

**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 **June 12, 2024**

Trustees Present

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

Guests Present

David Lester – NLA Counsel
Ami Sullivan – Kinetic Flow
Xochitl Gonzalez – DDS
Nicholas Mendoza – Coach for George A.
Diana Chulak- Familt Focus Resource Center
Lori Walker – SDLAC
Miriam Erberich – SDLAC
Christian Villafuerte – Interpreter
Miriam Hernandez- Interpreter
Jasmine Barrios – Minutes Services
E.J. Pavia – SEIU 721
Mrs. A. Dunbar
Patty Gutierrez
Soccoro Curameng
Janice Curre
Sergio Ramos
Shannon Clark
Adriana

Staff Present

Vini Montague
Evelyn McOmie
Kimberly Visokey
Gabriela Eshrati
Donna Rentsch
Arshalous Garlanian
Sandra Rizo
Chris Whitlock
Megan Mitchell

Trustees Absent

Kelsi Livingston

- 1. Call to Order & Welcome** – Ana Quiles, Board President
Ana called the meeting to order at 6 pm.

- 2. Housekeeping**
 - A. Spanish Interpretation Available
Ana informed attendees that instructions for Spanish Interpretation are 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 to include: 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. She also asked that NLA staff do the same to help attendees identify the speakers.

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

4. **Consent Items**

A. **Approval of Agenda (Page 3)**

M/S/C (C. Wang/G. Alvarado) To approve the meeting agenda

B. **Approval of May 8, 2024 Board Meeting Minutes (Page 7)**

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

5. **Public Input & Comments (3 minutes)- Reserved for Agenda Items**

6. **Closed Session**

A. Board Governance

M/S/C (G. Alvarado / C. Wang) To enter the Closed Session at 6:18 pm.

M/S/C (L. Martinez / G. Alvarado) To exit the Closed Session at 6:54 pm.

7. **Action Item**

A. Conflict of Interest Resolution Plan / Vivian Seda (**Page 18**)

Ana reported that the information had to be submitted to DDS and put the information in front of the Board so that everyone was aware of it. The whole plan was included.

M/S/C (Garcia / C. Wang) To accept the Conflict-of-Interest Resolution Plan

B. Approval of Contracts – Robert Kutaj

1. Family Resource Center (**Page 29**)

Cristina Preuss reported that the contract was for the Department of Developmental Services and the information was presented to the Board due to being over \$250,000. The funds had not decreased. The plan was submitted to the department, and the department approved it. The Department of Developmental Services would monitor the activities. The Board would be able to request the reporting regarding the performance metrics put in place for the Family Resource Center. The regional center would choose the subcontract, but all the criteria were the same.

M/S/C (G. Alvarado / Gatus) To approve resolution acceptance of funds and funds access.

C. Approval of Contribution to PRMT and CalPERS UAL Trust – Robert Kutaj **(Page 31)**

M/S/C (C. Blin / G. Alvarado) To approve contribution to PRMT.

8. Committee Business

A. Ballot Presentation

1. Election Process Requirements **(Page 34)**

It was reported that there should be no more than 17 seats should be kept vacant at any one time. No more than two members from the agency would serve on the AC at a time. It was clarified that it would be an online vote, not a voice vote. The election process and requirements were presented, which included: Attendees eligible to vote would be sent a private message with the link to the online ballot. Each attendee would have 10 minutes to complete the ballot. Once the time was up, both the Secretary of the Board and the Secretary of the Regional Center would enter a breakout room to record the outcome. During the Nominating Committee report, the Secretary of the Board would announce the results.

2. Ballot updates / Additional Nominations

The current ballot was presented and reviewed. Wang was removed as the ARCA CAC delegate. The California Code of Regulations under Title 17, Article 1 was read. It was discussed to remove Vivian Seda from the position of Secretary due to a conflict of interest. It was recommended to include that information in the conflict-of-interest resolution plan, so it was transparent.

M/S/C (L. Garcia/ C. Blin) To amend the conflict-of-interest resolution plan to reflect any officer positions affected by financial responsibilities.

It was determined to move this item later into the meeting.

