

North Los Angeles County Regional Center
Executive Committee Meeting Minutes

November 30, 2022

Present: Ana Quiles (Chair), Alma Rodriguez, David Coe, Leticia Garcia, Lillian Martinez, Rocio Sigala

Liliana Windover, Lizeth Chavez, Vini Montague, Ruth Janka, Elena Santana, Evelyn McOmie, Cristina Preuss, Dr. Michael Fernandez, Gabriela Eshrati, Malorie Lanthier, Sheila King, T Jones Newman – Staff Members

Lucy Paz -Interpreter, Jasmine Barrios-Minutes Services - Guests

Absent:

I. Call to Order

Ana Quiles called the meeting to order at 7:30 pm.

II. Public Input

No public input

III. Consent Items

A. Approval of Agenda

Vini Montague added item IV. Approval of Contracts to the agenda, moving subsequent items down.

Ruth Janka noted that Item J: Legucator Contract under Committee Business, will be deferred to a future Committee Meeting.

M/S/C (A. Rodriguez/D. Coe) To approve the agenda as revised

B. Approval of Minutes of October 26th Meeting

M/S/C (D. Coe/A. Rodriguez) To approve the October 26th Meeting Minutes as presented.

IV. Contracts - Vini Montague

A. Approval of Contracts - Vini Montague

1. Pyles & Associates PL2121-062
POS Contract – Provides Personal Assistance Services
5-year contract effective December 1, 2022 through November 30, 2027.
Projected total contract amount is \$7,146,000

Projected to serve 10 consumers per month.

M/S/C (A. Rodriguez/D. Coe) To approve the Pyles & Associates PL2121-062 contract as presented. The motion passed with 3 abstentions from A. Quiles, R. Sigala and L. Martinez

2. Angel Wings HL0998-880

POS Contract – Provides transportation services

5-year contract effective December 1, 2022 through November 30, 2027

Projected total contract amount is \$2,969,568.00

Projected to serve 28 consumers per month.

3. Master Board Resolution – Covid 19 Contract

The resolution was reviewed as presented in the packet. NLACRC is seeking authorization from the Board of Trustees to authorize any Officer of NLACRC to execute all service provider contracts when the contract is related to implementing services and supports to Consumers and their families needed as a result of the COVID-19 outbreak. This Master Board resolution would extend the authorized period from December 31, 2022 through June 30, 2023. A summary of all service provider contracts executed during the period March 26, 2020 through June 30, 2023 will be provided to the Administrative Affairs Committee for review.

4. Master Board Resolution – Covid 19 Subcode

The resolution was reviewed as presented in the packet. NLACRC is seeking authorization from the Board of Trustees to authorize any Officer of NLACRC to execute all service provider contracts when the contract is for the purpose of adding a subcode in order to track POS expenditures related to the COVID-19 outbreak. This Master Board resolution would extend the authorized period from December 31, 2022 through June 30, 2023. A summary of all service provider contracts executed during the period March 26, 2020 through June 30, 2023 will be provided to the Administrative Affairs Committee for review.

5. Master Board Resolution – Tailored Day Services

The resolution was reviewed as presented in the packet. It details a summary of all service provider agreements for the purpose of adding a tailored day service option. , which will be provided to the Administrative Affairs Committee for review.

6. Master Board Resolution – SCV Expansion Project

The resolution was reviewed as presented in the packet, which would authorize an Officer to execute all vendor contracts during the period November 30, 2022 through completion of the Expansion Project, when the contract is for expansion of the office space located in Santa Clarita, CA. The Administrative Affairs Committee is recommending an action of the Board of Trustees to Approve the Master Contract Board Resolution.

7. Master Board Resolution – SFV Expansion Project

The resolution was reviewed as presented in the packet, which would authorize an Officer to execute all vendor contracts during the period November 30, 2022 through completion of the Expansion Project, when the contract is for expansion of the office space located in Chatsworth, CA. The Administrative Affairs Committee is recommending an action of the Board of Trustees to Approve the Master Contract Board Resolution.

8. Master Board Resolution – SFV Reconfiguration Project

The resolution was reviewed as presented in the packet, which would authorize an Officer to execute all vendor contracts during the period November 30, 2022 through completion of the Reconfiguration Project, when the contract is for reconfiguration of the office space located in Chatsworth, CA. The Administrative Affairs Committee is recommending an action of the Board of Trustees to Approve the Master Contract Board Resolution.

M/S/C (A. Rodriguez/D. Coe) To approve the Angel Wings HL0998-880 contract and all 6 Board Resolutions as presented.

