

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

August 22, 2024

**Present:** Ana Quiles, Lety Garcia, Brian Gatus, Rocio Sigala, Alma Rodriguez, Sharmila Brunjes -  
**Committee Members**

Cristina Preuss, Evelyn McOmie, Vini Montague, Betsy Monahan, Arezo Abedi, Kimberly Visokey – **Staff**

David Lester, Mark Wolfe – DDS Tech Advisor, Tresa Oliveri – DDS Tech Advisor, Xochitl Gonzalez – DDS, Richard Deir - **Guests**

**Absent:** Andrew Ramirez

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**I. Call to Order**

Ana Quiles called the meeting to order at 6:31 pm.

**II. Committee Member Attendance/Quorum**

**III. Public Input – Agenda Items**

None

**IV. Consent Items**

- A. Approval of Minutes from the May 30th Meeting
- B. Approval of Minutes from the July 8th Special Meeting
- C. Approval of Minutes from the July 24th Special Meeting

**M/S/C** (Rocio Sigala / Lety Garcia) To approve the Minutes of the May 30<sup>th</sup>, July 8<sup>th</sup>, and July 24<sup>th</sup> meetings.

**V. Public Input / Agenda Items – There was none**

**VI. Closed Session / Personnel**

**M/S/C** (Rocio Sigala / Lety Garcia) To enter a closed session at 6:36 pm.

**M/S/C** (Alma Rodriguez / Lety Garcia) To exit the closed session at 7:11 pm.

**VII. Action Items**

- A. Approval of Board Priorities FY 24-25 – Ana Quiles  
Ana led the discussion regarding the Board Priorities. It was noted that the Board Priorities were not listed in the Board Manual, prompting a discussion on the committee's priorities. After the discussion, this item was deferred.

B. Approval of Contracts (New Vendor) -Vini Montague  
1. Empowering Lives PL2295-076

Vini Montague introduced a new service provider, Empowering Lives for Success, operating in Antelope Valley, Santa Clarita Valley, and San Fernando Valley, for a five-year contract with a maximum amount of \$1,125,003. Brian raised concerns about the lack of a process to check providers' history for abuse allegations. Vini clarified that the Community Services Department handles the vetting process for new providers, including reviewing their program design and staff resumes. Tresa and Mark explained that the board has the right to vote on contracts but does not vet vendors, which is the regional centers' responsibility. Evelyn shared that the Community Services Department conducts annual vendorization and quality assurance training. The board discussed adding the location of service provision to contracts for transparency.

**M/S/C** (Lety Garcia / Sharmila Brunjes) To approve the Empowering Lives PL2295-076 contract

Discussion continued with regards to the vetting process. It was suggested to add the location of service provision to contracts for transparency.

**M/S/C** (Lety Garcia / Brian Gatus) To make the discussed updates to the contract template and send to Administrative Affairs.

C. Bank Accounts Authorized Signers - Vini Montague  
Board Resolution to Remove Brian Winfield (DDS) & Add Michi Gates (DDS) was presented.

**M/S/C** (Lety Garcia / Sharmila Brunjes) To approve, on behalf of the Board, changing the bank account signers, removing Brian Winfield (DDS) & adding Michi Gates (DDS)

D. Approval of DDS Special Contract Matrix (Draft) -Ana Quiles  
The committee reviewed a matrix for the DDS Special Language contract.

**M/S/C** (Brian Gatus / Alma Rodriguez) To approve matrix for the DDS Special Language contract.

E. Approval of Conflict Resolution Plans – Betsy Monahan  
Betsy presented Conflict Resolution plans for three board members, Ana Quiles, Rocio Sigala, and Vivian Seda.

**M/S/C** (Lety Garcia / Alma Rodriguez) To Conflict Resolution plans for, Ana Quiles, Rocio Sigala, and Vivian Seda, with one abstention from Rocio Sigala.

