

North Los Angeles County Regional Center  
**Executive Committee Meeting Minutes**  
May 29, 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

Mark Wolfe – DDS Tech Advisor, Tresa Oliveri – DDS Tech Advisor, Name, Aaron Abramowitz - Legal Counsel, Jacqueline Gaytan – DDS – 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 6:39 p.m.

**2. COMMITTEE MEMBER ATTENDANCE**

Juan Hernandez reminded 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 Curtis Wang, seconded by Anna Hurst, it was resolved to approve the agenda, with the amendment. Motion carried.**

The amended agenda will reflect a correction to the date of the agenda approval to say May 29, 2025.

**4. PUBLIC INPUT – AGENDA ITEMS**

There was no public input regarding the agenda.

**5. CONSENT ITEMS**

**On a motion made by Curtis Wang, seconded by Anna Hurst, it was resolved to approve the minutes of the Executive Committee meeting held on April 24, 2025, as presented. Motion carried.**

**6. ACTION ITEMS**

**6.1 Approval of Updated Executive Committee Critical Calendar for Current Fiscal Year**

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Small changes to the current fiscal year were made to the current critical calendar. It was noted that there would be an additional committee meeting in May due to the Board Budget agenda item unable to be presented at the May Executive Committee Meeting. The primary change is the additional meeting in June.

**On a motion made by Curtis Wang, seconded by Juan Hernandez, it was resolved to approve updated Executive Committee Critical Calendar for the current fiscal year, which adds an Executive Committee meeting in June. Lety Garcia abstained. Motion carried.**

## **6.2 Review and Approval of the Executive Committee Draft Critical Calendar for Next Fiscal Year**

Updates were made the Executive Committee Draft Critical Calendar for Fiscal Year 2025-2026 to align with the Executive Director Contract and timeline that runs from September to September. On Tuesday, May 27<sup>th</sup> there was discussion during the ED Onboarding and Performance Evaluation workgroup meeting that suggested timeline changes to be able to complete the evaluation timeframe for the first fiscal year, year one deadline. These changes were suggested followed the posting of the meeting packet.

**On a motion made by Anna Hurst, seconded by Juan Hernandez, it was resolved to table the Executive Committee Draft Critical Calendar for next fiscal year until it can be fully aligned with the Executive Director timeline. Motion carried.**

**ACTION:** Betsy Monahan and Lety Garcia will connect next Tuesday to review the Critical Calendar to work on updating the critical calendar with the timeline after the next ED evaluation workgroup.

## **6.3 Board Priorities for Next Fiscal Year**

The Board Priorities for Fiscal Year 2025-2026 were reviewed. It was noted that in lieu of monitoring the previous strategic plan the wording should be changed to support the Executive Director in developing the new strategic plan. Also, additional amendments to language were suggested for number 7 to change the language to direct the Executive Director to implement strategies to reduce caseloads.

**On a motion made by Anna Hurst, seconded by Curtis Wang, it was resolved to present the Board Priorities for fiscal year 2025-2026 with the amended language for numbers 2 and 7 to the full board for approval. Motion carried.**

**ACTION:** Board Support will amend the language on number 2 to say: "Collaborate with the Executive Director in the development, implementation, and monitoring of NLACRC's next strategic plan." The language for number 7 will be changed to say: "Direct the Executive Director to implement strategies to reduce caseloads."

## **6.4 Approval of Performance Contract Template**

Angela Pao-Johnson presented the performance contract template to be used for next fiscal year 2025-2026. The continued use of visuals as a way to present information was noted. Seeking approval to send this particular template to DDS to continue reporting in the same manner as before.

**On a motion made by Anna Hurst, seconded by Curtis Wang, it was resolved to approve the performance contract template to send to the full board for approval. Motion carried.**

## **7. COMMITTEE BUSINESS**

### **7.1 Discuss the Technical Advisor's Leaving and Parliamentarian**

The contract with the Technical Advisors runs through June 30<sup>th</sup>, and the contract with Tresa Oliveri can be renewed. Another option discussed was having a Parliamentarian join the board meetings to assist, potentially using the individual who will be providing the Board of Trustees with the Parliamentarian training. The board budget was noted as currently the board spending policy needs to be approved before a board budget can be created. This was discussed due to the board actively being conscious about funds. Sharmila Brunjes noted that the board should take under serious consideration retaining the current technical advisor. Anna Hurst suggested looking at ways to structure the contract. Lety Garcia noted that performance measures should be set. Tresa Oliveri explained interest in continuing to work with the board, but expectations need to be defined with outcome-based statements and metrics on how to measure success. It was determined that the next step is develop a scope for the services the board is seeking. Anna Hurst volunteered to do a high level presentation to the board at the next Board of Trustees meeting in June and to send out a survey to the board members to determine what individuals may need. Sharmila Brunjes volunteered to assist Anna Hurst in putting this together.

