

**NORTH LOS ANGELES COUNTY REGIONAL CENTER (NLACRC)  
9200 OAKDALE AVENUE, SUITE 100  
CHATSWORTH, CA 91311**

**MINUTES OF THE BOARD OF TRUSTEES MEETING  
HYBRID MEETING – NLACRC CHATSWORTH VALLEY OFFICE/ZOOM  
MAY 14, 2025 7:00 P.M.**

**BOARD OF TRUSTEES:**

Juan Hernandez (President), Sharmila Brunjes (First Vice President and Board Secretary), Curtis Wang (Second Vice President), Anna Hurst (Treasurer), George Alvarado, Alex Kopilevich (VAC Chair), Leticia Garcia (ARCA Rep), Cathy Blin, Nicholas Abrahms, Jason Taketa, Jacquie Colton, Jeremy Sunderland, Laura Monge, Jennifer Koster

**ABSENT:**

**STAFF:**

Angela Pao-Johnson - Executive Director, Evelyn McOmie – Deputy Director, Vini Montague – Chief Financial Officer, Betsy Monahan – Human Resources Director, Megan Mitchell, Chris Whitlock, John Van de Riet, Arezo Abedi, Lindsay Granger, Silvia Renteria-Haro,

**GUESTS:**

Mark Wolfe – DDS Tech. Advisor, Tresa Oliveri – DDS Tech Advisor, Xochitl Gonzalez – DDS, Brian Winfield – DDS, Ernie Cruz—DDS, Michie Gates – DDS, Aaron Abramowitz – Council to the Board, Nicholas Mendoza, Victoria Berrey, La Jannelle Smith, Yolanda Gacia, Patty Gutierrez, Rebecca Ernewein, Richard Dier

---

**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 6:10 p.m.

The Juan Hernandez, Board of Trustees President, shared the mission and vision of the NLACRC and reminded attendees of the Board of Trustees Civility Code.

**2. IMPACT STORY FROM INDIVIDUAL SERVED**

Angela Pao-Johnson shared an impact story from individual served Christian Lifonzo.

**3. BOARD MEMBER ATTENDANCE/QUORUM**

Board members were confirmed in attendance in-person or on Zoom.

**4. AGENDA – APPROVAL**

**On a motion made by Lety Garcia, seconded by Curtis Wang, it was resolved to approve the agenda as presented. Motion carried.**

**5. PUBLIC INPUT & COMMENTS—RESERVED FOR AGENDA ITEMS**

Richard Dier a member on the Self-Determination Local Advisory Committee shared that the committee drafted for the Board of Trustees and noted the committee's desire to have a more active role with the board.

John Francis a member on the Self-Determination Local Advisory Committee shared in addition to the letter read by Richard Dier the importance of moving towards an enhanced partnership with the Board of Trustees.

**6. CONSENT/ACTION ITEMS**

**On a motion made by Curtis Wang, seconded by George Alvarado, it was resolved to approve items A, B, C, D, E, F, G, and H. Motion Carried.**

- A. Approval of Board of Trustees Meeting Minutes April 9, 2025**
- B. Approval of Updated Consumer Advisory Committee Meeting Schedule**
- C. Approval of Administrative Affairs Critical Calendar for Next Fiscal Year**
- D. Approval of Nominating Committee Critical Calendar for Next Fiscal Year**
- E. Approval of Vendor Advisory Committee Critical Calendar for Next Fiscal Year**
- F. Approval of Proposed Committees' Assignments for Next Fiscal Year**
- G. Approval of Reports on Personnel Classifications**
- H. Approval of Reports on Personnel Classifications**

Consent Item F. Approval of Board of Trustees Critical Calendar for Next Fiscal Year will return at the next Board of Trustees meeting as an agenda item after corrections are made to align it to the ED Performance Evaluation timeline.

**7. ACTION ITEMS**

**7.1 Lindquist Von Husen & Joyce Presentation on IRS Form 990 Tax Return**

Andy Ou, Lindquist Von Husen & Joyce presented the IRS Form 990 Tax Return. The form 990 is a reflection of the audited financial statements with the schedules being the same and nothing unusual on the return.

