

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

October 26, 2022

**Present:** Ana Quiles (Chair), Alma Rodriguez, David Coe, Leticia Garcia, Lillian Martinez,  
Liliana Windover, Liz Chavez, Vini Montague, Ruth Janka, Clarence Foster, Evelyn McOmie, Cristina Preuss, Dr. Michael Fernandez, Silvia Haro, Robert Dhondrup, Malorie Lanthier, Sheila King, Tiffani-Jones Newman, Gabriela Eshrati – Staff Members  
Leticia Garcia - Board Member, Isabel Romero-Interpreter, Azucena Bustillos-Interpreter, Jasmine Barrios-Minutes Services - Guests

**Absent:** Rocio Sigala

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**I. Call to Order & Introductions**

Ana Quiles called the meeting to order at 7:41 pm.

**II. Public Input**

No public input

**III. Consent Items**

A. Approval of Agenda

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

After the vote, it was noted to add from the Administrative Affairs Committee, Item G: Contracts Tigertail Adult 4 PL2118-109 and Essential Pay PL2135 to Committee Business.

**M/S/C** (L. Martinez/D. Coe) To approve the agenda as revised

B. Approval of Minutes of September 28<sup>th</sup> Meeting

**M/S/C** (D.Coe/L.Martinez) To approve the September 28<sup>th</sup> Meeting Minutes as presented.

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

A. CAC Report

Dr. Fernandez reviewed the report as presented in the packet. Highlights include:  
The CAC meeting was held on October 5, 2022. The committee did not have a quorum and the group was not able to vote on any items. Points of discussion include that the committee would like to begin promoting events at least one month in advance. Areas

of concern for the group include the chair attendance, punctuality and conducting of the CAC meetings.

## V. **Committee Business**

### A. Liaison Reports

#### 1. ARCA Report - Leticia Garcia

Leticia reviewed the report as presented in the packet. Highlights include: ARCA Board Delegates Meeting was held on October 17, 2022. Points of discussion included the Strategic Plan Workshop, the results and findings from the ARCA Surveys submitted by Regional Centers, which will help develop strategies to establish priorities for ARCA's next Strategic Plan. Also discussed was the Little Hoover Commission, who held the first in a series of hearings to regarding disparities within Regional Centers on a statewide level. The hearing took place on October 13<sup>th</sup>, and the next will be held on November 10<sup>th</sup>, 2022, and can be accessed on the DDS website. In terms of developing an ARCA Strategic Plan, a priority topic was identified as the preservation and independence of Regional Centers statewide. Strategies and goals will continue to be developed.

#### 2. Self-Determination Local Volunteer Advisory Committee - Gabriela Eshrati

Gabriela reviewed the report as presented in the packet. Highlights include: The last meeting was held on October 20, 2022 and there were 30 attendees. In terms of public input, it was noted that Independent Facilitators would like to be notified when a change occurs within NLACRC's SDP Process. SCDD announced that they are continuing recruitment for the vacant LVAC position and hope to have it filled soon. Points of discussion include a presentation from the Community Services Department on 099 Vendorization for independent facilitators. Committee members noted that they would like to attend NLACRC's SDP Staff trainings. After discussion, it was determined that this request cannot be accommodated at this time due to HIPAA constraints. The Committee also requested a Board Liaison to continue the collaboration between the Committee and NLACRC, they are hoping to have this vacancy filled by the next SDP Local Advisory Committee Meeting. Ana Quiles requested any issues or recommendations made by the Best Practices Subcommittee be reported out as updates become available.

### B. Update on NLACRCCRC's 2022–2026 Strategic Plan– Ruth Janka

The Strategic Planning Committee finalized a recommendation for the Board to update the Strategic Plan. This recommendation will go to the Board for approval in November.

### C. Board Members Responsibilities Policy - Ana Quiles

#### 1. Proposed Revision for Board Members Responsibilities Policy

The proposed policy states that meeting attendance for Committee Members should be at least 1 hour of the meeting. The Board returned this policy for consideration on questions that were received in terms of what constitutes an official meeting. The Committee is to determine if mandatory trainings count as official meetings for which attendance will be taken. Ruth Janka stated that board

member attendance at trainings is not considered “mandatory” in that NLACRC is required to provide training, however Board Members are not necessarily required to attend.

After discussion, it was decided to count only Board and Committee Meetings as attendance for meetings. Lack of attendance at an unplanned, emergency meetings will not count against a board member’s attendance for that committee or meeting. Also, the verbiage for mandatory trainings will be revised regarding “mandatory” attendance.

In the first paragraph, a revision was made to state: “Policy is developed through recommendations and actions from Board Committees...”. Lillian Martinez made the recommendation to review the document again and to discuss recommendations at the next Committee Meeting.

**M/S/C** (L. Martinez/L. Garcia) To table the discussion on Board Member Responsibilities policy and revisit at the November Committee Meeting.

D. FY2021-22 Board vs Expenditures – Vini Montague

Vini reviewed this information as presented in the packet.

Approved Budget: 101,5000.00

YTD Expenses: 7,737.69

Budget Remaining: \$93,762.31

% of Budget Utilized: 7.62%

E. Approval for Draft Letter for Ana Quiles’ Contributions – Ruth Janka

Ana Quiles is running for the School Board and is looking to share information about her roles as the NLACRC Board President and formerly, Board Treasurer. This letter is a draft from NLACRC that does not endorse any candidate but outlines the factual duties and contributions that Ana has made to NLACRC.

