

North Los Angeles County Regional Center
Executive Committee Meeting Minutes

July 27, 2022

Present: Ana Quiles, Alma Rodriguez, David Coe, Leticia Garcia, Lillian Martinez, Rocio Sigala – Committee Members

Liliana Windover, Lizeth Chavez, Ruth Janka, Dr. Jesse Weller, Malorie Lanthier, Clarence Foster, Vini Montague, Evelyn McOmie – Staff Members

Jennifer Koster, Isabel Romero- Interpreter, Nancy Gallardo- Interpreter, Jasmine Barrios- Minutes Services - Guests

Absent: Angelina Martinez

I. Call to Order & Introductions

Ana called the meeting to order at 8:32 pm.

Committee Members and NLACRC CRC Staff introduced themselves, Guests introduced themselves in the chat.

II. Public Input

No public input

III. Consent Items

A. Approval of Agenda – (Page 2)

Item S: Contracts added under Committee Business by Vini Montague

M/S/C (R. Sigala/D. Coe) To approve the revised agenda.

B. Approval of Minutes of May 25th Meeting – (Page 4)

M/S/C (L. Garcia/D. Coe) To approve the May 25th Meeting Minutes as presented.

IV. Consumer Advisory Committee – Ana Quiles

Ana stated that a template is being developed in regard to what NLACRC staff liaisons should report out to the Board, Committees and other relevant organizations. The main components of the Report Out Template will include the date of the event, priorities discussed during the meeting, and any applicable action items. Liz Chavez will email a rough draft of the template to the Committee for review, any feedback can be emailed to her in response. An updated draft of the Report Out Template will be presented at the next Committee Meeting and a copy will be provided in the meeting packet.

V. Committee Business

A. Annual Committee Orientation – Ana Quiles and Ruth Janka

1. Policies and Procedures (*Page 14*)

At the beginning of each board year, Committees are presented with an Annual Committee Orientation that outlines a few key points about Committee processes as presented in the packet. The Executive Committee has the responsibility to:

- Review and discuss issues not referred to other committees of the board.
- Prepare the agenda for the meetings of the Board of Trustees.
- Appoint a Negotiating Committee to negotiate with the Executive Director.
- The Negotiating Committee will be comprised of 3 members of the Executive Committee that includes the Board president, First Vice-President and/or immediate past president or another member of the Executive Committee.
- Oversee the evaluation of the executive director and negotiate his/her contract.
- Receive information and recommendations from standing and ad hoc committees.
- Take action, as needed, either directly or by making recommendations to the full board.

2. Officer Policy Statements (*Page 16*)

Ana requested that the Officer Policy Statements for each position be amended to include the list of Committees in which the Officer associated.

In regard to the Secretary Officer Policy (Page 19), Ana requests that the sentence “Review the minutes taken by the secretary to the Executive Director” be replaced with “Review the minutes taken by the Executive Assistant to the Executive Director” to reflect the most recent iteration of the title of that role. In addition, she would also like to revise the second bullet point to read “Maintain a log or record of actions taken in the Executive Session and transfer this record to an NLACRC Representative on a monthly basis as applicable”.

M/S/C (L. Martinez/R. Sigala) To approve the proposed changes to the Secretary Office Policy.

3. Approved Critical Calendar (*Page 22*)

The Critical Calendar identifies the items that are to be reviewed and addressed by the Committee.

4. Board Audit Section (*Page 24*)

This document identifies 4 areas to help the Committee run effectively. These areas include knowledge, skills, dangers, and a list of questions for the Committee to determine if the standards are being met to be effective as a group.

5. Meeting Schedule (*Page 25*)

The Committee meets monthly, except during June and December when board is dark. It was noted that the Committee Meeting in November will be on a Tuesday instead of the typical Wednesday in observance of the holiday.

6. Board Policies for Review by Executive Committee

Members are ideally given a 30-day time frame to review a policy, make notes and report

back with recommendations for changes.

7. Public Input and Participation during Committee Business

Ruth clarified that during Public Input, Committee Members should not engage in dialogue or answer questions. Once Committee Business has begun, only Committee Members, Board Members and designated Vendor Advisory Committee Representatives can participate in discussion. Only Committee Members can vote.

