

**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 June 10, 2020.

Trustees Present

Nicholas Abrahms  
Ivette Arriaga  
Dena Bogrow  
Adam Breall  
Elena Burnett  
Christina Cannarella  
Marianne Davis  
Leticia Garcia  
Sharoll Jackson  
Angelina Martinez  
Lillian Martinez  
Debra Newman  
Ana Laura Quiles  
Jeremy Sunderland  
Curtis Wang

Trustees Absent

Gabriela Herrera  
Caroline Mitchell

Staff Present

Ruth Janka  
Jennifer Kaiser  
Michele Marra  
Kim Rolfes  
Jesse Weller

Guests Present

Karina Andrade  
Raquel Armendariz  
Erica Beall  
Victoria Berrey  
Holly Correa  
Jason Francisco  
Jacqueline Gaytan  
Jessica Gould  
Michelle Heid  
Nelmonika Jones  
Jennifer Koster  
Ismael Maldonado  
Erika Mazza  
Monica McLeod  
Maritza Pedro  
Constance Stewart  
Elaine Vukadinovich  
Wilda White

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

Elena called the meeting to order at 6:39 p.m. and asked the board members to post any questions or comments in the Zoom chat box; she will be monitoring it. She also asked everyone to observe a moment of silence in respect of George Floyd and the similar victims who came before him.

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

- A. Ana Quiles stated that she would like to receive packet 2 prior to the day of the board meeting so she has enough time to review the materials.
- B. Erika Mazza introduced herself; she is the new vice president of Keolis, one of the center's transportation providers.
- C. Nelmonika Jones reported that during this COVID-19 crisis, resources are hard to find; perhaps a forum could be created to provide more support.

**Action:** Jesse Weller will bring this up at tomorrow's Disparity Committee meeting.

### 3. Consent Items

A. Approval of Revised Agenda (*Packet 2, page 152*)

Item 6.B.2. Approval of Board Conflict of Interest Resolution Plans was moved to become the new Item 5.

**M/S/C** (A. Quiles/A. Breall) To approve the revised agenda as modified.

B. Approval of May 13<sup>th</sup> Board Meeting Minutes (*Packet 1, page 8*)

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

### 4. Board Member Conflicts of Interest - Elaine Vukadinovich, Board Counsel

Elaine introduced herself; she is an attorney with the firm Musick, Peeler, and Garrett and has been with them for 24 years. She shared what constitutes a conflict of interest and what steps can be taken to resolve them. The board must be able to carry out its duties and responsibilities without any personal interests interfering in those duties.

### 5. Approval of Board Member Conflict of Interest Resolution Plans

The plans were included in the board packet. The board decided to approve each proposed resolution plan individually. Approved plans will need to be submitted to the Department of Developmental Services (DDS) and the State Council on Developmental Disabilities (SCDD) for their review and approval.

A. Ivette Arriaga

**M/S/C** (A. Martinez/C. Wang; Abstentions: J. Sunderland & C. Cannarella) To approve the conflict of interest resolution plan for Ivette Arriaga as presented.

B. Christina Cannarella

**M/S/C** (A. Quiles/A. Martinez; Opposed: A. Breall, D. Bogrow, J. Sunderland, and E. Burnett; Abstention: C. Cannarella) To approve the conflict of interest resolution plan for Christina Cannarella, as presented.

C. Angelina Martinez

**M/S/C** (L. Garcia/A. Quiles; Abstention: J. Sunderland) To approve the conflict of interest resolution plan for Angelina Martinez as presented.

D. Lillian Martinez

**M/S/C** (A. Martinez/A. Breall) To approve the conflict of interest resolution plan for Lillian Martinez as presented.

E. Ana Quiles

Ana reported that her conflict of interest no longer exists, but it will come up again once her mother starts providing respite services. Once this occurs, she will alert Michele Marra.