9. Master Board Resolution – Open Citi Bank Account

The resolution was reviewed as presented in the packet. Vini explained that the dental insurance provider for NLACRC will be changed from Guardian, to Cigna, for PPO Dental plans. As per the requirement of the contract, NLACRC would open an account with Citi Bank. Cigna will be allowed access to bank account to withdraw funds to pay invoices. NLACRC will have full access to control the account and will receive regular reporting on the account.

M/S/C (D. Coe/A. Rodriguez) To approve the Board Resolution to open a Citi Bank account as presented.

V. Consumer Advisory Committee – Dr. Michael Fernandez

A. CAC Report

Dr. Fernandez reviewed the report as presented in the packet. Highlights include: There were 33 attendees at the November 2nd meeting, the highest attendance seen thus far. There was no public input and Jessica Gould presented on the Housing Crisis and Disability Community. The action items for the meeting were related to the date and location for the Committee informal meeting taking place in December.

VI. Committee Business

B. Liaison Reports

1. **ARCA Report** - Leticia Garcia

There was no ARCA meeting this month, with nothing to report at this time.

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

Gabriela reviewed the report as presented in the packet. Highlights include:

Upcoming events were shared which included the Resource Fair on November 11th, and the SDP Conference with DVU on December 2nd. SCDD announced that they are continuing to recruit for the vacant LVAC position.

State Council explained that process for statewide orientation. Through the committee, they learned that individuals who did not attend the orientation, were receiving a certificate. To ensure that does not happen again, they are now assigning unique Zoom links to those registered. The Committee would like to know if there is a way to waive the vendor-insurance policy for the 099 RFP. Individuals have voiced concerns that the policy is too costly. Evelyn McOmie explained that certain insurances are required in the policy due to certain liabilities to protect members of the disability community, including abuse and sexual assault. The Committee requested a copy of the policy to review as an agenda item at the next Committee meeting. Ruth Janka suggested that NLACRC's legal counsel also be invited to attend the next meeting, to better provide insight on this policy, and to help the Committee to determine what, if any, action should be taken on this issue.

SDP Team at NLACRC is currently working on editing the workbook with latest SDP updates. The workbook will be printed once it is complete.

Letters will be sent out to individuals entering in to SDP, notifying them of the official date that they were transitioned into the program.

Concerns were raised regarding consumers who have not received the SDP survey due to a glitch that has been sending the survey to junk mail for some individuals. Anyone who did not receive a survey can reach out to Gabriela.

C. Board Members Responsibilities Policy - Ana Quiles

1. Proposed Revision for Board Members Responsibilities Policy

In the first paragraph, a revision was made to state: "Policy is developed through Board Committees and the Executive Director, with final approval from the Board of Trustees.

M/S/C (D. Coe/R. Sigala) To approve the policy for Board approval as revised.

D. Committee List Update - Ana Quiles

The Committee list was updated to reflect changes due to the recent resignation of Gabriela Herrera, from the Board.

E. FY2022-23 Board vs Expenditures – Vini Montague

Vini reviewed this information as presented in the packet.

Approved Budget: 101,500.00

YTD Expenses: 9,542.70

Budget Remaining: \$91,957.30

% of Budget Utilized: 9.4%

F. Board Annual Training Plan FY 2023-24– Ruth Janka

This proposed training plan is due to DDS for submission by December 15th. This plan may still be revised if needed, but the Committee is being asked to approve the plan for initial DDS submission before the due date.

M/S/C (L. Martinez/D. Coe) To approve the Board Annual Training Plan for submission to DDS, as presented in the packet.

NOTE: It was brought to the attention of the Committee, that there was a missing agenda item that needed to be added for approval, regarding Personnel Classification. A motion was made to add Personnel Classification as the next Item G, and to move all subsequent items down accordingly.

M/S/C (D. Coe/A. Rodriguez) To approve the agenda as revised.

G. Report on Personnel Classification - Elena Santana

This report is required to be posted for public information by DDS on an annual basis. The report details personnel classification on salary ranges and is a requirement for salary range verification by CalPERS.

M/S/C (L. Garcia/D. Coe) To approve the Report on Personnel Classifications, as presented

H. 2022 Board Composition Survey Letter - Ruth Janka

Ruth reviewed the letter as presented, which was an acknowledgement from DDS, the Board's plan to come into compliance with the Board Composition. The Nominating Committee is working on the action plan.

I. Funding Disability Voices United Event for Board Members - Ruth Janka

Ruth noted that there are 3 Board Members who would like to attend the Breaking Barriers Conference. Any other Board Members interested in attending, should reach out to Board Support for registration to be covered by funds from the Board Training Budget.