B. Welcome Package Reference Materials for New Board Members – Ana Quiles

Welcome Packages of reference materials are being put together for new Board Members. Ana would like the Committee's feedback on what should be included. Currently, items included are the Lanterman Act, Robert's Rules of Order and a copy of the Board Policies and Procedures. Leticia Garcia recommended including a copy of the timeline for Policy Development. Ruth agrees and would like to add the timeline to the Board Manuals for all Board Members as well. A portfolio, NLACRC CRC lapel pins and an office supply package will also be included with the reference materials as a Starter Kit.

Lizeth Chavez is sending out the packages this week for New Board Members and Current Board Members. Items included in the Starter Kit can be revisited on annual basis.

C. Personal Data Documentation Information Protection – Ana Quiles

Process for Submission of Sensitive Information – There was a recent breach of board member confidential information in which the sensitive information was mistakenly included in a packet. The information was promptly retrieved and there is no reason to believe that the information will be further compromised. In the event of a data breach, NLACRC offers credit monitoring for Board Members and has done so in this instance.

It was recommended that Board Members use the BCC feature on all emails to NLACRC that contain sensitive information to avoid any inadvertent disclosures. This information will be shared in meetings to bring awareness to securing sensitive data. Moving forward, a process will be developed in regard to standardized steps to protect board members following a breach.

M/S/C (L. Martinez/D. Coe) To amend the Board Support Policy to include the utilization of credit monitoring for Members in the event of a data breach that includes sensitive information.

D. Board Packets: Size Limit and Consumer Friendly Formatting – Lizeth Chavez

There have been concerns regarding review packets being too long and containing information that is difficult to read and understand. One solution that was determined was to print financial information on 11x14 inch paper as a separate attachment for better readability.

E. Board and Committee List Update – Ruth Janka and Ana Quiles (*Page 26*)

There have been several updates to this list:

- Marianne Davis has resigned from the Board.
- David Coe is no longer on the Government and Community Relations Committee

- Andrew Ramirez was recently named Chair for the Consumer Services Committee
- Jennifer Koster is both the Chair and ARCA Delegate for the Consumer Advisory Committee and will be noted as such.

It was also mentioned that the last two Board Members who appear on the list, Suad Bisogno and Sylvia Brooks-Griffin will be switched to consistently list the VAC Member at the end.

Another Board Member is needed to join the Strategic Planning Committee to remain in compliance for the 60/40 Board to Staff ratio. Lizeth will review the Committee Interest list and reach out to those who may be interested.

M/S/C (D. Coe/L. Garcia) To approve the updates to the Board and Committee List

- F. Board and Committee Time and Attendance Requirements – *defer*
This item is deferred to the next Committee Meeting
- G. COI Waiver Request for Ana Quiles – Ruth Janka
The Conflict Resolution Plan for Ana Quiles has been updated to reflect her new position as Board President and will be re-submitted to State Council and is currently pending approval from DDS. Lizeth is tracking the progress on this item.
- H. Quarterly Off-Site Meeting with Executive Committee and Staff – Ruth Janka
1. Teambuilding Meetings Quarterly for All Committees There was a teambuilding meeting for the Executive Committee and NLACRC CRC staff on July 19th that went very well. The EC recommends that this opportunity be provided to all Committees. All Committee and Board Meetings will continue a virtual basis which leaves funds that were preciously allocated to in-person Committee and Board Meetings open. This could possibly fund a quarterly dinner to support networking amongst Board Members.

M/S/C (D. Coe /L. Martinez) To approve the proposal for Quarterly Off-site Meetings to be offered to all Committees.

- I. Annual Board Dinner Committee – Ana Quiles

Ana requested the formation of a committee for Board Dinner Planning. The purpose would be to elevate the annual Board Dinner to include recognition for Staff in addition, as a celebration of NLACRC 's yearly accomplishments. This would also include videos, photos and recognition for staff as part of the presentation portion.

