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 May 9, 2018.

Trustees Present
Manuel Alfaro
Daniel Becerra
Adelina Castellanos
Melissa Ferman
Lesly Forbes
Jessica Gould
Pat Grayson-DeJong
Michelle Heid
Lillian Martinez
Meagan Miller
Caroline Mitchell
Debra Newman
Louis Paparozzi
Jeremy Sunderland
Curtis Wang
Todd Withers

Trustees Absent
Elizabeth Badger
Elena Burnett
Bridget Moss

Staff Present
Ruth Janka
Jennifer Kaiser
Michele Marra
Kim Rolfe
George Stevens
Jesse Weller

Guest Present
Veronica Maio

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 – There was no public input.

3. Consent Items

A. Approval of Revised Agenda (Packet #2, page 141)

Item 4.B.2. was added, item 8 was deferred, and item 12.G. was added.

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

B. Approval of April 11th Meeting Minutes (Packet #1, page 8)

M/S/C (L. Forbes/C. Mitchell) To approve the minutes as presented.
4. Committee Action Items (Packet #1, page 17)

A. Administrative Affairs (Dan Becerra)

1. Approval to Pay ARCA Dues

M/S/C (C. Mitchell/L. Martinez) To approve paying the FY 2018-19 ARCA dues in the amount of $106,400.

2. Approval of Contracts

a. Submitted Contracts for Review and Recommendation
b. Holding Hands, Inc. (PL1687)
c. W&W Joint Ventures dba Louise House 2 (PL1358)
d. Aacres CA, LLC (PL1694-113)
e. Aacres CA, LLC (PL1695-113)
f. Aacres CA, LLC (PL1696-113)
g. UCP/SCF (PL1691-117)
h. Holding Hands, Inc. (PL1690-605)
i. Family Model Behavior Therapy, LLC (PL1692-612)
j. Family Model Behavior Therapy, LLC (PL1693-615)

M/S/C (C. Mitchell/C. Wang; Abstention: M. Heid) To approve the 10 contracts listed above, as presented.

k. Summary of Service Code 605 Providers

M/S/C (L. Paparozzi/D. Becerra; Abstention: M. Heid) To approve the contracts with the service code 605 providers, as presented.

B. Consumer Services (Jessica Gould)

1. Approval of Changes to Service Standards:

a. Individual Program Plan (IPP) Development
b. Family Supports & Living Arrangements
c. Educational and Vocational Services
d. Legal Services
e. Early Start

M/S/C (C. Wang/D. Newman) To approve the proposed changes to the service standards, as presented.
2. **AB 637 Proposals**
   
a. Speech & Language Pathology Assistants
b. 1:1 staff

**M/S/C** (C. Wang/D. Newman) To approve the Consumer Services Committee overseeing the development of these two AB 637 proposals.

**M/S/C** (J. Sunderland/P. Grayson-DeJong) To approve the proposed timeline for developing the 637 proposals.

C. **Executive Committee**

1. **Approval of Changes to Executive Director Evaluation Policy & Timeline**

**M/S/C** (J. Sunderland/P. Grayson-DeJong) To approve the changes to the executive director evaluation policy and timeline, as presented.

5. **Additional Action Items** *(Packet #2, page 143)*

A. **Administrative Affairs Committee** *(Dan Becerra)*

1. **Approval of Board Resolution**: Bank Signature Cards

**M/S/C** (D. Becerra/M. Alfaro) To approve the board resolution to change the signature cards, as presented.

2. **Approval of Contract**: Chelsea’s Home Health Care

**M/S/C** (C. Mitchell/M. Miller; Abstention: M. Heid) To approve the contract with Chelsea’s Home Health Care, as presented.

6. **Director’s Report** *(Packet #2, page 148)*

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 was a legislative update prepared by staff.

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

A. **Next Meetings**: June 21st and 22nd (Sacramento)
Debra Newman will be attending the June meetings and will give a report on them at the August board meeting.

8. **Ad Hoc Bylaws Committee** (Packet #2, page 180) - *Deferred*
   
   A. Minutes of the May 9th Meeting
   B. Proposed Changes to CAC Bylaws Sections
   C. Proposed Changes to CAC Policy/Procedure
   D. Proposed Informational CAC Flier

9. **Administrative Affairs Committee** (Packet #2, page 189)

   A. **Minutes of the April 25th Meeting**

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

   B. **Financial Report**

   The March 2018 financial report showed that the center's operations budget was $50,230,125 with no surplus or deficit projected. The purchase of service (POS) budget was $393,909,164 with a projected deficit (in the worst case) of $17,992,823. The family resource center budget is $115,413, which makes the center's total budget for this fiscal year $444,254,702 at this point. We will eventually receive an allocation from the Department of Developmental Services (DDS) to make our POS budget whole.

   C. **3rd Quarter Financial Graphs**

   The graphs show how the center's POS deficit changed for the first 3 quarters of this fiscal year in the best case and worst case. There was no deficit reflected in the first quarter because we had not yet completed our first Purchase Expenditure Projection (PEP). Starting in October 2017, we began to report a deficit between $19.9 and $27.2 million which has continued to decrease. The committee saw no need for staff to continue producing quarterly graphs, but will have the numbers incorporated into the monthly financial report.

   D. **Service Provider Update**

   Kim referred the board to the Administrative Affairs Committee meeting minutes for the update on a service provider situation.
10. **Consumer Advisory Committee** (Packet #2, page 208)

   A.  **Minutes of the May 1st Meeting**

      The minutes were included in the meeting packet; please see Lesly Forbes with any questions.

