

North Los Angeles County Regional Center
Executive Committee Meeting Minutes – Via Zoom
April 29, 2020

Present: Elena Burnett, Anna Hamilton, Lillian Martinez, Debra Newman, and Ana Quiles – Committee Members
Ruth Janka, Jennifer Kaiser, Michele Marra, Kim Rolfes, and Jesse Weller – Staff Members

Absent: All present

I. Call to Order

Elena Burnett, president, called the meeting to order at 8:47 p.m.

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

III. Consent Items

A. Approval of Revised Agenda

Item IV.K. was added to the agenda.

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

B. Approval of Minutes from the March 25th Meeting

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

IV. Committee Business

A. New Board Representative on the Self-Determination Advisory Committee

Lillian Martinez has been serving as the board's representative to the Self-Determination Advisory Committee. With increased responsibilities on the board, Lillian would like to pass this role on to another board member. Christina Cannarella is very interested in taking Lillian's place.

M/S/C (L. Martinez/D. Newman) To recommend to the Board of Trustees that Christina Cannarella be the new board representative to the Self-Determination Advisory Committee.

B. Virtual Training: Leading Through Crisis Mastermind

Ana Quiles brought this training to Ruth and Elena's attention and thought it would

be beneficial for the board and center's leadership; it's virtual and it's free. A brief description of the training was included in the meeting packet.

Action: Kim will secure the course outline, and find out if this training could be tailored for a nonprofit board. Kim will give a report on her findings at next month's Executive Committee meeting.

Action: Michele will arrange for Evan Ingber, training & development supervisor, to assess the training for the center's management staff.

C. Draft Master & Critical Calendars for FY 2020-21

The draft master and critical calendars for next fiscal year were presented and reviewed. Certain meetings have been moved to observe holidays. Several corrections were made to the draft calendars.

M/S/C (E. Burnett/A. Hamilton) To present the revised draft master and critical calendars to the Board of Trustees for their review and approval, as modified.

D. ARCA Dues for FY 2020-21

The dues for next fiscal year are \$106,406, the same as they were for this fiscal year. ARCA dues are based on a 5-tier structure based on the core staffing allocation. NLACRC is in the top tier because we are considered a "super" or "mega" center (we are the third largest regional center).

M/S/C (L. Martinez/A. Hamilton) To recommend to the Board of Trustees to pay the ARCA dues for FY 2020-21 in the amount of \$106,406.

E. FY 2019-10 Board Budget vs. Expenditures

The board's budget for this fiscal year is \$98,000. To date, \$60,280 (61.5%) has been spent. The budget currently has a \$2,500 shortfall in line item 3 (ARCA meetings) and a \$500 shortfall in line item 5 (transportation). Staff is recommending that \$3,000 be transferred from line item 1 (board retreat, board dinner, and holiday parties) to these 2 line items to cover the shortfalls.

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

F. Cancellation of Board Dinner on June 20th?

The Board approved canceling the board retreat which was scheduled to be held on

May 8th and 9th, due to the COVID-19 pandemic. Should the board cancel the June 20th board dinner as well?

M/S/C (L. Martinez/A. Hamilton) To recommend to the Board of Trustees to cancel the June 20th board dinner due to the COVID-19 pandemic.

A suggestion was made that a board training be held via Zoom. This will be discussed further at next month's Executive Committee meeting.

G. Disparity Committee

The center established an internal disparity committee to look at purchase of service disparities and how to address them. A board member has asked to join the committee however it has been suggested that reports from this committee be given at the monthly Consumer Services Committee meetings, which will allow the Consumer Services Committee, including the interested board member, to make recommendations.

H. Board Member Conflicts of Interest

1. Resolution Plan for Anna Hamilton: Michele presented a new resolution plan for Anna, which had to be modified because Anna's daughter (who provides respite to her sister) switched respite agencies from Maxim to Caring Family Supports. Copies of the modified plan were presented to the committee and Michele reviewed it with them.

M/S/C (D. Newman/L. Martinez) To recommend to the Board of Trustees to approve the proposed conflict of interest resolution plan for Anna Hamilton and submit it to the Department of Developmental Services (DDS).

2. DDS Approval of Resolution Plan for Adam Breall: DDS approved the conflict of interest resolution plan for Adam Breall, who is employed by ETTA, one of our service providers. A copy of DDS's approval letter was included in the meeting packet.

I. Cultural Competency Training Materials

Michele received a response about training materials from DDS and gave her someone to contact; Michele will follow-up.

J. Finalize Agenda for the May 13th Board Meeting

The committee finalized the agenda for the May 13th board meeting which will be held via Zoom.

K. Approval of Contract with Lanspeed

This contract was presented at the Administrative Affairs Committee, who is recommending that the Executive Committee approve the contract with Lanspeed, as presented, on behalf of the Board of Trustees.

M/S/C (D. Newman/A. Quiles) To approve the contract with Lanspeed, as presented, on behalf of the Board of Trustees.

V. Center Operations

A. COVID-19 Update

The majority of our staff are working remotely from their homes and we continue to be fully operational with minimal staff on site. Support groups and new consumer/family orientations are meeting virtually; most of all of the center's meetings are being held via Zoom. Signatures on documents are being collected using Adobe. Service coordinators continue to support consumers and families via telephone and Zoom. In addition, the center is in compliance with all of the COVID-19 directives that have been issued by DDS. Also, our website is updated frequently with the most up-to-date information.

VI. Announcements / Information Items

A. Next Meeting: Wednesday, May 27th, at 7:00 p.m.

VII. Adjournment

Elena adjourned the meeting at 9:56 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