Jeremy Sunderland raised concerns about the Board's responsibility and the expectations of the Board regarding the IRS form 990 tax return. Jason Taketa asked whether or not the CFO was involved and comfortable with what was presented. Vini Montague, CFO, confirmed that she was involved, and both the accounting firm and the CFO are comfortable with the return.

**On a motion made by Anna Hurst that the IRS Form 990 was received, recognized by the Board, and submitted. Alex Kopilevich seconded.**

**Sharmila Brunjes motioned to amend the first motion so that the language reads that we approve and accept the report of Lindquist Von Husen & Joyce. Anna Hurst seconded. Motion carried..**

**7.2 Approval of ARCA Dues for FY2025-2026**

Anna Hurst presented the approval of ARCA Dues for FY2025-2026. The value that ARCA offers was noted, and all other regional centers are a part of ARCA.

**On a motion made by Lety Garcia and seconded by Jacquie Colton, it was resolved to approve the ARCA Dues for FY2025-2026. Motion carried.**

**7.3 Approval to Authorize an Officer to Secure a Credit Line for FY2025-2026**

Anna Hurst presented the approval to Authorize an Officer to Secure a Credit Line for FY2025-2026. It was explained that the line of credit was in case either were any unforeseen and unlikely delay in funding with state in issuing funding when needed, this credit line ensures that NLACRC can make the necessary payments. The state would then pay back the line of credit. Also, the line of credit has increased this year, and the regional center has not drawn on the line of credit in the past 9 years.

**On a motion made by Anna Hurst, seconded by Jeremy Sunderland, it was resolved to approve and authorize an officer to secure a credit line for FY2025-2026. Motion carried.**

**7.4 Approval to Authorize an Officer to Make Disbursements and Execute Disbursement Instructions for Credit Line**

Anna Hurst presented this agenda item that allows for the Executive Director, Deputy Director, or the Chief Financial Officer to make disbursements from the line of credit. Jeremy Sunderland asked if names were listed on this or just titles. Anna Hurst clarified that it is only the title on the signature line.

**On a motion made by Anna Hurst, seconded by George Alvarado, it was resolved to approve and authorize an officer to make disbursements and execute disbursement instructions for the credit line. Motion Carried.**

**7.5 Approval to Authorize an Officer to Secure Insurance Coverage for FY2025-2026**

Anna Hurst presented this agenda item and provided additional context. This would allow operations to work with the broker to ensure insurance coverage, and this system has been in place each year. Insurance contracts are signed during the summer when the Board of Trustees is dark. By authorizing this now, operations is able to keep NLACRC insured. An update on the exact insurance coverage would be presented to the Board of Trustees at the first board meeting of the fiscal year.

Vini Montague elaborated that the insurance coverage would be executed at the end of the June for a policy that begins July 1<sup>st</sup>. Jason Taketa asked for further elaboration about the differences expected by the brokers. Vini Montague explained that they are expecting increases, but the increases are smaller than what was initially thought.

**On a motion made by Juan Hernandez, seconded by Sharmila Brunjes, it was resolved to approve and authorize an officer to secure insurance coverage for FY 2025-2026. Motion carried.**

**7.6 Approval of Updated Bylaws to Send to DDS**

The most recent draft of the updated Bylaws were presented by Juan Hernandez. Alex Kopilevich presented additional context that the Vendor Advisory Committee would be following what other regional centers do, but the Board would be the final vote to decide on the new members. Sharmila Brunjes and Lety Garcia raised concerns about this item in the Bylaws with potentially causing inconsistencies in the process.

**Alex Kopilevich motioned to send this version of the Bylaws to DDS, Sharmila Brunjes seconded.**

There was additional discussion about the language on the Board of Trustees has the authority to appointment an additional 3 trustees to the Executive Finance Committee. Lety Garica noted that this may tie the board to needing an additional 3 trustees on the committee.

