

North Los Angeles County Regional Center

Executive Committee Meeting Minutes

September 26, 2024

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

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

Mark Wolfe – DDS Tech Advisor, Tresa Oliveri – DDS Tech Advisor, Xochitl Gonzalez - DDS, Aaron Abramowitz, Miriam Erberich - **Guests**

Absent:

I. Call to Order

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

II. Committee Member Attendance/Quorum

III. Agenda

IV. Consent Items

A. Approval of Minutes from the August 22, 2024, Meeting was deferred

V. Public Input / Agenda Items – No Public Input was given.

VI. Action Items

A. Approval of Board Priorities FY 24-25 – Ana Quiles

This item was deferred to the October 24th Executive Committee meeting.

B. Approval of the FY 24-25 Critical Calendar – Ana Quiles

This item was deferred to the October 24th Executive Committee meeting.

C. Approval of the updated EC FY 24-25 Meeting Schedule -Ana Quiles

1. The Executive Committee Schedule was presented, with some meetings times moved out to begin at 6:30 pm do to other committee meetings being scheduled on those same nights, and to avoid overlapping with them.

M/S/C (Rocio Sigala / Brian Gatus) To approve the Updated EC FY 24-25 Meeting Schedule

VIII. Committee Business

A. Review Whistleblower Policy and Report Submission Status – Betsy Monahan

Betsy provided an update on the whistleblower policy, stating that it would be brought back to the committee and the board for approval. Betsy presented completed investigations, detailing complaints and vendor investigations. She noted that the monthly report to DDS would be updated with resolution and closure dates. The conversation ended with a discussion on the annual reporting, with Betsy indicating that she would provide a detailed report.

- B. Review the Purchase of Service Annual Report FY 2023-2024
Deferred pending data availability
- C. Determine the cost, location, and date of the Annual Board Dinner for FY 24-25
Deferred
- D. Determine the cost, location, and date of the Annual Board Retreat for FY 24-25
Deferred
- E. Review of Special Contract Language (SCL) Deliverables –Ana Quiles
The special language deliverable matrix was reviewed to ensure items due to DDS before meetings could be approved by the Executive Committee. Ana proposed a work group next week involving Executive Committee members to assign tasks and meet deadlines, with a focus on the bylaws and other items.
- F. Legal Support for Board Functions – Ana Quiles
Ana discussed the organization's legal counsel coverage, mentioning that they have additional attorneys on contract for various matters, including employment contracts. She also mentioned that they are working with DDS and Julie Ocheltree's team to expand the scope of work. The board members were asked for their feedback on the legal counsel coverage. Aaron, from Ocheltree, clarified that the board has support for various legal matters, depending on the subject matter. He also mentioned that his firm is assisting with the special contract language and is working on the bylaws. The bylaws will be presented to the work group, executive committee, and the board for approval before being confirmed by DDS.
- G. Board of Trustees Quarterly In-Person Meetings – Ana Quiles
Ana proposed rotating the board of trustees' quarterly in-person meetings between Chatsworth, Santa Clarita, and the Antelope Valley office to limit travel time. The group agreed without a formal motion.

IX. Center Operations- Cristina Preuss

Cristina discussed the report that was included in the packet, including the efforts to promote voter registration for the November 5th election and the need for community participation. She reported filling 754 positions, ongoing recruitment, and employee-driven work groups on various topics. Cristina announced the new user-friendly website and a recent vendor event. She mentioned the center serves 37,706 consumers as of September 17th. Cristina highlighted the parent specialists' community outreach work and agreed to include this on the website. Ana discussed updating board priorities, the critical calendar, and highlighting success stories at meetings per Rosie's suggestion.

X. Review of Committee Action Items

- Meet with leadership team to review special language contract matrix and schedule work groups. - *Ana and Angela*
- Work with Angela to compile list of attorneys and their areas of support for the board. - *Ana*
- Schedule working meeting to review board priorities and critical calendar. - *Ana and Angela*
- Update Executive Committee meeting schedule with November meeting as "save the date". – *Board Support*
- Send link to special language contract matrix folder to Executive Committee members. – *Board Support*
- Update board meeting schedule with February in-person meeting in Santa Clarita and April in-person meeting in Antelope Valley. – *Board Support*
- Schedule work groups for special language contract deliverables and notify board members. - *Ana and Angela*
- Prepare training on vendor oversight process and board's role to address recurring questions. - *Ana and Angela*
- Work with legal team on expanding scope of board attorney support or identifying additional attorneys as needed. - *Angela*

XI. Board Meeting Agenda Items

- Updated E.C. Meeting Schedule
- Board Priorities
- Board Critical Calendar

XII. Announcements / Public Input / Information Items

XIII. Adjournment

Ana Quiles, Committee Chair, adjourned the meeting at 7:31 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.*

