

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

May 25, 2022

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

Liliana Windover, Lizeth Chavez, Ruth Janka, Alan Darby, Dr. Jesse Weller, Malorie Lanther, Vini Montague, – Staff Members

Isabel Romero-Interpreter, Nancy Gallardo- Interpreter, Jasmine Barrios- Minutes Services, Rocio Sigala - Guests

**Absent:**

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**I. Call to Order & Introductions**

Leticia called the meeting to order at 8:08 pm.

No introductions

**II. Public Input**

Angelina Martinez shared her experience at the recent Board Dinner, noting that there was a tribute video to honor Jennifer Kaiser, former NLACRC Executive Assistant. Angelina also thanked the outgoing Board and Committee members for their service and contribution.

Ana Quiles shared her experience attending the most recent SDP Local Advisory Committee Meeting held on May 19<sup>th</sup>. This was the first time a hybrid meeting was held, in-person and on Zoom. The meeting was very eventful and raised important issues on this process and what the Committee and NLA can learn from hybrid meetings moving forward. Ana also noted that the purpose of the SDP Local Advisory Committee is to be a guide for NLA as the SDP program is implemented but there are some challenges. Ana encouraged anyone interested to attend.

Leticia noted that there have been discrepancies in the listed start time of this Committee Meeting. Leticia would like to change the documented official start time of the meeting to be 7:30 pm, following Administrative Affairs Committee Meeting.

**III. Consent Items**

A. Approval of Agenda – (Page 2)

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

B. Approval of Minutes of April 27<sup>th</sup> Meeting – (Page 4)

**M/S/C** (J. Sunderland/A. Martinez) To approve the April 27<sup>th</sup> Meeting Minutes as presented.

Note: After the approval of the revised agenda, Alan Darby noted that a motion that was approved in the earlier Administrative Affairs Committee Meeting needed to be added to the agenda for this Committee for a recommendation to the Board. Item J was added under Committee Business: Recommendation for Bank Signee Change.

**IV. Consumer Advisory Committee – Dr. Michael Fernandez**

Dr. Michael Fernandez not in attendance, no notable items to report per Ruth Janka.

**V. Committee Business**

A. DRAFT Board of Trustees Critical Calendar for FY 2022-23 – Ruth Janka (Page 14)

Ruth reviewed the calendar as presented in the packet. Revisions were made on page 4 under “December” to reflect December 15<sup>th</sup> as the deadline for Board and Vendor Advisory members indicate their interest for re-nomination.

In January, revisions were made to eliminate the joint title “Deputy Director/Chief Financial Officer” to “Chief Financial Officer” as the roles are now split. All instances of the title “Chief Organizational Development Officer” have been changed to reflect the new title, “Chief Human Resources Officer”.

All references to the title “Board Attorney” will be edited to reflect the title “External Counsel”. The formerly-named Purchase of Service Disparity Report has since been renamed the Purchase of Service Annual Report and will be referred to as such in the calendar. Jeremy recommended editing the document to capitalize all of the organizational titles/officers listed on the calendar.

Revision: The statement “the chief human resources officer, chief financial officer and director of finance meeting with the negotiating committee to provide the compensation data for review and provide any requested additional information” will be moved under the Executive Director Evaluation section of the calendar.

**M/S/C** (A. Martinez/M. Davis) To approve the Board Critical Calendar for FY2022-23 as revised.

- B. DRAFT Executive Committee Critical Calendar for FY 2022-23 – Ruth Janka  
(Page 22)

Ruth reviewed the calendar as presented in the packet. Revisions were made to change instances of Purchase of Service Disparity Report to the Purchase of Service Annual Report. Other updates include the annual approval of the Draft Critical Calendar to be added in May and to review the Proposed Budget for the following fiscal year. Jeremy recommended editing the document to capitalize all of the organizational titles/officers listed on the calendar.

**M/S/C** (A. Martinez/M. Davis) To approve the Committee Critical Calendar for FY2022-23 as revised.

- C. Proposed Committee Assignments for FY 2022-23 – Leticia Garcia (Page 25)  
Leticia noted that Suad Bisogno was approved as the new Vendor Advisory Committee Chair and will be joining the Board of Trustees in that position. Both nominees for 2<sup>nd</sup> VP, Marianne Davis and Rocio Sigala, are listed under the Executive and Administrative Affairs Committee rosters. This will be updated to reflect the name of the elected trustee once determined. VAC Representatives are also noted under each Committee list.

