

**Minutes of Regular Meeting
of
North Los Angeles County Regional Center
Board of Trustees**

The Board of Trustees of North Los Angeles County Regional Center, Inc., a nonprofit corporation, held their regular board meeting via Zoom on **May 8, 2024**

Trustees Present

Suad Bisogno
Lety Garcia
Sharmila Brunjes
Ana Quiles
Andrew Ramirez
Brian Gatus
Vivian Seda
George Alvarado
Lillian Martinez
Rosie Sigala
Cathy Blin
Nicholas Abrahms
James Henry
Anna Hurst
Jennifer Koster
Juan Hernandez
Curtis Wang
Michael Costa

Trustees Absent

Rocio Sigala
Kelsi Livingston

Guests Present

David Lester – NLA Counsel
Nicholas Mendoza – Coach for George A.
Lori Walker – SDLAC
Christian Villafuerte – Interpreter
Miriam Mendoza- Interpreter
Patty Gutierrez
Joe Huie – Lindquist
Mirriam Erberich
Daysi
MJ Gentry
Jon Francis – SDLAC
Karina Andrade
Kathie Fentes
Dora Contreras
Jesse Garcia
Josefina Romo
Karla Robels
Moni
John Gutierrez
Andy Ou
Ute Escorcia – CBEM
De Luis
Elaine Winkler
Cesar Alameda
Luis Alberto Zavala
Victoria Berrey

Staff Present

Vini Montague
Evelyn McOmie
Kimberly Visokey
Gabriela Eshrati
Donna Rentsch
Megan Mitchell
Arezo Abedi
Arsho Garlanian
George
Cristina Preuss

1. **Call to Order & Welcome** – Ana Quiles, Board President
Ana called the meeting to order at 6:03 p.m.

2. **Housekeeping**
 - A. Spanish Interpretation Available
Ana informed attendees that instructions for Spanish Interpretation are located in the chat.

 - B. Public Attendance
Ana asked public attendants to notate their names and agencies in the chat.

C. Monthly Submission for Childcare/Attendant Care Billing

It was noted that all meeting invites should be sent to boardsupport@nla.org

D. Ana Quiles requested that the Board Members change their name as it appears on the Zoom call to reflect their first/last name, Board position, and NLA location.

3. Board Member Attendance /Quorum– Kimberly Visokey, Executive Administrative Assistant
Kimberly took attendance of Board Members; a quorum was present.

4. Consent Items

A. Approval of Agenda

It was noted that an item needed to be added under 19 for the slate of officers for 2024-2024.

For item F.2, it was updated to state “Approval of Disbursement from the CalPERS Trust”.

M/S/C (C. Wang/A. Ramirez) To approve the meeting agenda as revised.

B. Approval of April 10, 2024 Board Meeting Minutes

M/S/C (J. Koster/N. Abrahm) To approve the Minutes as presented.

5. Public Input and Comments

Ismael Msldando informed everyone that there was a new counsel for people with disabilities.

Lillian Martinez, NLA Board Member, read 46-26-a from the Lanterman and related laws that stated that “the department should give a high priority to ensuring the regional center Board members and employees act in the course of their duties solely in the best interest of the regional center consumers and their families without regard to the interest of any other organization with which they are associated...”. Her comments were to reflect the importance of loyalty to the regional center and its consumers.

6. Closed Session

A. Board Governance

M/S/C (L. Martinez /J. Koster) To enter the Closed Session at 6:12 pm.

7. Lindquist, Von Husen & Joyce Presentation of NLACRC's IRS Form 990 Tax Return – Joe Huie, Lindquist

Joe presented Form 990, a summary of the organization's financial statements. He stated that the 990 is a public document that would be available to the public if requested. Joe reviewed the form. Part one included a summary of the number of members, revenue, and expenses. Total assets and liabilities increased. There were no changes made between the previous and current year.

M/S/C (G. Alvarado /J. Koster) To approve the form 990.

8. Committee Business

A. NCI Presentation – Evelyn McOmie

1. Child Family Survey 2021-22
2. Adult Family Survey 2021-22
3. Family Guardian Survey 2021-22
4. Adult In-Person Survey 2017-18
5. Adult In-Person Survey 2020-21

Evelyn McOmie presented the survey results that were provided in the packet. Highlights included:

- The National Core Indicator surveys were done every other year.
- The NCI asks individuals with intellectual disabilities and their families how they feel about the services. The data was solely for north LA.
- The surveys are directly mailed to everyone.
- The surveys inform the legislator and government to provide insight on where there is room for growth.
- The five specific areas addressed by surveys were access, choice, community participation, information and planning, and satisfaction.
- The targeted number was 280 participants.
- The family guardian survey addressed adults who were living at home.
- For family access services and supports, 8 out of 10 families with individuals living at home with them said that services and supports helped them live a good life at home.
- The needs were being met in the preferred language.
- An area for improvement was complaint filing.

