

**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, 25360 Magic Mountain Parkway, Santa Clarita, California, on February 12, 2020.

Trustees Present

Nicholas Abrahms
Ivette Arriaga
Dena Bogrow
Adam Breall
Elena Burnett
Christina Cannarella
Marianne Davis
Leticia Garcia
Gabriela Herrera
Sharoll Jackson
Angelina Martinez
Lillian Martinez
Caroline Mitchell
Debra Newman
Claudia Picerni
Ana Laura Quiles
Jeremy Sunderland (via phone)
Curtis Wang

Trustees Absent

Manuel Alfaro
Anna Hamilton

Guests Present

Raquel Armendariz
Victoria Berrey
Shelley Hash
Michelle Heid
Mary Hernandez
Richard Hernandez
Jennifer Koster
Archie Rucker
Kathleen Secchi

Staff Present

Ruth Janka
Jennifer Kaiser
Michele Marra
Kim Rolfes
Jesse Weller
Liliana Windover

1. Call to Order & Introductions

Elena Burnett, president, called the meeting to order at 6:37 p.m. and introductions were made. Elena then welcomed the new board members: Nicholas Abrahms, Ivette Arriaga, Dena Bogrow, Christina Cannarella, Leticia Garcia, Gabriela Herrera, Claudia Picerni, and Ana Quiles!

2. Public Input & Comments (3 minutes)

A. Victoria Berrey, from the Family Focus Resource Center (FFRC), explained that there are 3 FFRCs, one at each NLACRC office. The FFRCs share resources and information with consumers and families. They also facilitate the center's support groups. They have started CalFresh clinics to get eligible consumers enrolled and will be providing a 5-part services on advocacy skills for Spanish speaking families next week.

- B. Kathleen Secchi, also from the FFRC, announced the following upcoming events:
1. Santa Clarita hiring spree and community resource fair: March 12th, 10:00 a.m. to 2:00 p.m. at The Centre, 20880 Centre Point Parkway.
 2. Free To Be Me music festival, March 29th, 3:00-6:00 p.m. at Santa Clarita Sports Complex Field, 20870 Centre Pointe Parkway.
 3. Save the Date: Special Needs Resource Fair, April 25th, 1:00 to 4:00 p.m., Canyon Country Park in Santa Clarita.
- C. Debra Newman thanked the board for sponsoring the Night to Shine prom event in Lancaster. Over 150 people were able to attend; it was beautiful.

3. Consent Items

- A. Approval of Revised Agenda (*Packet 2, page 119*)

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

- B. Approval of January 15th Board Meeting Minutes (*Packet 1, page 7*)

M/S/C (C. Mitchell/A. Martinez) To approve the minutes as presented.

4. Board's Transparency & Public Information Policy

- A. Policy (*Packet 1, page 17*)

- B. PowerPoint Presentation (*Packet 2 page 123*)

Kim Rolfes provided a PowerPoint presentation on the board's Transparency & Public Information policy. Our contract with the Department of Developmental Services (DDS) requires us to post certain information on our website and information we must make available. This policy outlines which information must be posted and which information must be made available.

5. Committee Action Items (*Packet 1, page 24*)

- A. Administrative Affairs Committee – Kim Rolfes for Manu Alfaro

1. Approval of Recommended Statement of Cash Flow Methods

M/S/C (C. Mitchell/C. Wang) To approve including both the direct and indirect methods in our audited financial statements.

B. Executive Committee – Michele Marra for Elena Burnett

1. Approval of Proposed Changes to Executive Director Evaluation Timeline

A typo was noted in the 3rd to last sentence: the word fo should be for.

M/S/C (A. Martinez/A. Breall) To approve the changes to the Executive Director's Evaluation Timeline, as corrected.

C. Government & Community Relations Committee – Jeremy Sunderland

1. Approval of "Portrait of our Community" Plan

M/S/C (C. Mitchell/C. Wang) To approve the portrait of our community plan, as presented.

2. Approval to Cancel Annual Spring Legislative Event

In years past, the center held 1 legislative event each year in the spring. Times have changed and we now hold legislative events whenever they are needed. We have a legislative town hall meeting coming up on February 27th and will be holding a candidates forum later in the year.

M/S/C (C. Mitchell/A. Martinez) To approve amending the board's master calendar by canceling the board's annual legislative event in the spring.

6. **Additional Action Items** (*Packet 2, page 159*)

A. Administrative Affairs Committee – Kim Rolfes for Manu Alfaro

Kim explained that the Board of Trustees is responsible for approving all contracts over \$250,000.

1. Approval of Contracts

- a. Academy for Advancement of Children with Autism – Antelope Valley, Inc. PL1844-612 (SFV)
- b. Academy for Advancement of Children with Autism – Antelope Valley, Inc. PL1846-612 (AV)

- c. Academy for Advancement of Children with Autism – Antelope Valley, Inc. PL1845-615 (SFV)
- d. Academy for Advancement of Children with Autism – Antelope Valley, Inc. PL1847-612 (AV)
- e. Rockwell Psychological Services PL1843-785
- f. United Cerebral Palsy of Los Angeles & Ventura PL0566-109

M/S/C (C. Mitchell/A. Breall) To approve the 6 contracts listed above, as presented.

