

North Los Angeles County Regional Center
Executive Committee Meeting Minutes
January 29, 2020

Present: Manu Alfaro, Elena Burnett, Anna Hamilton, Lillian Martinez, and Debra Newman – Committee Members
Annabella Hamilton and Archie Rucker - Guests
Ruth Janka, Jennifer Kaiser, Michele Marra, Kim Rolfes, and Jesse Weller – Staff Members

Absent: All present

I. Call to Order

Elena Burnett, president, called the meeting to order at 7:33 p.m.

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

III. Consent Items

A. Approval of Revised Agenda

New Items IV.K. and IV.L. were added to the agenda.

M/S/C (A. Hamilton/M. Alfaro) To approve the revised agenda as modified.

B. Approval of Minutes from the November 26th Meeting

M/S/C (A. Hamilton/M. Alfaro) To approve the minutes as presented.

IV. Committee Business

A. Draft Board Presentation/Training Schedule for 2020

The proposed schedule was reviewed. It includes presentations and trainings required by trailer bill language, the Department of Developmental Services (DDS), and the center's strategic plan. All months have been filled except for the board retreat in May. It was suggested that cultural competency training could be provided at the board retreat. It was noted that the schedule should be corrected to reflect the year 2020 for the months of January through June.

Action: Michele will contact Sylvia Hoggett at DDS for cultural competency training materials and will present that information at the next Executive Committee meeting.

Action: Jennifer will make the date corrections on the schedule.

Action: The Executive Committee approved the board training/presentation schedule, as modified, on behalf of the Board of Trustees.

B. Locations for the Annual Board Retreat & Annual Board Dinner

Action: The board retreat will be held at the Universal Sheraton and the board dinner will be held at the Valencia Hyatt, as they have in years past.

Action: Jennifer will make the board retreat and dinner arrangements.

C. Date Change for the Annual Board Retreat

Ruth will be out of town on Friday, May 1st and Saturday, May 2nd and asked to change the date of the retreat, which is scheduled to be held on those 2 days.

Action: The committee took action, on behalf of the Board of Trustees, to change the date of the next board retreat from May 1st and 2nd to May 8th and 9th.

D. Strategic Plan Update Timeline

Currently, the directors have been presenting updates on the center's 5-year plan to the board on a quarterly basis. Instead, the directors proposed to present updates annually in September to report on the prior year activities and present the goals for the new fiscal year. We would like the change in the report out on our Strategic Plan for a few reasons.

1. We want to ensure that we are providing meaningful information/data to our board and we were finding that the quarterly reports are not as meaningful as an annual report would be.
2. We found that many of the activities of our board committees are directly related to the goals in our Strategic Plan and activities related to our Strategic Plan are shared and discussed in these committees. For example, we report out on our Strategic Plan that we plan to have Candidates Forums, Town Hall Meetings, etc. and activities directed toward this outcome on our Strategic Plan is shared in our Government and Community Relations Committee. Therefore, we believe that our Board is receiving regular updates on our Strategic Plan activities through the board committees.
3. We want to ensure that when we are reporting out on our Strategic Plan that it is a productive use of our Board's time. We found from experience

over the past 2 years, we believe that reporting out annually is a more effective use of our Board's time.

M/S/C (A. Hamilton/M. Alfaro) To change the strategic plan updates from quarterly to annually, on behalf of the Board of Trustees.

E. 637 Proposal: Rate Model Concept for ARFPSHN and SRF

The rates for our adult residential facilities for persons with specialized healthcare needs (AFRPSHNs) and specialized residential facilities (SRFs) are based on the facility being at full capacity. When a vacancy occurs in the facility, it causes the service provider to sustain financial losses because the service provider does not receive sufficient revenue to cover fixed costs. The center has been working with our service providers on health and safety waivers to DDS to provide them with more funding, but DDS has asked if we would consider piloting a 637 proposal instead that would provide two rates, one rate for facility costs and one rate for consumer services. The 637 timeline is approximately a 6-month process and we are planning to pursue it.

F. Board Budget vs. Expenditures

1. FY 2018-19: The board budget for last fiscal year was \$94,000. To date, \$93,673.37 (99.65%) has been spent. We need to transfer funds from line items 1 and 9 into line item 6 to cover a \$1,741.60 shortfall there.

M/S/C (D. Newman/M. Alfaro) To approve moving \$1,741.60 from two line items to another in the board's FY 2018-19 budget to cover a shortfall.