- The NCI for 2017-2018 focused largely on employment, and highlights included that all respondents liked where they worked, only three out of 10 people said they took part in a community group, eight out of 10 had friends they liked to talk and do things with, nine out of 10 reported that their case manager considered their preferences, nine out of 10 stated that they could contact their case manager when they wanted to.
- Improvements were needed in self-advocacy groups.
- The NCI for 2020-2021 was similar to the first three reports. Highlights included seven out of 10 individuals being able to choose services they get as part of their IPP, six out of 10 families said that individuals had a complete physical exam in the past year, nine out of 10 families said the individual had someone to get help if they felt scared, and seven out of 10 families said the individual was able to go out and do things they wanted to do in the community as often as they wanted.
- The websites where there was additional information were highlighted.
- Everyone was reminded to complete the survey. The deadline was June 30, and Ana asked everyone to complete it by June 1.
- The presentation will be provided to the Board and the community.

B. Committee List

Ana reviewed the updated list and the new makeup of the Committees.

M/S/C (G. Alvarado /J. Koster) To approve the updated Committee list.

9. Committee Action Items

A. Administrative Affairs

1. Administrative Affairs' Draft Critical Calendar for FY2024-2025

Vini stated that there were no changes to the Critical Calendar.

M/S/C (A. Ramirez /B. Gatus) To approve the Administrative Affairs' Draft Critical Calendar.

2. Approval to Authorize an Officer to Secure Insurance Coverage for FY2024-2025

Vini reported that the current insurance policy expired on June 30, 2024, and insurance was needed for the following fiscal year.

M/S/C (G. Alvarado / B. Gatus) To approve the insurance coverage for FY2024-2025.

3. Approval to Authorize an Officer to Secure a Credit Line for FY2024-2025
4. Approval to Authorize an Officer to Make Disbursements & Execute Disbursement Instructions

Vini reported that the current line of credit would expire on June 30, 2024, and they were seeking to approve an officer to secure a line of credit for FY2024-2025 and to make any disbursements. They were looking to increase the line of credit to \$70 million, along with a seasonal increase to \$80 million at the beginning and end of the year. Vini stated that they were working with Citi Bank on what they would be approved for. The amount would be known by the end of May. Vini explained that there was the potential to draw against the line of credit. She stated drawing against the line of credit had to be done in approximately 2011 or 2012.

M/S/C (G. Alvarado / C. Wang) To approve the authorization of an officer to secure a credit line for FY2024-2025 and to make and execute disbursements.

5. Approval of ARCA Dues for FY2024-2025

Vini stated that the fees for FY2025 were included in the Board packet. They were an increase from the prior year, for a total of \$158,823.47. Information was included about the benefits received from ARCA.

M/S/C (G. Alvarado / J. Koster) To approve payment of the ARCA dues.

6. Approval of Contracts

Vini presented the contracts in groupings, including contracts with conflict of interest, administrative changes, new vendorizations, start-up funding, and usual and customary rates.

M/S/C (G. Alvarado / A. Ramirez) To approve set A of the contracts.

M/S/C (G. Alvarado / B. Gatus) To approve set B of the contracts.

M/S/C (C. Blin / J. Koster) To approve set C of the contracts.

M/S/C (J. Koster / G. Alvarado) To approve set D of the contracts.

M/S/C (G. Alvarado / J. Koster) To approve set DI of the contracts.

B. Consumer Services Committee

1. Approval of the CSC Draft Critical Calendar for FY2024-2025

There were no changes to the CSC Draft Critical Calendar for FY2024-2025.

M/S/C (G. Alvarado / A. Ramirez) To approve the CSC Draft Critical Calendar for FY2024-2025.

C. Executive Committee

1. Approval of the EC Draft Critical Calendar for FY2024-2025 – *deferred*
2. Board of Trustees Bylaw Review Pages 1-12

The updated bylaws were recommended for approval. The Board discussed the bylaws and the changes.

M/S/C (L. Garcia /S. Brunjes) To accept section 3 regarding the number of trustees with the previously stated numbers. B. Gatus and L. Martinez abstained.