Concerns were raised in regard to the Board Meeting recognizing the Trustees versus highlighting the Regional Center as a whole. These concerns would be addressed in the proposed Committee.

M/S/C (D. Coe/L. Martinez) To approve the formation of the Board Dinner Planning Committee.

- J. Annual Board Training Plan – Ruth Janka (*Page 63*)

The Board Training Schedule was reviewed as presented in the packet. There are 2 months

that are still pending the confirmation of a presenter:
November 2022- Lanterman DDS Act Overview
January 2023 – Cultural Competency and Implicit Bias Training

Lety mentioned that the July COI Training is required for all Board Members on an annual basis, Ruth will confirm all required trainings by DDS.

Ana asked that the Training Schedule be updated to include asterisks to notate all mandated training presentations.

ACTION ITEM: Asterisk FY22-23 Annual Board Training Plan for each training required by statute and/or contract.

K. FY2021-22 Board vs Expenditures – Vini Montague (*Page 64*)

Vini is recommending a budget revision to move the budget between categories to satisfy deficits in other categories. The budget as presented in the packet is the final proposed budget.

M/S/C (D. Coe/R. Sigala) To submit the revisions for the Board vs. Expenditures Budget as presented.

L. FY2022-23 Board Budget – Vini Montague (*Page 65*)

Revisions were made to this budget that reduces the number of iPads purchased as per the Committee's recommendation and is listed under Board Member Support. Funds can be reallocated based on need.

M/S/C (L. Garcia/D. Coe) To submit the recommendations for the Board Budget as presented.

M. ARCA Strategic Planning Survey – Ruth Janka (*Page 28*)

Lizeth will send out the PDF version of the survey to the Board Members for review. Any replies will need to be submitted to Ruth before August 10th. Ruth will fill out the online portion of the Survey based on the feedback by August 15th.

ACTION ITEM: Provide all board members with the ARCA Strategic Planning Survey with deadline of return to board support email by August 10th.

N. POS Expenditure Data Report – Ruth Janka

There are 13 data reports that will be categorized by age, ethnicity, diagnosis, location and will also include the top 10 Service Codes. The time frame for implementation of these reports is 4 weeks. The next step will be to determine what Committees need to review this data. Ana recommended putting the data in a summary format as opposed to presenting a large amount of raw data. It was decided that Ana and Lety will schedule a meeting with Ruth to further discuss how this data can be presented in the most efficient manner.

O. California State Auditor's Report – Ruth Janka (*Page 37*)

DDS was audited by the California State Auditor and the report was released in June 2022. The report found that Regional Centers were not consistently in compliance with certain regulatory requirements. Findings included:

- The lack of biannual monitoring of Vendor files to ensure that qualifications are being met
- 4731 Complaint investigations not completed within the timeline of 30 days
- The lack of informing Individuals of the 4731 Complaint Process upon Intake
- The lack of timeliness of eligibility decisions for incoming applicants

There was much discussion related to concerns and solutions on the findings. Ana recommended that the Committee take time to review the information to address these issues in a meaningful way.

P. Onboarding Consumer Policy – Ana Quiles *defer*

This item will be deferred pending further discussion between Ana and Dr. Jesse Weller.

Q. DDS Board Composition and Recruitment – Ruth Janka (*Page 44*)

Lizeth identified 2 areas that still need to be met in terms of Board composition compliance. The 2 areas needed are Consumer and White Ethnicity. Lizeth will move this item to the Nominating Committee who will revisit Board applications to recruit members who meet the composition criteria. An additional meeting will be added to the Nominating Committee Calendar for review and discussion.

ACTION ITEM: Schedule Nominating Committee Meeting to recruit an additional board member based on statutory board composition requirements.

R. Purchase of Service Annual Report FY2020-21 – Ruth Janka (*Page 46*)

Ruth gave an overview of this report due to time constraints. DDS and Regional Centers are required to compile data in a uniform manner regarding POS authorizations, Utilizations and Expenditures by Age, Race, Ethnicity, Primary Language, Disability and Residence Type. NLACRC takes this data and looks for disparities for individuals based on those categories to identify barriers to access services.

