

**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 on Wednesday, May 13, 2020.

**Trustees Present**

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

**Trustees Absent**

All present

**Staff Present**

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

**Guests Present**

Karina Andrade  
Raquel Armendariz  
Victoria Berrey  
Holly Correa  
Jacqueline Gaytan  
Jessica Gould  
Michelle Heid  
Jennifer Koster  
Monica McLeod

**1. Call to Order & Introductions – Elena Burnett, Board President**

Elena Burnett, president, called the meeting to order at 6:32 p.m.

**2. Public Input & Comments (3 minutes)**

**A. Meeting Behavior and Voting Procedures (*Packet 1, page 4*)**

Elena reviewed the meeting behavior and voting procedures that were included in the meeting packet. In respect for people's time, we need to stay on the agenda topics and keep questions until the end of a presentation. We also need to remember to not bring up individual issues, those should be discussed with your service coordinator. Also, if you have a board-related question, please contact your board buddy or Jennifer Kaiser. Thank you.

- B. Marianne Davis recommended a good book to read about Haben Girma, an American disability rights advocate and the first deaf blind graduate of Harvard Law School.
- C. Victoria Berrey reported that although the Family Focus Resource Library is physically closed, that are still offering virtual services to consumers and families, including webinars. For more information go to [www.csunfamilyfocus.com](http://www.csunfamilyfocus.com).
- D. Ivette Arriaga reminded everyone to complete the census.

### 3. Consent Items

- A. Approval of Revised Agenda (*Packet 2, page 153*)

An employee matter was added to item 19. Executive Session.

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

- B. Approval of April 7<sup>th</sup> Board Meeting Minutes (*Packet 1, page 9*)

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

### 4. Committee Action Items (*Packet 1, page 17*)

- A. Executive Committee – Elena Burnett

- 1. Approval of Sponsorship Policy

M/S/C (C. Wang/L. Martinez) To approve the sponsorship policy as presented.

- 2. Approval of Revisions to Executive Director Evaluation Policy

M/S/C (A. Martinez/A. Breall) To approve the revisions to the executive director evaluation policy as presented.

- 3. Approval of New Board Representative for the SDP Committee

M/S/C (L. Martinez/A. Martinez) To approve Christina Cannarella to serve as the board's new representative on the Self-Determination Volunteer Advisory Committee, replacing Lillian Martinez.

4. Approval to Cancel Annual Board Dinner

M/S/C (N. Abrahms/A. Breall) To approve canceling the annual board dinner scheduled to be held on June 13<sup>th</sup>. The dinner may be rescheduled at a later date.

5. Approval to Pay FY 2020-21 ARCA Dues

M/S/C (L. Martinez/M. Davis) To approve paying the FY 2020-21 ARCA dues in the amount of \$106,406.

6. Approval of Anna Hamilton's Conflict of Interest Resolution Plan

A change needs to be made to Anna Hamilton's conflict of interest resolution plan as her daughter is now working for a different respite provider. It was questioned whether Anna Hamilton's conflict of interest resolution plan may prove as Anna Hamilton is now the 1<sup>st</sup> vice president, and in this role (and that of president) both are critical in the execution, advice, and influence on broad issues (in this case the entire area of respite), from which such an officer cannot recuse her/himself.

M/S/C (J. Sunderland/M. Davis) To forward Anna Hamilton's conflict of interest resolution plan back to the Executive Committee for further discussion.

B. Government & Community Relations Committee – Jeremy Sunderland

1. Approval of Revisions to Social Media Policy

M/S/C (J. Sunderland/A. Martinez) To approve the revisions to the social media policy, as presented.

C. Post-Retirement Medical Trust Committee (Elena Burnett)

1. Approval of Advisory Services Agreement with Highmark

2. Approval of Authorized Signers and Authorization to enter into Advisory Services Agreement

3. Approval of the Disbursement of \$350,514 from the CalPERS UAL Trust to CalPERS

M/S/C (D. Newman/A. Martinez) To approve the advisory services agreement

with Highmark, the authorized signers and authorization to enter into advisory services agreement and the disbursement of \$350,514 from the CalPERS UAL trust to CalPERS.

**5. Additional Action Items** (*Packet 2, page 155*)

**A. Administrative Affairs Committee – Ana Quiles**

Approval of Contracts:

1. Vista Psychological Center, Inc. dba Vista Center for Behavior Analysis (PL1859-062)
2. Pine Street Healthcare Partners LLC dba American United Home Care (HL0901-854)
3. Round the Clock Health Care Services LLC (HL0896-862)
4. Lanspeed: IT Planning and Consulting Services

M/S/C (A. Martinez/G. Herrera) To approve the 4 contracts listed above as presented.

