

North Los Angeles County Regional Center
Executive Committee Meeting Minutes
August 26, 2020

Present: Leticia Garcia, Lillian Martinez, Ana Quiles, Angelina Martinez and Marianne Davis – Committee Members

Ruth Janka, Michele Marra, Kim Rolfes, Liliana Windover and Cheryl Blizin – Staff Members

Absent: Adam Breall and Caroline Mitchell

I. Call to Order

Leticia Garcia called the meeting to order at 8:03 p.m.

II. Public Input – Angelina Martinez, committee member expressed her appreciation for the services provided by the regional center and ARCA, even during the midst of the pandemic. As a board member, delegate, chairperson, she stated that we need to serve our community with love, respect, passion and energy for the well-being of our consumers.

III. Consent Items

A. Approval of Agenda

M/S/C (A. Martinez/A. Quiles) To amend the agenda to add an Executive Session regarding the lease at the end of this meeting.

B. Approval of Minutes from the May 29th Meeting

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

IV. Committee Business

A. Board President Resignation

Ruth informed the committee that the Center has received the resignation of Elena Burnett as the Board President effective immediately. In accordance with our Bylaws, we will be holding an election. Ruth will be sending an email to the board soliciting nominations. In the meantime, Leticia Garcia, as the First Vice-President, will be performing the duties of Board President. The election will be

via secret ballot, sent and collected via electronic mail. If there is a tie between two nominees, a run-off election will be held, again by secret ballot.

B. Review May 27, 2020 Executive Committee Meeting Minutes, Section F, related to Christina Cannarella's Conflict of Interest

Michele reported the process by which the Center reviewed those board members who identified having a Conflict of Interest (COI); after explaining this process, Ruth intervened to clarify that the issue raised by Christina Cannarella is whether the statement included in the May 27th minutes regarding her COI is accurate. Ruth reviewed that portion of the May 27th minutes with the committee and asked if the language reflected therein describes the information reported by Michele Marra; specifically corporate counsel's recommendation as it related to Christina Cannarella and the COI. More specifically, the statement: "unable to serve as board officer and unable to serve as board member." Lillian Martinez confirmed that at the time of the May Executive Committee, the statement in the May 27th minutes was the recommendation of corporate counsel. There was consensus amongst the committee that the minutes accurately reflect the information reported by Michele Marra. Ruth volunteered to inform Christina Cannarella of the outcome of the committee's review.

C. FY 2019-20 Committee Action log - *Deferred*

D. FY 2020-21 Annual Board Training Plan

Ruth shared with the committee a draft letter to be sent to the Department of Developmental Services (DDS) memorializing the board's agreed upon annual training plan. The board agreed to include 6 topics: board governance, an overview of the Lanterman Act, Working Collaboratively, cultural competency, DDS contract and financial/fiscal. DDS would like information regarding the length of the training, trainer, frequency and details of the training. The training plan is due to DDS on September 1st; any update to the plan will be submitted to Department timely and no later than December 15th. Ruth proposed for the committee to approve the draft letter with the preliminary details of board's training plan for FY20-21. Lety Garcia, as the First Vice President, is a signatory on the letter.

M/S/C (A. Martinez/M. Davies) to approve the letter to be sent to DDS with the preliminary board training plan for FY 2020-21.

E. FY 2019-20 Board Budget vs Expenditures

Kim shared with this committee the FY 2019-20 budget board expenditure report. Kim informed this committee that we received some late bills and we were required to do a reclassification. We moved \$2,000 out of the board retreat and it was allocated to additional funding for respite to support board members. Budget did not change.

M/S/C (A. Maritnez/A. Quiles) To approve the revisions to the FY 2019-20 board budget, as presented, on behalf of the Board of Trustees.

F. FY 2020-21 Board Budget vs Expenditures

Kim wanted to memorialize that the board budget was modified. We removed \$2,500 of the board holiday party in December. Therefore, the remaining budget of \$101,500 is the same as the approved budget.

G. Conflict of Resolution Facilitator and Proposals

There was a request made by a board member for a conflict resolution facilitator to assist facilitating a discussion with some members who are experiencing conflicts in interactions on the board. Ruth has identified two facilitators with specific skills in this area. They do facilitation via zoom. Ruth shared the resume for both facilitators.

The first facilitator, Kate Stewart, has experience in conflict resolution, starting a company that specializes in this in 2006. Ruth interviewed her and solicited how she approaches conflict resolution. Kate shared that her process includes conducting an individual interview of each board member (all board members would be asked to participate in interviews) regarding the board member's experience with the conflict. Subsequent to the interviews, she would hold a group resolution session.

The second conflict resolution facilitator Ruth interviewed was Carol Bowser, who has experience working with non-profit boards. She has significant experience in terms of being a mediator and in conflict resolution. All conversations are kept confidential and she does not initiate investigations as a result of information she receives when conducting interviews or facilitated group discussions. Her process would include interviewing board members individually who are directly impacted by the conflict and holding a facilitated group discussion.

