie announced that the State Council on Developmental Disabilities issues grants each year to community-based organizations to fund new and innovative program development projects. All projects are intended to implement the California State Strategic Plan objectives and improve and enhance services for Californians with developmental disabilities and their families. Applications can be found on the council's website and are due June 3<sup>rd</sup>. Please read the instructions carefully.

- B. Glenn Terry, parent of a consumer, expressed his appreciation to the center for providing needed services to his son who is progressing nicely. His company, LBW Insurance & Financial Services, is having a free seminar called “Keeping your nonprofit organization and its board members off the A.G.s radar for charitable non-compliance” on Tuesday, April 30<sup>th</sup>, and he invited any interested board members or regional center executive staff to attend. Fliers for the seminar were made available.
- C. Sharoll Jackson announced that New Horizons celebrated its 65<sup>th</sup> anniversary with a gala on March 30<sup>th</sup>. Senator Bob Blumenfield honored New Horizons with a proclamation naming April 17<sup>th</sup> “New Horizons Day!”

### 3. Consent Items

- A. Approval of Revised Agenda (Packet 2, page 114)

An executive session was added after Section 4 to discuss a personnel matter.

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

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

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

### 4. Committee Action Items (Packet 1, page 16)

- A. Administrative Affairs (Dan Becerra)

- 1. Presentation and Acceptance of IRS Form 990 Tax Return & Board Resolution

The entire draft tax return was included in Packet 1 and Cherie Williams, a manager from Windes, Inc., reviewed highlights with the board. Kim Rolfes noted that a few clerical errors were found and will be corrected.

**M/S/C** (M. Miller/P. Grayson-DeJong) To accept the IRS Form 990 tax return, as corrected, and to authorize Dan Becerra, treasurer, and Lillian Martinez, secretary, to sign the related board resolution.

- 2. Approval of Contract with Lifenvest, Inc. DBA Blue Livin’ Supports

**M/S/C** (T. Withers/L. Martinez) To approve the contract as presented.

B. Executive Committee (Debra Newman)

1. Approval to Support AB 536 (Frazier) if Amended

M/S/C (L. Martinez/D. Becerra) To support AB 536 (Frazier) if amended. A letter stating so will be sent to Assembly Member Frazier.

2. Approval to Support AB 568 (Reyes)

M/S/C (L. Martinez/M. Alfaro) To support AB 568 (Reyes). A letter stating so will be sent to Assembly Member Reyes.

5. **Executive Session** (Personnel Matter)

M/S/C (L. Martinez/T. Withers) To go into executive session at 7:21 p.m. The executive session ended at 7:45 p.m. and the board meeting resumed.

6. **Additional Action Items** (Packet 2, page 117)

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

1. CPES California – PL1763-113
2. CPES California – PL1766-109
3. Golden State Psychological Services – PL1768-785

M/S/C (P. Grayson-DeJong/M. Miller) To approve the 3 contracts listed above as presented.

7. **Director's Report** (Packet 2, page 125)

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 NLACRC's response to Burns & Associates' rate study and a legislative update. After discussion, the board felt that the board president should have been copied on the letter to Burns & Associates; George agreed and will copy the board president on any such letters in the future.

8. **Association of Regional Center Agencies** (Packet 2, page 155)

A. Report on March 22<sup>nd</sup> Board of Directors Meeting

Debra reported that at the ARCA delegates meeting, Larry Landauer, executive director of the Regional Center of Orange County, gave a presentation on crisis housing for consumers. The minutes from the ARCA board meeting that was held the next day were included in the meeting packet; please see Debra Newman with any questions.

B. Next ARCA Board Meeting: Friday, June 21<sup>st</sup> (Sacramento)

9. **Administrative Affairs Committee**

A. Minutes of the March 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 February 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 \$430,645,160, and the family resource center budget was \$207,187, for a total budget of \$482,615,697 at this point. The center is currently projecting a deficit in the POS budget between \$20.1 and \$25.4 million which will be resolved with future funding allocations from the Department of Developmental Services (DDS).

C. 3<sup>rd</sup> Quarter Human Resources Report

During the 3<sup>rd</sup> quarter, the center had 2 positions on hold, 52 new hires, 15 promotions, and 14 separations, with a quarterly turnover rate of 0.07%.

10. **Consumer Advisory Committee**

A. Minutes of the March 6<sup>th</sup> Meeting (Packet 1, page 92)

B. Minutes of the April 3<sup>rd</sup> Meeting (Packet 2, page 178)

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

**11. Consumer Services Committee (Packet 2, page 182)**

A. Notes of the March 20<sup>th</sup> Meeting

The notes were included in the meeting packets; please see Jeremy Sunderland with any questions.

B. DDS Approval of Officer of the Day and Floater Positions Proposal

On February 21<sup>st</sup>, DDS approved the center's proposals to waive the service coordinator to consumer ratio to include open officer of the day and floater positions. These positions will respond to urgent calls that come in to the center daily. Copies of the approval letter were included in the meeting packet.