**M/S/C** (J. Sunderland/A. Quiles) To approve the Committee Assignments as revised for presentation at the next Board Meeting.

- D. Board Goals for FY2022-23 – Leticia Garcia (Page 26)

Leticia reviewed the goals as presented in the packet. It was recommended to edit Item #5 to state: “Create awareness and actively promote the services offered by the Regional Center to consumers and families, both current and prospective.

Proposed Addition to the Board Goals as Item #7: Working with the Executive Director to provide support and highlight organizational accomplishments/successes.

There was a lengthy discussion surrounding this potential addition. It was noted that recognition for staff is listed and will be addressed in the Strategic Plan and for that reason, is not necessary to be addressed as a primary Board activity/goal. Ruth wanted to note that an Employee Appreciation event is held annually as well as the annual Service Awards event and the addition of quarterly and holiday events have been recommended.

**M/S/C** (A. Quiles/ L. Martinez) To approve the Board Goals as revised with the addition of Item #7. The motion was not approved with 2 yays from Ana Quiles and Lillian Martinez and 3 nays from Leticia Garcia, Jeremy Sunderland and Angelina Martinez. Marianne Davis was not present for the vote.

**M/S/C** (L. Garcia/A. Martinez) To approve the Board Goals as revised only to include the edit to Item #5 at the next Board Meeting. The motion was passed with 4 yays from Angelina Martinez, Jeremy Sunderland, Lillian Martinez and Leticia Garcia and 1 nay from Ana Quiles. Marianne Davis was not present for the vote.

E. Board Budget vs. Expenditures for FY 2021-22 – Alan Darby (*Page 33*)

Alan reviewed the report as presented in the packet.

Through May 20, 2022 - the Board has spent \$48,676.05 of its annual budget of \$101,500 - which is 47.96% of the total budget. There is \$52,823.95 remaining in this year's budget.

Alan noted that there was another deficit in Board Member Support and suggested revising the current budget based on the assumption that no transportation is required for board members rest of the year and that there will be no legislative events.

The cause of the The expense that stands out is the UPS services at \$21,097.06. The other expense is for Verizon – iPad devices = \$9,684.97

Alan recommended reallocating a total of \$9,000 from two line-items and into Board Member Support. The modifications would be:

1. \$5,000 from Legislative Events
2. \$4,000 from "Transportation for Board members

Without the transfer Board Member Support would be down \$3,283

Budget remaining after consideration for the Board Dinner is \$43,102.99. It was noted that expenditures for Translation Services cost in the amount \$11,000 was not included in this report as the expense has not yet been realized.

**M/S/C** (A. Martinez/J. Sunderland) To approve the recommendation for the Board Budget vs. Expenditures report.

F. Proposed Board Budget for FY 2022-23 – Alan Darby

Alan reviewed the budget as presented in the packet, there are no notable changes.

**M/S/C** (A. Quiles/A. Martinez) To approve the Proposed Board Budget to present at the next Board Meeting.

G. Board Training Plan for FY 2022-23 – Ruth Janka

1. Revised Training Proposal from Saddler Consulting Services (*Page 34*)  
Ruth reviewed the proposal as presented in the packet.

**M/S/C** (A. Quiles/J. Sunderland) To approve the proposal as presented for recommendation to the Board.

The Board Training schedule was discussed and the following was determined regarding the remaining training dates:

July – Board Governance Training/ New Board Member Onboarding/  
Conflict of Interest Training  
August – Leadership/Team Building Training  
September - Legislative Advocacy Training  
October – Whistleblower Training  
January 2023- Cultural Competency Training (to be combined with Implicit  
Bias Training)  
March 2023- Board Financial Training

The remaining required training topics: Lanterman Act Overview, POS and OPS and Vendorization Trainings could potentially be offered in a webinar or recorded format to be completed biannually. Ruth will research these options with ARCA or SCCD and report back. Dr. Weller will include the Implicit Bias training requirements in the Cultural Competency Training. Ruth will get information from the State Council regarding possible training options for Board Governance and will revise the Training Schedule and have the draft to present at the June Board Meeting for final approval and dissemination to the new Board.

H. DRAFT Inclusion, Equity and Diversity Board Policy – Dr. Jesse Weller (*Page 28*)

Dr. Weller reviewed the draft of this policy in the packet for Committee approval to take to the June Board Meeting. He expressed thanks to the Committee members for their help and input to move the Strategic Plan forward. Leticia thanked Dr. Weller and Steering Committee for their hard work in preparing this policy.

