

North Los Angeles County Regional Center  
**Executive Committee Meeting Minutes**

April 27, 2021

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

Liliana Windover, Lizeth Chavez, Dr. Jesse Weller, Michele Marra, Cristina Preuss, Gabby Eshrati, Jazmin Zinnerman, Alan Darby, Natalia Langarica, Clarence Foster, Ruth Janka, Dr. Michael Fernandez – Staff members

**Absent:** Jeremy Sunderland – Committee Member

**Guests:** David Coe, Rocio Sigala – Board Members  
Nancy Gallardo & Isabel Romero– Interpreters  
Lawya Rangel – Counsel for NLACRC  
Patricia Jauregui-Consumer’s Parent  
Jasmine Barrios – Minutes Services

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**I. Call to Order & Introductions**

Leticia Garcia called the meeting to order at 8:01 pm

**II. Public Input**

Patricia Jauregui stated that she has 3 autistic sons, and she has been having a challenging time communicating with NLACRC. She indicated that COVID hours are being removed and she has called several times to discuss this change but has not received any information. Leticia stated that this specific concern is an added agenda item for this meeting and will be addressed.

**III. Consent Items**

A. Approval of Agenda

Leticia added COVID Consumer Reassessments to the agenda.

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

B. Approval of Minutes of March 30<sup>th</sup> Meeting

Ana Quiles proposed the revision of a sentence in the Minutes on page 3 that states “Ana Quiles noted that she does not consider this favoritism and that it is a matter of perception”. Ana wanted to clarify that she *does* consider it favoritism because it is based on perception.

**M/S/C** (A. Martinez/ A. Quiles) To approve the revised March 30<sup>th</sup> Meeting Minutes as discussed.

**III. Consumer Advisory Committee – Jennifer Williamson**

A. Per Ruth Janka, Jennifer did not have any items or issues arise during the CAC to report to the Executive Committee.

**IV. Committee Business**

A. COI Approval Letter: Angelina Martinez – Michelle Marra  
Michele confirmed the Conflict of Interest Resolution plan was approved by DDS for Angelina

B. COI Approval Letter: Lillian Martinez – Michelle Marra  
Michele confirmed the Conflict of Interest Resolution plan was approved by DDS for Lillian

DDS shared with Michele Marra that COI Resolution plans submitted for Ana Quiles and Rocio Sigala will not be brought to DDS Counsel in May as the Counsel only meets every other month. These plans will be presented in June and DDS will review and respond.

C. Board Attendance Update – Ruth Janka

1. Attendance based on a rolling 12-month calendar, will go into effect on July 1<sup>st</sup>, 2022. Ana clarified that the 12-month rolling calendar will go into effect now, but the impact and auto-resignations would not go into effect until July 1<sup>st</sup> to allow time for emails and letters to be sent out to Members that are affected.
2. David Coe asked for clarification on what is considered “attendance” for a meeting. Ruth explained that this is not defined

in the bylaws but historically, attendance of at least 15 minutes is considered actual attendance at a meeting.

- D. Board Members Training Follow-Up – Ruth Janka
1. Board Member Training in the areas of Leadership and Teambuilding were reviewed.
  2. Reviewed Saddler Consulting and Board Source as possible training resources for the board. Saddler Consulting has trained NLACRC staff specifically using a tool called the DISC Profile. Saddler Consulting is able to provide a proposal for training by the end of the week.
  3. It was recommended that the 2022-23 training include new Board Members. Marianne Davis added that she believes that team-building training would be ideal to deal with contentious meetings and how the Board can conduct meetings and discuss disagreements in a more professional and productive way. Ruth confirmed that the Saddler proposal could include training on conflict management.
  4. Angelina Martinez stated that she, Lillian and Marianne attended a 2-day foundational retreat from Universal City Center for Non-Profit Management training and felt that they learned a lot of useful information. David Coe also added Leadership training focused on the roles and responsibilities of the Board would be useful. Rocio Sigala agreed that Board Governance and Service training would be advisable.
  5. Ruth will present options for the Board to review at the next meeting regarding the costs and content of the training.

