

**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 11, 2019.

Trustees Present

Manuel Alfaro
Adam Breall
Anna Hamilton
Sharoll Jackson
Lillian Martinez
Caroline Mitchell
Debra Newman
Curtis Wang

Trustees Absent

Elizabeth Badger
Elena Burnett
Marianne Davis
Melissa Ferman
Angelina Martinez
Jeremy Sunderland
Todd Withers

Staff Present

Gabriela Eshrati
Kristine Gutierrez
Ruth Janka
Jennifer Kaiser
Michele Marra
Kim Rolfes
Jesse Weller
Analucia Whitlock

Guests Present

Victoria Berrey
Carleton Bradley
Margarita Bradley
Julie Eby-McKenzie
Yomaira Gonzalez

Guests Present

Michelle Heid
Jennifer Koster
Jenni Moran
Josefina Sharp
Ana Quiles

1. Call to Order & Introductions

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

2. Public Input & Comments (3 minutes)

A. Julie Eby-McKenzie, from the local State Council on Developmental Disabilities office, made the following announcements:

1. The State Council is offering trainings on a variety of topics, including disaster preparedness and response and active shooter trainings. Please contact her at julie.eby-mckenzie@scdd.ca.gov if you are interested in holding or participating in a training.
2. The State Council will be holding a special education conference on how to develop an IEP on Friday, October 4th; registration is \$50.

- B. Victoria Berrey, from the Family Focus Resource Center (FFRC), announced that the FFRC offers educational opportunities and outreach. Upcoming events include an independent living center resource fair and a health fair. Also, the FFRC will be holding their 7th annual Special Needs Resource Fair on Sunday, October 20th, from 11:00 a.m. to 3:00 p.m. at CSUN university student union; admission is free. For more information contact family.focus@csun.edu.
- C. Michelle Heid announced that the Santa Clarita Valley Mayor's Committee on Employment of Individuals with Developmental Disabilities is holding their annual breakfast on Thursday, October 10th, at 7:30 a.m. at The Centre, 20880 Centre Pointe Parkway in Santa Clarita. The cost is \$12 and a light breakfast provided.
- Action:** Michelle Heid will forward the breakfast flier to Jennifer who will forward to the board.
- D. Debra Newman attended the ARCA meetings that were held at Harbor Regional Center last month. They were given a tour of the regional center and she picked up a brochure of trainings that will be held by Harbor Regional Center this fiscal year. Debra really liked the brochure and circulated it among those present. She would really like for NLACRC to have something similar.

3. Consent Items

- A. Approval of Revised Agenda (*Packet 2, page 77*)
M/S/C (C. Wang/C. Mitchell) To approve the revised agenda as presented.
- B. Approval of August 14th Meeting Minutes (*Packet 1, page 7*)
M/S/C (C. Mitchell/A. Hamilton) To approve the minutes as presented.

4. Committee Action Items

- A. Executive Committee - Elena Burnett (*Packet 1, page 18*)
1. Approval of Changes to Board's Transparency Policy
M/S/C (C. Mitchell/C. Wang) To approve the changes to the board's transparency policy as presented.

2. Approval of Changes to Board Master Calendar

M/S/C (A. Breall/C. Mitchell) To approve the changes to the board's master calendar as presented.

3. Approval of Conflict of Interest Resolution Plan for Adam Breall

M/S/C (S. Jackson/M. Alfaro) To approve the conflict of interest resolution plan for Adam Breall and to submit it to the Department of Developmental Services (DDS) and the State Council for their approval.

B. Government & Community Relations Committee - Jeremy Sunderland
(*Packet 1, page 32*)

1. Approval of Revised Legislative Priorities

M/S/C (A. Hamilton/M. Alfaro) To approve the board's revised legislative priorities list as presented.

2. Approval to hold a Town Hall Meeting

M/S/C (A. Hamilton/L. Martinez) To approve the center holding a town hall, hopefully on November 14th.

3. Approval to Support AB 1004 (McCarty)

M/S/C (L. Martinez/A. Hamilton) To support AB 1004 (McCarty) as presented.