J. Monthly Board Support Check-in Meeting with Executive Members - Ana Quiles

Ana met with each Board Member individually as Board President and felt that it was very insightful on engaging with Members to check-in on what is working, what overlaps, etc. She is requesting feedback from the Committee, regarding a potential monthly check-in for Executive Committee Members and Ana to discuss issues with Board Members in an informal setting.

After discussion, it was determined to get feedback from Board Members on what would be helpful for them. The 4th Tuesday of every month, or the 4th Tuesday morning and the 4th Thursday afternoon were listed as possible meeting times.

K. Quarterly Offsite Committee Meetings - Ruth Janka

1. Meeting Requirements

Off-site meetings for board members must have documentation of those in attendance, board activities/items discussed and notes, and the documentation must be maintained for the purposes of the Center's independent fiscal audits. NLACRC currently, the Center does not have a policy for offsite board-related meetings, Ruth will discuss the possible development of a policy with a CPA Consultant (Tom Huey), or to establish parameters for off-site meetings.

L. Legucator Contract for FY22-23 - *deferred*

M. NLACRC Purchase of Service Policy Approval Letter - Ruth Janka

1. Case Finding and Public Information

DDS has approved the Case Finding and Public Information Service Standard, which was updated to include an additional 45-day timeline for intake for those who meet the criteria. There was also a provision for assessments to include an observation in a secondary location such as a school. The updated service standard will be posted on the NLACRC website and News You Can Use.

N. Strategic Plan: Individual Family Satisfaction Survey - Ruth Janka

1. Kinetic Flow Proposal

Ruth reviewed this document as presented in the packet. The proposal would be to conduct an Individual and Family Satisfaction Survey, to collect data for the Strategic Plan outcome measures. The details of the proposal include the survey draft, launch of the survey, data collection and to implement the data into NLACRC's Strategic Plan outcome measures.

Concerns were raised regarding the cost of the survey, which could be considered a subcomponent of the initial agreement to develop a Strategic Plan. After discussion, the Committee requested that NLACRC discuss other options from Kinetic Flow in regards to cost. Also, there was a request to consider other vendors and receive quotes in order to act in the best interest of NLACRC.

VII. Center Operations – Ruth Janka

Ruth reviewed the Executive Director Report as presented in the packet. Highlights include:
Whistleblower Complaints

NLACRC received a complaint on September 14th alleging retaliation. The complainant has is a former employee who sent numerous allegations to the Department related to the Self-Determination Program and minority relations. NLACRC has received the complaint from DDS and the investigation is ongoing.

Staffing

Public Information Manager- Robert Dhondrup has been offered the position of Public Information Manager, after reaching out during the recruitment process and expressing interest in returning to NLACRC.

Administrative Analyst – Tammy Fox has joined the Center as the Administrative Analyst and is beginning the work of tracking and monitoring the implementation of

the Center's 2022-2026 Strategic Plan.

Director of Consumer Services Director of Consumer Services – Adult and Transition Services Interviews are scheduled to fill this Director position, and Consumer Services Managers continue to provide support and direction to the SFV Adult and Transition teams in the interim.

DDS Directive: Remote Services, Day Programs and Independent Living Services
DDS has authorized the continued provision of day programs and independent living services via remote delivery to continue to protect consumer health, welfare, safety and the right to access services of their choice. Further, remote services allow for continued service delivery given the current staffing shortages across sectors. Regional centers are authorized to allow consumers to voluntarily choose remote delivery of day programs, look-a-like day programs, and ILS through December 31, 2023.

VIII. Review of Meeting Action Items

- A. Gabriela to provide a Consumer Survey to Rocio Sigala, anyone else who needs a survey link may contact Gabriela and the team.
- B. Ruth to provide the Sexual Molestation and Abuse Insurance Policy to the Committee for review and discussion at the January Administrative Affairs Committee Meeting
- C. Ruth to meet with Tom Huey, CPA, to discuss development of an offsite meeting policy and report back at the January Committee Meeting
- D. Ruth to solicit additional bids for the Strategic Plan Individual and Family Survey

IX. Board Meeting Agenda Items

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

- A. Minutes of the November 30th Meeting
- B. FY2022-23 Board vs Expenditures
- C. Board Responsibilities Policy
- D. Committee List Update
- E. Board Annual Training Plan
- F. Monthly Board Support Check-In Discussion

X. Announcements / Information Items / Public Input

Ana shared that NLACRC is participating in the Little Rock Christmas parade.

- A. Next Meeting: Wednesday, January 25th at 7:45 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. NLACRC 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. NLACRC 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. NLACRC'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

XI. Adjournment

Ana Quiles, Committee Chair, adjourned the meeting at 8:59 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.*