6. **Committee Action Items** (*Packet 1, page 19*)

B. Administrative Affairs Committee – Ana Quiles

1. Authorize an Officer to Secure Insurance for FY 2020-21

**M/S/C** (A. Martinez/C. Wang) To authorize an officer to secure insurance for FY 2020-21.

2. Approval of Contracts:

a. The Sheridan Group

**M/S/C** (L. Martinez/A. Martinez) To approve the contract with The Sheridan Group as presented.

b. Cresa Partners

**M/S/C** (D. Bogrow/E. Burnett) To approve the contract with Cresa Partners as presented.

c. ABEDI (PL1904-055)

**M/S/C** (N. Abrahms/C. Wang; Abstention: C. Cannarella) To approve the contract with ABEDI as presented.

- d. Brilliant Corners (TBD-999)  
**M/S/C** (D. Bogrow/E. Burnett; Abstention: C. Cannarella) To approve the contract with Brilliant Corners as presented.
- e. PathPoint (TBD-999)  
**M/S/C** (A. Martinez/C. Wang; Abstentions: C. Cannarella, M. Davis & A. Martinez) To approve the contract with PathPoint as presented.
- f. Master Board Resolution for Service Provider Payment Reductions  
**M/S/C** (D. Newman/A. Martinez; Abstention: C. Cannarella) To approve the master board resolution for service provider payment reductions as presented.

C. Executive Committee – Elena Burnett

- 1. Approval to Extend Legislative Educator Contract  
**M/S/C** (J. Sunderland/L. Garcia) To approve extending the legislative educators contract for an additional 2 months.
- 2. Approval of FY 2020-21 Board Primary Activities  
**M/S/C** (C. Wang/A. Quiles) To approve the board's FY 2020-21 primary activities as presented.
- 3. Approval of FY 2020-21 Board Master Calendar  
**M/S/C** (A. Martinez/A. Quiles) To approve the board's FY 2020-21 master calendar as presented.
- 4. Approval of FY 2020-21 Board Critical Calendar  
**M/S/C** (A. Quiles/C. Wang) To approve the board's FY 2020-21 critical calendar as presented.
- 5. Approval of FY 2020-21 Board Budget

**M/S/C** (D. Bogrow/A. Martinez) To approve the board's FY 2020-21 budget, in the amount of \$101,500, as presented.

D. Post-Retirement Medical Trust (Elena Burnett)

1. Approval of Proposed Changes to PRMT Policies and Procedures

**M/S/C** (A. Quiles/A. Martinez) To approve the changes to the PRMT's policies and procedures as presented.

7. **Additional Action Items** (*Packet 2, page 157*)

A. Administrative Affairs Committee – Ana Quiles

1. Approval of Credit Line Documents

- a. Corporate Resolution to Obtain Credit and Grant Security
- b. Corporate Resolution for Loan Revision Agreement
- c. Corporate Resolution for Disbursement Instructions

**M/S/C** (L. Martinez/D. Newman) To approve the 3 credit line documents listed above as presented.

2. Approval of Contracts

- a. Keolis Transit Services, LLC (HL0468-875, PL1242-883)

**M/S/C** (A. Quiles/C. Wang; Abstention: C. Cannarella) To approve the contract with Keolis Transit Services as presented.

- b. Master Board Resolution - AV Relocation Project

**M/S/C** (A. Martinez/E. Burnett; Abstention: C. Cannarella) To approve the master board resolution for the AV relocation project as presented.

- c. Master Board Resolution - IT Projects

**M/S/C** (A. Martinez/D. Bogrow) To approve the master board resolution for IT projects as presented.

d. Master Board Resolution – COVID-19 Related Expenses

**M/S/C** (L. Garcia/D. Bogrow) To approve the master board resolution for COVID-19 related expenses as presented.

e. Master Board Resolution – Provider HCBS Concepts

**M/S/C** (L. Garcia/D. Bogrow; Abstention: C. Cannarella) To approve the master board resolution for provider HCBS concepts as presented.

f. Master Board Resolution – Occupational Therapy (Svc Code 773)

**M/S/C** (E. Burnett/D. Newman; Abstention: C. Cannarella) To approve the master board resolution for occupational therapy as presented.

g. Lifenvest Inc. dba Blue Livin Supports (HL0915-880)

**M/S/C** (L. Martinez/E. Burnett; Abstention: C. Cannarella) To approve the contract with Lifenvest Inc. dba Blue Livin Supports as presented.

h. ABEDI (PL1905-612)

**M/S/C** (D. Newman/D. Bogrow; Abstentions: C. Cannarella & L. Martinez) to approve the contract with ABEDI as presented.

i. Change Factors Analysis Inc. (PL1928-062)

j. Change Factors Analysis Inc. (PL1929-612)

k. Change Factors Analysis Inc. (PL1930-615)

**M/S/C** (C. Wang/A. Martinez; Abstention: C. Cannarella) To approve the 3 contracts listed above with Change Factors Analysis as presented.

