

North Los Angeles County Regional Center  
**Executive Committee Meeting Minutes**  
August 29, 2012

**Present:** Yolanda Bosch, Craig Girard, Jenean Glover Sharoll Jackson, Eric Leh, and Katie Mead – Committee Members  
Diane Ambrose, Jennifer Kaiser, Michele Marra, Kim Rolfes, and George Stevens – Staff Members

**Absent:** All present

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**I. Call to Order**

The meeting was called to order by Yolanda Bosch, president, at 7:31 p.m.

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

**III. Consent Items**

**A. Approval of Agenda**

The committee had obtained board approval to abbreviate their agenda in order to accommodate the auditors' presentation at the Administrative Affairs Committee meeting. An executive session was added to the agenda.

**M/S/C** (E. Leh/S. Jackson) To approve the agenda as modified.

**B. Approval of Minutes from July 25<sup>th</sup> Meeting**

**M/S/C** (K. Mead/S. Jackson) To approve the minutes as presented.

**C. Committee Business**

1. ARCA New Day Conference: September 18 & 19 (Pasadena)

The center has 30 people attending the conference, including 3 board members (Mary Jo Fernando, Sharoll Jackson, and Martha Lopez). The conference has been sold out!

2. FY 2011-12 Executive Committee Action Log – *Deferred*

**D. Center Operations**

George gave the following report:

1. The regional centers' contact with the Department of Developmental Services (DDS) was approved by the Association of Regional Center Agencies (ARCA).

**Action:** The regional center/DDS contract will be reviewed at next month's Administrative Affairs Committee meeting.

2. We are working to contact with Urgo and Associates who will assist us with transforming the center's policies so they are consistently formatted and sound as if they are coming from the same voice. If he does well, we will ask him to review the board's policies and procedures for the same purpose.
3. The center will begin encrypting ours outgoing e-mail messages starting September 1<sup>st</sup>.
4. We will soon be implementing our new scanning program as we are moving from a paper environment to an electronic one.
5. DDS has new requirements regarding conflict of interest forms that need to be signed by regional center staff and board members. Our board and staff members have already signed the center's conflict of interest statements for this fiscal year, so we won't be using DDS's form until next fiscal year.
6. We are in the process of making sure that all of our infant development programs are in compliance with Title 17 regulations as they relate to staff qualifications. This action came as a result of a whistleblower complaint. We sent a letter out to those providers today and have invited them to a meeting with us in October to assist them, if need be, to help them get into compliance.
7. We are working on coming up with a solution regarding providers who take our consumers out of state or out of the country, with their supported living services workers. This is a big liability issue.
8. The center has been struggling with families who want us to purchase converted vans or van conversions for them. We have decided that we

will not purchase any vans, just the van conversions, for consumers and families. This is the conservative approach.

#### **E. Association of Regional Center Agencies (ARCA) Report**

##### 1. Report on August 17, 2012 ARCA Board of Directors Meeting

George stated that the main issues of discussion were:

- The D-1 allocation, which DDS should be mailing to the centers very soon.
- The allocation methodology.
- DDS's new assertion that they are not legally obligated to cover regional centers' office rental costs.
- A presentation was made by an organization that wants to start a regional center political action committee (PAC), but this would violate center's nonprofit status as public monies cannot be used for political activities.

##### A. Next Meetings: October 18 & 19, 2012 (San Diego)

#### **IV. Committee Business**

##### A. Finalize Agenda for the September 12<sup>th</sup> Board Meeting (Van Nuys)

1. Identify a discussion topic
2. Blank performance evaluations will be reviewed with the board
3. FY 2011-12 Board Action Log

The committee finalized the agenda for next month's board meeting.

#### **V. Announcements / Information Items**

##### **A. Complete Meeting Evaluations**

Yolanda asked the committee members to please complete evaluation forms after the meeting and submit them to her with any comments.

##### **B. Next Meeting:** *Thursday*, September 27<sup>th</sup>, at 7:00 p.m.

#### **VI. Executive Session**

**Action:** The committee went into executive session at 8:00 p.m. to discuss a staff/vendor issue.

## VII. Adjournment

Yolanda adjourned the meeting at 8:13 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

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