

**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 March 11, 2020.

Trustees Present

Nicholas Abrahms
Manuel Alfaro
Ivette Arriaga
Dena Bogrow
Elena Burnett
Christina Cannarella
Leticia Garcia
Anna Hamilton
Gabriela Herrera
Sharoll Jackson
Angelina Martinez
Lillian Martinez
Caroline Mitchell
Debra Newman
Claudia Picerni
Ana Laura Quiles
Jeremy Sunderland

Trustees Absent

Adam Breall
Marianne Davis
Curtis Wang

Staff Present

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

Guests Present

Raquel Armendariz
Jacqueline Gaytan
Michelle Heid
Tom Huey
Nelmonika Jones
Jennifer Koster
Uvence Martinez
Rachel

1. Call to Order & Introductions

Elena Burnett, president, called the meeting to order at 6:30 p.m. and introductions were made.

2. Public Input & Comments – There was no public input.

3. Consent Items

A. Approval of Revised Agenda (*Packet 2, page 132*)

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

Item 20.A. was added to the agenda.

M/S/C (D. Newman/A. Quiles) To approve the revised agenda as amended.

B. Approval of February 12th Board Meeting Minutes (*Packet 1, page 7*)

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

4. **Presentation of NLACRC's Audited Financial Statement** (*Packet 2, page 134*) & *Handout*

Kim Rolfes introduced Tom Huey, partner and CPA with Windes, Inc., who provided copies of the center's audited financial statement. Manu Alfaro reported that Mr. Huey reviewed the audited financial statement with the Administrative Affairs Committee page-by-page and afterwards, staff left the room giving the committee members the opportunity to speak freely with Mr. Huey without staff present. Mr. Huey reviewed highlights of the FY 2018-29 statement with the board and reported that the center had an excellent audit with no audit findings or management letter.

5. **Group Photo of the Board of Trustees**

A group photo was taken of the board to post on the center's website.

6. **Committee Action Items**

A. Administrative Affairs Committee - Manu Alfaro

1. Acceptance of Audited Financial Statement

M/S/C (A. Hamilton/M. Alfaro) To accept the center's audited financial statement as presented.

2. Approval of Contracts (*Packet 1, page 62*)

- a. Security Benefit – *Handout*
- b. Angel Care In Home Help (HL0900-862)
- c. United Cerebral Palsy of L.A. & Ventura (PL1731-055)
- d. United Cerebral Palsy of L.A. & Ventura (PL1851-062)
- e. United Cerebral Palsy of L.A. & Ventura (PL1849-094)

M/S/C (A. Quiles/L. Martinez) To approve the contracts as presented.

B. Executive Committee – Elena Burnett

1. Approval of Proposed Changes to Transparency & Public Information Policy
(*Packet 1, page 75*)

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

7. Additional Committee Action Items (*Packet 2, page 187*)

A. Administrative Affairs Committee – Manu Alfaro

1. Approval of Contracts

- a. Brilliant Corners – Second Amendment to Funding Agreement
- b. Software Management Consultants, Inc. (SMCI) - EDMS Junior Business Analyst
- c. Software Management Consultants, Inc. (SMCI) - Infrastructure Project Manager
- d. Etta Israel, PL1627-055 – Fourth Amendment
- e. Game Gen, Inc., PL1855-094

Many of the new board members had questions about the contracts with the service providers as to how their outcomes are measured and if they produced any evidence-based data.

Action: Ruth will arrange for half-hour trainings prior to board meetings to cover such topics as service provider vendorizations and contracts.

M/S/C (A. Quiles/A. Hamilton) To approve the 5 contracts listed above as presented.

8. Association of Regional Center Agencies - Debra Newman

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

Debra reported that ARCA cancelled all of their meetings except for the Executive Committee meetings.

