

**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 via Zoom technology on April 7, 2020.

Trustees Present

Nicholas Abrahms
Ivette Arriaga
Dena Bogrow
Adam Breall
Elena Burnett
Christina Cannarella
Marianne Davis
Leticia Garcia
Anna Hamilton
Gabriela Herrera
Angelina Martinez
Lillian Martinez
Caroline Mitchell
Claudia Picerni
Ana Laura Quiles
Jeremy Sunderland
Curtis Wang

Trustees Absent

Sharoll Jackson
Debra Newman

Guests Present

Raquel Armendariz
Victoria Berrey
Jacqueline Gaytan
Tal Grinblat
Michelle Heid
Sade Johnson
Jennifer Koster
Maritza Pedro
Cherie Williams

Staff Present

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

1. Call to Order & Introductions

Elena Burnett, president, called the meeting to order at 6:40 p.m.

2. Public Input & Comments

- A. Victoria Berrey announced that the Family Focus Resource Center continues to operate, remotely. They are helping consumers and families apply for CalFresh benefits via telephone and have also been posting resources related to COVID-19 on their website.
- B. Ivette Arriaga announced that the Census Bureau is looking for volunteers to do phone work.

3. Consent Items

A. Approval of Revised Agenda (*Packet 2, page 173*)

Several changes were made to the agenda.

M/S/C (C. Wang/C. Mitchell) To approve the revised agenda as amended.

B. Approval of March 11th Board Meeting Minutes (*Packet 1, page 3*)

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

4. **Presentation of Proposed Changes to Social Media Policy** (*Packet 2, page 218*)

Tal Grinblat was retained by the center to advise us on intellectual property matters and make sure we are being compliant legally with the expansion of our social media platforms. To that end, he has proposed some changes to our social media policy and he reviewed them with the board. Copies of the policy, with the proposed changes noted, were included in the meeting packet. The policy changes will be presented at next month's board meeting for approval.

5. **CPA Presentation of IRS Form 990 Tax Return** (*Packet 1, page 14*)

Copies of the tax return were included in the meeting packet and Cherie Williams from Windes, Inc. provided highlights. The tax return is very similar to last year's with no "red flags."

6. **Committee Action Items** (*Packet 1, page 74*)

A. Administrative Affairs Committee

1. Acceptance of IRS Form 990 Tax Return

M/S/C (C. Wang/C. Mitchell) To accept the tax return as presented.

2. Approval of Contracts

- a. Advancement for Behavioral and Educational Development and Intervention, Inc. dba ABEDI (PL1854-062)
- b. Build Rehabilitation Industries (PL1629-055)
- c. Desert Haven Enterprises (PL1852-055)
- d. United Cerebral Palsy of Los Angeles & Ventura (PL1850-062)

- e. United Cerebral Palsy of Los Angeles & Ventura (PL1851-062)

M/S/C (M. Davis/G. Herrera) To approve the 5 contracts listed above as presented.

B. Executive Committee – Elena Burnett

- 1. Approval of Staff Support for Board Meeting Translations

M/S/C (A. Breall/M. Davis) To approve having the executive assistants provide Spanish translation at board meetings instead of using a translation company.

- 2. Approval to Cancel Annual Board Retreat on May 8 & 9, 2020

M/S/C (A. Breall/G. Herrera) To approve canceling the upcoming board retreat due to the coronavirus.

Action: The board would like to entertain the idea of a board training(s) that could be held remotely.

C. Government & Community Relations – Jeremy Sunderland

- 1. Approval of Talking Points for Legislative Priorities
- 2. Approval to Support SB 920 (Beall)
- 3. Approval to Support AB 2024 (Holden)

Action: All 3 of these action items were deferred.

D. Nominating Committee – Curtis Wang

- 1. Election of Ana Quiles to Serve as Board Treasurer

M/S/C (A. Breall/G. Herrera) To elect Ana Quiles to serve as board treasurer for the remainder of this fiscal year.

7. **Additional Action Items** (*Packet 2, page 177*)

A. Administrative Affairs Committee

1. CNB Board Resolution Change of Officers
2. CNB Board Resolution for Supersedure Agreement
3. CNB Board Resolution for Facsimile Signature Notification - Checking
4. CNB Board Resolution for Facsimile Signature Notification - Payroll
5. PRMT Board Resolution - Change of Officers
6. UAL Board Resolution Form of Direction -Authorized Signers

M/S/C (J. Sunderland/L. Martinez) To approve the 6 documents listed above as presented.