**6. Association of Regional Center Agencies - Debra Newman**

Debra Newman has been serving as the president of the ARCA Delegates Group, but as she is terming off the board in June, a new president will be elected at the next ARCA Delegates meeting next week. Debra will give a report on that meeting at next month's board meeting.

**7. Executive Director's Report - Ruth Janka** (*Packet 2, page 166*)

Ruth gave her executive director's report which included an in-depth report on how the center has been responding to the COVID-19 pandemic. 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.

**8. Administrative Affairs Committee – Ana Quiles**

**A. Minutes of the April 29<sup>th</sup> Meeting** (*Packet 2, page 193*)

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

B. FY 2019-20 Financial Report (*Packet 2, page 198*)

The March 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 \$499,080,326 for a total budget of \$555,058,619. We are projecting a deficit in our POS budget of \$4,814,969, an increase of \$2 million since last month's report; the deficit will be resolved by future allocations from the Department of Developmental Services (DDS). Our administrative operating expenses are 14.6% year to date, which is less than the 15% cost cap.

C. April 2020 Human Resources Report (*Packet 1, page 64*)

The report was included in the packet for the board's review; please contact Michele Marra with any questions.

D. Delay of Risk Assessment Audit

We hired a company called Cynergistics to conduct a risk assessment audit of the center. However, the COVID-19 pandemic came and we had to defer the assessment until September.

9. **Consumer Advisory Committee - Caroline Mitchell**

A. May 6<sup>th</sup> CAC Meeting – Canceled

10. **Consumer Services Committee – Caroline Mitchell** (*Packet 1, page 66*)

A. Minutes of the April 22<sup>nd</sup> Meeting

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

B. 3<sup>rd</sup> Quarter Exceptions/Exemptions Report

The exceptions report lists requests from consumers and families for services that are outside of the center's service standards and whether those services were approved or denied. During the 3<sup>rd</sup> quarter of this fiscal year, the center approved 191 requests, approved alternate services for 12, and denied 2.

The exemptions report lists requests made for services that have been suspended or reduced as a result of the trailer bill language for respite. The report showed that

during the 3<sup>rd</sup> quarter, the center approved 0 requests, approved an alternative service for 0, and denied 0.

C. 3<sup>rd</sup> Quarter Appeals/Hearings Report

Copies of the report were included in the meeting packet. During the 3<sup>rd</sup> quarter:

1. Eligibility: 644 Notices of Action (NOAs) were sent and 18 were returned (appealed); 5 additional hearings were requested from NOAs sent in previous quarters.
2. Service: 187 Notices of Action were sent and 4 were returned; no additional hearings were requested from NOAs sent in previous quarters.
3. Hearings: 3 fair hearings were held:
  - 1 eligibility hearing (dismissed)
  - 5 service hearings (3 granted, 2 denied)

D. 3<sup>rd</sup> Quarter Consumer Diagnosis Report

Copies of the report were provided to the committee for their review, which showed diagnostic information about the center's consumers each quarter since FY 2017-18. The center is currently serving 27,365 consumers.

**11. Executive Committee - Elena Burnett**

A. Minutes of the April 29<sup>th</sup> Meeting (*Packet 2, page 207*)

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

B. Draft Master Calendar for FY 2020-21 (*Packet 1, page 86*)

C. Draft Critical Calendar for FY 2020-21 (*Packet 1, page 98*)

The draft calendars were included in the meeting packet. Elena asked the board members to please review both calendars and contact Jennifer Kaiser with any questions or recommended changes. The calendars will be presented at next month's board meeting for approval.

D. Action Taken to Adjust Board Budget (*Packet 1, page 106*)

The budget had a \$2,500 shortfall in line item 3 (ARCA meetings) and a \$500 shortfall in line item 5 (transportation). The Executive Committee approved

transferring \$3,000 from line item 1 (board retreat, board dinner, and holiday parties) to these 2 line items to cover the shortfalls, on behalf of the board.

E. Action Taken to Approve Contract with Lanspeed (*Packet 1, page 18*)

The Executive Committee approved the contract with Lanspeed for constructions work at the new Antelope Valley office site, on behalf of the board.

F. DDS Approval of Adam Breall's Conflict of Interest Resolution Plan  
(*Packet 1, page 107*)

DDS approved Adam Breall's conflict of interest plan as submitted. A copy of the approval letter was included in the meeting packet.

12. **Government & Community Relations - Jeremy Sunderland** (*Packet 1, page 110*)

A. Minutes of the April 22<sup>nd</sup> Meeting

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

B. Community & Legislative Educators' Report

Michelle Heid and Raquel Armendariz are the center's community and legislative educators. Their written report was included in the meeting packet.

