

North Los Angeles County Regional Center
Executive Committee Meeting Minutes
July 29, 2020

Present: Elena Burnett, Leticia Garcia, Lillian Martinez, Marianne Davis, 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 8:52 p.m.

II. Public Input - There was no public input.

III. Consent Items

A. Approval of Agenda

M/S/C (M. Davis/A. Quiles) To approve the agenda as modified.

B. Approval of Minutes from the May 29th Meeting

M/S/C (L. Garcia/M. Davis) To approve the minutes.

IV. Committee Business

A. Annual Committee Orientation

Ruth reviewed the committee policies & procedures, Officer Policy Statements and Board Audit Section.

B. Board Primary Activities for FY 2020-21

Activity #2 was amended to state “*Continue to support and advocate for the sustainability of the entitlement to services with the regional center system*” as decided during the May committee meeting.

C. Board Member Contractual Screening Process

Michele provided an overview of the board member contractual screening process. This screening is in process at this time, results should be forthcoming.

D. Changes to Board Critical Calendar

The new board member contractual screening process and board member contractual screening process were moved from July and August, respectively, to June. Annual Board Training Plan to DDS was added to September.

M/S/C (M. Davis/A. Quiles) To approve the Board Critical Calendar as modified.

E. Annual Board Training Plan

1. Cultural and Linguistic Competency (Michele)

Michele reported that she has three proposals regarding Cultural and Linguistic Competency training and is recommending that a board member participate on a panel interview to select the consultant for the Cultural Competency training.

2. Board Governance (Kim)

Kim reported that Elaine Vukadinovich of Musick, Peeler and Garrett, LLP is available to provide training on board governance. The training would be an hour long and could be provided either before the September or October board meeting. The committee discussed additional training topics for board consideration, which included: Lanterman Act, Working Collaboratively, DDS/RC Contract, and Financial/Fiscal. Kim proposed providing the committee/board with a copy of the DDS Contract to identify any specific areas of interest for further training.

M/S/C (M. Davis/A. Quiles) To recommend to the Board of Trustees to approve an annual board training plan for FY 2020-21 to include four of the six topics identified.

F. FY 2019-20 Board Budget vs Expenditures

The Board's budget for FY2019-2020 is \$98,000. To date, \$64,476.12 (65.79%) has been spent.

G. FY 2020-21 Board Budget vs Expenditures

The Board's budget for FY2020-2021 is \$101,500. Jennifer reduced the FY2020-2021 Board budget from \$104,000 to \$101,500 to reflect the cancellation of the board holiday party, in the amount of \$2,500, as authorized by the Board during the June 2020 Board Meeting. To date, \$0 (0.00%) has been spent because the Center pays for services in arrears and the first month in which July 2020 expenditures will be reported will be during the month of August.

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

H. Proposed Ad Hoc Bylaws Committee

Elena proposed the activation of an Ad Hoc Bylaws Committee to review the current bylaws for compliance with the statutory requirements for board members with a conflict of interest.

M/S/C (A. Quiles/M. Davis) To recommend the Board of Trustees approve the activation of an ad hoc bylaws committee to review and update bylaws regarding conflict of interest requirements.

I. Proposed amendment to the Public Information and Transparency Policy

M/S/C (M. Davis/ A. Quiles)to approve

J. Approval of Contracts

1. Addendum No.2 to Master Loan and Security Agreement

M/S/C (L. Garcia/M. Davis) to approve on behalf of the Board of Trustees the contract listed as #1, as presented.

2. Abdolsalehi – PL1944-785 (new)

M/S/C (M. Davis/L. Garcia) to approve on behalf of the Board of Trustees the contract listed as #2, as presented.

3. CPES – PL1876-109

4. CPES – PL1865-113

M/S/C (M. Davis/L. Garcia) to approve on behalf of the Board of Trustees the contract listed as #3 and #4, as presented.

5. Master Board Resolution: COVID-19 Related New Contracts
6. Master Board Resolution: COVID-19 Additional of Subcodes

M/S/C (L. Garcia/M. Davis) To recommend to the Executive Committee on behalf of the Board of Trustees to approve the contracts listed above under #9 and #10 as presented.

- K. Conflict of Interest Reporting Statements for Board Members and Executive Director

Michele reported that NLACRC has complied with this requirement.

- L. Proposed Resolution Plan for Ana Quiles

Michele reported to the committee that Ms. Quiles has disclosed a conflict of interest as it relates to her family members providing respite, personal assistance and/or daycare. At this time, the conflict of interest plan is in the draft process and will be completed shortly. In order to present at the August 12th board meeting, Michele asked that the Ms. Quiles, the board president and executive director review the conflict of interest resolution plan and if there was a need for further discussion, an executive committee meeting would be convened to discuss. If no further discussion was warranted, then the conflict of interest resolution plan would be presented to the board on August 12, 2020.

M/S/C (M. Davis/L. Garcia and A. Quiles Abstained)

- M. Finalize Agenda for the August 12th Board Meeting

The committee finalized the agenda for the August 12th Board meeting

- V. Center Operations

- A. COVID-19 Update

Data

NLACRC has 148 positive cases, with 28 individuals recovered, 47 hospitalized

(cumulative data) and 17 deaths. Statewide there have been 1,211 positive cases with 73 deaths. Los Angeles County Public Health Department is reporting a decrease in hospitalizations, and based on the most recent modeling projections approximately 31% of resident are currently infectious and 1 out of 9 residents have had COVID19.

Regional Center Offices and Operations

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. A return to work plan is in progress, and will be based upon L.A. County Public Health and Center for Disease Control guidelines as they relate to safety in the workplace. The decision to return of staff to the office will be made in accordance with local guidance.

DDS Directives

Reviewed the status of the directives and the extensions. Zoom meetings with established provider groups (Early Start, day programs, community-based programs, individualized services, residential, and independent & supported living) continue to discuss current practices for delivering remote, alternative services and in-person services. Kim is participating on a statewide workgroup to identify alternative service delivery for transportation services.

Essential Protective Gear

NLACRC continues to request and distribute EPG to consumers, families, and service providers. NLACRC has an electronic process for submitting requests and is using specialized transportation to deliver EPG to consumers and families.

Self-Determination Program (SDP) Staffing

NLACRC has 164 individuals that are SDP eligible, with 10 fully active participants. Informational and orientation meetings continue to be held via Zoom. NLACRC and the local advisory committee have developed a plan for usage of the SDP Implementation Allocation.

Community Engagement

The Family Focus Resource Center continues to facilitate support groups virtually, including Cultivar y Crecer, Parents of Adult Consumers, and the Filipino Support Group. Black & African American Support Group was added in June.

Cafecito, Aprendiendo, and Alianza de Hombres continue to be facilitated by Dr. Weller virtually through Zoom.

VI. Announcements / Information Items

A. Next Meeting: Wednesday, August 26th, at 7:00 p.m.

VIII. Adjournment

Elena adjourned the meeting at 10:30 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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