Ana explained the reasoning for the changes in the section.

M/S/C (A. Ramirez /G. Alvarado) To approve the recommendations to the bylaws.

D. Government and Community Relations Committee

1. Approval of the GCRC Draft Critical Calendar for FY2024-2025

No changes were made.

M/S/C (C. Wang / A. Hurst) To approve the GCRC Draft Critical Calendar for FY2024-2025.

E. Nominating Committee

1. Approval of the NC Draft Critical Calendar for FY2024-2025 – *deferred*
2. Board of Trustees updated Application

The timeframe of the meetings was updated to be at 6:00 pm instead of 6:30 pm. The updated application included ethnicity and race to update the DDS survey. It was suggested to explain the reasoning for asking for ethnicity and race in the application.

M/S/C (A. Ramirez /G. Alvarado) To approve the updated Board of Trustees application with the addition of reasoning for asking for ethnicity and race.

M/S/C (L. Garcia /A. Ramirez) To add to the application that meetings would be at 6:00 pm for executive sessions and 6:30 pm for regular sessions.

3. **DDS Survey**

The information was submitted based on what people inputted. In the previous application, information was not captured in the way that it was required.

M/S/C (G. Alvarado /L. Martinez) To approve sending out the DDS survey and asking current Board members to fill it out.

F. Post-Retirement Medical Trust Committee

1. Approval of PRMT Draft Critical Calendar for FY2024-2025

The update was that there would be two meetings per year.

M/S/C (C. Blin / B. Gatus) To approve the PRMT Draft Critical Calendar for FY2024-2025.

2. Approval of Disbursement from CalPERS Trust

The unfunded liability requirement for FY2025 had a prepaid option, which would save 3 to 4%.

M/S/C (A. Ramirez / C. Blin) To approve a disbursement of \$498,388 from the CalPERS Trust to pay the unfunded liability employee contribution.

G. Recruitment Committee

1. Executive Director Onboarding Plan

The onboarding plan was approved through Recruiting and submitted to DDS.

M/S/C (G. Alvarado / C. Blin) To approve the Executive Director Onboarding Plan.

10. Executive Director's Report – Cristina Preuss

Cristina reviewed the report as presented in the packet.

LEGISLATIVE

The governor's May revise will be released on Friday, May 10th, at 11:00 and streamed online. Later in the day, there will be a discussion. There will be information regarding the budget and any potential changes. Everyone was encouraged to join and watch the May revise online.

DDS

Work continued with the service provider directory, which was in development. Workgroups were happening across the state regarding an IPP template. There was input from families, stakeholders, and more to ensure that there was broad community feedback. For North LA, the intake assessment personnel were invited to take charge of implicit bias training.

ARCA

Regarding the master plan for the environmental services, a workgroup and committee continued to meet and work on various paths. The system was being examined across the board because it needed to change due to the growth.

Center Operations

Staffing Data

April data: Total # positions filled: 683; 937 authorized.

April New Hires: 1st cycle and 2nd cycle: 22 and 7 new employees

Staffing Changes: The Chief of the Human Resources department resigned. The starting date for the new Director of HR was determined.

Consumer Statistics

The Center served 36,518 consumers as of April 2024.

Introducing Emergency Management Specialist Roy Ortega

Roy Ortega is the point person for NLACRC's response to various forms of disasters and emergencies and assists with planning, preparing, and responding crisis management activities.

Email: ROrtega@nlacrc.org.

Special Events

The annual Board dinner was on May 3. The vendor fairs were well-attended. The NLACRC expo was happening on May 11th and May 17th.

There were discussions surrounding hiring and caseloads. It was asked to hear from senior staff regarding various scenarios and proposals.

M/S/C (B. Gatus /R. Sigala) To approve seeking staff recommendations on how to best provide adequate compensation for the existing staff.

The assignment would go to Administrative Affairs.

M/S/C (L. Garcia /C. Blin) To approve contacting DDS and soliciting their help to follow up on their offer to fix their issue with staff and salaries.

11. Self Determination Program (SDP) – Gabriela Eshrati

Ana reviewed the information as presented in the packet.

