

North Los Angeles County Regional Center  
**Executive Committee Meeting Minutes**  
July 31, 2019

**Present:** Manuel Alfaro, Elena Burnett, Melissa Ferman, and Lillian Martinez – Committee Members  
Ruth Janka, Jennifer Kaiser, Kim Rolfes, and Jesse Weller – Staff Members

**Absent:** Debra Newman

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**I. Call to Order**

Elena Burnett, president, called the meeting to order at 8:48 p.m.

**II. Public Input** -- There was no public input.

**III. Consent Items**

A. Approval of Revised Agenda

A short executive session and a new Item IV.N. were added.

**M/S/C** (L. Martinez/M. Alfaro) To approve the revised agenda as modified.

B. Approval of Minutes from the May 29<sup>th</sup> Meeting

**M/S/C** (L. Martinez/M. Alfaro) To approve the minutes as presented.

**IV. Executive Session (Lease)**

**M/S/C** (M. Alfaro/L. Martinez) To go into executive session at 8:49 p.m.

The executive session ended at 8:53 p.m. and the meeting resumed.

**IV. Committee Business**

A. Annual Committee Orientation

1. Policies & Procedures
2. Officer Policy Statements
3. Board Audit Section

Committee members reviewed their orientation materials so they understand the purpose of this committee and their role as a member.

B. Resignation of Meagan Miller, 1<sup>st</sup> Vice President

Meagan Miller resigned from her position on the board. The Nominating Committee will be asked to find a board volunteer to serve as 1<sup>st</sup> vice president.

C. Approved Board Primary Activities for FY 2019-20

The board approved their 5 primary activities for this fiscal year.

D. DDS Board Composition Request/Postcard Response

Annually, the Department of Developmental Services (DDS) asks each regional center to complete a board composition survey. NLACRC's completed survey was presented to the committee and will be mailed to DDS tomorrow.

The board recently approved a postcard, in English and Spanish, which is being used to recruit Hispanic/Latino board applicants. We have gotten a very good response to the postcard; we have sent out 20 board application packets and are starting to receive completed applications. In addition, we still have 8 good board applicants (non-Hispanic/Latino) on file.

E. Board Oversight of DDS/NLACRC Contract Compliance

A grid was prepared showing the center's obligations under its contract with DDS. Along with the obligations were the responsible department, and board committee designated for oversight. The grid was prepared to enable the board to more easily oversee the center's compliance with its contract with DDS.

F. Board Member/Executive Director New Contractual Screening Process

At the last Executive Committee meeting a new contractual requirement for board members was brought up: board members' full names must be disclosed for screening by the Office of Inspector General (OIG) Compliance Now. If additional screening is needed, board members will be asked to provide their address, date of birth, and Social Security number. In addition, regional center executive directors must provide their full name, address, date of birth, Social Security number, and driver's license (or state identification) number for

screening. Board members' and the executive director's middle names were collected at the last board meeting for FY 2018-19 for the OIG screening and now the information needs to be collected again for FY 2019-20. If the OIG screening identifies an individual with an issue, additional information (such as Social Security number) will be collected and submitted to OIG.

**Action:** The new board screening process will be added to the board's critical calendar for the Executive Committee to address in July and for the board to address in August of each year.

G. FY 2018-19 Board Budget vs Expenditures

Kim is recommending that the Executive Committee approve a transfer of \$4,000 from line item 8 and that it be split between line items 3 and 4 to cover shortfalls in those areas. To date, the board has spent just over 88% of their budget.

**M/S/C** (M. Alfaro/L. Martinez) To approve transferring funds between board budget line items to cover 2 shortfalls, on behalf of the Board of Trustees.

H. FY 2019-20 Board Budget

The board budget for this fiscal year is slightly higher than last fiscal year; it increased from \$94,000 to \$98,000.

I. 4<sup>th</sup> Quarter Report on the Center's Strategic Plan – Deferred

J. Proposed Revisions to the Board's Transparency Policy

Changes are being proposed to this policy to reflect changes in statute. The proposed changes were presented to the Executive Committee for their information.

**M/S/C** (M. Alfaro/L. Martinez) To present the proposed policy changes to the board for their review and approval.

K. Audit of Board Critical Calendar

[See action item in Section IV.F. above.]

