

North Los Angeles County Regional Center
Executive Committee Meeting Minutes
February 26, 2020

Present: Manu Alfaro, Anna Hamilton, Lillian Martinez, and Debra Newman – Committee Members
Annabella Morales – Guest
Ruth Janka, Jennifer Kaiser, Michele Marra, Kim Rolfes, and Jesse Weller – Staff Members

Absent: Elena Burnett

I. Call to Order

Anna called the meeting to order in Elena's absence at 8:08 p.m.

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

III. Consent Items

A. Approval of Agenda

Several items were added to the agenda and item IV. was deferred.

M/S/C (M. Alfaro/L. Martinez) To approve the agenda as modified.

B. Approval of Minutes from the November 26th Meeting

M/S/C (M. Alfaro/L. Martinez) To approve the minutes as presented.

IV. Committee Business

A. Sponsorship Parameters

A draft board sponsorship policy was provided to the committee and reviewed. The proposed policy basically outlines when and how the board can approve sponsoring an event. No changes to the policy were proposed.

M/S/C (A. Hamilton/M. Alfaro) To present the draft sponsorship policy to the Board of Trustees for their review and approval.

B. Cultural Competency Training Materials (Michele)

Michele reported that she and her staff have made several efforts to obtain cultural competency training materials from DDS to no avail.

Action: Michele will provide an update on this at next month's Executive Committee meeting.

C. Proposed Changes to Executive Director's Evaluation Policy – Deferred

D. Board Meeting Translation Support (Michele)

Michele explained that historically the center used its executive assistants to provide translation support at our public meetings, but with more public meetings being held, we began using a translation service that uses certified translators. Although we pay for a certified translator to come to our board meetings, it has been observed that they have not been utilized. In addition, the translation service is costly. It was suggested that the center go back to using executive assistants to provide translation at board meetings, if needed, using the center's translation equipment. The Executive Committee agreed with this proposal.

M/S/C (M. Alfaro/L. Martinez) To ask for the Board of Trustees' approval for the center to begin using the center's executive assistants to provide translation services at board meetings instead of using a translation service.

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

NLACRC has 2 adult residential facilities for persons with special healthcare needs (ARFPSHNs) and 25 specialized residential facilities (SRFs). The current rate structure of them is based on the facility being at full occupancy. Therefore, when there is a vacancy, it creates a financial hardship for the service provider. Getting a health and safety waiver exemption from DDS is not an efficient or effective manner to address this issue. We would like to use the 637 proposal process to provide a new rate model and submit it to DDS. As other regional centers are facing the same issues with their facilities, several of them will be pursuing the same. Part of the 637 proposal process will include holding public hearings at the SFV and our AV offices. This proposal will be presented at the April 22nd Consumer Services Committee meeting and then at the May 13th board meeting for approval.

F. CARF Accreditation

One of our board members was curious if the center had ever been accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) and thought it might be something the center might want to pursue. Ruth contacted DDS and learned that none of the 21 regional centers have sought accreditation from CARF. She also shared that CARF accreditation is typically done for the purpose of securing insurance and to improve competition with other providers. Regional center performance is monitored closely by DDS.

G. FY 2019-10 Board Budget vs. Expenditures

The board's budget for this fiscal year is \$98,000. To date, \$22,288.42 (26.82%) has been spent. Most of the board's big expenses come later in the fiscal year.

H. Board Member Conflicts of Interest

Michele reported that Lillian Martinez's conflict no longer exists. A conflict of interest resolution plan for Anna Hamilton will be developed next month.

I. Vacation Buy Back

We have determined that we have enough available resources in our operations budget to offer employees vacation buy back. We have historically offered this opportunity to our staff when we are able to. It's a win/win situation as it lowers the center's vacation liability financial obligations and provides staff with additional money. Employees are only able to sell back up to a specific amount of vacation benefit time (identified by the regional center) and must keep at least an equal amount in their vacation benefit hours.

J. Finalize Agenda for the March 11th Board Meeting (SFV)

The committee finalized the agenda for the March 11th board meeting.

V. Center Operations

A. Purchase of Service Expenditure Data Meetings

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

1. Thursday, March 12th, at 11:00 a.m. and 6:30 p.m. (SFV office)
2. Monday, March 16th, at 11:00 a.m. and 7:00 p.m. (AV office)

B. Legislative Town Hall Meeting

Our town hall meeting will be held tomorrow evening at Bella Vida senior center in Santa Clarita; we have received 144 RSVPs but anticipate that even more will show up.

C. Business Continuity Plan

The center is developing a business continuity plan in the event of an emergency or disaster.

D. L.A. County Memorandum of Understanding (MOU)

An MOU is being developed between L.A. County agencies, including regional centers, the Department of Education, Department of Health Care Services, and Department of Social Services to make sure children in foster care receive the support they need.

VI. Announcements / Information Items

A. Anna announced that she heard that MediCal is cutting its reimbursement rates for applied behavioral analysis services for people with autism.

B. Next Meeting: Wednesday, March 25th, at 7:00 p.m.

VII. Adjournment

Anna adjourned the meeting at 9:00 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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