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 Desert Haven Enterprises, 43437 Copeland Circle, Lancaster, California, on September 12, 2018.

<table>
<thead>
<tr>
<th>Trustees Present</th>
<th>Trustees Absent</th>
<th>Staff Present</th>
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<tbody>
<tr>
<td>Daniel Becerra</td>
<td>Manual Alfaro</td>
<td>Sheila Calove</td>
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<tr>
<td>Elena Burnett</td>
<td>Elizabeth Badger</td>
<td>Sara Iwahashi</td>
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<tr>
<td>Adelina Castellanos</td>
<td>Pat Grayson-DeJong</td>
<td>Jennifer Kaiser</td>
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<td>Marianne Davis</td>
<td>Lou Paparozzi</td>
<td>Michele Marra</td>
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<td>Melissa Ferman</td>
<td>Todd Withers</td>
<td>Kim Rolfes</td>
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<tr>
<td>Jessica Gould</td>
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<td>George Stevens</td>
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<td>Anna Hamilton</td>
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<td>Sharoll Jackson</td>
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<td>Angelina Martinez</td>
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<td>Lillian Martinez</td>
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<td>Meagan Miller</td>
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<td>Caroline Mitchell</td>
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<td>Debra Newman</td>
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<td>Jeremy Sunderland</td>
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<td>Curtis Wang</td>
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<td>Guests Present</td>
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<td>Elizabeth Condela</td>
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<td></td>
<td>Julie Eby-McKenzie</td>
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<td>Bob Kaiser</td>
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<td>Jenni Moran</td>
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<td>Tom &amp; Kate Purnell</td>
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1. **Call to Order & Introductions**

   Debra Newman, president, called the meeting to order at 7:02 p.m. and introductions were made.

2. **Public Input & Comments** – No public input or comments were made.

3. **Consent Items**

   A. **Approval of Revised Agenda** *(Packet #2, page 108)*

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

   B. **Approval of August 15th Meeting Minutes** *(Packet #1, page 7)*

      M/S/C (E. Burnett/J. Gould) To approve the minutes as presented.
4. **Presentation: NLACRC’s Draft 2019 Performance Contract** *(Packet #2, page 112)*

Copies of the draft performance contract were included in the packet and Sara Iwahashi provided the board with a handout containing information about the performance contract and a summary of the public meetings that were held to gain community input. The 2019 contract includes 10 public policy performance measures, 3 measures related to reducing disparities and improving equity in purchase of service expenditures, and 9 local performance contract measures, along with the activities that the center will employ to achieve the outcomes. At the end of the contract, there were 11 final compliance measures listed that the center must strive to achieve. After Sara’s presentation, she responded to individual board member questions. The draft contract will be presented to the board at the abbreviated October board meeting for approval. Once approved, the performance contract will be submitted to the Department of Developmental Services (DDS) for approval.

5. **Committee Action Items** *(Packet #1, page 19)*

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

1. **Approval of Changes to Board Audit Section**

   **M/S/C** (D. Becerra/C. Mitchell) To approve the changes to the Administrative Affairs Committee’s Board Audit section, as presented.

2. **Approval of Chief Organizational Development Officers/Human Resources (CODO/HR) Restructure Plan**

   **M/S/C** (C. Mitchell/A. Hamilton) To approve the CODO/HR restructure plan, as presented.

3. **Approval of Contracts**

   a. Behavioral Therapy Clinic (PL0547-620)
   b. STAR of California (PL1115-620)
   c. Group: Four (Service Code 707)
   d. Group: Nine (Service Code 785)

   **M/S/C** (C. Mitchell/A. Martinez; Abstentions: D. Becerra and S. Jackson) To approve the 4 contracts listed above as presented.
B. **Consumer Services Committee** (Anna Hamilton)
   
   1. **Approval of Convene Self-Determination Panel**

   **M/S/C** (C. Mitchell/S. Jackson) To approve convening a panel to interview applicants to fill the 2 open positions on the Self-Determination Advisory Committee.

C. **Government & Community Relations Committee** (Jeremy Sunderland)
   
   1. **Approval of Valley Industry Association Membership**

   **M/S/C** (L. Martinez/C. Mitchell) To approve the center becoming members of the Valley Industry Association.

D. **Nominating Committee** (Pat Grayson-DeJong)
   
   1. **Approval of Changes to Policies & Procedures**

   **M/S/C** (C. Wang/A. Castellanos) To approve the changes to the Nominating Committee’s policies and procedures, as presented.

   2. **Approval of Changes to Board Audit Section**

   **M/S/C** (C. Mitchell/S. Jackson) To approve the changes to the Nominating Committee’s section of the Board Audit, as presented.

   3. **Approval to Change Committee Start Time**

   **M/S/C** (C. Mitchell/A. Hamilton) To approve changing the Nominating Committee meeting start time from 6:30 p.m. to 5:30 p.m.

6. **Additional Action Item** *(Packet #2 page, 122)*

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

   1. **Waiver of Board’s Request for Proposals Policy**

   **M/S/C** (J. Gould/A. Hamilton) To approve a one-time waiver for the board’s Request for Proposals policy in order to keep consumers in their current homes.
Action: Kim will give the board an update on this situation at the November board meeting.

7. **Director’s Report (Packet #2, page 128)**

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 summary of a recent DDS Home and Community-Based Services (HCBS) advisory group meeting, a legislative update prepared by staff, and a flier for the center’s new “community coffee” events that will be hosted by Ruth Janka and the center’s case management directors.

8. **Executive Session**

A. **Employee Matter**

   M/S/C (C. Wang/L. Martinez) To go into executive session at 8:30 p.m.