**M/S/C** (J. Sunderland/A. Martinez) To approve the draft Inclusion, Equity

and Diversity Board Policy as presented for recommendation to the Board.

I. Consumer COVID Services Reassessment Update – Ruth Janka

All of the authorizations for reassessments that were not possible in May are being extended to July 31<sup>st</sup>. NLACRC is working with vendors to address this impact. Christina Preuss and Gabby Eshrati, CSC Managers, are working with providers to assure that the Program Planning process will occur, assessments will be done and services that any additional services needed will be authorized.

J. Board Resolution for Bank Signee Change – Alan Darby

During the Administrative Affairs Committee Meeting, Alan presented a Board Resolution for City National Bank's Supersecure Agreement. This resolution would change would remove Michele Marra's name as the Chief Organizational Development Officer and to authorize Clarence Foster as an authorized signer. After further discussion on this matter, it was decided that Vini Montague would have Michele Marra's name be removed as an authorized signee without the addition of Clarence Foster's name. Vini will then speak with City National Bank to discuss any potential problems with using Organizational Titles only in lieu of names. If approved, the Board Resolution can be amended to include only the organizational titles as decided.

**M/S/C** (A. Martinez/J. Sunderland) To approve the recommendation for the Bank Signee Change as revised for presentation to Board at the next meeting.

**VI. Center Operations – Ruth Janka**

COVID-Related Updates – As of May 23, 2022, current hospitalizations are at 419, positivity rate is at 2.97%. The CDC is recommending a booster dose of the Pfizer COVID-19 vaccine for children ages 5 to 11 years old, to be given at least five months after their first vaccine set. DDS directive was received today that extends all of the former directives, there were no changes.

Non-COVID Related Updates- NLACRC is replicating the On-duty Specialist Unit from the San Fernando Valley office to the Antelope Valley office. There will be 4 Specialists total; 2 hired, 2 in recruitment to provide access to a live person in the event that families cannot reach their Service Coordinator.

The Emergency Response Program is a joint partnership between DDS and the California Foundation for Independent Living Center to implement a program to distribute batteries to individuals who live in high-risk fire areas. Individuals are prioritized by Tier 2 and Tier 3 fire areas and DDS will make emergency

go-kits will be available via [supplybank.org](http://supplybank.org) to individuals living in high-risk wildfire areas as well as a Public Safety Power Shuttle. As part of the Emergency Response Program, an educational campaign will be launched called Feeling Safe, Being Safe, in preparation for wildfire season.

Presumptive eligibility - this no longer a mechanism and NLACRC is working on evaluating individuals for transition to an to regular or provisional eligibility under the Lanterman Act. The majority of individuals that have been assessed have been made eligible. There have been some issues reaching families, and an increase in cancellations and no-shows to appointments for evaluation.

Camp, Social Recreation and Non-Medical Therapies – Community Services is working with 5 potential Social Recreation service providers to develop their service design descriptions. After approval, providers will submit their vendor applications. The YMCA as well as park and recreation department have been approached regarding development of social recreational programs, in all three valleys; the Center is awaiting responses.

The Town Hall schedule for 2022 has been established by Case Management. In July, an Employment Town Hall will be held where Consumer panelists will share information about their employment experiences. Beginning in September, there will be Age Group specific Town Halls each month with Parent panelists to discuss their experiences.

An RFP was put out for Community Resource Development and there were 24 entities that came to the Informational Meetings. Of the 24 entities, 2 proposals were received for Specialized Residential Facilities and of the 2 proposals, neither qualified due to failure to provide financial statements. One requirement for providers is to disclose financial statements to prove that they are financially solvent before they are able to receive RFP awards. In light of this, Community Services has reached out to 2 former awardees who have agreed to submit proposals to develop 2 Facilities. No proposals were received for the Mobile Crisis Service.

Language Access and Cultural Competency- The goal of this plan is to increase the communities access to information by identify documents to translate in the various languages, based on the profile of the Center's catchment, identify orientations that should be provided in various languages to meet the needs of the community, and conduct regular and periodic language assessments among other activities. Regional centers will also develop a Language and Cultural Profile of the community as part of the plan. This will be monitored by the department with progress reports every April and October.

Cultural Competency Training- Bridging Voices is a Cultural Competency and Plain Language Consultant who recently hosted a Language Justice Training to provide the staff with practical skills that can address these issues.