It was discussed to allow Vivian Seda to be elected and then figure out the conflict afterward. It was proposed that she would not participate in any conversations regarding financial matters for the Regional Centers. It was decided to remove Vivian Seda from the current election and then revisit what was in place. A concern was raised if DDS said that Vivian Seda could not be nominated for another position and the vote had occurred. It was explained that, based on DDS's approval plan, their guidance would be used. Once DDS made the determination, a copy of the approval would be sent to the Board and Vivian Seda.

M/S/C (A. Ramirez/ B. Gatus) To obtain DDS's approval of the conflict-of-interest resolution plan and then create an option for Vivian Seda.

3. Review of the process

It was reported that tech support was available for voting members during the election. A breakout room was created with two staff members available to assist with any issues, and members with tech questions could request to be sent to the breakout room for assistance. Staff would assist the members in accessing the ballot. Once the ballot was accessed, they would be instructed to leave the breakout room.

B. Approval of Committee Assignments (**Page 42**)

M/S/C (Kurtis/ Gatus) To approve committee assignments.

C. Board of Trustees Election

D. Annual Required Statements

1. Conflict of Interest (**Page 43**)

The Ownership Interest and/or Managing Control Form was presented. It indicated if an individual had any ownership or control. Individuals who had 5% or more ownership or were considered managing directors would fall under this category. It will be sent to all board members to identify any possible conflicts of interest.

2. Confidentiality Agreements (**Page 47**)

The agreement was presented and summarized for the board. All board members were to keep information private and on a “need-to-know” basis. The agreement will be sent to board members.

3. Medi-Cal Clearance Forms – New members only (**Page 49**)

The form will be sent to new board members. It was stated that the form needed to be returned by an August 10th deadline.

There was a request for an update. One individual was added to consumer services. RB numbers were also added.

M/S/C (C. Wang/ A. Quiles) To approve the update.

9. Committee Action Items

A. **Nominating Committee** – Lillian Martinez

1. Election Results

The **New VAC Members:** Paul Borda, Ute Escorcia, Ricki Macken Chivers, Jen Pippard
New Board of Trustees Members: Kelley Coleman, Laura Monge

Renewed Board of Trustees Members: Nicholas Abrahms, George Alvarado, Sharmila Brunjes, Michael Costa, Juan Hernandez, Anna Carlstone Hurst, Jennifer Koster, Alma Rodriguez, Vivian Seda, Rocio Sigala

Board of Trustees Officers: Ana Quiles -*President*, Brian Gatus – *First V.P.*, Rocio Sigala – *Second V.P.*, Alma Rodriguez – *Secretary*, Andrew Ramirez – *Treasurer*, Leticia Garcia – *ARCA Rep.*, Sharmila Brunjes- *ARCA Alt.*, George Alvarado –*ARCA CAC Rep.*, Juan Hernandez –*ARCA CAC Alt.*

B. Executive Committee

1. Board of Trustees Master Calendar

There were two options to consider, one starting in August instead of July to allow for extensive part-time and to do more trainings. It was stated that the bylaws required 10 meetings per year, so it would be important to note which meeting would be eliminated. It was discussed that the recruiting meetings would be ongoing, and public and hybrid meetings would continue.

M/S/C (G. Alvarado/ R. Sigala): To accept the proposal to start the fiscal year in August instead of July.

2. Board of Trustees Critical Calendar – *deferred*

It was noted that there were a couple of errors on the critical calendar so it would be updated.

M/S/C (G. Alvarado/C. Blin): To defer the approval of the Board of Trustees critical calendar provided on page 79.

3. Approval of the updated 2024-25 EC Critical Calendar (**Page 96**)

The EC Critical Calendar was presented.

M/S/C (R. Sigala/C. Blin): To approve the updated 2024-25 EC Critical Calendar

4. Overnight Costs for Board & Committee Packets – Robert Kutaj (**Page 98**)

One of the areas that was being navigated was the hard copy packets of the Board meeting materials that were sent out to all Board members. It was suggested to limit the production of the hard copy packets to only those who needed them and to share the packet on the shared drive. Individuals could request the hard copies.

M/S/C (J. Koster/G. Alvarado): To accept the recommendation of limited production of hardcopy board packets for need only and to share packets on the shared drive.

