

North Los Angeles County Regional Center  
**Executive Committee Meeting Minutes**  
March 27, 2025

**Present:** Board of Trustees President Juan Hernandez, First Vice President and Board Secretary Sharmila Brunjes, Second Vice President Curtis Wang, Board Treasurer Anna Hurst, ARCA Representative Leticia Garcia – Committee Members

Executive Director Angela Pao-Johnson, Deputy Director Evelyn McOmie, Chief Financial Officer Vini Montague, Human Resources Director Betsy Monahan, Contract Administration & Privacy Manager Megan Mitchell, and Executive Administrative Assistant Lindsay Granger – Staff Members

Tresa Oliveri – DDS Tech Advisor, Name, Aaron Abramowitz - Legal Counsel, Xochitl Gonzalez – DDS, Jacqueline Gaytan – DDS, and Kate Francis – Recording Secretary, Minutes Solutions Inc. – Guests

**Absent:**

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**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 6:05 p.m.

Board of Trustees President, Juan Hernandez read the NLACRC mission and vision statements.

**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**

On a motion made by Board Treasurer, Anna Hurst, seconded by Curtis Wang, Second Vice President, the agenda was proved as presented. **Motion carried.**

**4. PUBLIC INPUT – AGENDA ITEMS**

There was no public input regarding the agenda.

**5. CONSENT ITEMS**

Anna Hurst was not present at the prior meeting and abstained from voting. The meeting minutes will be updated to reflect the absence.

On a motion made by Sharmila Brunjes, First Vice President and Board Secretary, seconded by Curtis Wang, the minutes of the Executive Committee meeting held on February 27, 2025, were approved as amended. **Motion carried.**

**ACTION:** Board Support will make the corrections to the Meeting Minutes from February 27, 2025, and the meeting attendance to reflect Anna Hurst's absence from the meeting.

6. **ACTION ITEMS**

6.1 **Approving the Schedule Change for the Executive Committee and Administrative Affairs Committee Meetings**

The committee discussed combining the Executive and Administrative Affairs Committees as well as the Government and Community Relations Committee (GCRC) and Consumer Services Committees. They agreed that the first step to exploring this process is to stack the regular meetings and ask that the attendees of each committee attend both meetings. Their recommendations to the full Board will be reviewed at the April 9, 2025, Board meeting.

On a motion made by Sharmila Brunjes, seconded by Anna Hurst, it was resolved to make a recommendation to the Board to stack the Executive and Administrative Affairs committee meetings and the GCRC and CSC committee meetings on the same days of every month moving forward. **Motion carried.**

On a motion made by Anna Hurst, seconded by Curtis Wang, it was resolved to recommend to the full Board that the Executive and Administrative Affairs committees meet monthly, on the last Thursday of every month once the meetings are stacked. **Motion carried.**

On a motion made by Anna Hurst, seconded by Curtis Wang, it was resolved to recommend to the full Board that the GCRC and Consumer Services Committee (CSC) meet every other month (bi-monthly) once the meetings are stacked. **Motion carried.**

On a motion made by Sharmila Brunjes, seconded by Curtis Wang, it was resolved to recommend to the full Board that the GCRC and CSC Chairs determine the day of the week to hold the stacked bi-monthly meetings moving forward. **Motion carried.**

**ACTION** – Lindsay Granger will reach out to the Chairs of the Administrative Affairs Committee, Executive Committee, Government and Community Relations Committee, and Consumer Services Committee to discuss and confirm the schedule changes before the Board Meeting on April 9, 2025.

6.2 **Discussion and Approval on Parliamentary Training**

Megan Mitchell, Director of Privacy and Compliance, presented two training options for the parliamentary training at the Board retreat. Megan Mitchell recommended Mr. Robert Duitman as he was the most responsive and enthusiastic about training the group.

On a motion made by Leticia Garcia, ARCA Representative, seconded by Curtis Wang, it was resolved to make a recommendation to the Board to have Robert Duitman conduct the parliamentary training to be scheduled at the Board retreat. **Motion carried.**

6.3 **Approval of Legal, Reviewed Anti-Harassment, Anti-Discrimination, and Retaliation Policy**

Betsy Monahan, Human Resources Director, reviewed the updated redlined and clean draft of the policies with the committee.

On a motion made by Anna Hurst, seconded by Sharmila Brunjes, it was resolved to approve the legal, reviewed policies and present to the Board at the next Board meeting. **Motion carried.**

6.4 **Vote to Postpone the Awards Banquet and Board Retreat**

The committee discussed hosting the events sometime between August and October of 2025. Workgroup dates will be sent out to the committee members for anyone interested in planning the event.