C. Administrative Affairs Committee - Manu Alfaro (*Packet 2, page 79*)

1. Approval of Contract: Dieter Wolf (Landlord, AV Office)

M/S/C (A. Hamilton/C. Mitchell) To approve the contract with Dieter Wolf as presented.

5. **Executive Director's Report** - Ruth Janka (*Packet 2, page 83*)

Ruth Janka gave her report which included information on the allocation methodology, state budget, legislation, regional center operations, and community and systems activities. Attached to her report were the center's monthly quality assurance report, consumer statistics report, and special incidents overview. Ruth also announced that the

Southern CA regional center directors will be meeting with the LA Coalition of Service Providers on Friday, September 13th, to brainstorm a joint message to take to our legislators, the governor, and his administration.

6. Association of Regional Center Agencies - Debra Newman

A. Report on August 15th & 16th ARCA Meetings in Torrance (*Packet 2, page 119*)

On August 15th, Debra chaired the ARCA Board Delegates Group for the first time! The minutes from the August 16th Board of Directors meeting were included in the meeting packet; please see Debra with any questions.

B. Next ARCA Meetings: October 17th & 18th in San Diego

7. Administrative Affairs Committee - Manu Alfaro (*Packet 2, page 127*)

A. Minutes of the August 28th Meeting

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

B. Insurance Coverage

Each year, the center presents its insurance coverage amounts and their costs to the Administrative Affairs Committee. An overview of the insurance coverages was included in the meeting packet. Manu confirmed that the center is adequately covered and our costs were down from last fiscal year.

C. Financial Report

The July 2019 financial report showed that the center's operations budget for FY 2019-20 is \$52,034,267, the purchase of service (POS) budget is \$482,019,575, and the family resource center budget is \$207,187 for a total budget of \$534,261,029 (over a half of a billion dollars!) at this point. We will not know whether we will be projecting a surplus or deficit in our POS budget until we complete our first POS expenditure projection which is due to the Department of Developmental Services (DDS) on December 10th.

8. Consumer Advisory Committee - Caroline Mitchell

A. Minutes of the September 4th Meeting (*Packet 2, page 149*)

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

9. **Consumer Services Committee** – Caroline Mitchell (*Packet 1, page 37*)

A. Minutes of the August 21st Meeting

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

B. 4th Quarter Appeals/Hearings Report

Copies of the report were included in the meeting packet. During the 4th quarter:

1. Eligibility: 436 Notices of Action (NOAs) were sent and 20 were returned (appealed); 7 additional hearings were requested from NOAs sent in previous quarters.
2. Service: 266 Notices of Action were sent and 13 were returned; 2 additional hearings were requested from NOAs sent in previous quarters.
3. Hearings: 7 fair hearings were held:
 - 1 eligibility hearing (denied)
 - 6 service hearings (4 granted, 2 denied)

C. Self-Determination Program (SDP) Update

Ruth covered the update in her director's report. However, members of the board who recently attended a SDP orientation reported that there was a lot of information provided there, but a step-by-step enrollment guide is needed. In addition, their service coordinators do not seem to be knowledgeable about the SDP. Perhaps the center could start a SDP Facebook page or include a step-by-step guide on the center's website?

Action: Ruth will follow-up and report back.

10. **Executive Committee** - Debra Newman for Elena Burnett (*Packet 2, page 152*)

A. Minutes of the August 28th Meeting

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

B. Action Taken to Adjust FY 2018-19 Board Budget

The Executive Committee took action, on behalf of the Board of Trustees, to approve transferring funds between board budget line items to cover 2 shortfalls. The board budget, with the transfers shown was included in the meeting packet.

