

**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 January 15, 2020.

Trustees Present

Elizabeth Badger
Elena Burnett
Marianne Davis
Anna Hamilton
Sharoll Jackson
Lillian Martinez
Caroline Mitchell
Debra Newman
Jeremy Sunderland
Curtis Wang

Trustees Absent

Manuel Alfaro
Adam Breall
Angelina Martinez
Todd Withers

Staff Present

Ruth Janka
Jennifer Kaiser
Michele Marra
Kim Rolfes
Jesse Weller
Jennifer Williamson
Leonard Wilson, Jr.

Guests Present

Nicholas Abrahms
Raquel Armendariz
Dena Bogrow
Lety Garcia
Shelley Hash
Michelle Heid
Mary Hernandez
Gabriela Herrera
Betsey Johnson
Nelmonika Jones
Jennifer Koster
Claudia Picerni

1. Call to Order & Introductions

Elena Burnett, president, called the meeting to order at 6:44 p.m. when a quorum of members were present and introductions were made.

2. Public Input & Comments

Debra Newman announced that the State Council on Developmental Disabilities (SCDD) is asking people to complete a survey to help them develop their state plan for 2022-2026. Debra made blank surveys available for board members to complete.

3. Consent Items

A. Approval of Revised Agenda (Packet 2, page 135)

The date of the minutes in Section 3.B. was changed from September 11th to November 20th.

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

B. Approval of November 20th Board Meeting Minutes (*Packet 1, page 8*)

M/S/C (M. Davis/C. Wang) To approve the minutes as presented.

4. **Attorney Presentation: Personnel Policies** (Betsy Johnson) (*Packet 2, page 139*)

Betsy Johnson, attorney from Ogletree & Deakins, specializes in labor and employment law. She reported that the center retained her services to help update our personnel policies to make sure they are in compliance with the law. She will also assist in developing any new policies that are needed. Individual policies will be developed vs. a personnel handbook. A list of the recommended policies to be developed or revised was included in the meeting packet.

5. **Committee Action Items** (*Packet 1, page 13*)

A. Executive Committee – Elena Burnett

1. Approval of Bylaws Change

M/S/C (C. Wang/C. Mitchell) To approve the bylaws change as presented.

2. Approval to Sponsor “Night to Shine” Prom

M/S/C (L. Martinez/A. Hamilton) To approve a \$1,000 sponsorship of the Night to Shine prom that will be held on February 7th at the Lancaster First Assembly in Lancaster.

Action: Marianne Davis would like any board-related sponsorships to receive some media attention to help the center’s public relations.

Action: Michele Marra will follow-up to see what kind of media attention the center could receive from sponsoring the prom.

B. Nominating Committee – Manu Alfaro

1. Election of New Board Members

- a. Nicholas Abrahms
- b. Ivette Arriaga

- c. Dena Bogrow
- d. Christina Cannarella
- e. Leticia Garcia
- f. Gabriela Herrera
- g. Claudia Picerni
- h. Ana Laura Quiles

M/S/C (A. Hamilton/E. Badger) To elect the 8 nominees listed above to the Board of Trustees.

6. Additional Committee Action Items *(Packet 2, page 142)*

A. Administrative Affairs Committee - Manu Alfaro

1. Approval of Contracts:

- a. Cresa Partners of Los Angeles, Inc. - First Amendment (Ops)
- b. Comfort Residential Home (PL1831-109)
- c. Elwyn Quartz EBSH (IP-1718-11-999)
- d. Foundation for Advocacy, Conservatorship and Trust (PL1751-34)
- e. STAR of CA (PL1115-620)
- f. Tierra del Sol (PL1834-94)
- g. Willowbrooks Behavioral Health (PL1839-785)

M/S/C (L. Martinez/A. Hamilton) To approve the 7 contracts listed above as presented.

Action: Kim will find out how many money management vendors the center has and report back at the next board meeting.

7. Executive Director's Report - Ruth Janka *(Packet 2, page 163)*

Ruth Janka gave her director's 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, consumer statistics, and special incident reports.

8. Association of Regional Center Agencies - Debra Newman

A. Next ARCA Meetings: January 23rd & 24th (Sacramento)

9. **Administrative Affairs Committee - Manu Alfaro** (*Packet 1, page 16*)

- A. Minutes of the October 30th Meeting
- B. Minutes of the November 26th Meeting

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

- C. Financial Report (*Packet 2, page 215*)

The November 2019 financial report showed that the center's operations budget for FY 2019-20 was \$55,656,790 and the purchase of service (POS) budget was \$499,128,141 for a total budget of \$554,784,931. The center is currently projecting a deficit in the POS budget of \$3,532,172 which will be resolved with future funding allocations from the Department of Developmental Services (DDS).

- D. Statement of Cash Flow Options

One of the documents included in the center's annual audited financial statements is the Statement of Cash Flows. The purpose of the Statement of Cash Flows is to show where cash is being generated and how the cash is being spent. Accounting standards were updated in 2016 giving an organization options for presenting their Statement of Cash Flows. The new standard allows for three presentation options: 1) the indirect method; 2) the direct method, and 3) both.

Action: Board members who have a preference for which method(s) the center should use, should contact Jennifer Kaiser before the next Administrative Affairs Committee meeting on January 29th.

10. **Consumer Advisory Committee - Caroline Mitchell**

- A. Minutes of the November 6th Meeting (*Packet 1, page 30*)
- B. Minutes of the January 8th Meeting (*Packet 2, page 224*)

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

11. **Consumer Services Committee – Caroline Mitchell**

A. Minutes of the November 13th Meeting (*Packet 1, page 34*)

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

12. **Executive Committee - Elena Burnett** (*Packet 1, page 39*)

A. Minutes of the October 30th Meeting

B. Minutes of the November 26th Meeting

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

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

The Executive Committee took action, on behalf of the Board of Trustees, to approve moving \$715 from one line item to another in the board's FY 2018-19 budget to cover a shortfall. This budget change was included in the meeting packet.