Staffing - The Parent Family and Support Specialists have both been onboarded. San Fernando Valley specialist, Maria de Jesus started in mid-April. In Antelope Valley, Cynthia Sanchez fills this role and is currently being trained. Introductions to the Board of these Specialists will be scheduled for July. The Emergency Management Coordinator position has four external candidates who have been approved for assessment. This position will liaison between the Regional Center, the community and the Department to coordinate operations during an emergency event. There is one internal and one external candidate for the Guest Services Specialist position. DDS is creating a group for Guest Service Specialists across the State to meet and navigate the system to support Regional Centers. 1 Participant Choice Specialists position has been filled in San Fernando Valley and there are three external candidates applying for the 2 additional vacant positions in Antelope Valley.

Self Determination – As of May 1<sup>st</sup>, 103 individuals have fully transitioned into the program, 471 participants have completed Orientation and there have been 123 Certified Budgets with an additional 18 budgets currently in progress and 20 approved Spending Plans.

SDP Volunteer Local Advisory Committee – there was a meeting on May 19<sup>th</sup> that was held in a hybrid format with options to attend in-person and via Zoom. During the meeting, a hacker infiltrated the system and disrupted the meeting. IT will be working with staff for training on how to handle these types of situations. The Committee will continue to meet on a monthly basis. Information on the next meeting will be sent out by Dr. Weller.

Ana noted that during the SDP Advisory Committee Meeting, an issue arose regarding the Bagley-Keene rule. Under this rule, in-person attendance is required for Committee Members, any Committee members who attend via Zoom are ineligible to vote. Ana asked if NLACRC Board and Committee members would be subject to the same rule when in-person meetings resume. Ruth stated that the Bagley-Keene rule only applies to State Agencies. Since the SDP Advisory Committee is party comprised of State Council appointees, it was decided by DDS that the Bagley-Keene rule should apply to SDP Advisory Committees, Ruth will contact ARCA for further information regarding the status of the application of Bagley Keene rules to SDP Advisory Committees.



## VII. Board Meeting Agenda Items

The following items were identified for the committee's section of the June 8<sup>th</sup> Board Meeting agenda:

- A. Minutes of the May 25<sup>th</sup> Meeting
- B. DRAFT Board of Trustees Critical Calendar
- C. DRAFT Executive Committee Critical Calendar for FY 2022-23
- D. DRAFT Inclusion, Equity and Diversity Board Policy
- E. Committee Assignments for FY 2022-23
- F. Board Goals for FY 2022-23
- G. Proposed Board Budget for FY 2022-23
- H. Board Training Plan for 2022
- I. Board Resolution for City National Bank's Supersedure Agreement

## VIII. Announcements / Information Items / Public Input

- A. Next Meeting: Wednesday, July 27<sup>th</sup> at 7:30 p.m. (No meeting in June)
- B. FFRC Generic Services Series #6, IHSS Part 3, June 3<sup>rd</sup> at 10:00 am
- C. FFRC Generic Services Series #7, Medi-Cal Waivers, June 16<sup>th</sup> at 10:00 am
- D. Black & African American Support Group, June 1<sup>st</sup> at 6:30 pm
- E. Alianza de Hombres, May 10<sup>th</sup> at 7:00 pm
- F. Cafecito Entre Nos, June 9<sup>th</sup> at 11:00 am
- G. Cafecito Entre Nos, July 14<sup>th</sup> at 11:00 am
- H. Cafecito Entre Nos, August 11<sup>th</sup> at 11:00 am
- I. Alianza de Hombres, June 14<sup>th</sup> at 7:00 pm
- J. Aprendiendo Entre Nos, June 16<sup>th</sup> at 10:00 am
- K. Town Hall, Transition to Adulthood (What's Next), June 16<sup>th</sup> at 1:30 pm
- L. Filipino Support Group, June 20<sup>th</sup> at 6:30 pm
- M. Cultivar y Crecer, June 24<sup>th</sup> at 6:30 pm

Leticia thanked Jeremy for his tenure as 1<sup>st</sup> Vice President and stated that he has been a great asset to the Committee as well as the Board. Jeremy Sunderland expressed heartfelt thanks and appreciation for the Committee and Board as well as the Regional Center staff for the work being done to foster a community that takes care of each other. Angelina Martinez also thanked Jeremy and shared that Jeremy will be missed.

## IX. Adjournment

Leticia Garcia, Committee Chair, adjourned the meeting at 10:15 p.m.

Submitted by:

(\*) *Lizeth Chavez*

Executive Administrative Assistant

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

