

North Los Angeles County Regional Center
Executive Committee Meeting Minutes
March 25, 2020

Present: Elena Burnett, Anna Hamilton, Lillian Martinez, and Debra Newman – Committee Members (All via Zoom)
Ruth Janka, Jennifer Kaiser, Michele Marra, Kim Rolfes, and Jesse Weller – Staff Members (All via Zoom)

Absent: All present

I. Call to Order

Elena Burnett, president, called the meeting to order at 7:17 p.m.

II. Public Input - There was no public input.

III. Consent Items

A. Approval of Revised Agenda

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

B. Approval of Minutes from the February 26th Meeting

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

IV. Committee Business

A. Proposed Changes to Executive Director's Evaluation Policy

Michele reported that some changes are being proposed to this policy to better represent the current practices. Copies of the policy, with the proposed changes noted, were provided to the committee and reviewed. One correction was noted, the first sentence of the 3rd bullet point should state that Michele's title is chief organizational development officer, not chief organizational development director.

M/S/C (L. Martinez/D. Newman) To present the proposed changes to the policy to the Board of Trustees for their review and approval, as corrected.

B. Conflict of Interest Resolution Plan for Anna Hamilton

Michele explained that Anna's daughter works for one of our respite agencies and provides services to her sister. Michele presented a conflict of interest resolution plan that will need to be approved by the Department of Developmental Services (DDS) and the State Council on Developmental Disabilities. The plan will preclude Anna from voting on any contracts that pertain to respite services.

M/S/C (L. Martinez/D. Newman) To present the conflict of interest resolution plan to the Board of Trustees for their review and approval.

Debra reported that a NLACRC staff member at the Antelope Valley office told her that family members were no longer able to provide respite to other family members. Ruth and the other directors heard nothing about this and didn't think it was true.

Action: Ruth will follow-up on this and report back to the committee.

C. Identification of Potential Conflict of Interests for New Board Members

We recently brought on 8 new board members and it looks like 3 of them could have potential conflicts of interest. Michele will be reaching out to these 3 board members for additional information and if a conflict does exist, she will develop conflict of interest resolution plans for them.

D. FY 2019-10 Board Budget vs. Expenditures

The board's budget for this fiscal year is \$98,000. To date, \$52,365 (53.4%) has been spent. The budget currently has a \$5,500 shortfall in line item 6 (board member respite). Staff is recommending that \$5,500 be transferred from line item 1 (board retreat, board dinner, and holiday parties) to line item 6 to cover the shortfall.

M/S/C (L. Martinez/D. Newman) To approve transferring \$5,500 between line items in the board budget, on behalf of the Board of Trustees.

E. Approval of Contracts

- a. Contracts to Add Subcodes to Track COVID-19 Related POS Expenditures
- b. Contracts During COVID-19 (OPS)
- c. Contracts During COVID-19 (POS)

- d. C & P Shepherd Homes (PL1858-109)
- e. Valerio Castle, Inc. (PL1857-109)

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

F. Cultural Competency Training Materials

Michele has been reaching out to DDS for cultural competency training materials for board and staff trainings, but they have not been very responsive. She has additional resources that she can contact for this information.

Action: The committee approved Michele getting cultural competency training materials from places other than DDS.

G. Finalize Agenda for the April 7th Board Meeting (SFV)

The committee finalized the agenda for next month's board meeting.

V. **Center Operations**

A. State of Emergency

Ruth reported that due to the coronavirus crisis, the Governor declared a state of emergency on March 4th. Since that time, the center has been responding to changes on a daily basis, including:

1. Identifying the center's essential functions.
2. Implementing a telecommute schedule for most of our staff.
3. Closing our offices to the public on March 20th.
4. Extra cleaning by building staff in high traffic areas.
5. Distributing bottles of hand sanitizer.
6. Practicing social distancing.
7. Getting masks to all of our consumers who are 65 or older.

We are receiving directives from DDS on a daily basis, which are all posted on our website. They are allowing regional centers to waive certain requirements so we can continue to deliver services and are extending deadlines for reports. Ruth and Kim have conference calls scheduled with the various types of service providers to share information with them and answer any questions they may have.

B. African-American Parent Group

Jesse will be working with the Family Focus Resource Center on the logistics of developing this new parent group. The implementation of this parent group will be delayed due to the current coronavirus crisis.

VI. Announcements / Information Items

A. Next Meeting: Wednesday, April 29th, at 7:15 p.m.

VII. Adjournment

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

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

[ecmin.mar25.2020]