**ACTION:** Anna Hurst and Sharmila Brunjes will work together to present a high-level presentation to the Board of Trustees at the June meeting and send out a survey to send to the board members prior to that meeting to see what people may need.

## **7.2 Special Contract Language**

Angela Pao-Johnson reviewed the Special Contract Language Quarterly Update. The caseload ratios were reviewed noting that gains that have been made during the past year in decreasing the caseload ratio number. To meet statutory compliance the caseload ratio needs to be 1 in 62 with CSC service coordinators. Continued hiring efforts for additional CSCs will work toward meeting compliance. Policies that have been submitted to DDS were reviewed. Communication systems are currently being reviewed internally to better develop a tracking mechanism to assist in addressing the reasons for calls. It was noted that there has been a lot of positive feedback, especially with new hires. Having a board member as SDP Liaison again was discussed.

**ACTION:** Board Support will send out an email to the Board of Trustees members to see if anyone is interested in the position of SDP Liaison.

## **7.3 Review Draft Board Master Calendar and Committees' Critical Calendars for Next Fiscal Year**

The critical calendars for next fiscal year for the following committees: Consumer Services Committee, Government and Community Relations Committee, and Post-Medical Retirement Trust Committee were reviewed by the committee before going to the Board of Trustees. Also, the board master calendar was reviewed. Anna Hurst noted that this item should be tabled until the next Executive Committee meeting as it would need to be updated pending the next Board of Trustees meeting.

**ACTION:** Board Support will include this item on the next Executive Committee agenda.

## **7.4 Board Retreat Update**

An update was provided on the Board Retreat, which will be happening on September 6<sup>th</sup>. There was discussion about potentially working with outside training and the next scheduled workgroup meeting on Tuesday, June 3<sup>rd</sup>. Tresa Oliveri suggested extending the board retreat to two days in order to review and digest all the information.

## **7.5 Discuss Board Retreat for Next Fiscal Year**

It was discussed that there needed to be an idea of the cost requirement to meet the 90-day DDDS deadline, and it was discussed that the Board Retreat scheduled for September 6<sup>th</sup> should be done in

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two parts. Part 2 of the Board Retreat could potentially occur in October. Additional items to be reviewed at the board retreat were discussed.

This discussion would continue offline during the Board Retreat workgroup meetings.

**7.6 Review Proposed Board Budget for Next Fiscal Year (Deferred)**

**7.7 Monthly Whistleblower Log (March-April)**

Betsy Monahan reviewed the monthly whistle blower report and noted that there were eleven complaints received that are currently open and under review. The majority of the complaints were relating to service providers.

**7.8 Monthly Whistleblower Log (April-May)**

Betsy Monahan reviewed the monthly whistleblower log for the months of April to May, noting that there was a total of sixteen complaints. Six complaints that were previously reported on the month before that had been reviewed, findings provided, resolved, and closed. There were ten open complaints that were still currently under review. A majority of these related to allegations for service provider situations.

**8. CENTER OPERATIONS**

Angela Pao-Johnson presented the operations update for the center. Included in the report were NLACRC spotlight highlights, the department development center updates, federal budget developments, as well as center updates such as recruitment updates, consumer statistics, outreach efforts, and upcoming events.

**9. BOARD MEETING AGENDA ITEMS**

ARCA Onboarding Presentation will be presented for feedback and added to the Board Agenda as requested by Lety Garcia.

An update on the Board Retreat date of September 6<sup>th</sup> will be given.

The Technical Advisors Leaving and a Parliamentarian would be presented to the Board of Trustees.

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

**11. NEXT MEETING**

The date of the next Executive Committee meeting is June 26, 2025, at 6:35 p.m.

**12. ADJOURNMENT**

**On a motion duly made and carried, it was agreed that there was no further business to transact; the meeting closed at 8:57 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.