

Has continued `North Los Angeles County Regional Center

**Executive Committee Meeting Minutes**

August 25, 2021

**Present:** Leticia Garcia, Lillian Martinez, Marianne Davis, and Jeremy Sunderland – Committee Members

**Absent:** Angelina Martinez and Ana Quiles

Ruth Janka, Michele Marra, Kim Rolfes, Jesse Weller, Liliana Windover and Cheryl Blizin – **Staff Members**

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**I. Call to Order**

Lety Garcia, President, called the meeting to order at 8:13 p.m.

**II. Public Input**

No public input

**III. Consent Items**

A. Approval of Agenda – (*Packet 1, Page 2*)

Agenda Item, Section IV. A. “Review FY 2021-21 Committee Action Log” will be deferred

**M/S/C** (J. Sunderland/M. Davies) To approve the agenda as modified.

B. Approval of Minutes from the July 28<sup>th</sup> Meeting (*Packet 1, Page 4*)

**M/S/C** (M. Davies/J. Sunderland) To approve the minutes as presented.

**IV. Committee Business**

A. Review FY 2020-21 Committee Action Log – ***Deferred***

B. Performance Contract Public Meeting input for next Calendar Year

A presentation to the public regarding our Performance Contract for next calendar year will take place on Thursday, September 2<sup>nd</sup>. Presentation will be

in posted in English and Spanish. Members of this committee are welcome to provide their input regarding any local outcome. In addition, the center has posted a link in our website to a survey that is gathering input from the community about measures they would like to see included.

C. Executive Director's Performance Evaluation Responsibilities/Process

This committee will begin the implementation of the Executive Director's performance evaluation and compensation process for FY 2021-22. In accordance with the Executive Committee policy, 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. Since we do not have a current immediate past president, we will solicit the committee for another member.

D. Board Composition Survey – (*Packet 1, Page 11*)

The center completed DDS Board Composition survey and met all the requirements.

E. Board Policies – Proposed Revisions

1. Board Member Responsibilities Policy – (*Packet 1, Page 12*)

The committee reviewed all the proposed revisions to this policy.

**M/S/C** (J. Sunderland/M. Davies) To approve the proposed changes to this policy as presented.

2. Board/Staff Interaction Policy– (*Packet 1, Page 14*)

The committee reviewed the proposed change to this policy.

**M/S/C** (J. Sunderland/M. Davies) To approve the proposed change to this policy as presented.

3. Executive Director's Performance Evaluation (*Packet 1, Page 16*)

Executive Director's Performance Evaluation process was reviewed and revisions were made to capture feedback from previous fiscal year, the proposed revision presented to members of this committee.

**ACTION:** Additional changes and recommendations were proposed by this committee. Edited document will be sent to members of this committee in advance, and it will be discussed at the next Executive Committee meeting.

- a. Executive Director's Performance Evaluation Timeline - (*Packet 1, Page 18*)
- b. Executive Director Performance Evaluation – (*Packet 1, Page 20*)

**ACTION:** Additional changes and recommendations were proposed by this committee. Edited documents will be sent to members of this committee in advance, and it will be discussed at the next Executive Committee meeting.

F. Annual Board Training Plan – (*Packet 1, Page 27*)

A draft of the proposed Board of Trustees Presentation/Training Schedule for FY 2021-22 was reviewed with this committee. In addition, the Center also received a memorandum from DDS requesting a report on the actual trainings provided to our board members. This report is due on December 15<sup>th</sup> and shall include training topics such as conflict of interest (COI) and whistleblower policies.

The members of this committee agreed that the COI and whistleblower trainings will be provided during the new board members orientation in July. In addition, a review of policies will be presented during the Board meeting in August.

Regarding the Board Training Plan presented to members of this committee, it was recommended to provide these trainings during the following months:

- Lanterman Overview Training – November 2021 (weekend)
- Implicit Bias Training – January 2022
- Vendorization Training – February 2022
- Financial Report Training - March 2022
- Cultural Competency – April 2022

G. Angelina Martinez – Conflict of Interest Resolution (COI) Plan – (*Packet 1 – Page 28*)

Angelina Martinez identified a COI in the previous fiscal year. A resolution plan was created and approved by State Council and DDS for one year which will expire in September 2021, therefore a new COI plan needs to be resubmitted. Since there were no changes to her COI, the COI resolution plan will remain the same as last year.

**M/S/C** (J. Sunderland/L. Martinez) To approve the resubmission of the COI for Angelina Martinez as presented.

H. Board Budget vs Expenditures

1. FY 2020-21 – (*Packet 1, Page 42*)

The FY 2020-21 Board Budget vs. Expenditure report was presented to the Committee. It was reported that an action is needed by the Committee to reclassify some line item budgets to cover the most recent training provided to board members. Our current budget is \$52,050, the year-to-date expenditures is \$40,079, and the remaining budget is \$11,971.

**M/S/C** (J. Sunderland/L. Martinez) To authorize the budget reclassification.

2. FY 2021-22 – (*Packet 1, Page 44*)

The FY 2021-22 Board Budget vs Expenditures report was presented to the Committee. The total budget is \$101,500, year-to-date expenditures are \$1,929, and the remaining balance is \$99,571.