**Alex Kopilevich motioned to amend the previous motion to send the updated Bylaws to DDS with the change in the language saying that the Board shall have the authority to appoint up to 3 members to the Executive Finance Committee. Sharmila Brunjes seconded. Motion carried.**

#### **7.7 Approval of Updated Recruitment Plan to Send to DDS**

Juan Hernandez presented the items for approval to send to DDS. Jeremy Sunderland and Lety Garcia raised concerns on redundancy in the document. Aaron Abramowitz clarified that W&I Code 4622 language requested by DDS was added to the document to avoid needing to re-draft the policy again in the future.

**A motion was made by Sharmila Brunjes, seconded by Alex Kopilevich to send the revised recruitment plan to DDS for approval.**

**Lety Garcia made a friendly amendment to the motion on the table that the “desirable characteristics” portion in the document be deleted to not be redundant. Lety Garcia and Jeremy Sunderland voted yes. All other opposed. The amendment did not pass.**

**A motion was made by Sharmila Brunjes, seconded by Alex Kopilevich to send the revised recruitment plan to DDS for approval. Lety Garcia and Jeremy Sunderland abstained. All other members voted yes. Motion carried.**

#### **7.8 Vote to Assimilate Post-Retirement & Medical Trust Committee into Administrative Affairs Committee**

Vini Montague presented this item to the Board of Trustees, noting that many of the items that are discussed during this committee meeting could fall under the scope of the Administrative Affairs Committee. The PRMT meets quarterly, and this assimilation would be to help cut down the number of committee meetings. The next meeting of the post-retirement & medical trust committee will be on Thursday, May 20<sup>th</sup> at 5:30 p.m. The PRMT is chaired by the Board of Trustees President and includes the Treasurer, First Vice President, Executive Director, and CFO.

Sharmila Brunjes noted that due to the pending updated Bylaws, which combines the Administrative Affairs Committee and the Executive Committee, this item should be tabled for discussion at a later date.

**No one motioned to bring the item to a vote.**

#### **7.9 Conflict of Interest Policy**

Betsy Monahan presented the Conflict of Interest Policy for Employees and the Conflict of Interest Policy for Board of Trustees Members. Jeremy Sunderland asked for elaboration on what it means to hire a relative, and Betsy Monahan explained that the NLACRC highest ranking staff members are prohibited from hiring relatives or family members.

**On a motion made by Lety Garcia, seconded by George Alvarado, it was resolved to submit the two policies to DDS per the special contract for policy review. Motion carried.**

#### **7.10 Vote to Elect New Member to the Board Blanca Chavez**

A vote was conducted for Board of Trustees candidate Blanca Chavez. Ballots were distributed to the members in-person and electronically, and the result was unanimous consent.. At 7:53 p.m. Blanca Chavez was seated as a new member of the Board of Trustees.

**7.11 Approval of New Board Member Marketing Plan to Send to DDS**

Chris Whitlock, Public Information Manager, presented a high level review of the New Board Member Marketing Plan, highlighting its budget. The options presented were Valley Industry & Commerce Association (VICA), La Opinión, Antelope Valley Magazine, Facebook Boost, Instagram Boost, LinkedIn Boost, AV Hispanic Chamber, and LA Hispanic Chamber. The first column depicted the distribution and cost of printed flyers. The second column showed digital distribution (email and social media posts) for VICA, La Opinión, Antelope Valley Magazine, Facebook Boost, Instagram Boost, and LinkedIn Boost. The third column showed membership fees to the AV Hispanic Chamber and the LA Hispanic Chamber, and the third column showed costs for frequency of notifications with the presented options. The total cost \$5,845 and the estimated individuals reached per month 177,050.

Anna Hurst inquired about the length of the campaign and if it would include authentic marketing like posting and relevant Facebook groups. Chris Whitlock confirmed that it would include authentic marketing and explained that it would be a 3-month long campaign that would utilize QR codes and links to track the success of the campaign along the different distribution channels. Laura Monge asked if the campaign is primarily focused on Spanish, Latino candidates, which Chris Whitlock confirmed. Laura Monge also noted concern potential issues that might arise with translation at the board meetings. Chris Whitlock confirmed for Lety Garcia that this would be a bilingual campaign.

