

North Los Angeles County Regional Center  
**Executive Committee Meeting Minutes**  
May 27, 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

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**I. Call to Order**

Elena Burnett, president, called the meeting to order at 7:44 p.m.

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

**III. Consent Items**

A. Approval of Agenda

Item IV.F. was changed to “Board Member Conflicts of Interest,” a new Item IV.J. was added, and Item VII. Executive Session was added.

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

B. Approval of Minutes from the April 29<sup>th</sup> Meeting

The phrase “from the beginning” was deleted from the first sentence in Section IV.A. because Debra Newman was the board representative to the committee before Lillian was.

**M/S/C** (L. Martinez/D. Newman) To approve the minutes as corrected.

**IV. Committee Business**

A. Resignation of Claudia Picerni from the Board of Trustees

Claudia has resigned from her position on the board due to personal reasons; she hopes to one day return.

B. Proposed Committee Assignments for FY 2020-21

Jennifer explained that she forgot to add committee assignments to the May board meeting agenda for discussion. The discussion provides an opportunity for board members to express which committees they would prefer to serve on. Without this discussion, Jennifer had to prepare a draft committee list without board input; the draft was provided and reviewed. Elena suggested 2 changes: she would like to be assigned to the Nominating Committee and would like a new board member to serve on that committee as well.

**Action:** Jennifer will email the draft committee list, as modified, to the board for their review and input prior to the June board meeting.

C. Board Primary Activities for FY 2020-21

The board's primary activities for this fiscal year (in no particular order) were:

1. Promote and protect the functions of the regional center.
2. Restore the sustainability of the entitlement to services within the regional center system.
3. Implement the self-determination program in a transparent and fair manner that is consistent with statute.
4. Advocate for a viable rate system for our service providers and for viable operations funding for regional centers.
5. Ensure all consumers have equal access to the services and supports to address their needs.

Discussion took place on what the board's primary activities for next fiscal year should be. All of the activities are important, but we must keep in mind the fiscal constraints we will have with the proposed budget cuts.

**Action:** Activity #2 will be changed to read. "*Continue to support and advocate for the sustainability of the entitlement to services with the regional center system.*"

**M/S/C** (D. Newman/A. Hamilton) To recommend to the Board of Trustees to approve the board's primary activities for FY 2020-21 as modified.

D. FY 2019-20 Board Budget vs. Expenditures

The board's budget for this fiscal year is \$98,000. To date, \$61,700 (63%) has been spent.

E. FY 2020-21 Proposed Board Budget

Jennifer presented the proposed board budget for next fiscal year. She is recommending that the board budget be increased from \$98,000 to \$104,000 which would include the following changes:

1. An increase of \$3,000 for participation in ARCA-related meetings and activities
2. An increase of \$8,000 in board respite reimbursement as we have more board members using that service and the rate has increased.
3. A reduction of \$2,000 for meals for board and board committee meetings (as they will continue to meet virtually for some time).
4. The elimination of line item 11 (translation services) as that service will now be provided by staff.

With the looming budget cuts, which are part of the May Revise, is there anything the Executive Committee would recommend changing in the proposed budget? Elena suggested canceling the board's holiday party.

**Action:** Jennifer will reduce line item 1 by \$2,500 to reflect the cancellation of the board holiday party.

**M/S/C** (L. Martinez/A. Hamilton) To recommend to the Board of Trustees to approve the proposed board budget for FY 2020-21 as modified.

F. Board Member Conflicts of Interest

This discussion is in follow-up to the discussion regarding Anna Hamilton's conflict of interest resolution plan at the last board meeting. We actually have 6 board members who have conflicts: Lillian Martinez, Adam Breall, Yvette Arriaga, Ana Quiles, Anna Hamilton, and Christina Cannarella. DDS has approved the conflict of interest resolution plans for Lillian and Adam, which leaves us with the remaining 4. Michele spoke with the center's corporate counsel who reviewed the conflict of interest statements and provided recommendations.