D. Action Taken to Approve Report on Personnel Classifications

The Executive Committee took action, on behalf of the Board of Trustees, to approve the personnel classifications report so it could be submitted to DDS by the December 1st deadline. The approved report was included in the meeting packet.

E. Action Taken to Approve Contracts

The Executive Committee took action, on behalf of the Board of Trustees, to approve the following 7 contracts. Summaries of these contracts were included in the meeting packet.

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)

13. Government & Community Relations - Jeremy Sunderland (*Packet 1, page 82*)

A. Minutes of the November 13th Meeting

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

B. Legislative Educators' Report (*Handout*)

Raquel Armendariz and Michelle Heid, the center's legislative educators, provided written copies of their report and reviewed highlights with the board, which included:

1. 25th Congressional district special election on March 3rd
2. Legislative update
3. Legislative calendar
4. Bills
5. Rate study and associated rate models
6. Developmental services task force
7. Town hall meeting on February 27th
8. Community events
9. Local grass roots visits
10. Collaboration with the provider community and consumer groups
11. Events held by the Valley Industry & Commerce Association (VICA) and the Valley Industry Association (VIA).
12. State Council on Developmental Disabilities meetings
13. Disparity-related activities
14. Upcoming events

14. Nominating Committee - Curtis Wang (*Packet 1, page 95*)

A. Minutes of the November 7th Meeting

B. Minutes of the November 14th Meeting

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

- C. Resignation of Melissa Ferman
- D. Resignation of Elizabeth Badger

Melissa resigned from the board at the end of December. Elizabeth Badger is resigning from the board effective tomorrow.

E. Interest in Serving as 2nd Vice President

With Melissa's resignation, the 2nd vice president position is open.

Action: Any board members interested in serving as 2nd vice president should contact Jennifer Kaiser.

F. Interest in Serving as a Board Officer or ARCA Delegate in FY 2020-21

Debra Newman will be terming off the board at the end of June. She has been faithfully serving as ARCA delegate and participates on the ARCA Board Delegates group and the ARCA Board of Directors. We will need a new ARCA board delegate starting July 1st. These groups meeting in person 5 times a year and also meet via conference calls.

Action: Any board members interested in serving as ARCA delegate in FY 2020-21 should contact Jennifer Kaiser.

15. **Post-Retirement Medical Trust - Elena Burnett** (*Packet 1, page 101*)

A. Minutes of the October 30th Meeting

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

B. Statement on Current Trust Value

As of September 30th, the value of the trust assets was \$25,661,821, an increase of \$252,549 since the last quarterly report. The increase was due to a gain in investments. The annualized rate of return since the trust's inception (November 2004) was 5.98% (gross of fees)

16. **Strategic Planning Committee – Caroline Mitchell** (*Packet 1, page 106*)

A. Minutes of the November 4th Meeting

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

B. 1st Quarter Report on CIE and PIP Activities

1. Competitive Integrated Employment (CIE)

- a. 3 consumers were approved for the program.
- b. No additional service providers approved for the program.
- c. 2 incentive payments were made.

CIE incentive funds are paid to service providers after 30 days, 6 months, and 12 months of continuous employment of a consumer.

2. Paid Internship Program (PIP)

- a. 13 consumers approved for the program.
- b. No service providers were approved for the program.
- c. No incentive payments made.

PIP incentive payments reimburse service providers or employers up to \$10,400 per year of wages and benefits for each consumer placed in an internship.

C. 1st Quarter Report on Program Closures

During the first quarter of this fiscal year, the center had had 8 program closures which impacted 23 consumers.

D. 1st Quarter Report on New Vendorizations

During the first quarter of this fiscal year, the center had a total of 37 new vendorizations.

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

A. Minutes of the November 7th Meeting (Packet 1, page 116)

B. Minutes of the January 9th Meeting (Packet 2, page 228)

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

18. Old Business/New Business (*Packet 1, page 125*)

A. Board and Committee Meeting Attendance Sheets

Updated attendance sheets are always included in the meeting packet. Board members cannot miss 5 meetings in a 1-year period or 3 meetings in a row.

B. Visitation Reports

Lillian Martinez reported that she visited Jay Nolan Community Services in Palmdale and learned about their supported living services program – it was very interesting!

C. Updated Acronyms Listing

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

D. Complete Meeting Evaluations

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

19. Announcements/Information/Public Input

A. Next Board Meeting

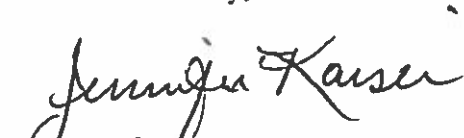
The next board meeting will be held at 6:30 p.m. on Wednesday, February 12th at the center's Santa Clarita Valley office. Transportation to that office and back is provided for board members who do not want to drive.

Action: Please contact Jennifer Kaiser if you would like to be added to the rider list.

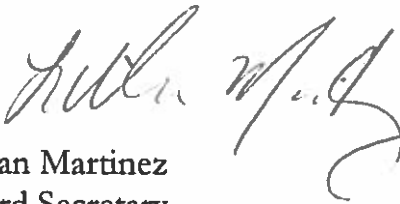
20. Adjournment

Elena adjourned the meeting at 8:30 p.m.

Submitted by,


Jennifer Kaiser
Executive Assistant

for:


Lillian Martinez
Board Secretary

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