B. Executive Committee – Elena Burnett

1. Approval of FY 2020-21 Board Committee List

**M/S/C** (D. Bogrow/C. Wang) To approve the FY 2020-21 board committee list as presented.

C. Nominating Committee – Curtis Wang

1. Election of Nominees and Re-Nominees: Board of Trustees
2. Election of Nominees and Re-Nominees: Vendor Advisory Committee
3. Election of Slate of Officers

**M/S/C** (C. Wang/A. Martinez) To approve the election of the nominees and re-nominees for the Board of Trustees and Vendor Advisory Committee and to approve the proposed slate of officers as presented.

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

As Debra will be terming off of the board at the end of this month, a new chair for the ARCA Board Delegates Group will need to be found. Debra will be participating in her last ARCA meetings later this month.

**9. Executive Director's Report** - Ruth Janka (*Packet 2, page 275*)

Ruth gave her executive director's report which included information on the state budget, legislation, allocation methodology, state budget, COVID-19, 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** – Ana Quiles

A. Minutes of the May 27<sup>th</sup> Meeting (*Packet 1, page 84*)

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

B. FY 2019-20 Financial Report (*Packet 2, page 302*)

The April 2020 financial report showed that the center's operations budget for FY 2019-20 was \$56,127,138 and the purchase of service (POS) budget was \$500,150,239 for a total budget of \$556,277,377. We are projecting a deficit in our POS budget of \$4,813,059.

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

A. Minutes of the June 3<sup>rd</sup> Meeting (*Packet 2, page 308*)

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

**12. Consumer Services Committee** – Caroline Mitchell (*Packet 1, page 98*)

A. Minutes of the May 20<sup>th</sup> Meeting

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

**13. Executive Committee** - Elena Burnett (*Packet 1, page 103*)

A. Minutes of the May 27<sup>th</sup> Meeting

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

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

A. Minutes of the May 20<sup>th</sup> Meeting

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

B. Legislative Educators' Report

Michelle Heid and Raquel Armendariz are the center's legislative educators. Their written report was included in the meeting packet. Michelle provided highlights, including the fact that most bills have stalled in the legislative process.

**15. Nominating Committee** – Curtis Wang (*Packet 2, page 311*)

A. Resignation of Claudia Picerni from the Board of Trustees

B. Resignation of Anna Hamilton from the Board of Trustees

Claudia and Anna have resigned from their positions on the board due to personal reasons. They will be missed.

C. Minutes of the June 8<sup>th</sup> Meeting



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

**16. Post-Retirement Medical Trust Committee – Elena Burnett *(No Report)***

**17. Strategic Planning Committee – Caroline Mitchell *(No Report)***

**18. Vendor Advisory Committee - Sharoll Jackson *(Packet 1, page 133)***

A. Minutes of May 7<sup>th</sup> Meeting

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

B. Minutes of the June 4<sup>th</sup> Meeting – *Deferred*

C. Sharoll Jackson Re-Elected as FY 2020-21 VAC Chair

Sharoll was unanimously elected by the VAC to serve a second term as their chair.

**19. Old Business/New Business *(Packet 1, page 142)***

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

C. Meeting Evaluation

Please email any comments or questions about tonight's meeting to Elena.

**20. Announcements/Information/Public Input**

A. Farewell Debra Newman

Debra will have completed her 7 year term on the board at the end of this month. Thank you Debra for your participation on the board, its committees, serving as

its president and as NLACRC's board delegate to ARCA. You've done an amazing job and we so appreciate all you have given to this board.

**Action:** As outgoing board members are honored at the Annual Board Dinner and that event had to be canceled this year (due to the coronavirus), Debra and the other outgoing board members will be honored at next year's Annual Board Dinner, which will be held on the evening of Saturday, June 19, 2021.

B. Next Board Meeting: Wednesday, August 12<sup>th</sup>, at 6:30 p.m. (no July meeting)

## 21. Executive Session

**M/S/C** (A. Martinez/L. Martinez) To go into executive session at 9:39 p.m.

- A. Lease
- B. Legal Update

**M/S/C** (D. Newman/A. Martinez) To end the executive session.

## 22. Adjournment

Elena adjourned the meeting at 9:58 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

for:

Lillian Martinez  
Board Secretary

[badmin.jun10.2020]