Public meetings are required to present this data and to solicit feedback and recommendations from the community on this issue. Each year, DDS is presented with this report and the strategies that were created in response to the data to increase service access and equity, to encourage participation from the community and to reduce disparities. Ruth and Ana will review and determine what Committee should handle what elements of the yearly report and will report back at a future meeting.

S. Contracts - Vini Montague

1. Yeung Chan PL2109-785

POS Contract – Provides mental disorder diagnosis and psychotherapy

5-year contract effective August 1, 2022 through July 31, 2027

Projected total contract amount is \$441,612

Projected to serve 7 consumers per month

M/S/C (R. Sigala/L. Garcia) To approve the Yeung Chan PL2109-785 Contract as presented.

2. Master Board Resolution Extension to 12/31/2022: COVID-19 Contracts

POS Contract – Provide NLACRC with the ability to timely implement needed and/or new resources and services to support Consumers and families related to COVID-19 and would extend the current authorization from June 30, 2022 through December 31, 2022.

3. Master Board Resolution Extension to 12/31/2022: COVID-19 Subcodes
POS Contract – Provide NLACRC with the ability to quickly add a subcode to an existing contract in order to be able to track POS expenditures related to COVID-19 and would extend the current authorization from June 30, 2022 through December 31, 2022.

M/S/C (A. Quiles/L. Martinez) To approve Master Board Resolution Extension for COVID-19 Contracts and Master Board Resolution Extension for COVID-19 Subcodes as presented.

VI. Center Operations – Ruth Janka

COVID-Related Updates – Metrics are trending upward, current hospitalizations are at 1280, positivity rate is at 15.0 %. The severity of illness has declined but positivity has significantly increased. LA County Public Health has announced the availability of vaccinations for children 6 months and older. A directive from DDS was received that extends eliminates some waivers due to updated statute as a result of trailer bill language with the remainder of waivers extended in the directive.

Non-COVID Related Updates- DDS will be conducting a Home and Community-Based Services audit of NLACRC CRC regarding NLACRC's compliance with program requirements for consumers that participate in the HSBC Waiver Program, the Self-Determination Waiver Program and Targeted Case Management. The review will begin August 1st and is expected to last 3 weeks.

The IRS Mileage reimbursement rate has been increased to 62.5 cents per mile effective July 1, 2022. The rate has for In-Home Respite Agency workers who use their personal vehicle to travel to and from respite sites.

California State University Northridge (CSUN) has crafted a proposal to seek funding to support individuals who attend one of six CSU campuses, including San Francisco State, San Marcos, San Jose East Bay and Long Beach. CSUN's program seeks to recruit individuals with developmental disabilities to participate in Person Centered Career Planning, train university staff, peer mentors to support individuals with disabilities in a college setting in addition to various workshops. Pre- and post-data will be collected on Skill Development as a result of participating in the program.

Early Start – Eligibility for this program has been expanded to include the separation of the developmental domain “Communication” into two separate domains, Expressive and Receptive. Also, from the criteria for developmental delay changes from 33% to 25%. Any individual who was previously denied eligibility from January of 2022 to June 30, 2022 that meets the new standards will be made eligible and families will be notified. We project the new criteria will increase participation in Early Start by from 4%.

Provisional Eligibility- NLACRC ranked 2nd in the State for number of participants that were made provisionally eligible in May with 286 individuals. Currently, NLACRC is ranked 3rd with 325 individuals for the month of June.

Santa Clarita Valley Office Expansion – There is a reconfiguration to accommodate business needs. Construction begins July 22nd and is expected to conclude in October. Throughout the construction process, the Santa Clarita Valley will remain open with limited on-site staff and the remaining staff members will work remotely.

Town Hall Schedule – an employment Town Hall was recently held that included consumer panelists who spoke about their employment journeys. The August Town Hall topic is Individual Rights Under the Lanterman Act and will be presented by Dana Lawrence, NLACRC’s Fair Hearings and Administrative Processes Manager.