13. **Nominating Committee – Curtis Wang** (*Packet 1, page 126*)

A. Recommended Nominees and Re-Nominees

The Nominating Committee is recommending the nominations and re-nominations:

1. Board of Trustees

- a. Nominees: Nelmonika Jones and Jennifer Koster
- b. Re-Nominees: Elena Burnett and Caroline Mitchell

The committee is leaving 2 board positions open until interviews with applicants can be held in person.

2. Vendor Advisory Committee

- a. Nominees: Cal Enriquez, Kenny Ha, Alex Kopilevich, and Daniel Ortiz
- b. Re-Nominees: Orli Almog and Bob Erio

The committee is still recruiting for a vendor to fill the composition needs in the last remaining open position. The elections will be held at next month's board meeting.

**B. Recommended Nomination of Board Officers**

The committee is recommending the nomination of the following slate of officers. The election will be held at next month's board meeting.

1. President: Elena Burnett
2. 1<sup>st</sup> Vice President: Anna Hamilton
3. 2<sup>nd</sup> Vice President: Christina Cannarella
4. Treasurer: Ana Quiles
5. Secretary: Lillian Martinez
6. ARCA Delegate: Angelina Martinez
7. ARCA Alternate: Ana Quiles
8. ARCA CAC Delegate: Caroline Mitchell
9. ARCA CAC Alternate: Adam Breall

**14. Post-Retirement Medical Trust – Elena Burnett**

**A. Minutes of the April 29<sup>th</sup> Meeting (*Packet 2, page 212*)**

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

**B. Statement on Current Trust Value (*Packet 2, page 218*)**

As of March 31, 2020, the value of the trust assets was \$23,152,871, a decrease of \$3,840,034 since the last quarterly report. The decrease was due to a loss in investments, due to the COVID-19 pandemic. The rate of return for the quarter was -14.32% (net of fees) and for the last 12 months was -6.63% (net of fees). The annualized rate of return since the trust's inception (November 1, 2004) was 5.08% (gross of fees).

**C. Proposed Changes to PRMT Policies and Procedures (*Packet 2, page 219*)**



Changes were proposed to the committee's policies and procedures to include the oversight of the CalPERS unfunded accrued liability trust. A copy of the policy, with the changes noted, was included in the meeting packet for the board's review. The policy will be presented for approval at next month's board meeting.

**15. Strategic Planning Committee – Caroline Mitchell**

A. Minutes of the May 4<sup>th</sup> Meeting (*Packet 2, page 222*)

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

B. 3<sup>rd</sup> Quarter Report on Competitive Integrated Employment and Paid Internship Program Activities (*Packet 2, page 226*)

1. Competitive Integrated Employment (CIE)

- a. 31 additional consumers were approved for the program bringing our total to 70
- b. No additional service providers approved for the program, but we currently have a total of 18 approved providers.
- c. 5 additional incentive payments were made for a total of 64.

CIE incentive funds are paid to service providers after 30 days, 6 months, and 12 months of continuous employment of a consumer.

1. Paid Internship Program (PIP)

- a. 8 additional consumers approved for the program, bringing our total to 33.
- b. No additional service providers were approved for the program, but we currently have a total of 16.
- c. 28 additional incentive payments made, bringing our total to 152.

PIP incentive payments reimburse service providers or employers up to \$10,400 per year of wages and benefits for each consumer placed in an internship. This amount is being discussed with DDS because the rate was established several years ago when the minimum wage was lower.

C. 3<sup>rd</sup> Quarter Report on New Vendorizations (*Packet 2, page 227*)

The center had 13 new vendorizations during the 3<sup>rd</sup> quarter.

D. Update on Program Closures (*Packet 2, page 228*)

The center has had 11 program closures so far this fiscal year, which had an impact on 52 consumers.

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

A. Minutes of April 2<sup>nd</sup> Meeting (*Packet 1, page 136*)

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

B. Minutes of the May 7<sup>th</sup> Meeting – Deferred

The minutes were not yet ready for distribution.

17. **Old Business/New Business** (*Packet 1, page 143*)

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. Updated Acronyms Listing

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

18. **Announcements/Information/Public Input**

A. Next Board Meeting: Wednesday, June 10<sup>th</sup>, at 6:30 p.m.

19. **Executive Session**

Elena reminded board members that executive sessions are private and the discussions are confidential; recording them is prohibited.

M/S/C (C. Wang/A. Breall) To go into executive session at 8:51 p.m.

A. Employee Matter

B. Executive Director's Evaluation

M/S/C (A. Martinez/A. Hamilton) To end the executive session at 9:34 p.m.

**20. Adjournment**

Elena adjourned the meeting at 9:35 p.m.

Submitted by,

  
Jennifer Kaiser  
Executive Assistant

for:

Lillian Martinez  
Board Secretary

[badmin.may13.2020]