I. Strategic Planning Consultant Meetings

We have identified three consultants to help facilitate the strategic plan. It was recommended to have the three consultants meet with our Executive Committee and the Executive Director.

The three consultants identified are:

- 1) Deirdre Maloney, Making Momentum LLC

- 2) Ami Sullivan, Kinetic Flow
- 3) Mary Beth Lepkowsky, Helen Sanderson Associates

**ACTION:** This committee agreed to move forward with these meetings and Ruth will begin scheduling these meetings.

J. Letter of Support for AB 118 – (*Packet 1, Page 47*)

The Government Community Relations Committee recommended to bring a letter of support for AB 118 regarding the emergency services community response grant program. A copy of this letter was presented to members of this committee.

**M/S/C** (J. Sunderland/L. Martinez) To approve the letter of support for AB 118 to be sent to Governor Newsom.

V. **Center Operations**

A. COVID-19

We have observed a decrease in LA County in positivity cases. We are down to 2.9% average and 1,747 hospitalization cases. NLACRC is seeing an increase of COVID-19 exposure among our staff and thus, delaying increasing the number of days staff will be required to work onsite. Further, at this time, we will reopen our offices on September 1<sup>st</sup> to the public by appointment only.

LA County Public Health has issued a new public health order that requires all healthcare workers to be vaccinated by September 30<sup>th</sup>, including health care workers that go into home setting; this order applies to regional center staff. The center will be implementing the vaccination requirement as a condition of employment for specific job classifications. A communication will go out to the community and staff regarding this requirement.

Community Services has continued to do in-person monitoring visits. In the last 90 days they have conducted 372 visits. In addition, services coordinators continue to conduct in-person quarterly visits for individuals living outside of the family home and in licensed settings.

B. DDS Directives and Guidelines

The following directives and guidelines were issued by DDS:

1. 08/25/21 - Extension of Waivers, Modifications and Directives. Extends timelines into October for majority of directives (except half day billing for day services extends to 9/27/21).
2. 08/24/21 - Guidelines for Implementation of Changes to the Paid Internship Program effective July 2021.
3. 08/24/21 - Guidelines for Implementation of Changes to Competitive Integrated Employment Incentive Payments effective July 2021.

C. Trailer Bill Language (TBL)

A summary of this year's TBL (SB 136) and the center's implementation was provided to members of this committee.

D. Early Start Vendor

An early start service provider, which served nearly 300 infants and toddlers in the Antelope Valley area, closed due to bankruptcy. The Center made every attempt through the bankruptcy process to secure another early start provider to assume operations of the former service provider. Unfortunately, it was not possible. We are currently in the process of transitioning the consumers affected by the closure of the early start provider to other service providers. The Center is experiencing challenges securing other early start providers to serve early start consumer residing in the Antelope Valley due to the rate the Center is authorized to pay. The Center is working with the Department to seek authorization for the use of service code 116, therapeutic specialized services, which, if approved, would provide a higher rate for speech therapists, PT and OT therapists and increase the opportunity to secure more licensed early start service providers in the Antelope Valley. Additionally, the Center is seeking CRDP start-up funds from the Department to develop an early start infant program in the Antelope Valley.

E. Cares Act Funding

The Cares Act Funding has allowed the center to purchase laptops for staff. The Center has deployed laptops to the majority of

management staff and service coordinators. Staff will no longer be able to access our virtual system with their personal devices once they receive their laptop. In addition, the deployment of these laptops enhances our security and protects our data.

F. Self-Determination Program (SDP)

- a. We are increasing the participation on this program. We currently have 59 certified budgets, 55 fully transitioned, 3 IPPs and 4 spending plans in progress.
- b. We are in the stage of developing the contracts for the entities who will support this program.

G. Business Continuity Plan

We have contracted with a firm which will help us to develop a business continuity plan in the event we have a disaster, wildfire, interruption in technology, active shooting, etc.. The plan identifies the Center's priority operations and processes for resuming business.

H. Community Engagements

- a. The Town Hall for the month of September will be on the Fair Hearing Process.
- b. Our Performance Contract meeting will be on September 2<sup>nd</sup>. Part of the process for regional centers to develop their contracts is to solicit input from our community through focus groups or a survey regarding goals and activities to achieve goals. The center has posted a link in our website to a survey, requesting the public input.

I. Cultural Competency Contract

We have finalized our cultural competency contract and provided it to the consultant, Inclusion Counts. It is under their review; once agreed upon, we will implement proposal and seek department approval of cultural competency training content. Target date for implementation was September of this year.

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

- A. Minutes of the August 25<sup>th</sup> Meeting
- B. Board Member Responsibilities Policy
- C. Board/Staff Interaction Policy
- D. Angelina Martinez – Conflict of Interest Resolution Plan
- E. FY21-22 Board Budget – Line-Item Reclassification
- F. Letter of Support for AB 118
- G. Board Training Plan for FY 2021-22
- H. Board Composition Survey
- I. Next Town Hall Meeting

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

- A. Next Meeting: Wednesday, September 29<sup>th</sup> at 7:00 pm

## **VIII. Adjournment**

Lety adjourned the meeting at 9:50 pm

Submitted by,

*Liliana Windover*

Liliana Windover

Executive Administrative Assistant

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