A. SDLVAC Liaison February Report

B. The next Self Determination Local Advisory Committee Meeting is scheduled for May 16, 2024, at 6:30pm

- 12. Association of Regional Center Agencies** - Leticia Garcia
Ana reviewed the information as presented in the packet.
B. Next meeting is scheduled for June 20, 2024
- 13. Administrative Affairs Committee** -Brian Gatus
Ana reviewed the information as presented in the packet.
A. Minutes of the February 27th Meeting
B. FY2023-2024 Financial Reports
C. FY2023-2024 Admin vs. Direct Allocation Report
D. Social Recreation, Camp & Non-Medical Therapies Services Report
E. Purchase of Services Outstanding Payments
F. 3rd Quarter HR Report
G. Monthly HR Report
H. Temporary Staff Statistics Report
I. Next Meeting: Tuesday, July 23, 2024
- 14. Consumer Advisory Committee** – George Alvarado
George reviewed the information as presented in the packet.
A. CAC Report – Cristina Preuss
B. Minutes from the April 3, 2024 Meeting
C. Minutes from the May 1, 2024 Meeting
D. Next Meeting Scheduled on June 5, 2024, at 3:00pm
- 15. Consumer Services Committee** – Rosie Sigala
Ana reviewed the information as presented in the packet.
A. Minutes of the February 21st Meeting
B. Minutes of the April 17th Meeting -*deferred*
C. Next Meeting Scheduled on July 17, 2024
- 16. Executive Committee** – Ana Quiles
Ana reviewed the information as presented in the packet.
A. Minutes of the March 28th Meeting
B. Minutes of the April 25th Meeting – *deferred*
C. NLACRC Board of Trustees Civility Code
D. Next Meeting Scheduled on May 30, 2024, at 6:00pm
- 17. Recruitment Committee**
Ana reviewed the information as presented in the packet.
A. Minutes of the March 18th Meeting
B. Minutes of the April 8th Meeting
C. Minutes of the April 15th Meeting
D. Minutes of the April 22nd Meeting – *deferred*
E. Minutes of the May 7th Meeting – *deferred*
F. Next Meeting Scheduled for May 13, 2024, at 5:00pm

- 18. Government & Community Relations** – Evelyn McOmie
Ana reviewed the information as presented in the packet.
- A. Minutes of the March 20th Meeting
 - B. Next Meeting Scheduled on May 15, 2024, at 6:00pm
- 19. Nominating Committee** - Lillian Martinez
Ana reviewed the information as presented in the packet.
- A. Minutes of the March 6th Meeting
 - B. Minutes of the April 30th Meeting – *deferred*
 - C. Updated Board Roster
 - D. Returning Candidates Feedback Sessions – May 9, May 14, and May 28
 - E. Next Meeting Scheduled on August 7, 2024

Vivian was added to the Board slate for Secretary. Juan accepted the nomination for ARCA CAC alternate. Juan nominated himself for President. Sharmilla accepted her nomination for ARCA alternate. The slate was presented. George was an ARCA CAC delegate. The voting will occur in June.

- 20. Post-Retirement Medical Trust Committee** – Ana Quiles
- A. Minutes of the April 25, 2024 Meeting – *deferred*
 - B. Fiscal Year 2023 Actuarial Report Presentation
 - C. PFM Capital Statement of Current PRMT Trust Value
 - D. PFM Capital Statement of Current CalPERS UAL Trust Value
 - E. Quarterly PRMT Market Value History Report
 - F. Quarterly UAL Market Value History Report
 - G. Next Meeting Thursday, July 25, 2024
- 21. Strategic Planning Committee**- Leticia Garcia
- A. Minutes of the February 5th Meeting – *deferred*
 - B. Minutes of the May 6th Meeting – *deferred*
 - C. Next Meeting Scheduled on May 6, 2024, at 6:00pm
- 22. Vendor Advisory Committee** – Suad Bisogno
- A. Minutes of the April 4, 2024 Meeting
 - B. Minutes of the May 2, 2024 Meeting – *deferred*
 - C. Next Meeting Scheduled on June 6, 2024, at 9:30am
- 23. Old Business/New Business**
- A. Board and Committee Meeting Attendance Sheets
 - B. Board and Committee Meetings Time Report
 - C. Updated Acronyms Listing
 - D. Meeting Evaluation Form – Emailed separately

24. Review of Committee Action Log Items

A. Board Committee Action Log

25. Announcements/Information/Public Input

A. Next Meeting: Wednesday, June 12, 2024, at 6:00pm

B. Committee Attendance

26. Adjournment

There was a suggestion that each committee provide a report regarding their goals and progress towards achieving them.

Ana Quiles, Board President, adjourned the meeting at 9:03 p.m.

Submitted by:

Kimberly Visokey

Executive Administrative Assistant

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