VIII. **Committee Business**

- A. Annual Committee Orientation- Cristina Preuss
  1. Committee Policies & Procedures and Bylaws
  2. Board Audit Section
- B. Review Whistleblower Policy and Report Submission Status – Betsy Monahan  
Betsy reported that she is working on updating their whistleblower policies
- C. Review the Purchase of Service Annual Report FY 2023-2024 (Deferred)
- D. Determine the cost, location, and date of the Annual Board Dinner for FY 24-25  
The committee discussed the organization of the annual board dinner and retreat, with a focus on finding a suitable indoor venue due to concerns about the outdoor environment. The team considered various locations, including a local animal-assisted therapy center and office spaces, and will continue to explore options. The possibility of showcasing some of their providers was also suggested.
- E. Determine the cost, location, and date of the Annual Board Retreat for FY 24-25  
Included above, in VIII.D
- F. ARCA Liaison Report – Lety Garcia  
Lety reviewed her June arca report that was included in the meeting packet. Additionally, she informed the committee of the creation of an ARCA folder on the SharePoint drive, noting the accessibility of ARCA information to Board members through the use of this folder.
- G. Updates on Special Contract Language (SCL) Deliverables – Cristina Preuss & Ana Quiles  
Cristina and Ana updated the committee on the progress of the Special Contract Language items. The committee discussed the timeline, with a focus on the need for efficiency and timely completion. They agreed on the importance of prioritizing the implementation and fulfilling of obligations under the special language contract.
- H. Approved Board Critical Calendar – Ana Quiles  
Ana presented the Approved Board Critical Calendar to the committee. Lety and Ana discussed errors in the Board Critical Calendar. The team also discussed the need to update the Critical Calendar to ensure that approved critical calendars for committees match the Board of Trustees Calendar.
- I. Approved Executive Committee Critical Calendar – Ana Quiles  
Ana presented the Approve Executive Committee Critical Calendar to the committee.

J. Self Determination Program (SDP) Statute and Local Volunteer Advisory Committee LVAC Policy – Cristina Preuss

Cristina Reviewed the SDP Statute and the Board's Policy Statement for SDP Volunteer Advisory Committee Liaison. Ana then announced the appointment of Board of Trustees member, Kelley Coleman as the SDP LAVA Liaison.

**IX. Center Operations- Cristina Preuss**

Cristina gave a brief overview of the Center Operations:

Legislative Governor Newsom signed REVISED 2024-2025 state budget bills and 5 trailer bills (HEALTH, MANAGED CARE ORGANIZATION TAX, EDUCATION FINANCE, STATE GOVERNMENT, TAXATION). Cristina reviewed the changes that came into effect as soon as the bill was signed by the Governor (July 2, 2024).

IPP template Regional Centers received a directive requiring the establishment of a standardized individual program plan (IPP) template and standardized procedures that are consistent with person-centered services planning requirements described in the Federal Medical Home and Community Based Final Rules (42 Code of Federal Regulations 441.301(c)(1-3)). Cristina highlighted the IPP template components.

Master Plan Updates The California Health and Human Services Agency meeting dates for the Master Plan Work Groups are listed in the report that was included in the meeting packet.

The Direct Service Professional (DSP) Training Stipend Program will remain open until August 31, 2024, and all courses must be completed by that date. All other aspects of the DSP Training Stipend Program remain the same.

Center Operations: Total # positions filled: 748; Total # of positions authorized: 949; Total # of new hires since January 1, 2024: Total – 153 / CSCs – 123; July New Hires: 1st cycle and 2nd cycle.: 7.1.24 – 9 / 7.15.24 – 8 / 7.29.24 – 6

Consumer Statistics:

As of August 1, 2024, the Center had 37,155 consumers and applicants.

Center Updates:

Best Start extended an invitation to Antelope Valley Parent and Family Support Specialist and Spanish speaking Outreach Language Specialist to participate in Zero to Three: The Growing Brain Train the Trainer workshop in June as well as to attend the Zero to Three Learn 2-day Conference on July 31 and August 1, 2024.

Introducing IDEA Specialist, Mayra Loza

The IDEA Specialist can help parents understand child's rights for the educational needs and can provide information about IDEA, which is a law for children with disabilities to receive a free, appropriate, and public Education. The IDEA Specialist can provide guidance through the process for eligibility and to develop an individual educational plan. Parents can ask their service coordinator for a consultation with IDEA specialist.

Community Events and Educational Training Opportunities

Cristina highlighted several upcoming events that are listed in the report that was included in the meeting packet.

**VI. Review of Committee Action Items**

- Vinnie, to add contract template updates to Administrative Affairs agenda
- Board Support to send training calendar to entire board
- Anna and Kimberly to update Primary Board Activities and add to September agenda
- Christina and Kimberly to bring options and budgets for retreat and/or dinner to next EC meeting
- Board Support to review Board Critical Calendar and make necessary changes, comparing to other committee calendars
- Kimberly to include approved contract in board packet
- Kimberly to include updated training calendar in board packet
- Betsy to present updated whistleblower policies to staff and board for acknowledgement
- Christina to bring Columbus organization's assessment report to board once approved by DDS
- Anna to schedule SDP liaison orientation for Kelly Coleman
- Kimberly to upload ARCA information to SharePoint folder as received from Letty

**VII. Adjournment**

Ana Quiles, Committee Chair, adjourned the meeting at 8:52 pm.

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.*