E. Review Recommended Slate of Officers, Nominees, and Re-Nominees for FY 2022-23 – Leticia Garcia

1. Board of Trustees recommended for re-election
  - i. Nicholas Abrahms
  - ii. Jennifer Koster
  - iii. Lillian Martinez
  - iv. Alma Rodriguez
2. Board of Trustees nominees recommended for election
  - i. Andrew Ramirez
  - ii. Anthony Zepeda
  - iii. Brian Gatus
  - iv. Jordan Feinstock

v. Sharmila Brunjes

With these additions, the Board will have 19 Members with 3 open positions.

3. George Alvarado, a consumer, is being brought to the Board for consideration as a Board Intern. This position allows a potential Board member to shadow the Board for 1 year before formal nomination. This position does not include voting privileges but allows for participation in Board and Committee Meetings. This is due to the need for independent living skills support.
4. The Vendor Advisory Committee Chair Nominees will be presented to the VAC at the May 5<sup>th</sup> Meeting.
5. Nominees for Slate of Officers for 2022-23
  - i. President: Ana Quiles
  - ii. 1<sup>st</sup> Vice-President: Alma Rodriguez
  - iii. 2<sup>nd</sup> Vice-President: Marianne Davis/Rocio Sigala\*
  - iv. Treasurer: David Coe
  - v. Secretary: Lillian Martinez
  - vi. CAC Chair: Jennifer Koster
  - vii. ARCA Delegate: Angelina Martinez/ Marianne Davis
  - viii. ARCA Alternate: Lety Garcia/Ana Quiles/Marianne Davis
  - ix. ARCA CAC Delegate: Jennifer Koster
  - x. \*Rocio Sigala noted that she is a nominee for the 2<sup>nd</sup> VP position although it is not mentioned on Page 17.
6. Nominees for Re-election to Vendor Advisory Committee
  - i. Don Lucas
  - ii. Kevin Shields
7. Nominees for Election to Vendor Advisory Committee
  - i. Andrea Devers
  - ii. Lisa Williamsen
  - iii. Rosalyn Daggs
8. Ana Quiles wanted to recommend encouragement for consumers to apply for open board positions.

**M/S/C** (A. Quiles/ L. Martinez) To approve the Recommended Slate of Officers, Nominees and Re-Nominees for FY 2022-23 The motion was approved.

- F. DRAFT Board Master Calendar for FY 2022-23 Leticia Garcia
1. Alan will be performing board packet reviews.
  2. The Board is prepared to continue Zoom meetings in addition to in-person meetings to service all locations. There is no date in place currently to resume in-person meetings.

**M/S/C** (A. Martinez/ A. Quiles) To submit the Master Calendar draft to the Board. The motion was approved.

- G. DRAFT Critical Calendar for FY 2022-23 – Ruth Janka
1. This item will be deferred as the packet includes the Executive Committee Critical Calendar and not the Board Critical Calendar.

- H. Purchase of Service Disparity Report – Ruth Janka
1. This item will be deferred as the Report is submitted to the department in May and will be ready for discussion during the meeting in July 2022 (June is dark).

- I. Board Budget vs. Expenditures for FY 2021-22 – Alan Darby (*Page 34*)
1. Through April 19<sup>th</sup>, 2022, the board has spent \$40,724 of its annual budget of \$101,500, which is 40.12% of its budgeted amount. There is a \$60,775 remaining on the budget.
  2. Leticia would like to eliminate the Verizon Jet Pack iPad contract costs and would like the budget to reflect this change as the Board is no longer using this service.

- J. COVID Consumer Reassessments – Leticia Garcia/Dr. Jesse Weller
1. Discussion in Consumer Services about how these reassessments are being communicated to consumers. The verbiage that is being used by some Service Coordinators is that hours for personal assistance will no longer be available after May 31<sup>st</sup>. This is a service that families need and are upset that they are being told that these services are expiring.
  2. COVID Reassessment Background and Update – Dr. Jesse Weller
    - i. Dr. Weller stated that COVID-19 assistance (personal assistance, daycare, and respite) were put in place for many

families and consumers who required additional support due to the pandemic.