B. Reports by ARCA Academy Participants

Debra Newman, Claudia Picerni, Lillian Martinez, Ana Quiles, Gabriela Herrera, Caroline Mitchell, Anna Hamilton, and Christina Cannarella all participated in the

ARCA board training academy in Sacramento on February 22nd. They all learned a lot and felt the training was very beneficial - especially for new board members. One of the presenters talked about board member fiscal liability and it worried one of the new board members. Kim assured them that the center has insurance that covers board members in case an issue arose.

Action: Ruth will follow-up on the board liability issue that was discussed at the ARCA Academy and will report back.

9. 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.

10. Administrative Affairs Committee - Manu Alfaro (*Packet 2, page 239*)

A. Minutes of the February 26th Meeting

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

B. FY 2019-20 Financial Report

The January 2020 financial report showed that the center's operations budget for FY 2019-20 was \$55,978,293 and the purchase of service (POS) budget was \$498,949,850 for a total budget of \$554,928,143. We are projecting a deficit in our POS budget of \$2,597,525, which will be resolved by future allocations from the Department of Developmental Services (DDS).

11. Consumer Advisory Committee - Caroline Mitchell (*Packet 2, page 253*)

A. Minutes of the March 4th Meeting

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

12. Consumer Services Committee – Caroline Mitchell (*Packet 1, page 82*)

A. Minutes of the February 19th Meeting

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

13. Executive Committee - Elena Burnett (*Packet 2, page 157*)

A. Minutes of the February 26th Meeting

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

B. Board Meeting Translation Support

The center has been paying for a certified translator to come to our board meetings, but the service is not being utilized. In addition, the translation service is costly. It was suggested that the center go back to using NLACRC executive assistants to provide translation at board meetings, if needed, using the center's translation equipment. The Executive Committee will present this recommendation to the board next month for approval.

C. Presentation of New Sponsorship Policy

A draft board sponsorship policy was provided to the board for their review. The proposed policy basically outlines when and how the board can approve sponsoring an event. The policy will be presented to the board next month for approval.

D. Completed Executive Director Evaluation Forms are Due

Board members' completed evaluation forms are due to the board president tonight.

14. Government & Community Relations - Jeremy Sunderland (*Packet 1, page 88*)

A. Minutes of the February 19th Meeting

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

B. Legislative Educators' Report

Raquel Armendariz and Michelle Heid, the center's legislative educators, provided highlights of their report which was included in the meeting packet. They also provided a handout with the recent election results.

C. Sacramento Advocacy Trips

Each year, members of the board, Vendor Advisory Committee, and Consumer Advisory Committee are asked to sign up to participate in legislative advocacy trips to Sacramento. The trips may be postponed due to the threat of the coronavirus.

D. Reports on February 27th Town Hall Meeting

The town hall was very successful and the legislators in attendance were impressed by the amount of people who attended.

15. **Nominating Committee** – *No Report*

16. **Strategic Planning Committee** – *No Report*

17. **Post-Retirement Medical Trust** – *No Report*

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

A. Minutes of the February 6th Meeting (*Packet 1, page 110*)

B. Minutes of the March 5th Meeting (*Packet 2, page 264*)

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

19. **Old Business/New Business** (*Packet 1, page 122*)

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 welcomed board members to complete the evaluation after the meeting and submit it to her with any comments.

20. Announcements/Information/Public Input

A. “Night to Shine” Prom Report

The board approved a \$1,000 sponsorship of the Night to Shine prom that was held last month. It was happily attended by 120 consumers and 300 volunteers were there to help. It was a wonderful event. In appreciation for the board’s support, Debra Newman presented the board with a thank you certificate with photos of the event and a certificate of commendation from the County of Los Angeles, signed by LA County Supervisor Kathryn Barger.

B. Resignation of Manu Alfaro

Manu is stepping down from his position on the board due to increased family responsibilities. He told the board that he was been honored to have served with them.

C. Next Board Meeting: Tuesday, April 7th at 7:00 p.m. (SFV Office)

21. Executive Session (Personnel Issue)

M/S/C (A. Martinez/D. Newman) To go into executive session at 9:32 p.m.

22. Adjournment

Elena adjourned the meeting at 9:45 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

for:

Lillian Martinez
Board Secretary

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