Alma Rodriguez facilitated the proposal to the Committee for approval.

**M/S/C** (L. Martinez/D. Coe) To approve the draft letter for Ana Quiles’s contributions to NLACRC.

F. Board Annual Training Plan - Ruth Janka

Ruth reviewed this plan as presented in the packet. The Committee is being tasked to review for a vote at the next Committee Meeting.

G. Approval of Contract - Vini Montague

1. Tigertail Adult 4 PL2118-109

POS Contract – Provides Supplemental Residential Services Program Support services.

5-year contract effective February 1, 2022 through January 31, 2027

Projected total contract amount is \$2,352,680.81

Projected to serve 3 consumers per month.

2. Casa Fiscal dba Essential Pay PL2135

POS Contract – Allocation from DDS to provide startup funds for FMS Fiscal Agent services for individuals in the SDP Program

6-month contract effective October 1, 2022 through March 31, 2023  
Maximum approved funding is \$500,000  
Consumers served TBD, currently 9 consumers from NLACRC

**M/S/C** (A. Rodriguez/L. Martinez) To approve the Tigertail Adult 4 PL2118-109 and Essential Pay PL2135 Contracts as presented.

## **VI. Center Operations – Ruth Janka**

### Whistleblower Complaints

NLACRC received a complaint on September 14<sup>th</sup> alleging retaliation. The complainant has not responded to a request for an interview which is the first step in the investigation process. The investigation has been put on hold for 30 days and if there is no response, the case will be closed. A second complaint of retaliation was received on October 14<sup>th</sup> and the investigation is ongoing.

### Staffing

Public Information Officer- Robert Dhondrup will be leaving NLACRC as he pursues an opportunity for a new career venture. While the NLACRC recruits for a replacement, the Public Information Team will report to Ruth Janka, the Executive Director.

Outreach Language Specialists – 2 Outreach Language Specialists have joined NLACRC. Both positions are organized within the Diversity, Equity, Inclusion Unit, and will report to Dr. Fernandez. These positions will support both the Language Access and Cultural Competency plan as well as local grassroots outreach in the community.

While the center continues to recruit for the Consumer Services Director position (SFV-Adult and Transition Services), Consumer Services Managers Donna Rentsch and Emmanuel Gutierrez will provide support and direction to the San Fernando Valley Adult and Transition teams.

### Transportation Services

NLACRC's vendored transportation service provider is experiencing a shortage of drivers which is impacting the provider's ability to return individuals to in-person day programs. NLACRC is meeting with R&D Transportation, a transportation broker, to discuss routes and day program transportation needs.

### Holiday Gift Drive Thru

Alternatives for this Annual Gift Drive are being considered in order to be more inclusive and to create a more equitable opportunity to participate.

### 2022 Town Hall

The next Town Hall, Transition Services - Parent Perspective will be held in November; Aging Adult Services – Parent Perspective is scheduled for December and then town halls will be held on a quarterly basis beginning in 2023.

**VII. Review of Meeting Action Items**

- A. Executive Committee Action Log
- B. Board Member Responsibilities Policy – Members to review before next Committee Meeting.

**VIII. Board Meeting Agenda Items**

The following items were identified for the committee's section of the next Board Meeting agenda:

- A. Minutes of the October 26th Meeting
- B. FY2022-23 Board vs Expenditures

**IX. Announcements / Information Items / Public Input**

- A. Next Meeting: Wednesday, November 30th at 7:30 pm
- B. Committee Attendance
- C. Parents of Adult Consumers Support Group, October 26th, 6:30 pm
- D. El Poder del Amor y la Paciencia, October 28th, 10:00 am
- E. Cultivar y Crecer, October 28th, 6:30 pm
- F. NLACRCCRC Self Determination Support Group, November 2nd, 6:00 pm
- G. Black & African American Support Group, November 2nd, 6:30 pm
- H. FFRC Helping your Child Sleep Better, November 3rd, 3:30 pm
- I. FFRC Parent Check-in & Chat Support Group, November 4th, 12:30 pm
- J. Festival Educacional Virtual, November 5th, 9:00 am
- K. FFRC Taller basico de IEP, November 8th, 11:00am
- L. Virtual Alianza de Hombres, November 8th, 7:00 pm
- M. FFRC IEP Basics Workshop, November 9th, 11:00 am
- N. Virtual Cafecito Entre Nos, November 10th, 11:00 am
- O. AV Parent to Parent Support Group, November 10th, 11:00 am
- P. FFRC Ayudando a su Hijo a Dormir Mejor, November 10th, 3:30 pm
- Q. FFRC Mamas Latina Grupo de Apoyo, November 14th, 6:30 pm
- R. FFRC Taller Avanzado de IEP, November 15th, 11:00 am
- S. NLACRCCRC Self-Advocacy Group Meeting, November 15th, 10:45 am
- T. FFRC Advanced IEP Workshop, November 16th, 11:00 am
- U. Parents of Adult Consumers Support Group, November 16th, 6:30 pm
- V. NLACRCCRC's Virtual Town Hall: Parent/Consumer Perspective – Transition Age Services, November 17th, 1:30 pm
- W. FFRC Parent Check-in & Chat Support Group, November 18th, 12:30 pm
- X. Filipino Support Group, November 21st, 6:30 pm

**X. Adjournment**

Ana Quiles, Committee Chair, adjourned the meeting at 8:50 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.*