   M/S/C (C. Mitchell/C. Wang) To come out of executive session at 8:40 p.m.

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

A. **Report on ARCA Board Meeting, held August 17th (Torrance)**

   Debra Newman reported that the ARCA board delegates met delegates who were just joining the group and the group was then given several presentations.

B. **Next ARCA Board Meeting: October 19th (San Diego)**

   The next board meeting will be a strategic planning session. Ruth Janka will be joining Debra at that planning session, on George Stevens’ behalf.

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

    A. **Minutes of the August 29th Meeting**

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

The July 2018 financial report showed that the center’s operations budget for FY 2018-19 was $51,276,427, the purchase of service (POS) budget was $421,422,410, and the family resource center budget was $207,187, for a total budget of $472,906 at this point. We will not know whether or not we will be projecting a surplus or deficit in our POS budget until we complete our first purchase of service expenditure report (PEP) and submit it to DDS in December.

11. **Consumer Advisory Committee** *(Packet #2, page)*

A. **Minutes of the September 5th Meeting**

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

12. **Consumer Services Committee** *(Packet #1, page 53)*

A. **Minutes of the August 22nd Meeting**

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

B. **Self-Determination Program (SDP) Update**

The center now has 287 consumers who have added their names to our interest list. It will be the responsibility of the Department of Developmental Services (DDS) to select consumers to fill our 183 spots for the 3-year pilot. The job descriptions for the SDP consumer service coordinators have been finalized and recruitment will begin shortly to fill those positions at all 3 of the center’s offices. The center’s self-determination advisory committee continues to meet on a monthly basis at one of the center’s 3 offices. The members had asked for transportation services, similar to those provided to board members, but unfortunately our contract does not allow for it; we can only reimburse our board members and staff for mileage. We continue to wait for direction and guidelines from DDS on how the program should be run. In the meantime we continue with our outreach efforts to let our community know about this program.

13. **Executive Committee**
A. **Minutes of the August 29th Meeting**

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

B. **Discussion: Visitor Meeting Evaluations**

C. **Discussion: Public Input Sign-up Sheet**

Debra reported that a guest at our last board meeting felt that the public input time was too quick for people to provide any comments. He also felt that the executive session, which was over an hour long, should have been held at the end of the board meeting. He ended up not staying for the board meeting because the executive session was so long. He did not feel that these actions were very welcoming for board meeting guests. In response to this reaction, Debra asked the board if they think visitor meeting evaluations and a public input sign-up sheet should be offered to board meeting guests? The board agreed that this would be a good idea.

**Action:** The Executive Committee will modify the current board meeting evaluation so it pertains more to a guest's perspective and present it to the board for review and approval.

**Action:** Jennifer will offer public meeting sign-up sheets at future board meetings.

D. **Action Taken to Approve Valley Village Support Letter**

Debra Donovan, the executive director of Valley Village, asked if the center would send a letter to the California Department of Aging supporting one-time funding for Valley Village through Senate Bill 856. The Executive Committee approved the request, on behalf of the board, and a copy of the support letter was included in the board packet.

E. **Action Taken to Adjust FY 2017-18 Board Budget**

One final adjustment to the FY 2017-18 board budget was approved by the Executive Committee, on behalf of the board. Funds needed to be transferred from 3 different budget categories into other budget categories in order to cover shortfalls. The total budget amount remained the same. The Executive Committee approved these changes, on behalf of the board. A copy of the board budget, with the revisions made, was included in the board packet.
F. Executive Director Evaluation Responsibilities & Process

Copies of the executive director's performance evaluation timeline and the evaluation itself were provided and Michele reviewed both documents with the board. Michele also explained how the executive director's compensation is directly tied to the evaluation responses. Board members are required to complete an evaluation each year. Blank evaluation forms will be provided at the February board meeting and will be due to the board president prior to the March board meeting.

14. Government & Community Relations Committee

A. Minutes of the August 22nd Meeting

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

B. Legislative Educators' Report

The center's legislative educator's report, “Community Advocacy & Engagement,” was included in the meeting packet for the board’s information.

C. Legislative Bill File

The committee’s updated legislative bill file was included in the meeting packet; the committee is currently tracking 31 different bills.

15. Nominating Committee – No Report

16. Post-Retirement Medical Trust – No Report

17. Strategic Planning Committee – No Report

18. Vendor Advisory Committee (Packet #2, page 194)

A. Minutes of the September 6th Meeting

The minutes were included in the meeting packet; please see Sharoll Jackson with any questions.
19. **Old Business/New Business** *(Packet #1, page 98)*

A. **Attendance Sheets**

Updated board and board committee meeting 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**

Board members are encouraged to visit regional center funded programs for educational purposes; please contact Jennifer to schedule a visitation.

C. **Acronym Listing**

A list of frequently used acronyms is now included in the board meeting packet for the board’s reference.

D. **Complete Meeting Evaluations**

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

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

A. **Annual Board Legislative Training:** Wednesday, September 19th, 6:00 p.m.

B. **Abbreviated Board Meeting:** Wednesday, October 10th, 6:30 p.m.

C. **Board Training on Union Negotiations:** Wednesday, October 10th, 6:45 p.m.

D. **Board Meeting & Holiday Party:** Wednesday, November 14th, 6:30 p.m.

21. **Adjournment**

Debra Newman adjourned the meeting at 8:56 p.m.
Submitted by:

Jennifer Kaiser
Executive Assistant

for:

Liliana Martinez
Board Secretary

[badmin.sep12.2018]