

North Los Angeles County Regional Center
Executive Committee Meeting Minutes
January 29, 2014

Present: Yolanda Bosch (via polycom), Craig Girard, Jenean Glover, Sharoll Jackson (via polycom), Eric Leh (via polycom), and Meredith Rimmer – Committee Members
Richard Dier - Guest
Diane Ambrose, Jennifer Kaiser, Michele Marra, Kim Rolfes, and George Stevens
– Staff Members

Absent: All present

I. Call to Order

Eric Leh, president, called the meeting to order at 7:58 p.m.

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

III. Consent Items

A. Approval of Revised Agenda

Eric added an executive session at the end of the meeting to discuss the letter we received from Senator Barbara Boxer. Also, items IV.M. and IV.N. were added and item V.B. was deleted.

M/S/C (C. Girard/Y. Bosch) To approve the revised agenda as amended.

B. Approval of Minutes from November 26th Meeting

M/S/C (Y. Bosch/C. Girard) To approve the minutes as presented.

IV. Committee Business

A. DDS Board Composition Letter/Draft Response

We received a letter from DDS similar to the one we received a year ago. It's in response to the board composition survey that we submitted to them. The letter states that the center's board does not appear to completely reflect the ethnic characteristics of the community serve; the Hispanic community appears under-represented. Copies of DDS's letter and NLACRC's draft response letter were provided and reviewed. A response is due to DDS by January 31st.

M/S/C (C. Girard/J. Glover) To approve the letter to DDS regarding NLACRC's board composition, on behalf of the Board of Trustees, and to authorize Eric Leh to sign it.

B. Board Budget vs. Expenditures/Transfer of Funds

Kim proposed moving \$2,000 from one line item to cover a deficit in another line item.

M/S/C (C. Girard/J. Glover) To recommend to the Board of Trustees to approve moving \$2,000 from one of the line items in the board budget to another in order to cover a deficit.

C. E-mail from Board Applicant re: Fund Raising

We received an e-mail message from one of our board applicants who has offered to do some fundraising on behalf of the center. Although this is a very kind offer, this is a complex issue with legal implications. We typically don't do any fundraising because we don't want to compete with our service providers for needed funds; the Executive Committee stood by this and asked that a letter be sent to him thanking him but declining his kind offer.

Action: Kim will draft a letter to the board applicant for George's signature.

D. The Way Forward Conference: April 3 & 4, 2014 (Manhattan Beach)

Information about the upcoming conference was provided. Participation will be by invitation only. Each regional center director is being asked to participate and invite 3 others. A lot of really good speakers have been lined up. A registration fee is going to be charged, so we believe the conference will break even.

E. New Horizons' 60th Anniversary: Thursday, March 20th (Marina del Rey)

NLACRC is being awarded the "Partner for Independence" award at this event. The center's 4 executive Leadership Group members will be attending along with 2 board members and 2 Vendor Advisory Committee members, who will be identified by Eric Leh and Jenni Moran, respectively.

F. SB 468 Self-Determination Task Force (Michele)

At the last Executive Committee meeting, it was reported that the director of DDS had formed an SB 468 task force. The committee asked Michele to review

the bill to find out if DDS was charged with developing such a task force. Michele reported that it doesn't specifically state that DDS will develop a task force, but it does state that the State Council on Developmental Disabilities would organize a committee to discuss the bill's implementation.

G. Annual Board Retreat

This year's board retreat will be a 2-day event held on May 16th and 17th. The retreat will start with a dinner on May 16th, board members will stay overnight, and the training will be held the next day.

1. Content: George stated that recent statute requires regional center boards to be given diversity training on an annual basis. George recommended that the retreat focus on that training. Craig suggested including a presentation that Vini Montague gave at a board meeting on "Finances 101." Yolanda suggested that the retreat include leadership training.

Action: The content of the board retreat will be discussed further at next month's Executive Committee meeting.

2. Location: The Executive Committee decided they would like the retreat to be held at the Hyatt hotel in Valencia.

H. Annual Board Dinner (Location)

The board dinner is scheduled to be held Saturday, June 21st. The committee suggested that it be held at one of the following locations: The Angeles Golf Club, the Valencia Country Club, or the Tournament Players Country Club.

Action: Jennifer will look into the cost and availability of the 3 locations for the next board dinner and will report back at the next Executive Committee meeting.

I. Executive Director's Evaluation

1. Board President Appoints a Negotiating Committee

Action: Eric Leh will e-mail Michele the names the board members he wants to participate on the Negotiating Committee.

2. Board President Requests External Compensation Data

Action: Eric Leh asked Michele to obtain external compensation data for the Negotiating Committee's review.

J. Finalize Agenda for the February 12th Board Meeting

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

K. Travel Per Diem Policy

Kim reported that NLACRC received notice that the reimbursement rates for per diem increased to \$46.00 effective September 1, 2013. The per diem rate is set in accordance with the State of California Department of Personnel Administration. The new per diem rates are \$7.00 for breakfast, \$11.00 for lunch, \$23.00 for dinner, and \$5.00 for incidentals.

L. Proposed Change to Board's Transparency and Public Information Policy

Kim would like to add a statement to the policy that reflects new Welfare and Institutions Code language about the center maintaining purchase of service data on its website.

M/S/C (J. Glover/C. Girard) To present the proposed change to the board's Transparency and Public Information Policy to the Board of Trustees for their review and approval.

M. Approval of Letter to DDS regarding the Center's POS Deficit/Cash Flow

This letter was reviewed and discussed at the Administrative Affairs Committee meeting.

M/S/C (J. Glover/C. Girard) To approve the letter to DDS regarding the center's POS deficit/cash flow as presented.

N. ARCA Grass Roots Day: Wednesday, March 12th

Michele will be organizing a team (herself, a board member, a service provider, and a consumer) to go to Sacramento to visit legislators at the State Capitol as part of ARCA's annual Grass Roots Day. The date falls on the same day as our board meeting, but the participants will be back in time for the meeting. The topics of discussion will be the needed restoration of the Early Start program and inadequate service provider rates. Jenean Glover expressed her interest in

possibly participating in the visits and bringing along her daughter, who received benefits from the Early Start program.

V. Center Operations

A. Updating the History of the Regional Center System

Many years ago, Lanterman Regional Center developed a booklet on the history of the regional center system. The regional centers are collaborating to update the booklet, which is very beneficial when meeting with legislators and others.

B. Employment First Policy

The Vendor Advisory and Consumer Services Committees are working together to develop an Employment First policy for our regional center.

C. Rebuilding our Staff

George explained that the center is making efforts to hire needed service coordinators, but it's difficult because the core staffing formula is about \$34,000 short of a service coordinator's annual salary. This amount adds up quickly when you begin hiring lots of service coordinators. We are doing the best we can with the money we have, but unless something is structurally changed, George doesn't see the center meeting the required caseload ratios.

D. Implementation of Trailer Bill Language

The center is busy trying to implement all the new laws that have been passed, including contract language, board training, service standard revisions, and providing information to families in their "preferred" language.

VI. Announcements / Information Items

A. Complete Meeting Evaluations

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

B. Next Meeting: Wednesday, February 26th, at 7:00 p.m.

VII. Executive Session

A. Senator Barbara Boxer Letter

The committee went into executive session at 9:02 p.m.

VIII. Adjournment

Eric adjourned the meeting at 9:06 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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