- ii. This service requires NLACRC to perform an annual process at the end of June in which all Service Coordinators must review all open authorizations and work with families to re-assess their needs prior to this deadline.
- iii. During the Consumer Services Committee meeting, it was brought to Committee Members that messages sent to families regarding this reassessment alluded that COVID-19 services would be expiring or no longer approved.
- iv. To clarify, NLACRC held a leadership meeting in March to review the importance of careful messaging around reassessment.
- v. The May 31, 2022 deadline is specifically for internal purposes as a marker for re-assessment and for Service Coordinators to validate and continue all needed services. There is no DDS directive that will end services.
- vi. Specific actions to remedy this situation is reinforcement around careful communication by Service Coordinators and generating a query using existing COVID-19 service codes to compare against any services that are no longer needed.
- vii. Rocio Sigala wanted to inform the Committee that about 75% of consumers at her last Community Meeting on April 25<sup>th</sup>, stated that they are continuing to get calls regarding the termination of their services. She is concerned that incorrect information is still being disseminated to families even after training has been implemented.
- viii. Ana Quiles also voiced concerns on this issue, stating that it is not a matter of the intent of NLACRC, rather an issue that the values of the organization are not being represented by the actions of the Service Coordinators. She added that anything that affects Consumer Services need to be brought to the Board. This issue has not been presented to the Board which can lead to an increase in disparity.
- ix. It was recommended that NLACRC commit to clear communication for each affected family, communication via memos sent to all Service Coordinators to clarify correct verbiage and updates on this issue continue to be presented to the Board.

## V. Executive Session

### A. Executive Director's Evaluation to be Completed and Summary Report

**M/S/C** (A. Martinez /L. Martinez) To break out at 9:49 pm for the Executive Session. The motion was approved.

The Executive Session was adjourned at 9:57 pm.

## VI. Center Operations

- A. COVID-19 metrics are trending down in terms of current hospitalizations although positivity rates are increasing. Restrictions have lightened but NLACRC has returned to 2 days per week to transition working on-site and this will continue. Do not currently have any plans for increasing the number of days on-site.
- B. On April 22, got the most recent directives related to COVID-19 former directives that extend waivers. Those expiration dates go into late May and early June of 2022. These allow for continued service delivery in the areas of alternative services, an extension of Early Start services, waiver of building requirements, and continued repurposing of waived FMS fees towards the purchase of additional Self-Determination services.
- C. Rate Reform – NLACRC has been issuing rate letters to Providers. Providers have 60 days to notify DDS if the rate they believe the rate that they have been issued is in error. A few errors have been noted. FAQs and a link to Department FAQs in relation to rates will be posted.
- D. Camp, Social Recreation and Non-Medical Therapies
  1. All Case Management staff have been trained regarding the planning process for Camp, Social Recreation, and Non-Medical Therapy services held by Dr. Weller.
  2. Over 100 attendees came to the Town Hall on April 21<sup>st</sup> regarding these services.
  3. Requested for applicants for vendorization for specific areas:
    - i. Music Therapy
    - ii. Recreational Therapy
    - iii. Camping Services
    - iv. Specialized Recreational Therapy
    - v. Social Recreation Programs
    - vi. Dance Therapy