5. Approval of Contacts – Robert Kutaj

1. HCBS Funding Plan 2022-2023 Reallocation (**Page 99**)

It was reported that it was the same amount of money, but the allocations were adjusted. Funding was reduced for one item and increased for another, so the total amount did not change.

M/S/C (G. Alvarado/J. Koster): To approve the HCBS Funding Plan 2022-2023 reallocation contract.

6. PFM Asset Management Investment Advisory Agreement (**Page 102**)

It was reported that the agreement was from the Administrative Affairs Committee. A request was made to remove information regarding employee walkouts on page 106 under bullet point 7. There was a second change in which information was removed as well.

M/S/C (B. Gatus/G. Alvarado): To approve the contract.

It was asked for clarification on the contract. It was reported that the contract was only in place because of a change in the banks. It was reported that Union Bank took over US Bank.

C. **Administrative Affairs**

1. Bank Signature Cards – Robert Kutaj

1. Board Resolution for Change in Officers (**Page 111**)

The resolution for the change of officers was presented.

2. Board Resolution for Supersedure Agreement (**Page 112**)

3. Facsimile Signature Addendum (**Page 113**)

M/S/C (C. Blin/B. Gatus): To approve the documents.

2. Approval of the 2024-25 Critical Calendar (**Page 117**)

M/S/C (G. Alvarado /C. Blin): To approve the 2024-25 Critical Calendar.

D. **Consumer Advisory Committee**

1. Approval of the 2024-25 Critical Calendar (**Page 118**)

M/S/C (J. Koster / G. Alvarado): To approve the 2024-25 Critical Calendar.

E. Recruitment Committee

1. Approval of updated 2023-24 Critical Calendar **(Page 121)**

M/S/C (J. Koster / G. Alvarado): To approve the 2023-24 Critical Calendar.

F. Strategic Planning Committee

1. Approval of the 2024-25 Critical Calendar **(Page 123)**

M/S/C (J. Koster / G. Alvarado): To approve the 2024-25 Critical Calendar.

G. Vendor Advisory Committee

1. Approval of the 2024-25 Critical Calendar

M/S/C (G. Alvarado/ J. Koster): To approve the 2024-25 Critical Calendar.

10. Executive Director's Report – Cristina Preuss (Page 126)

Cristina Preuss reported that the final budget should be available by June 15. The main topic was to make sure the rate model was not delayed for service providers. The California Department of Rehabilitation would be renamed to Disability Works California, and partnerships for employment opportunities were being examined. The Spanish translation of the Lanterman Act was celebrated, and hard copies were available for families or clients. The Committees and workgroups continued to meet for the master plan updates. There were alternating in-person and hybrid meetings. The Georgetown University National Center for Cultural Competence came up with a new evaluation independent of the service, access, and equity programs. It was recommended that the grants last for three to four years so that the foundation could be built, and data could be collected and analyzed. At the end of May, 115 positions were filled out of the authorized 946. There was a total of 34 new employees in May. Ms. Betsy was the new director of HR and she was welcomed. There was the opportunity to participate in the graduation of some of the clients from Project SEARCH and it was a wonderful opportunity. Eight individuals served graduated from the program and two had found employment. The team grew tremendously throughout the past year, and more outreach was occurring in the community. There was an all-staff event held on May 29 and there were over 600 employees in attendance.

11. Self-Determination Program (SDP) Report – Gabriela Eshрати (Page 136)

- A. SDLVAC Liaison May Report **(Page 142)**

- B. Next Self Determination Local Advisory Committee Meeting is scheduled for June 20, 2024, at 6:30 pm

Providing a report so that individuals did not have to search through the minutes was discussed. The first step was the Self-Determination Program Report.

12. Association of Regional Center Agencies – Lety Garcia

A. Next meeting is scheduled for June 20, 2024

13. Administrative Affairs Committee – Brian Gatus

A. Next meeting is scheduled for Tuesday, July 23, 2024

14. Consumer Advisory Committee – George Alvarado

A. CAC Report – Cristina Preuss (**Page 144**)

There was a presentation by Michelle Hyde regarding the California budget, including the joint legislative budget plan as well as several proposed bills. There was a proposed gathering for July 3rd from 3 to 4 pm.