7. Association of Regional Center Agencies - Debra Newman

A. Report on January 23rd & 24th ARCA Meetings (*Packet 2, page 179*)

Debra gave a report on the meetings; copies of the minutes were included in the packet.

B. Duties of an ARCA Delegate (*Packet 2, page 187*)

Debra will be terming off the board at the end of June and we will need another board member to volunteer to serve as ARCA delegate. Information on the duties of the ARCA delegate were included in the meeting packet.

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

C. Next ARCA Meetings: March 19th & 20th (Sacramento)

8. Executive Director's Report - Ruth Janka (*Handout*)

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.

9. Administrative Affairs Committee - Manu Alfaro (*Packet 1, page 31*)

A. Minutes of the January 29th Meeting

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

B. FY 2019-20 Financial Report (*Packet 2, page 189*)

The December 2019 financial report showed that the center's operations budget for was \$55,656,790 and the purchase of service (POS) budget was \$498,946,326 for a total budget of \$554,603,116. We are projecting a deficit in our POS budget of \$3,076,189 which will be covered by future allocations from DDS.

C. 2nd Quarter Human Resources Report

During the 2nd quarter of this fiscal year, the center had 1 position on hold, 22 new hires, 7 promotions, and 15 separations for a quarterly turnover rate of 0.08%. The 15 separations were mainly service coordinators.

10. **Consumer Services Committee – Caroline Mitchell** (*Packet 1, page 39*)

A. Minutes of the January 22nd Meeting

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

B. 2nd Quarter Exceptions/Exemptions Report

The exceptions report lists requests from consumers and families for services that are outside of the center's service standards and whether those services were approved or denied. During the 2nd quarter of this fiscal year, the center approved 276 requests, approved an alternate service for 1, and denied 1.

The exemptions report lists requests made for services that have been suspended or reduced as a result of the trailer bill language for respite. The report showed that during the 2nd quarter, the center approved 2 requests, approved an alternative service for 2, and denied 0.

C. 2nd Quarter Appeals/Hearings Report

During the 2nd quarter:

1. Eligibility: 573 Notices of Action (NOAs) were sent and 15 were returned (appealed); 6 additional hearings were requested from NOAs sent in previous quarters.
2. Service: 287 Notices of Action were sent and 5 were returned; 5 additional hearings were requested from NOAs sent in previous quarters.
3. Hearings: 3 fair hearings were held:
 - 2 eligibility hearings (1 denied and 1 dismissed)
 - 1 service hearing (dismissed)

D. 2nd Quarter Consumer Diagnosis Report

Of the 27,176 consumers that the center serves, the diagnosis breakdown is as follows:

1. Intellectual Disability: 8,914
2. Autism: 11,910 (an increase of 20.93% since July 1, 2017)
3. Cerebral Palsy: 563
4. Epilepsy: 251
5. Other developmental disability: 1,256
6. Status 0, 1, 2: 4,279

Status 0 are clients in intake, Status 1 are clients in Early Start (at risk), and Status 2 clients are children over 3 that have been found eligible for regional center services.

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

A. Minutes of the February 5th Meeting (*Packet 2, page 197*)

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

12. **Executive Committee - Elena Burnett** (*Packet 1, page 56*)

A. Minutes of the January 29th Meeting

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

B. Action Taken to Approve Board Presentation/Training Schedule

The Executive Committee took action, on behalf of the board, to approve the board presentation/training schedule. The approved schedule was included in the meeting packet.

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

The Executive Committee took action, on behalf of the board, to adjust the FY 2018-19 board budget; funds needed to be moved from one line item to another to cover a shortfall. The adjusted budget was included in the meeting packet.

D. Action Taken to Change Date of the Board Retreat (May 1&2 to May 8&9)

The Executive Committee took action, on behalf of the board, to approve changing the date of the board retreat from May 1st & 2nd to May 8th & 9th. The retreat will be held at the Universal Sheraton.

E. Action Taken to Change Date of the Board Dinner (June 20 to June 13)

The Executive Committee took action, on behalf of the board, to approve changing the date of the annual board dinner from June 20th to June 13th. The dinner will be held at the Valencia Hyatt and the hotel was not available on the original date.

F. Action Taken to Change Strategic Plan Updates from Quarterly to Annually

The Executive Committee took action, on behalf of the board, to have staff present updates annually in September to report on the prior year activities and present the goals for the new fiscal year versus reporting out each quarter.

G. Action Taken to Change Start Time of April 7th Board Meeting

The Executive Committee took action, on behalf of the board, to change the start time of the April 7th board meeting from 6:30 p.m. to 7:00 p.m. because the conference room will be used for an all-day training that day.