2. FY 2019-20: The board's budget for this fiscal year is \$98,000. To date, \$22,241.88 (22.7%) has been spent. Most of the board's big expenses come later in the fiscal year.

G. Time Change Request for April 7, 2020 Board Meeting

A 4-day training is going to be held by California Governor's Office of Emergency Services (CalOES) for our staff from April 6-9, 2020. They are all day trainings. We are requesting that the April 7th board meeting begin at 7:00 p.m. rather than 6:30 p.m. so Jennifer has time to set up the conference room and prepare for the board dinner and meeting.

M/S/C (A. Hamilton/D. Newman) To change the start time of the April 7th board meeting from 6:30 to 7:00 p.m., on behalf of the Board of Trustees.

H. Proposed Changes to Board's Transparency and Public Information Policy

Kim presented the proposed addition to the board's policy: Purchase of Service policies and any other policies, guidelines, or regional center-developed assessment tools used to determine the transportation, personal assistant, independent or supported living services of a consumer [WIC 4629.5(b)(5) & WIC 4434(d)].

Action: The committee will present the proposed change to this policy to the Board of Trustees for their review in February and for their approval in March.

I. Executive Director's Evaluation

Michele will begin collecting compensation data for the executive director's evaluation negotiating committee.

J. Thank you from Supported Life Institute

In May of last year, the Board of Trustees approved co-sponsoring the Supported Life Institute's 33rd Annual supported life conference, with a donation of \$900. Today, we received a written thank you from them. Copies of that thank you were provided to the committee.

K. Approval of Contract with Viatron System, Inc.

M/S/C (L. Martinez/M. Alfaro) To approve the contract with Viatron Systems, Inc., as presented, on behalf of the Board of Trustees.

L. Proposed Changes to Executive Director's Evaluation Timeline & Policy

Michele presented some changes to the timeline.

M/S/C (A. Hamilton/M. Alfaro) To approve the proposed changes to the executive director's evaluation timeline, as presented, on behalf of the Board of Trustees.

Action: Michele will draft changes to the Executive Director Evaluation Policy to reflect the changes made in the timeline and present it at the next Executive Committee meeting.

M. Finalize Agenda for the February 12th Board Meeting (Santa Clarita)

The committee finalized the agenda for the next board meeting.

V. Center Operations

A. HCBS Final Rule Provider Self-Assessment

Last week, DDS sent us information about the Home and Community-Based Services (HCBS) final rule provider self-assessment. The self-assessment will be available through an online platform developed by a contracted company, OIG Compliance Now. Both providers and regional centers now have access to the online platform. Providers have until March 31, 2020 to complete the self-assessment for each of their vendored services. Additionally, DDS is providing trainings on how to complete the self-assessments in February at 5 different regional centers. The DDS memo and the flier for the trainings were provided to the committee for their information.

B. Staffing Plan

The directors will be meeting tomorrow to finalize the center's staffing plan for next fiscal year. Positions have to be prioritized because we don't have enough operations dollars to fill all of the positions needed.

C. 1099 Forms

We mailed out the 1099 MISC forms to our 1,300+ vendors on Monday, January 27th. Although we transmitted the correct data to the IRS, we found out today that the data reported on the 1099 MISC's was for 2018, rather than 2019. The error was caused inadvertently by the consultant who was assisting us in formatting the data on the new 1099 format. A communication will be going out to all of our vendors alerting them of this inadvertent error and our accounting department is in the process of re-issuing the 1099 forms with the correct data. The revised 1099 MISC forms will go out in the mail this Friday to comply with IRS timelines.

D. Purchase of Service Expenditure Data Meetings

Each year, the center is required to hold public meetings to share information about how their POS dollars were spent. This year's meetings will be held as follows:

1. Thursday, March 12th, afternoon and evening meetings (SFV office)
2. Monday, March 16th, afternoon and evening meetings (AV office)

E. Trailer Bill Language Implementation

1. We have finalized our list of agreed upon services that will be used at Individualized Program Plan (IPP) meetings.
2. We are ready to develop our online dashboard and are awaiting further instruction from DDS.
3. We are updating all of our memorandums of understanding (MOUs), including one for AB 2083 which will make sure children in foster care get multi-agency supports.

VI. Announcements / Information Items

- A. Next Meeting: Wednesday, February 26th, at 7:00 p.m.

VII. Adjournment

Elena adjourned the meeting at 8:21 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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