On a motion made by Anna Hurst, seconded by Curtis Wang, it was resolved to postpone the Awards Banquet and Board Retreat. **Motion Carried.**

**ACTION:** Board Support, Lindsay Granger, will send out workgroup meeting invitations to the Executive Committee members for those who are able to attend to investigate and plan both events for 2025.

## **7. COMMITTEE BUSINESS**

### **7.1 Review of Monthly Whistle Blower Report Log**

Betsy Monahan reviewed the monthly whistle blower report and noted that there were six complaints received. Four complaints were from community members regarding various issues with vendors or service providers, one was from a family member of a consumer, and one was referred from DDS regarding conflict-of-interest concerns. No major questions or concerns were raised regarding the report.

### **7.2 Discussion and Board Source ED Evaluation**

Betsy Monahan reviewed the current efforts to investigate and adopt the BoardSource evaluation tool and noted that the cost is between \$700 and \$900 depending on the status of the regional center's BoardSource membership. The committee acknowledged that there is nuance in evaluating Executive Directors of different tenures and there would be value in investigating how other regional centers are evaluating new Executive Directors. The committee noted that the current process is an outdated evaluation form that prompted a discussion last year about updating the evaluation process and potentially adopting the BoardSource software to do so.

**ACTION** – Anna Hurst will create a workgroup that will put together concrete steps in place to determine an Executive Director evaluation model/process that is a supportive growth tool for new and existing Executive Directors.

**ACTION** – Lindsay Granger will open the workgroup to other Board members via email.

### **7.3 Discussion on Board Spending Policy**

**ACTION** – Vini Montague, Chief Financial Officer, will update the board spending policy to incorporate the feedback from the Executive Committee and take to the Board for review and approval.

### **7.4 Discussion on Committee Assignment Policy**

The committee noted that Committees need to have three new Board members, but Board members have no requirement to be on committees per the Bylaws. Policy and practice have been that board members be on a minimum of one committee. They noted that once committees are combined, there will be more Board members sitting on each committee. They acknowledged the importance of ensuring that all committee members have voting rights and that this is an important consideration if committees are combined.

**ACTION** – Lindsay Granger and Board President, Juan Hernandez, will continue the discussion during a meeting tomorrow to work through the Committee Assignments and bring to the next Board meeting.

### **7.5 Discussion on Board Mentorship**

The committee discussed the challenges of Board mentorship programs, and the DDS Advisors noted that other regional centers do not have formal mentorship programs in place. The current process is that

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new Board members get a Board buddy for the first year. New Board members often hang back and learn the ropes as there is a large volume of information to learn initially which can be overwhelming. There is typically a delay before new Board members can contribute and start to ask questions.

**8. CENTER OPERATIONS**

Angela Pao-Johnson, Executive Director, presented the operations update for the center. Included in the report were NLACRC spotlight highlights, the department development center updates, master plan workgroup updates, as well as center updates such as recruitment updates, consumer statistics, outreach efforts, and upcoming events. No major questions or concerns were raised.

**9. BOARD MEETING AGENDA ITEMS**

The following items will be brought to the next Board meeting for review:

- Board Spending Policy
- Committee Assignment Policy. This will be worked on by Juan Hernandez, Board President, Mark Wolfe – DDS Tech Advisor, Tresa Oliveri – DDS Tech Advisor, and Lindsay Granger.
- The idea to combine committees (Administrative Affairs Committee and Executive Committee and the Government and Community Relations Committee and Consumer Services Committee) and proposing the schedule change and frequency of those meetings.
- The Chairs of the committees will discuss and confirm the schedule for the stacked meetings.
- The parliamentary training decision will be sent to the Board for approval.
- All policies that have been reviewed will also be taken to the Board for final approval.

**10. ANNOUNCEMENTS / PUBLIC INPUT / INFORMATION ITEMS**

No announcements, public input, or information items were raised.

**11. NEXT MEETING**

The date of the next Executive Committee meeting is April 24, 2025, at 6:00 p.m. (unless an alternative time is chosen by the Committee Chairs upon discussing the schedule change.

**12. ADJOURNMENT**

On a motion duly made and carried, it was agreed that there was no further business to transact; the meeting closed at 8:48 p.m.

**DISCLAIMER**

The above minutes should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

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Director

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Director

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Date

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Date