M/S/C (A. Quiles/L. Martinez) To secure a Conflict Resolution Facilitator.

M/S/C (M. Davies/A. Quiles) To recommend Carol Bowser as the Conflict Resolution Facilitator.

H. DDS Board Composition Report and Plan

The Center received a letter from DDS requesting NLACRC to complete a survey regarding our board composition. Ruth shared a draft of our response letter to DDS to be reviewed by this committee. The survey includes information regarding each board member and their representation of various demographics of the Center's catchment, including developmental disability, ethnicity, geographic area, certain expertise such as governance, financial, legal and developmental services system. When we completed this survey, we met all the criteria with the exception of not having enough board members for the Hispanic/Latino community. Ruth informed this committee that we have four applicants for the Hispanic/Latino community who were not selected for a position on the board. She recommended contacting these applicants to see if they are still available and interested in serving the board, if not, we will begin board recruitment which will include recruitment specific announcements via our e-newsletter, social media platforms, community meetings, and website.

In addition, Lilian Martinez brought to this committee's attention that there was a candidate that was not selected due to a conflict of interest. Based on what we have learned in Section IV, B of these minutes, it was recommended to revisit this candidate application.

M/S/C (A. Martinez/A. Quiles) To revisit the 4 Hispanic/Latino candidates that were identified by the Nominating Committee to see if they are still interested and available in a position on the Board.

ACTION: Ruth to find out who will reach out to applicants to see if they are still interested and available.

I. Revised Executive Director Recruitment Policy

Michele reported that in accordance with our DDS contract, Article VII, Miscellaneous, Section 9 Executive Director Recruitment Policy, a policy and procedures was developed which provides guidelines regarding "an executive director's unanticipated vacancy, or an executive director's resignation or

retirement, and a plan for recruitment.” These are the requirements we received from the State:

- We should notify that State within one business day of an unanticipated executive director vacancy and
- We should notify DDS within one week of learning of the Executive Director’s resignation or retirement.
- We should provide DDS with the plan for executive director recruitment within one month of the above notification.

Michele reviewed and shared this policy and procedures with this committee in order to establish the center’s plan to be presented to the board of trustees for review and approval prior to submission to DDS.

M/S/C (A. Martinez/M. Davies) To present the Executive Director Recruitment Policy to the Board for review.

J. Revised Board of Trustees Transparency and Public Information Policy

Kim reported that the Board reviewed this policy last month. There is one addition that was added in accordance with Statute WIC Section 4622(g)(3) which requires that board training plan be published in our website which it was added under Section IV, A, 29 of this policy “The training and support provided to board members (WIC 4622(g)(3)).

M/S/C (A. Quiles/A. Martinez) To present to the board the revised Board of Trustees Transparency and Public Information Policy for its approval.

K. Finalize Agenda for the September 9th Board Meeting

1. Conflict of Resolution Facilitator Proposal
2. Board Composition Report and Plan
3. Executive Director Recruitment Policy
4. Board of Trustees Transparency and Public Information Policy

V. **Center Operations**

A. COVID-19 Update

1. We continue to have staff on site and remote. The majority of staff comes to the San Fernando Office. We have signage regarding social distancing,

face covering and remaining to do frequent hand washing. Staff will continue to work remotely until we receive further guidance from public health.

2. The California Department of Public Health announced that they have issued additional guidance to convene children in educational and childcare settings. Regarding the current COVID-19 data in Los Angeles county, we are observing a trend downward in hospitalizations (this is also occurring at the state level).
3. DDS proposed emergency regulations that provided guidance for alternative service delivery however, we were informed by DDS that they are leaning towards relying on an Executive Order from the Governor that will allow DDS to issue a directive that will provide both guidance and flexibility in the delivery of alternative services during the pandemic.

B. Performance Contract Meetings

Per Statute, we are required to schedule Performance Contract Meetings via zoom. These meetings will be posted in our website. Michele informed this committee that we are looking at doing a survey to obtain feedback from the community.

C. Self Determination Program

We received additional funds for this program to help with the implementation of self-determination. Currently, the Center in collaboration with the Self Determination local advisory committee has identified the following to support the implementation of SDP at NLACRC: independent facilitator training and recruitment, 1:1 implementation coaching, orientation support and conducting a resource fair.

VI. Announcements / Information Items

- A. Angelina inquired about how parents can request emergency protective gear for COVID-19. Ruth informed that we have an electronic form that parents can submit via our website. They can also request support and assistance through their Service Coordinators.
- B. Next Meeting: Wednesday, September 30th at 7:00 p.m.

VIII. Adjournment

Leticia adjourned the meeting at 9:34 p.m.

Submitted by,

Liliana Windover

Liliana Windover
Executive Administrative Assistant

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