11. **Consumer Services Committee** (Packet #1, page 70)

   A.  **Minutes of the April 18th Meeting**

      The minutes were included in the meeting packet; please see Jessica Gould with any questions.

   B.  **3rd Quarter Exceptions/Exemptions Report** – Handout

      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 3rd quarter of this fiscal year, the center approved 326 requests and denied only 1.

      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 3rd quarter, the center approved 3 requests.

   C.  **3rd Quarter Appeals/Hearings Report** – Handout

      Copies of the report were provided and reviewed. During the 3rd quarter:

      1.  **Eligibility**: 380 Notices of Action were sent and 10 were returned (appealed).
      2.  **Service**: 246 Notices of Action were sent and 10 were returned.
      3.  **Hearings**: 3 fair hearings were held:
          - 3 eligibility hearings (1 denied, 1 dismissed and 1 pending decision)

   D.  **3rd Quarter Consumer Diagnosis Report** - Handout

      Copies of the report were provided to the committee for their review. The report showed diagnostic information about the center’s consumers each quarter since July 1, 2015. The number of consumers with autism continues to increase, while the other categories remain stable. Of the 25,118 consumers that the center serves, 10,301 have an autism diagnosis.
E. **Self-Determination Program Update**

DDS submitted the waiver application and they are very confident that the Centers for Medicare and Medicaid Services (CMS) is going to approve it. The center has developed an implementation work group for the fiscal side to help the center prepare for implementing the program. We continue to hold our Self-Determination Local Advisory Committee meetings on a monthly basis. Currently we have an interest list of 220 families.

12. **Executive Committee** (Packet #2, page 214)

A. **Minutes of the April 25th Meeting**

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

B. **Presentation of Draft Master and Critical Calendars**

The draft calendars were included in the meeting packet and Jennifer Kaiser reviewed them with the board. The calendars will be presented for approval at next month’s board meeting.

C. **Committee Interest Forms**

Forms were provided to the board to complete indicating which committee(s) they would prefer to serve on next fiscal year. Please submit your completed forms to Jennifer by Friday, May 18th.

D. **Action Taken to Co-Sponsor Supported Life Conference**

The Executive Committee took action, on behalf of the board, to sponsor the annual Supported Life Conference that will be held in Sacramento on October 4th & 5th.

E. **Annual Board Retreat**: May 18th & 19th (Universal Sheraton)

F. **Annual Board Dinner**: June 23rd (Valencia Hyatt)

G. **Proposed Bylaws Changes**

Proposed Changes to the Consumer Advisory Committee sections of the bylaws were presented to the board for their review. Please contact Jennifer with any questions or input. The changes will be presented at next month’s board meeting for approval.
13. Government & Community Relations Committee (Packet #1, page 89)

A. Minutes of the April 18th Meeting

The minutes were included in the meeting packet; please see Meagan Miller with any questions.

B. Legislative Educators Report

The full report was included in the meeting packet; please review and see Meagan with any questions.

C. Digital Democracy Utilization Plan

Meagan reviewed the plan with the board. Please contact Jennifer with any questions or input and she will forward them to Meagan and Sara Iwahashi. The plan will be presented at next month's board meeting for approval.

D. Legislative Bill File

The committee’s legislative bill file was included in the meeting packet; the committee is currently tracking 29 different bills.

14. Nominating Committee (Packet #1, page 127)

A. Resignation of Erika Hernandez, Board Intern
B. Resignation of Ismael Maldonado, Board Member

Both Erika and Ismael had to resign from the board due to excessive absences. They will be missed.

C. Recommended Nominees and Re-Nominees for FY 2018-19

1. Vendor Advisory Committee
2. Board of Trustees
3. Slate of Officers

Jeremy presented the Nominating Committee’s recommended nominees, re-nominees, and slate of officers for next fiscal year. These nominees will be presented at next month’s board meeting for approval.

15. Post-Retirement Medical Trust Committee (Packet #2, page 240)
A. **Minutes of the April 25th Meeting**

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

B. **Statement of Current Trust Value**

The value of the trust assets as of April 20, 2018 was $23,895,101, an increase of $504,696 since the last quarterly report. The increase was due to a by a deposit for investment fees made offset by a loss in investments. The rate of return for the quarter was -.86% (net of fees) and for the last 12 months was 7.07% (net of fees).

16. **Strategic Planning Committee** (Packet #2, page 245)

A. **Minutes of the May 7th Meeting – Deferred**

B. **Quarterly Report on NLACRC’s Activities Related to the CIP & PIP**

The report on the center’s employment efforts with the competitive integrated employment (CIE) and paid internship programs (PIP) was included in the meeting packet on page 246; please see Jeremy Sunderland with any questions.

C. **Quarterly Report on Program Closures**

So far this fiscal year, the center has had 12 program closures which had an impact on 4 consumers.

17. **Vendor Advisory Committee** (Packet #2, page 255)

A. **Minutes of the May 3rd Meeting**

The minutes were included in the meeting packet and Michelle Heid provided highlights from that meeting.

18. **Old Business / New Business** (Packet #1, page 130)

A. **Attendance Sheets**

Updated board and committee attendance sheets are always included in the first meeting packet. 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. Acronym Listing

Per the board’s request, an acronym listing is now included in the monthly meeting packets for the board’s reference.

D. Complete Meeting Evaluations

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

19. Announcements / Information / Public Input

A. Next Meeting: Wednesday, June 13th, at 6:30 p.m. (Chatsworth)

20. Adjournment

M/S/C (D. Becerra/L. Forbes) To adjourn the meeting at 8:42 p.m.

Submitted by:

Jennifer Kaiser
Executive Assistant

for:

Lois Paparozzi
Board Secretary