B. Minutes of the May 1, 2024 Meeting (**Page 145**)

C. Minutes of the June 4, 2024 Meeting – *deferred*

D. Next Meeting Wednesday, August 7, 2024

15. Consumer Services Committee – Rosie Sigala

There were two items to discuss, which included a request to have more information regarding the process for social work. The training and how information was shared was being looked at. Regarding transportation, getting services outside of the 30-mile radius was discussed. Additional information will be provided at a future meeting.

A. Minutes of the April 17, 2024 Meeting – *deferred*

B. Next Meeting Wednesday, July 17, 2024

16. Executive Committee – Ana Quiles

A. Minutes of the April 25, 2024 Meeting (**Page 148**)

B. Minutes of the May 30, 2024 Meeting – *deferred*

C. Next Meeting Thursday, July 25, 2024 at 6:00 pm

An update was received from DDS that the next meeting would be on June 24 at 6 PM at the Santa Clarita office and they asked for a status on how many Board members could attend. A survey was compiled and would be sent to Board members. Everyone was asked to fill it out on June 12 or the morning of June 13.

17. Recruitment Committee – Ana Quiles

A. ED Candidates Presentation Survey

The survey would be sent out to everyone and would look at the possibility of having presentations of ED Candidates to the Board. The goal was to have as many Board members attend as possible. Different candidates were being interviewed and the second interviews were ongoing.

B. Minutes of the April 22, 2024 Meeting **(Page 152)**

C. Minutes of the May 7, 2024 Meeting

D. Minutes of the May 13, 2024 Meeting **(Page 154)**

E. Minutes of the May 20, 2024 Meeting **(Page 156)**

F. Minutes of the June 3, 2024 Meeting – *deferred*

G. Minutes of the June 10, 2024 Meeting – *deferred*

H. Next Meeting Scheduled for June 17, 2024, at 5:00 pm

18. Government & Community Relations Committee – Evelyn McOmie

A. Minutes of the May 15, 2024 Meeting – *deferred*

B. Next Meeting is Wednesday, August 21, 2024, at 6:00 pm

19. Nominating Committee – Lillian Martinez

A. Minutes of the April 30, 2024 Meeting – *deferred*

B. Next Meeting August 7, 2024 at 5:30 pm

20. Post-Retirement Medical Trust Committee – Ana Quiles

A. Minutes of the April 25, 2024 Meeting – *deferred*

B. Next Meeting Thursday, August 22, 2024 at 5:30 pm

21. Strategic Planning Committee – Lety Garcia

A. Performance Objectives and Outcomes **(Page 158)**

The performance objectives and outcomes were provided in the packet.

B. Executive Summary of Performance Contract **(Page 170)**

C. Minutes of the February 5, 2024 Meeting **(Page 171)**

- D. Minutes of the May 6, 2024 Meeting – *deferred*
- E. Next Meeting is Monday, August 5, 2024, at 6:00 pm

22. Vendor Advisory Committee – Suad Bisogno

- A. Minutes of the June 6, 2024 Meeting – *deferred*
- B. Next Meeting Scheduled on August 1, 2024 at 9:30 am

This meeting would be the last meeting of the Vendor Advisory Committee.

23. Old Business/New Business

- A. Board and Committee Meeting Attendance Sheets (**Page 175**)

A meeting attendance update was requested.

- B. Board and Committee Meetings Time Report (**Page 186**)

- C. Updated Acronyms Listing (**Page 187**)

- D. Meeting Evaluation Form – *Emailed separately*

24. Review of Committee Action Log Items (Item Owner and Due Date)

- A. Board Committee Action Log (**Page 193**)

25. Announcements/Information/Public Input

Board members discussed upcoming events.

M/S/C (C. Preuss / G. Alvarado) To put the information about the conflict of interest, training, and documentation on SharePoint.

- A. Next Meeting: Wed., July 10, 2024, at 6:00 pm

26. Adjournment

The meeting adjourned at 9:32 pm.

Respectfully Submitted by:

Minutes Services