8. Association of Regional Center Agencies - Debra Newman – *No Report*

9. Executive Director’s Report - Ruth Janka (*Packet 2, page 184*)

Ruth gave her executive director’s report which included an in-depth report on how the center has been responding to the coronavirus. The report also included information on the allocation methodology, state budget, legislation, regional center operations, and community and systems activities. The center’s monthly quality assurance, consumer statistics, and special incident reports were included in the meeting packet.

10. Administrative Affairs Committee (*Packet 2, page 208*)

A. Minutes of the March 25th Meeting

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

B. FY 2019-20 Financial Report

The February 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 \$498,952,961 for a total budget of \$554,931,254. We are projecting a deficit in our POS budget of \$2,594,414, which will be resolved by future allocations from the Department of Developmental Services (DDS).

C. 3rd Quarter Human Resources Report

During the 3rd quarter, the center had 1 position on hold, 16 new hires, 8 promotions, and 13 separations, with a quarterly turnover rate of 0.07%.

D. March 2020 Human Resources Report

The monthly summary included the following information:

| | |
|---------------------------------|-----|
| FY 2019-20 authorized positions | 565 |
| Open positions on hold | -1 |
| Open positions vacant | -34 |
| Separations | -4 |
| Sub-total | 526 |
| New hires | +6 |
| Double billeted position | 1 |
| Positions filled | 533 |

11. **Consumer Advisory Committee** - Caroline Mitchell - *No Report*

A. April 1st CAC Meeting - *Canceled*

12. **Consumer Services Committee** – Caroline Mitchell (*Packet 1, page 112*)

A. Minutes of the March 18th Meeting

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

13. **Executive Committee** - Elena Burnett (*Packet 1, page 117*)

A. Minutes of the March 25th Meeting (*Packet 2, page 213*)

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

B. Proposed Changes to Executive Director Evaluation Policy

Changes are being proposed to this policy to better represent the current practices. Copies of the policy, with the proposed changes noted, were included in the meeting packet. 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. The proposed changes will be presented to the board next month for approval.

C. Action Taken to Adjust Board Budget

The Executive Committee took action, on behalf of the Board of Trustees, to transfer \$5,500 from line item 1 to line item 6 in the board budget to cover a shortfall. A copy of the modified board budget was included in the meeting packet.

D. Action Taken to Approve Contracts:

1. Contracts to Add Sub-codes to Track COVID-19 Related POS Expenditures
2. Contracts During COVID-19 (OPS)
3. Contracts During COVID-19 (POS)
4. C & P Shepherd Homes (PL1858-109)
5. Valerio Castle, Inc. (PL1857-109)

The Executive Committee took action, on behalf of the Board of Trustees, to approve the 5 contracts listed above. Summaries of the contracts were included in the meeting packet.

14. Government & Community Relations - Jeremy Sunderland (*Packet 1, page 142*)

A. Minutes of the March 18th Meeting

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

B. Legislative Educators' Report

Copies of the report were included in the meeting packets.

15. Nominating Committee

A. Minutes of March 19th Conference Call (*Packet 1, page 160*)

B. Minutes of April 1st Meeting (*Packet 2, page 224*)

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

16. Strategic Planning Committee – No Report

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

18. Vendor Advisory Committee - Sharoll Jackson

A. Minutes of April 2nd Meeting – *Deferred*

19. Old Business/New Business (*Packet 1, page 163*)

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 after the threat of the coronavirus has passed.

C. Updated Acronyms Listing

An updated list of acronyms is always included in the board meeting packet.

D. Complete Meeting Evaluations – *Deferred*

20. Announcements/Information/Public Input

A. Disability Voices United

Christina announced that DVU is holding highly informational webinars every Wednesday.

Action: Michele will ask Sara Iwahashi to forward information about the DVU webinars to Jennifer K. so she can forward it to the board.

B. Next Board Meeting: Wednesday, May 13th at 6:30 p.m. (via Zoom)

21. Adjournment

Elena adjourned the meeting at 8:51 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

for:

Lillian Martinez
Board Secretary

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