C. Self-Determination Program (SDP) Update

DDS conducted a series of train-the-trainer sessions in February and March to prepare regional centers for the delivery of orientation presentations to SDP participants across all 21 centers; several NLACRC staff members attended those trainings where they received orientation materials and updated information regarding the mechanics of SDP. DDS has confirmed that all regional centers have 60 days from the date of the last DDS training (March 15, 2019) to conduct at least one orientation with its SDP participants. DDS has also authorized regional centers to purchase initial person-centered planning (PCP) services to assist participants with the transition into the SDP. Regional centers can purchase PCP services from vendored providers or from non-vendored providers who will be required to demonstrate training or certification in the principles of person-centered planning. NLACRC has been made aware that there are currently 9 financial management service (FMS) providers through other regional centers and will be obtaining this information from DDS as soon as it is made available. The center is also in the process of vendoring a number of potential FMS providers in its catchment area. NLACRC continues to work toward finalizing its internal procedures and will be conducting staff training in April, in advance of the orientations. The center is collaborating with the SDP local advisory committee to review and modify the orientation materials to ensure that they are user-friendly and readily understandable to all participants. NLACRC will also be partnering with the SDP local advisory committee in conducting orientations. Orientations will be held across all three offices and notifications regarding orientation schedules will be distributed through Eventbrite and will be published on NLACRC's events calendar located on the center's website. The center plans to hold its first orientation at the end of April or early May.

12. **Government & Community Relations Committee** (Packet 1, page 187)

A. Notes of the March 20<sup>th</sup> Meeting

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

B. Legislative Educators' Report

The center's 3 legislative educators (Steve Miller, Michelle Heid, and Raquel Armendariz) continue to keep busy with a variety of activities including leading groups to participate in The Arc/UCP public policy conference in March and ARCA's grassroots activities in early May and holding local legislative academies. Copies of the monthly report on all of the legislative educators' activities were included in the meeting packet.

C. Report on April 2<sup>nd</sup> & 3<sup>rd</sup> ARCA Grass Roots Activities (Sacramento)

This year, NLACRC sent 2 teams to Sacramento to participate in ARCA's annual grass roots activities – a total of 9 people (Michelle Heid, 2 staff, 2 service providers, 2 board members, and 2 consumers). They attended an orientation provided by ARCA on Tuesday evening, then met with legislators at the state capitol on Wednesday and participated in a rally outside the capitol that afternoon. It was a very successful trip.

D. Report on April 5<sup>th</sup> Rally (Van Nuys)

It is estimated that over 1,000 people participated in the rally at the Van Nuys state office building last Friday. This was not a protest rally, the purpose was to remind legislators, whose offices are inside the state building, to keep the promise of the Lanterman Act and to keep our issues in mind. It was a very positive experience for everyone involved.

E. Postponement of the April 18<sup>th</sup> Assembly Hearing

Unfortunately, Assembly Member Jim Frazier, chair of the Select Committee on Intellectual and Developmental Disabilities, had to cancel the hearing that had been planned to be held at New Horizons in North Hills. He hopes to schedule a hearing in the greater Los Angeles region sometime in the future.

### 13. Executive Committee

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

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

#### B. Update on Annual Board Retreat: May 3<sup>rd</sup> & 4<sup>th</sup> (Universal Sheraton)

The draft agenda for the upcoming board retreat was included in the meeting packet. Jennifer will be sending out further details to participants in the coming weeks.

#### C. Action Taken to Approve Executive Director Retirement Function

The Executive Committee took action, on behalf of the Board of Trustees, to authorize Kim Rolfes to secure space at The Odyssey restaurant for a brunch buffet from 11:00 a.m. to 4:00 p.m. on Sunday, June 30<sup>th</sup>. Guests will be charged \$25 per person to help offset costs.

#### D. Action Taken to Approve Revised Organizational Chart

Two changes were proposed to the center's organizational chart: Ruth Janka to be listed as executive director; the deputy director position was more aptly renamed chief of program services. The Executive Committee took action, on behalf of the Board of Trustees, to approve these 2 changes.

#### E. Action Taken to Approve 8% Increase Letter

At last month's board meeting, the board asked Steve Miller to draft a letter from the board to Senator Hertzberg, senate majority leader, to 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. The draft letter was presented to the Executive Committee and they approved it, as written, on behalf of the Board of Trustees. Copies of the finalized letter were included in the board meeting packet.

### 14. Nominating Committee (Packet 2, page 202)

#### A. Minutes of the April 3<sup>rd</sup> Meeting

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

B. Resignation of Pat Grayson-DeJong on June 30<sup>th</sup>

Pat will be moving out of state and must resign from her position on the Board of Trustees at the end of the fiscal year.

C. Update on Recruiting Ideas

The Nominating Committee spent a large part of their last meeting generating ideas on how to reach out to the Hispanic/Latino community to recruit board applicants. A list of these activities was included in the board meeting packet along with a draft postcard that will be used as one outreach tool.

**Action:** Please provide any input on recruiting ideas and/or the wording on the postcard to Jennifer Kaiser.

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

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

17. **Vendor Advisory Committee**

A. Minutes of the March 7<sup>th</sup> Meeting (Packet 1, page 95)

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

B. Minutes of the April 4<sup>th</sup> Meeting – Deferred

18. **Old Business/New Business**

A. Attendance Sheets

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

B. Visitation Reports



Board members are encouraged to visit regional center vendored programs in order to further their knowledge and to share that knowledge with the board. Please contact Jennifer Kaiser and she will be happy to arrange visits for individual board members or for groups of board members. No visitations were reported.

C. Acronyms Listing

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

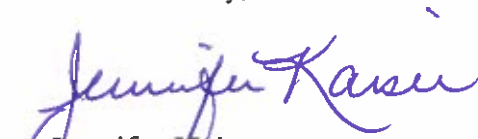
19. **Announcements/Information/Public Input**

A. Next Board Meeting: Wednesday, May 8<sup>th</sup>, at 6:30 p.m. (Chatsworth)

20. **Adjournment**

Debra adjourned the meeting at 9:12 p.m.

Submitted by,

  
Jennifer Kaiser  
Executive Assistant

for:

  
Lillian Martinez  
Board Secretary