H. Presentation of Changes to Transparency & Public Information Policy

We need to make changes to the board's transparency and public information policy to reflect recent changes in statute. The policy, with the proposed changes

noted, were included in the meeting packet. These changes will be presented for approval at next month's board meeting.

I. Thank You from the Supported Life Institute

The Board of Trustees approved co-sponsoring the Supported Life Institute's 33rd Annual supported life conference, with a donation of \$900. A copy of their thank you letter was included in the meeting packet.

J. Complete Executive Director Evaluation Forms

Each board member (with over 3 months of service) is required to complete an evaluation of the executive director each year as part of their board responsibilities. A blank evaluation form was provided to each board member along with an envelope addressed to the board president.

Action: Board members must complete the executive director's evaluation and submit it to Elena Burnett, board president, **prior to the March 11th board meeting.**

13. **Government & Community Relations - Jeremy Sunderland** (*Packet 1, page 84*)

A. Minutes of the January 22nd Meeting

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

B. Legislative Advocacy Trips to Sacramento

Each year, members of the board, Vendor Advisory Committee, and Consumer Advisory Committee are asked to sign up to participate in 1 of the 3 upcoming legislative advocacy trips to Sacramento:

1. ARCA Grassroots Day (April 20-21)
2. Developmental disabilities public policy conference (April 27-29)
3. NLACRC community trip (sometime in May)

Information about the trips and an application form were included in the meeting packet.

Action: Board members should submit their completed advocacy trip application to Jennifer Kaiser.

C. Legislative Educators' Report

Raquel Armendariz and Michelle Heid, the center's legislative educators, provided a verbal report, but written copies of their report were included in the meeting packet.

D. Legislative Town Hall Meeting on February 27th

The center's town hall meeting will be held Thursday, February 27th, at the new Bella Vida senior center in Santa Clarita. An hour of networking will be held from 5:30 to 6:30 p.m., then the program will begin. We have received attendance confirmations from Senator Scott Wilk, Senator Christy Smith, and Assembly Member Tom Lackey. Fliers for the event were provided. Please plan to attend this important meeting.

14. **Nominating Committee - Curtis Wang** (*Packet 2, page 201*)

A. Minutes of the February 5th Meeting

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

B. Status of Board & Vendor Advisory Committee Recruitment

The committee will hold a conference call in March to discuss the proposed slate of officers for next fiscal year. The committee will be interviewing board applicants in April to fill the 1 remaining vacancy. The VAC applicants have been interviewed and nominees identified. The committee will be presenting their proposed nominees for board, slate of officers, and VAC at the May board meeting; the elections will be held in June.

C. Resignation of Todd Withers

Todd had to resign from his position on the board due to excessive absences.

15. **Strategic Planning Committee – Michele Marra for Caroline Mitchell** (*Packet 2, page 207*)

A. Minutes of the February 3rd Meeting

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

B. 2nd Quarter Report on CIE and PIP Activities

1. Competitive Integrated Employment (CIE)

- a. 34 consumers were approved for the program.
- b. No additional service providers approved for the program.
- c. 7 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. 11 consumers approved for the program.
- b. No service providers were approved for the program.
- c. 18 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. 2nd Quarter Report on Program Closures

So far this fiscal year, the center had 9 program closures which impacted 23 consumers.

D. 2nd Quarter Report on New Vendorizations

During the 2nd quarter, the center had a total of 10 new vendorizations.

E. Update on Health and Safety Waiver Exemption Submissions

For those service providers who are facing financial hardships due to inadequate rates, they can submit a health and safety waiver through the center to DDS requesting a higher rate. During the 2nd quarter, 82 health and safety waivers were submitted with the following results: 57 requests were approved; 5 were denied; 2 were withdrawn; and 18 are still pending.

16. Post-Retirement Medical Trust - Elena Burnett (*Packet 1, page 104*)

A. Minutes of the January 29th Meeting

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

B. Statement on Current Trust Value

As of December 31, 2019, the value of the trust assets was \$26,992,905, an increase of \$1,331,084 since the last quarterly report. The increase was due to a gain in investments. The rate of return for the quarter was 5.07% (net of fees) and for the last 12 months was 18.64% (net of fees). The annualized rate of return since the trust's inception (November 1, 2004) was 6.23% (gross of fees).

17. Vendor Advisory Committee - Sharoll Jackson

A. Minutes of the February 6th Meeting - Deferred

18. Old Business/New Business (*Packet 1, page 109*)

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

Board members are encouraged to visit our service provider sites for educational purposes. Any board members wanting to visit a program should contact Jennifer Kaiser so she can set it up. No visitations were reported.

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: Wednesday, March 11th (San Fernando Valley Office)


20. Adjournment

Elena adjourned the meeting at 9:39 p.m.

Submitted by,


Jennifer Kaiser
Executive Assistant

for:


Lillian Martinez
Board Secretary

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