C. Review Executive Director Evaluation Process and Form – Deferred

D. 4th Quarter Report on the Center’s Strategic Plan – Deferred

11. **Government & Community Relations - Jeremy Sunderland** (*Packet 1, page 48*)

A. Minutes of the August 21st Meeting

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

B. Legislative Educators’ Report

Michelle Heid and Raquel Armendariz gave the following update on their activities as NLACRC’s legislative educators:

1. Grass Roots Visits: Plans for our visits with local legislators is underway. All of our local senators and assembly members will be visited by a group representing NLACRC which will include a staff lead, board member/parent, consumer, and service provider. The visits will begin in mid-September and will continue through January.
2. Councilman John Lee: He was just elected and to the 12th council district which includes Chatsworth, Granada Hills, Northridge, Porter Ranch, West Hills, Sherwood Forest, and sections of North Hills and Reseda. They attended his community swearing in ceremony as did Caroline Mitchell. Hundreds of people were present, but only 5 of the shuttle vans were fully accessible; we let them know that this is a real life problem! They also met with his staff and received some possible meeting dates from them.
3. State Budget/Rate Increases: The state budget is problematic for service providers. Although some providers received an 8.2% rate increase (time-limited), other providers received minor rate increases, while other providers

received no rate increases – including Early Start! We know how important those services are and we need to make our legislators aware of these oversights.

4. Legislative Calendar

September 3rd: Last day for bills to be presented.

September 13th: Last day for each house to pass bills

October 13th: The deadline for the governor to pass or veto bills

January 1st: Statutes take effect

January 6th: The legislative reconvenes

We need to take the opportunity to meet with our local legislators while they are out of session and at their local offices.

5. New and Improved Voting: Los Angeles County is ready to unveil its brand new voting system in hopes of bringing more voters to the polls. Mock elections will be held later this month to give voters a chance to get familiar with the 31,000 iPad-like devices that the county purchased.

6. Revised Rate Study: DDS is supposed to release the revised rate study on October 1st that includes feedback collected from the community.

7. Congress Woman Katie Hill: They met with her and she was very receptive and very well informed about our system.

12. **Nominating Committee - Curtis Wang** (*Packet 2, page 168*)

A. Nomination of 1st Vice President: Anna Hamilton/Caroline Mitchell

Ballots were provided, collected, and tallied by Lillian Martinez, board secretary, and Jennifer.

Action: Anna Hamilton was nominated to serve as the board's first vice president. Her election will be held at next month's board meeting.

B. Status of Recruitment

The board's recruitment postcard encouraging Hispanic/Latino applicants has gotten a tremendous response! Thirty-three board application packets were mailed out and 16 applications submitted. Of those applications submitted, 12 were from Hispanic/Latino applicants! A group orientation will be held early next month and individual interviews with applicants will follow in late October/early November.

13. **Post-Retirement Medical Trust - Elena Burnett** *(No Report)*

A. Next Quarterly Meeting: Wednesday, October 30th

14. **Strategic Planning Committee – Caroline Mitchell** *(No Report)*

A. Next Quarterly Meeting: Wednesday, November 4th

15. **Vendor Advisory Committee - Sharoll Jackson**

A. Minutes of the August 1st Meeting *(Packet 1, page 58)*

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

B. Minutes of the September 5th Meeting – Deferred

16. **Old Business/New Business** *(Packet 1, page 69)*

A. Board and Committee Meeting Attendance Sheets

Updated board and board committee attendance sheets are always included in the monthly 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, but Lillian plans on visiting some providers in the Antelope Valley area and will report back next month.

C. Updated Acronyms Listing

An updated list of acronyms is always included in the board meeting packet.

D. Complete Meeting Evaluations

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

17. Announcements/Information/Public Input

- A. Next Board Meeting: Wednesday, October 23rd, at 6:30 p.m. (Chatsworth)

18. Executive Session

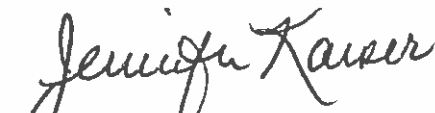
M/S/C (A. Hamilton/C. Wang) To go into executive session at 8:36 p.m.

- A. Legal Update
B. Labor Contract Negotiations Update


19. Adjournment

Debra adjourned the meeting at 8:53 p.m.

Submitted by,


Jennifer Kaiser
Executive Assistant

for:


Lillian Martinez
Board Secretary

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