

North Los Angeles County Regional Center  
**Executive Committee Meeting Minutes**  
November 26, 2019

**Present:** Elena Burnett, Melissa Ferman, Anna Hamilton, Lillian Martinez, and Debra Newman – Committee Members  
Ruth Janka, Jennifer Kaiser, Michele Marra, Kim Rolfes, and Jesse Weller – Staff Members

**Absent:** Manu Alfaro

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**I. Call to Order**

Elena Burnett, president, called the meeting to order at 7:10 p.m.

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

**III. Consent Items**

A. Approval of Revised Agenda

New Items IV.E., IV.F. and IV.G. were added to the agenda and Section VII was deleted.

**M/S/C** (M. Ferman/D. Newman) To approve the revised agenda as modified.

B. Approval of Minutes from the October 30<sup>th</sup> Meeting

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

**IV. Committee Business**

A. Human Resources: Approval of Report on Personnel Classifications

The report on personnel classifications was reviewed and discussed at the Administrative Affairs Committee and they are recommending that the Executive Committee approve the report, on behalf of the board, so it can be submitted to the Department of Developmental Services (DDS) by the December 1<sup>st</sup> deadline.

**M/S/C** (L. Martinez/D. Newman) To approve the report on personnel classifications, on behalf of the Board of Trustees.

B. Board Budget vs. Expenditures

1. FY 2018-19: The board budget for last fiscal year was \$94,000. To date, \$91,647.18 (97.5%) has been spent. We need to transfer \$715 from line item 1 to line item 11 to cover a shortfall there.

**M/S/C** (L. Martinez/D. Newman) To approve moving \$715 from one line item to another in the board's FY 2018-19 budget to cover a shortfall.

**Action:** With no further late bills anticipated, the board's budget for FY 2018-19 can now be closed.

2. FY 2019-20: The board's budget for this fiscal year is \$98,000. To date, \$12,440 (12.7%) has been spent. Most of the board's big expenses come later in the year.

C. Board Member Respite Reimbursement

Jennifer reimburses board members who use respite while participating in board-related meetings and events. Jennifer was unaware of the fact that the respite rate had increased the last couple of years. We need to reimburse our board members for the difference in the new rates vs. the old rate and they can, in turn, reimburse their respite workers. Kim and Vini are currently working on a fix for this error.

D. Antelope Valley "Night to Shine"

Debra is volunteering to help the "Night to Shine" prom for teenagers with special needs in the Antelope Valley and asked if the board would consider helping to sponsor it. About 85% of the teenagers participating are NLACRC consumers. The board has about \$2,750 left in its board budget for sponsorships this fiscal year. The Executive Committee would like to help sponsor this event, but was unsure how much of a donation should be made.

**M/S/C** (D. Newman/A. Hamilton) The Executive Committee will recommend to the Board of Trustees to help sponsor the "Night to Shine" prom with a donation of \$1,000.

E. Approval of Contracts

1. Harbor Regional Center MOU FY18-19
2. Harbor Regional Center MOU FY19-20
3. Maxim Healthcare Services, Inc. (PL1025-062)
4. Comfort Residential Home, LLC (PL1831-109)

5. United Cerebral Palsy of LA & Ventura (PL1731-055)
6. United Cerebral Palsy of LA & Ventura (PL0566-109)
7. TPX Communications (Operations)

**M/S/C** (A. Hamilton/L. Martinez) To approve the 7 contracts listed above, as presented, on behalf of the Board of Trustees.

F. Self-Determination Advisory Committee (SDAC) Request

Lillian, who is a member of the SDAC, shared the committee's request to be reimbursed for mileage to and from the monthly meetings, which rotate and are held at the center's 3 offices. The SDAC is a joint committee between NLACRC and the State Council. NLACRC hosts and provides dinner at each SDAC meeting. This request has been made before; there is no money in NLACRC's budget to cover SDAC members' mileage. Due to the Bagley-Keene act, members cannot participate in meetings via conference call or Zoom. Perhaps they should ask the State Council. Lillian will share this response with the SDAC.

G. Board Trainings

DDS's contract with NLACRC includes a requirement for board trainings on the following topics (which should take about 15-20 minutes each):

1. Board governance
2. NLACRC/DDS contract
3. Executive director recruitment
4. Conflict of interest
5. Cultural competency

And the center's 5-year strategic plan includes board trainings on the following topics:

6. Quality assurance
7. Transparency policy
8. Vendorization/resource development

Also, ARCA will be having a training for select regional center board members (the ARCA Academy) in February 2020. In addition, the center's financial statement will be presented at the March 2020 board meeting and the center's tax return will be presented at the April 2020 board meeting. Trainings could be held

from 6:00 to 6:30 p.m. prior to the monthly board meetings. We also have our annual board retreat in May 2020 where board trainings are conducted.

**Action:** Jennifer will draft a board presentation/training schedule and present it at the next Executive Committee meeting.

H. Finalize Agenda for the January 15<sup>th</sup> Board Meeting

The board finalized the agenda for the January 15<sup>th</sup> board meeting.

V. **Center Operations**

A. AB 5: Independent Contractors & Employees

AB 5 has been chaptered and is now in law. It set standards to determine whether a worker is an employee or an independent contractor. The case stems from a lawsuit filed by a pair of delivery drivers against Dynamex, after the company changed their job status from employee to independent contractor.

B. Self-Determination Program (SDP) Update

We currently have 156 active participants. DDS will be making additional consumer selections to fill those positions left by consumers who withdrew from the program. DDS is looking for individuals over the age of 42 and are giving priority to siblings of individuals who are already in the program and members of the SDP local advisory committee. The center is drafting a “how to” booklet to help participants and their families navigate the process.

C. Developmental Services Task Force

DDS and the California Health and Human Services Agency have announced that a total of 157 individuals from across the state have been selected as members of the Developmental Services (DS) Task Force. (In the past, 21 individuals served on the Task Force and workgroups combined.) The DS Task Force provides guidance on the delivery of services to Californians who have intellectual and developmental disabilities; 41 individuals will serve on the Task Force and an additional 116 people will serve on the Task Force’s 5 workgroups, which are:

1. Community Resources Workgroup Membership

2. Oversight, Accountability and Transparency Workgroup Membership
3. Safety Net Workgroup Membership
4. Service Access and Equity Workgroup Membership
5. System and Fiscal Reform Workgroup Membership

D. The Family Empowerment Team in Action (FETA)

This program, which is one of the center's purchase of service (POS) disparity projects, uses MSW students from CSUN to provide outreach to families who are not using regional center services. They are also developing micro-videos on school age, transition, and adult services in both English and Spanish. The FETA program will be coming to a close at the end of December. However, before they close, they will launch a large scale service satisfaction survey in our catchment area aimed at Hispanic consumers ages 3-17 years of age.

**VI. Announcements / Information Items**

- A. Next Meeting: Wednesday, January 29<sup>th</sup>, at 7:15 p.m.

**VIII. Adjournment**

Elena adjourned the meeting at 8:17 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

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