

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

**Present:** Board of Trustees President Juan Hernandez, First Vice President and Board Secretary Sharmila Brunjes, Second Vice President Curtis Wang, 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, and Rebecca Ernewein – Recording Secretary, Minutes Solutions Inc. – Guests

**Absent:** Board Treasurer Anna Hurst

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1. **CALL TO ORDER**

A quorum being present, and adequate and proper notice of the meeting having been provided, the meeting was called to order at 6:12 p.m. by Board of Trustees President, Juan Hernandez.

Juan Hernandez read the NLACRC mission and vision statement.

2. **COMMITTEE MEMBER ATTENDANCE**

Board President, Juan Hernandez, reminded Board members to identify themselves before making a motion and reviewed the NLACRC Board of Trustees Civility Code.

3. **AGENDA**

On a motion made by First Vice President and Board Secretary, Sharmila Brunjes, seconded by Second Vice President, Curtis Wang, the agenda was approved as presented. **Motion carried.**

4. **PUBLIC INPUT – AGENDA ITEMS**

There was no public input regarding the agenda.

5. **CONSENT ITEMS**

On a motion made by Sharmila Brunjes, seconded by Curtis Wang, the minutes of the Executive Committee meeting held on November 21, 2024, were approved as presented. **Motion carried.**

6. **ACTION ITEMS**

6.1 **Recording of Meetings Policy**

Megan Mitchell, Contract Administration & Privacy Manager, confirmed all meeting recordings are stored in a Zoom account and then stored in secured shared files via the network. The recordings can be requested, except for closed sessions. The recordings are kept for two years from the date of the recording, and the Board support team is responsible for deleting the files after that time.

A motion was made by Sharmila Brunjes, seconded by Curtis Wang, to approve the Recording of Meetings Policy. **Motion Carried.**

**6.2 DDS Revisions to NLACRC Bylaws**

Executive Director, Angela Pao-Johnson reported that a first draft of the revised NLACRC bylaws is in progress and is expected by the end of the week. Three individuals have not yet responded to the survey regarding the reduction of Board meetings. If the number of Board meetings is reduced, the Executive Committee will continue to meet monthly, as only Board meetings require a bylaws amendment.

A motion made by Sharmila Brunjes, seconded by Curtis Wang, resulted in the approval of the DDS revisions to the NLACRC bylaws for Board approval. **Motion carried.**

**7. COMMITTEE BUSINESS**

**7.1 Parliamentarian Training**

Megan Mitchell identified a consultant, Lorenzo Cuesta, who has extensive experience and qualifications in parliamentarian training. A flat rate of \$400 is charged, with a preference for in-person training. An alternative trainer was also identified, charging a flat rate of \$500.

**ACTION:** Additional details on Mr. Cuesta's training curriculum will be requested by Megan Mitchell.

**7.2 Monthly Whistleblower Reports**

Betsy Monahan, Human Resources Director, provided an overview of the whistleblower reports, noting complaints related to service provider concerns and alleged improper regional center activities. Three complaints were submitted to DDS as they originated from an employee. DDS requested that NLACRC engage external legal counsel to conduct independent investigations.

Betsy Monahan confirmed that most investigations resulted in unsubstantiated or inconclusive findings.

**7.3 Review of Current ED Evaluation and Board Policy**

Human Resources Director, Betsy Monahan explained that the evaluation includes subcategories assessing the ED's responsibilities related to Board functions, center operations, and community support. The current policy does not align with the Board's critical calendar and requires an update to reflect the new timeline.

**ACTION ITEMS:**

- ACTION: Consultation with BoardSource regarding the previous evaluation form template used and previously approved by the Board will be conducted by Betsy Monahan.
- ACTION: Conversion of the Board Policy into a Microsoft Form will be completed by Betsy Monahan.
- ACTION: Revisions and alignment of the ED Policy, ED Evaluation, Evaluation Timeline, and Critical Calendar will be carried out by Betsy Monahan.

A request made by Board of Trustees Member and ARCA Representative Leticia Garcia for Angela Pao-Johnson to provide a presentation on accomplishments and challenges over the past 5 months, as outlined in the ED Onboarding Policy.

**7.4 Approval of Legal-Reviewed NLACRC Whistleblower Policy**

A motion made by Leticia Garcia, seconded by Sharmila Brunjes, resulted in the approval of the amended NLACRC Whistleblower Policy for submission to the Board. **Motion carried.**

**7.5 Approval of Legal-Reviewed NLACRC Standards of Conduct Policy**

Concerns regarding HIPAA compliance were discussed by the Committee, specifically when NLACRC members who are parents request information about their child. It was confirmed that parents serving on the Board must work with the assigned service coordinator to obtain information while maintaining confidentiality.

A motion made by Curtis Wang, seconded by Sharmila Brunjes, resulted in the approval of the NLACRC Standards of Conduct Policy for submission to the Board. **Motion carried.**

**7.6 Conflict of Resolution Plan**

The Conflict Resolution Plan was developed to address a potential conflict of interest regarding Board of Trustees Member Jacquie Colton, who is employed by a service provider receiving funds from NLACRC.

**ACTION:** The drafted Conflict of Interest Resolution Plan will be sent by Betsy Monahan to Jacquie Colton, Juan Hernandez, and Angela Pao-Johnson for signatures.

**7.7 NLACRC Strategic Plan**

Executive Director, Angela Pao-Johnson noted feedback indicating that NLACRC currently has too many strategies in place. Upon review, it was determined that no formal strategy timeline exists. It was agreed to sunset the current plan and potentially present a revised version in 2026, following clarification of Special Contract Language deliverables.

**7.8 Review of Special Contract Language**

Executive Director, Angela Pao-Johnson confirmed that, following discussions with the DDS director, amendments to the Special Contract Language are likely. Once finalized, the revised document will be presented to the Committee for approval. confirmed that after visiting the DDS director, amendments are likely to be made to the Special Contract Language. The review will be provided to the Committee for approval once additional changes are made.

**7.9 Annual Board Event/Awards Ceremony and Retreat**

**ACTION:** Board Support will explore the possibility of scheduling events in the later months of August, September, or October. Additionally, they will reach out to the Board of Trustees members to gather further feedback on the preferred month.

**7.10 Committee Assignments for New Board Members**

**ACTION:** Juan Hernandez will reach out to new Board of Trustees members to discuss their committee preferences.

**8. CENTER OPERATIONS REPORT**

Angela Pao-Johnson provided the Center Operations Report.

**ACTION:** Angela Pao-Johnson will explore options for providing translation services for the upcoming NLACRC podcast.

**9. BOARD MEETING AGENDA ITEMS**

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

- Revised bylaws
- Recording policy
- Whistleblower policy
- Standards of Conduct policy
- ED Evaluation Policy

**10. NEXT MEETING**

The next Executive Committee meeting is scheduled for **March 27, 2025, at 6:00 p.m.**

**11. ADJOURNMENT**

**The meeting was adjourned at 8:17 p.m.**

**DISCLAIMER**

The above document 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