Language Access and Cultural Competency Plan- This plan has been accepted by DDS. NLACRC has been approved for \$1 million in funding to implement this plan. This will include securing a consultant, obtaining stakeholder input regarding community needs, hiring Language Outreach Specialists, an LGBTQ+ Outreach Specialist, translating documents into other languages and re-designing the website for language access, cultural competency and readability.

Emergency Response Management Coordinator Position – This opening has been filled and the individual will start August 1st. This role will support the NLACRC’s participation in DDS’ Emergency Response Program, will conduct outreach and training and will serve as the liaison between NLACRC, DDS and the community in the event of an emergency.

Self-Determination - As of July 1st, 116 individuals have fully transitioned into the program, an increase of 13 from May. There are 154 Certified Budgets with an additional 17 budgets currently in progress. There are 38 Spending Plans currently in progress. DDS has confirmed the Self-Determination Local Advisory Committee may continue to meet virtually until June 30th, 2023.

VII. Review of Meeting Action Items

- A. Update the Secretary Officer Policy to reflect changes (Item A.2) – Ruth
- B. Ensure all Board Members have updated documents and reference materials (Item B)- Liz
- C. Update the Board Support Policy to include the provision of credit monitoring services in the event of a breach of personal confidential information (Item C)- Ruth
- D. Update Board and Committee Lists and review 60/40 compliance for SPC (Item E) - Liz
- E. Track COI Conflict Resolution Plan Response from SCDD for Ana Quiles (Item G) -Clarence
- F. Schedule Onboarding Consumer Policy Meeting (Item P) -Ana and Dr. Weller
- G. Add Board Dinner Subcommittee to Board Agenda
- H. Update Annual Board Training Plan (Item J) - Ruth
- I. Send out ARCA Strategic Planning Survey for Board Member review. Replies are needed from the Board before August 10th. Ruth to complete survey by August 15th (Item M) – Lizeth, Board Members and Ruth
- J. Schedule Meeting for California State Auditor Report Review audit results and attach

- action items (Item O) – Ana and Ruth
- K. Schedule Meeting to review Draft POS Expenditure Data Reports (Item R) – Ana, Leticia, and Ruth
- L. Schedule Nominating Committee to address DDS Board Composition requirements (Item Q) – Liz
- M. Send Consumer Advisory Committee “Report Out Template” to Board Members for review (Item IV. Consumer Advisory Committee) – Liz

VIII. Board Meeting Agenda Items

The following items were identified for the committee’s section of the June 8th Board Meeting agenda:

- A. Minutes of the July 27th Meeting
- B. Board and Committee List Update
- C. COI Waiver Request for Ana Quiles
- D. Annual Board Training Plan
- E. FY2021-22 Board vs. Expenditures
- F. FY2021-23 Board Budget
- G. Quarterly Meetings for All Committees
- H. Contracts for approval: Yeung Chan PL2109-785 and Master Board Resolutions

IX. Announcements / Information Items / Public Input

- A. Next Meeting: Wednesday, August 31st at 7:30 pm
- B. Black & African American Support Group, August 3rd at 6:30 pm
- C. FFRC IHSS Part # 3, Evaluation/Re-evaluation de IHSS, August 3rd at 10:00 am
- D. Alianza de Hombres, August 9th at 7:00 pm
- E. FFRC Taller Básico de IEP, August 9th at 11:00 am
- F. FFRC IEP Basics Workshop, August 10th at 11:00 am
- G. Cafecito Entre Nos, August 11th at 11:00 am
- H. Filipino Support Group, August 15th at 6:30 pm
- I. Aprendiendo Entre Nos, August 18th 10:00 am
- J. NLACRC Virtual Town Hall, August 18th at 1:30 pm “Individual Right’s Under Lanterman Act”
- K. Cultivar y Crecer, August 26th at 6:30 pm
- L. FFRC A Closer look at the IEP/Transition to Middle School, August 31st at 10:00 am

Leticia requested that the Cafecito and Aprendiendo Entre Nos topics be included on announcements.

X. Adjournment

Ana Quiles, Committee Chair, adjourned the meeting at 10:56 p.m.

Submitted by:
Liz Chavez