1. Yvette Arriaga: We will proceed with a conflict of interest resolution plan
2. Ana Quiles: We will proceed with a conflict of interest resolution plan.
3. Anna Hamilton: We will proceed with a conflict of interest resolution plan.
4. Christina Cannarella: Unfortunately, Christina has multiple conflicts. Per our board bylaws and corporate counsel, she is unable to serve as a board officer and unable to continue to serve as a board member.

**Action:** Elena will contact Christina about her board status.

Potential board members need to be better screened for conflicts before they are presented for nomination to serve on the board.

**Action:** Elena will serve on the FY 2020-21 Nominating Committee and the Nominating Committee interview questions and materials will be reviewed and edited so that conflicts of interest will be easier for the Nominating Committee to identify.

G. Cultural & Linguistic Competency Training Materials

Michele has two resources and Evan Ingber, our training and development supervisor, met with one of them this morning. Once we meet with the second resource, we will have them submit board training proposals to us, which we will present to the Executive Committee. The training will be provided virtually. More information to come.

H. Virtual Training: Leading Through Crisis Mastermind

1. Course Outline/Tailored for a Nonprofit (Kim)
2. Assessment of Training for Management Staff (Michele)

This course was recommended to us by a board member. After investigation, we found that it consists of four 2-hour sessions and it is intended to strengthen leadership skills and is not board-related. In addition, it is not free as originally thought.

**Action:** Kim will speak with the center's attorney on a recommended board governance training.

I. Board Training via Zoom?

(See Sections IV.G. and IV.H. above.)

J. Legislative Educators' Contract

Our current contract with our legislative educators (Michelle Heid and Raquel Armendariz) will expire on July 31, 2020. The Government & Community Relations Committee recommends that the board renew the contract, at a reduced amount, from \$247,000 to \$140,000 maximum (\$140,000 is our ABX2-1 allocation for FY 2020-21). We want to be mindful of the coming fiscal

constraints. We want the new project to be more project/ objective based. The thought was that once the board approves their legislative priorities for next fiscal year, the legislative educators could focus on implementing them.

**M/S/C** (A. Quiles/D. Newman; abstention: L. Martinez) To recommend to the Board of Trustees to extend the current contract to September 30<sup>th</sup>, with no additional funding, and to renew the contract for 1 year once the board's FY 2020-21 legislative priorities have been approved by the board in August. At that time, the legislative educators will develop a proposal that will support those priorities and their proposal will be presented to the board in September for review and approval.

**Action:** The proposed contract for FY 2020-21 will be sent to the board with enough time for them to review it.

K. Finalize Agenda for the June 10<sup>th</sup> Board Meeting

The committee finalized the agenda for the June 10<sup>th</sup> board meeting.

**V. Center Operations**

A. COVID-19 Update

Our offices have been closed to the public since the end of March and although some of our staff continue to come into the office to work, the majority of our staff are working remotely from their homes. The center continues to be fully operational. Michele and her team are working on a return to work plan incorporating L.A. County guidelines. The return of staff will be gradual. We are holding Zoom calls with various provider types (Early Start, day programs, community-based programs, individualized services, residential, and independent & supported living). These are brainstorming session on how service providers can best "return to work" and serve consumers and families safely.

B. Self-Determination Program (SDP) Staffing

Our SDP department is now fully staffed. We have recruited 4 SDP specialists: 2 assigned to the San Fernando Valley office; 1 to the Santa Clarita Valley office; and 1 to the Antelope Valley office. We have also hired a SDP supervisor who is located at the San Fernando Valley office.

C. Senior Leadership Team

We have recently lost one of our 12-member leadership team. Sheila Calove, one of our consumer services directors, is retiring effective May 31<sup>st</sup>. We would like to recognize her for overseeing the Santa Clarita and Antelope Valley offices and also the center's SDP. We wish Sheila a very happy retirement.

## **VI. Announcements / Information Items**

- A. Next Meeting: Wednesday, July 29<sup>th</sup>, at 7:15 p.m. (no June meeting)

## **VII. Executive Session**

- A. Lease

**M/S/C** (A. Quiles/D. Newman) To go into executive session at 9:31 p.m.

## **VIII. Adjournment**

Elena adjourned the meeting at 9:36 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

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