L. Board Training Ideas

The following training ideas were suggested:

1. Transparency policy
2. Quality assurance activities
3. Board governance

The committee agreed with the suggestion that board members be given “micro trainings” for 10-15 minutes at the beginning of each board meeting. The board also discussed how they could be trained on the Lanterman Act, could a piece of it be covered at each board meeting? Or should it be covered at the next board retreat?

**Action:** Ruth will consider the best way to provide the board with training on the Lanterman Act and will report back at next month’s Executive Committee meeting.

**Action:** Jennifer will provide the board with copies of DDS’s Lanterman Act for consumers.

M. Report on George Stevens’ Retirement Event

Kim reported that George’s retirement part was a great success and well-received by George and his family. The total cost for the event was \$14,492 and after all of the sponsorships and donations contributed towards the event, the center only ended up paying \$1,505 of that amount!

N. Approval of Contracts

1. ETHOS Therapeutics (PL1796-55)
2. California Psychcare (PL1799-605)
3. Holding Hands (PL1800-612)
4. Holding Hands (PL1801-615)
5. Dr. Barizo, DDS, Inc. (PL1721-715)
6. Needed Respite Care, Inc. (HL0868-862)
7. Creative Choices for Independent Living (PL1808-896)
8. CPES California (Bircher) NLACRC-1819-7 (IP-1819-9-999)
9. CPES California (C-14) NLACRC-1819-9 (HL0872-999)

**M/S/C** (L. Martinez/M. Alfaro; Abstention: L. Martinez from the respite contract #6) To approve the 9 contracts listed above, on behalf of the Board of Trustees.

O. Finalize Agenda for the August 14<sup>th</sup> Board Meeting

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

**V. Center Operations**

A. Self-Determination Program: Regional Center Report Summary

The center received a report from DDS on how each center is doing with the implementation of the self-determination program. Copies of the report were provided to the committee for their information. NLACRC is doing well!

B. Cal-Fresh Interagency Agreement

DDS is working with the Department of Social Services (DPSS) to get the Cal-Fresh food stamp program up and running. Eligible families can apply to get up to \$192 per household member on an EBT card. The DPSS will be working with DDS to enable regional centers to assist people in applying for Cal-Fresh and regional centers will also be responsible for some tracking. For more information go to GetCalFresh.com.

C. Home & Community-Based Services (HCBS) Final Rule Training

The center received a memo from DDS earlier this month about trainings and webinars it is going to hold across the state at no cost to participants. The purpose of the trainings is to educate, train, and support all California stakeholders to better understand the HCBS settings final rule and inform all stakeholders about California's process for coming into compliance with it.

D. Purchase of Service Expenditure Report – DDS Feedback

Kim reported that DDS received the center's purchase of service expenditure data report which included:

1. Actions the center took to improve public attendance and participation.
2. Copies of minutes and attendee committees.
3. How the data indicates the need to reduce disparities in purchase of services.
4. Regional center recommendations and plan to promote equity and reduce disparities in identified purchase of service disparities.

DDS reported that NLACRC's report was well organized, detailed, and easy to read; DDS did not have any recommendations for changes.

E. Public Caseload Ratio Meeting Update

Ruth reported that on June 24, 2019, NLACRC received a letter from DDS reporting that the center did not meet its required caseload ratios for waiver consumers and for non-waiver/non-mover consumers over the age of 3 years. NLACRC held its caseload ratio public meeting on June 25<sup>th</sup>. The public meeting was primarily attended by NLACRC service coordinators. A variety of ideas and recommendations were provided regarding caseloads, regional center allocations, legislative advocacy, revising policies and procedures, staffing, technology, and training. NLACRC is required to provide a plan of correction to include the feedback from our caseload ratio public meeting within 45 days of the June 24<sup>th</sup> letter. NLACRC will be providing its plan of correction to DDS by August 9, 2019.

**VI. Announcements / Information Items**

A. Next Meeting: Wednesday, August 28<sup>th</sup>, at 7:00 p.m.

**VII. Adjournment**

Elena adjourned the meeting at 9:57 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

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