- vii. Thus far, 5 proposals have been received relating to an overnight camp, The Miracle Project, Horseback Riding, Social Skills Program, and Therapeutic Horsemanship (non-riding).
  - viii. Thanks to Rocio Sigala, the City of Palmdale has expressed interest in developing a recreation program in the non-medical therapy sector.
4. Community Resource Development
- i. Requested a proposal for 2 specialized residential facilities, each with a 4-single occupancy bedroom along with a mobile Mental Health Clinic Crisis Support Service
  - ii. 24 entities attended an Information Meeting on April 20<sup>th</sup>
    - 1. 4 entities were interested in developing a mobile mental health service
    - 2. Deadlines for proposals are in less than 1 month.
5. School Transition Liaison
- i. NLACRC is looking to add a 12-month position that will focus on developing partnerships with schools and other agencies promoting inclusive options for Regional Center consumers transitioning to preschool or Kindergarten at the standard level. This position will also assist in developing materials to improve the transition process.
6. Language, Access, and Cultural Competency
- i. NLACRC is required to annually submit a Language Access and Cultural Competency plans to the Department. This is a new requirement; the first plan is due June 15<sup>th</sup> with progress reports provided on October 1<sup>st</sup> and April 1<sup>st</sup>.
  - ii. Plan requirements
    - 1. Identify documents and website content for translation.
    - 2. Specialized orientation and family on information sessions to identify linguistic and cultural groups.
    - 3. Regular language needs assessments to determine threshold languages for document translation.
    - 4. Coordination of interpretation and translation services.
    - 5. Quality controlled measures to ensure availability, accuracy, readability, and cultural appropriateness of translations.
  - iii. Ruth is putting together a group that will develop a plan and submits it to the Department by the June deadline.



7. Cultural Competency, Inclusion, Equity and Diversity
  - i. Policy in Development – changing the arrangement of the term “Diversity, Equity and Inclusion” to “Inclusion, Equity, and Diversity”. The policy will include some metrics and objectives, quarterly training, and ensuring that policies are reflective of the Mission and Values of NLACRC. The policy is estimated to be finalized by April 30<sup>th</sup>,2022.
  - ii. Final review of this policy is due April 30<sup>th</sup>, to be adopted at the June Board Meeting
8. Self-Determination
  - i. 90 individuals have fully transitioned into the program.
  - ii. 448 participants have completed Orientation.
  - iii. 122 certified budgets that have been certified, 11 in the certification process
  - iv. SDP Participants and Orientation have been reconfigured to show totals on a monthly basis. Reflects participants at both English and Spanish orientation sessions.
9. Participant Specialists
  - i. Still recruiting for these positions
10. SDP LVA Committee Meeting scheduled for April 21<sup>st</sup> was canceled. Requirements through Bagley King, which governs the LVA Committee, were not extended by the Governor. State Council has requested to meet NLACRC and Committee members are to return in-person to discuss this change. Updates on this item will be communicated.

## **VI. Board Meeting Agenda Items**

- A. Minutes of the April 27<sup>th</sup> Meeting
- B. Slate of Officers, Nominees and Re-Nominees for FY 2022-23
- C. DRAFT Board Master Calendar for FY 2022-23
- D. Board Leadership/Team Building Training Options

## **VII. Announcements / Information Items / Public Input**

- A. Next Meeting: Wednesday, May 25th at 7:30 pm
- B. FFRC Life After High School Transition, April 28th at 6:00 pm, AV

- C. FFRC Life After High School Transition, May 3rd at 6:00 pm, SCV
  - D. Black & African American Support Group, May 4th at 6:30 pm
  - E. Alianza de Hombres, May 10th at 7:00 pm
  - F. Cafecito Entre Nos, May 12th at 11:00 am
  - G. Filipino Support Group, May 16th at 6:30 pm
  - H. NLACRC Self-Advocacy Group Meeting, May 17th at 10:45 am
  - I. Self Determination Advisory Committee, May 19th at 6:30 pm
  - J. Town Hall on How to Prepare for IPP/IFSP, May 19th at 1:30 pm
  - K. Cultivar y Crecer, May 20th at 6:30 pm
- Ruth Janka confirmed that contact will be made with Patricia Jauregui, who voiced concerns during Public Input at the beginning of the meeting.

### **VIII. Adjournment**

The meeting was adjourned at 10:15 p.m.

Submitted by,

***Liliana Windover***

Executive Administrative Assistant

*(\* The majority of these minutes are taken from the Minutes Solutions submission and reviewed/ edited as presented herein by NLACRC staff.*