**On a motion made by George Alvarado, seconded by Curtis Wang, it was resolved to approve sending the marketing plan to DDS for approval. Motion carried.**

**7.12 Vote on Jynny Retzinger Award Nominees**

A vote was conducted by ballot for those in attendance in-person and virtually for those joining the meeting over Zoom to award the Jynny Retzinger Award to one of the two finalists that had been determined by the GCRC. The name of the candidate was not shared in order to surprise the winner during the award presentation.

**On a motion made by George Alvarado, seconded by Sharmila Brunjes, the nominee that received a majority vote will be awarded the Jynny Retzinger award at the Legislative Breakfast. Motion carried.**

**8. CLOSED SESSION**

**On a motion made by Curtis Wang, seconded by George Alvarado, it was resolved for the Board to move to a closed session to discuss real estate negotiations at 8:22 p.m. Motion carried.**

**On a motion made by George Alvarado, seconded by Sharmila Brunjes, it was resolved to approve the real estate negotiation item. Blanca Chavez abstained. Motion carried.**

**On a motion made by Curtis Wang, seconded by George Alvarado, it was resolved for the Board to exit closed session at 8:48 p.m. Motion carried.**

**9. COMMITTEE BUSINESS**

Board President, Juan Hernandez needed to leave the meeting after the closed session ended. Sharmila Brunjes, First Vice President, took over to conduct the remainder of the meeting.

#### **9.1 Report Out on Workgroup for Executive Director Onboarding Performance Measures**

Anna Hurst provided a brief update on the Workgroup for the Executive Director Onboarding Performance Measures to inform the Board that the initial workgroup had met to review and update the executive director performance evaluation process and to invite any board members interested to join the workgroup. The next workgroup meeting will be Tuesday, May 20<sup>th</sup>.

#### **10. EXECUTIVE DIRECTOR'S REPORT**

Angela Pao-Johnson presented the Executive Director's Report. She highlighted the following items:

- On April 24<sup>th</sup> NLACRC partnered with Disability Voices United, ARCA, and Service Employees International Union in a coordinated advocacy effort attend a rally in Bakersfield on April 24<sup>th</sup> for a Medicaid rally.
- NLACRC's legislative podcast, Voices in Action, has launched with the first two episodes with Assemblymember Tom Lackey.
- The Vendor Fair in NLACRC's Chatsworth office was a success with 79 vendors in attendance and 361 staff.
- There are 505 individuals participated in the Paid Internship Program an increase from the 383 participants for FY2023-2024.
- NLACRC's American Sign Language (ASL) shop beginner class has 35 leaners.
- DDS' Rate Reform Directive states that service providers who do not complete the review and submission process for the Provider Directory by May 30<sup>th</sup> will lose their Quality Incentive and lose access to the e-Billing system.
- Welcomed 15 new hires during the second orientation in April 2025, for a total of 28 new hires.
- Federal budget updates were presented and a Congressional letter was included in the meeting packet.
- In recruitment, 858 positions have been filled with 1026 authorized; 17 new hires were onboarded in early May 5, 2025.
- NLACRC coordinated a partnership meeting with FMS vendor Miji will be added as a Social Recreation Bill Payer this month.
- Highlighted various upcoming outreach events.

#### **11. ITEMS 11-21**

The Board received the following committee reports for information:

- Self-Determination Program.
- Administrative Affairs Committee.
- Consumer Advisory Committee.
- Executive Committee.
- Nominating Committee.
- Vendor Advisory Committee.

As reports were presented, no observations or comments were noted.

#### **12. ANNOUNCEMENTS/INFORMATION/PUBLIC INPUT**

**13. NEXT MEETING**

The date of the next Board of Trustees meeting is scheduled for June 11, 2025, at 6:00 p.m.

**14. ADJOURNMENT**

On a motion made by George Alvarado, seconded by Jeremy Sunderland, the meeting adjourned at 9:21 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.