

North Los Angeles County Regional Center
Minutes Of The Executive Committee Meeting
November 21, 2024, 6:30 p.m.

MEMBERS:

Ana Quiles, Brian Gatus, Sharmila Brunjes, Leticia Garcia, Alma Rodriguez, Andrew Ramirez

STAFF:

Angela Pao-Johnson, Vini Montague, Betsy Monahan, Megan Mitchell, Kimberly Visokey

GUESTS:

Aaron Abramowitz - Legal Counsel, Mark Wolfe - DDS Tech Advisor, Tresa Oliveri - DDS Tech Advisor, Jacqueline Gaytan – DDS, Richard Dier, Carly DeNure - Minutes Solutions Inc.

ABSENT:

Rocio Sigala

1. **CALL TO ORDER**

There being a quorum present, and adequate and proper notice of the meeting having been given, the meeting was called to order at 6:46 p.m.

2. **COMMITTEE MEMBER ATTENDANCE**

The President reminded Board members to identify themselves prior to making a motion and reviewed the NLACRC Board of Trustees Civility Code.

3. **AGENDA**

4. **PUBLIC INPUT – AGENDA ITEMS**

There was no public input regarding the agenda.

5. **CONSENT ITEMS**

M/S/C (Andrew Ramirez / Brian Gatus) to approve the minutes of the Executive Committee meeting held on October 24, 2024, as presented. Motion carried.

6. **ACTION ITEMS**

6.1 **New Board Member Onboarding Plan**

The Committee agreed to defer the new member onboarding plan until legal counsel has had a chance to further discuss the requirements with DDS.

6.2 **Board Training Plan**

M/S/C (Andrew Ramirez / Brian Gatus) to approve the Board training plan and submit it to DDS in advance of the December 15, 2024, deadline.

ACTION – NLACRC staff will send the approved Board training plan to DDS immediately to meet the December 15, 2024, deadline.

Angela Pao-Johnson noted that the training plan was deferred until this meeting to confirm with DDS that training material could be provided within 84 days. NLACRC is currently on track for training meetings to take place. Angela Pao-Johnson stated that she will update the Committee on whether the nine individuals who recently received training will need to re-do the training after DDS policy reviews.

6.3 Annual Board Event and Annual Board Retreat for FY 2024-25 Workgroups

M/S/C (Andrew Ramirez / Lety Garcia) to create a working group for the annual Board event and a working group for the annual Board retreat, to be scheduled in 2025.

ACTION – Kimberly Visokey and NLACRC staff will send an invitation for a date in January to Board members for meetings to discuss the annual Board event and the annual Board retreat.

The Committee clarified that each work group shall be open to all Board members, who can then determine their work group's Chair.

6.4 Parliamentary Training

The current parliamentarian on the Board does not currently have training available to them.

ACTION – Megan Mitchell will investigate parliamentary training for Board members and specifically the appointed parliamentarian on the Board, the Second Vice President.

7. COMMITTEE BUSINESS

7.1 Update on NLACRC Strategic Plan

Tresa Oliveri noted that the current NLACRC website includes a strategic plan and notice that progress will be updated annually, but it has not been updated for two years.

Angela Pao-Johnson updated the Committee that based on Board member feedback, the NLACRC will narrow its scope in its strategic plan by choosing one endeavour per focus area to implement, and only add additional endeavours when the first is in progress. NLACRC staff will present their suggestions at the next meeting of the Strategic Planning Committee.

ACTION – Kimberly Visokey and NLACRC staff will investigate what strategic plan information is available to the public on the center's website and what updates are required.

7.2 Review of Whistleblower Policy

The review of the whistleblower policy was deferred.

7.3 Review of the Purchase of Service Annual Report FY 2023-2024

Vini Montague reviewed the purchase of service annual report FY 2023-2024 as submitted to DDS, including a report on public consultations on purchase of service discrepancies. This report was previously submitted to DDS on time. Vini Montague noted the purchase of service report is created annually, and the next public meetings will be held in March 2025 to review the 2024 fiscal year.

7.4 Review of the Special Contract Language (SCL) Deliverables Matrix

Angela Pao-Johnson reviewed the SCL deliverables matrix with the committee, noting that dark green items are those which have a single deliverable due date and have been submitted. Light green items have ongoing deliverables at regular cadences, but the first deliverable has been made.

Angela-Pao Johnson highlighted the following items:

- Board governance bylaws have been submitted, and DDS agreed that they should come before Board policies and procedures.
- The Board member training plan will be submitted on November 21, 2024, and training will take place throughout the year.

- Existing policies have been reviewed by legal and submitted to DDS, but policies to be approved by the Board, adopted by DDS, and then trained, are noted in white.
- The Board of Directors recruitment plan was submitted to DDS.
- The Board of Directors onboarding plan was on track for submission but is currently under review by legal counsel, who are in contact with DDS.
- The workforce development deliverable was submitted on Friday, November 15, 2024.
- The enhancing culture deliverable is ongoing.
- The plan of action regarding community relationships was submitted on Friday, November 15, 2024.
- Onboarding of the Executive Director was completed.
- Whistleblower complaints are being submitted to DDS every 30 days.

ACTION – Kimberly Visokey will verify if standard operating procedures were sent to DDS, or only policy items.

7.5 Recording of Meetings

ACTION – Megan Mitchell will prepare a draft policy on the recording of meetings to be ready for the January 23, 2025, Executive Committee meeting.

Following presentation to the Committee, the policy will be reviewed in a Board of Trustees meeting in February 2025.

8. CENTER OPERATIONS REPORT

Angela Pao-Johnson provided the center operations report.

9. BOARD MEETING AGENDA ITEMS

The following items will be presented during the next Board of Trustees meeting:

- The Board training plan will be sent to the Board for its information, as the plan will be sent to DDS by December 15, 2024, prior to the next Board meeting.
- The Board onboarding plan may be ready for the next Board meeting, pending Ernie Cruz's response is in a reasonable timeframe.
- New bylaws may be ready for the next Board meeting as an action item, pending DDS review and comments.

10. NEXT MEETING

The date of the next Executive Committee meeting is January 23, 2025, at 6:00 p.m.

11. ADJOURNMENT

The meeting was adjourned at 7:22 p.m.

Submitted by:

Kimberly Visokey

Executive Administrative Assistant

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

