

**Minutes of Regular Meeting
of
North Los Angeles County Regional Center
A Nonprofit Corporation**

The Board of Trustees of North Los Angeles County Regional Center, Inc., a nonprofit corporation, held their regular board meeting at North Los Angeles County Regional Center, 43210 Gingham Avenue, Lancaster, California, on October 14, 2015.

Trustees Present

Jun Antonio
Dan Becerra
Dorothy Daniels
Mary Jo Fernando
Craig Girard
Jessica Gould
Michelle Heid
Marcia Leija
Caroline Mitchell
Debra Newman
Lou Paporozzi
William Rayber
Sean Stalbaum
Curtis Wang
Todd Withers

Trustees Absent

Jenean Glover
Bridget Moss
Jeremy Sunderland
Angela White

Staff Present

Diane Ambrose
Gabriela Eshrati
Kristine Gutierrez
Jennifer Kaiser
Michele Marra
Kim Rolfes
George Stevens

Guests

Brian Davies
Denise Thornquest

.....
1. Call to Order & Introductions

Lou called the meeting to order at 7:00 p.m.

2. Public Input & Comments (3 minutes)

There was no public input or comments made.

3. Consent Items

A. Approval of Revised Agenda (Packet #2, page 75)

Item 19. was moved up the agenda to become item 4 and Item 10.I. was added.

M/S/C (D. Becerra/D. Newman) To approve the revised agenda as modified.

B. Approval of September 9th Board Meeting Minutes (Packet #1, page 7)

M/S/C (W. Rayber/C. Mitchell) To approve the minutes as presented.

4. Executive Session (Lease)

The Board of Trustees went into executive session at 7:06 p.m. The session ended at 7:23 p.m. and the board meeting resumed.

5. Committee Action Items (*Packet #1, page 17*)

A. Executive Committee (Lou Paporozzi)

1. Approval of Recommended Officer Succession Plan

Tavia resigned from the board and from her positions as president and ARCA delegate without any reason given. According to the board bylaws, the 1st vice president should “act for the president in his/her absence or incapacity, performing the duties of the president.” Also according to the bylaws, “the 2nd vice president will “act for ... the first vice president in their absence or incapacity, performing their duties.” As such, the Executive Committee is recommending that Lou (1st vice president) serve as president and Dorothy (2nd vice president) serve as 1st vice president. The Nominating Committee will hold their next meeting in early January and can identify candidates to serve as 2nd vice president, ARCA delegate, and ARCA alternate at that time.

M/S/C (C. Girard/D. Daniels) To approve the Executive Committee’s recommended officer succession plan with one change: The Nominating Committee will hold a conference call to identify candidates to fill the ARCA delegate and alternate positions and present their recommendations to the board for nomination at the November board meeting and for election at the January board meeting.

Action: Jennifer will send out an e-mail to the Board of Trustees asking for volunteers willing to serve as ARCA delegate or alternate. Once the volunteers have been identified, Jennifer will set up a conference call with the Nominating Committee prior to the November board meeting.

B. Administrative Affairs Committee (Dan Becerra)

1. Approval of Contract: Irwin A. Weinstein, DDS

M/S/C (W. Rayber/D. Becerra) To approve the contract with Irwin A. Weinstein, DDS, as presented.

2. Approval of Change of Officer Resolution – Bank Cards (Handout)

M/S/C (W. Rayber/M.J. Fernando) To approve the change of officer resolution as presented.

C. Consumer Advisory Committee (Mary Jo Fernando)

1. Approval of Committee Priorities for FY 2015-16

M/S/C (C. Girard/C. Mitchell) To approve the CAC's priorities for FY 2015-16 as presented.

D. Strategic Planning Committee (William Rayber)

1. Approval of 2016 Performance Contract

M/S/C (J. Gould/D. Becerra) To approve the center's 2016 performance contract, as presented, and to submit it to the Department of Developmental Services (DDS) for approval.

E. Vendor Advisory Committee (Michelle Heid)

1. Approval of Draft Out-of-Community/Out-of-State Travel Guidelines for Supported Living Service Providers

M/S/C (D. Becerra/C. Mitchell) To approve the guidelines as presented.

6. **Director's Report** (*Packet #2, page 78*)

George addressed the following areas in his report: allocation methodology; legislation; and regional center operations. Copies of the director's report were included in the meeting packet along with the center's monthly quality assurance, consumer statistics, and special incident reports. Also included with his report was a letter from two state senators to the Association of Regional Center Agencies (ARCA) and ARCA's response letter. The senators felt that The Lanterman Coalition (of which ARCA is a member) was in support of bills authored by Democratic legislators, but did not support legislation authored by Republican legislators. ARCA's response letter assured the

senators that developmental disabilities issues are bi-partisan and that they would support any legislation that would be of help to our system.

7. Association of Regional Center Agencies

- A. Next Meetings: October 15th & 16th (San Diego)
- B. Volunteers to Serve as ARCA Delegate & ARCA Alternate

Any board members interested in serving as either ARCA delegate or ARCA alternate should contact Jennifer prior to Monday, November 2nd.

8. Administrative Affairs Committee (*Packet #2, page 109*)

- A. Minutes of the September 30th Meeting

The minutes were included in the meeting packet; please see Dan with any questions.

- B. Financial Report

The center's operations budget is \$40,194,737 and the purchase of service (POS) budget is \$325,911,412 for this fiscal year. We will not know how much of a deficit we may have in the POS budget until we complete our first Sufficiency of Allocation Report (SOAR) next month.

- C. 1st Quarter Human Resources Report

During the 1st quarter of this fiscal year, the center had 1 position on hold, 3 new hires, 1 promotion, and 14 separations for a quarterly turnover rate of 0.10%.

9. Consumer Advisory Committee (*Packet #2, page 122*)

- A. Minutes of the October 6th Meeting

The minutes were included in the meeting packet; please see Mary Jo with any questions.

- B. CAC Event Calendar

Copies of the CAC's updated event calendar were included in the meeting packet.

C. Approval to Invite Members of the Media to a CAC Meeting

As the governor still has not supported a 10% funding increase for the developmental disabilities system, the CAC is requesting board approval to invite members of the media to a CAC meeting so they can share with them how the lack of appropriate funding is affecting them on a personal level.

M/S/C (W. Rayber/C. Mitchell) The Government & Community Relations Committee will meet with the CAC to draft a presentation on how the lack of adequate funding is hurting our system and present that presentation to the board for their review and input.

10. Consumer Services Committee (*Packet #1, page 37*)

A. Minutes of September 16th Meeting

The minutes were included in the meeting packet; please see Jessica with any questions.

B. Self-Determination Program Update

Debra reported that the self-determination advisory committee continues to do “housekeeping” tasks while waiting for further direction from DDS. The advisory group will be manning a table with information about self-determination at the family focus resource center’s resource fair that will be held this Saturday at CSUN. The advisory committee’s meeting minutes are being posted on the center’s website. The next advisory committee meeting will be held at the center’s Santa Clarita Valley office on November 12th. The statewide self-determination committee is in the process of developing training materials for all 21 of the self-determination advisory groups. DDS has resubmitted the waiver to the feds and has also posted a short video about the self-determination program on their website.

C. Presentation of Proposed Changes to Service Standards

1. Individual Program Plan (IPP) Development
2. Educational and Vocational Services
3. Clinical Services
4. Early Start Program

The most recent changes to the service standards, recommended by DDS, were highlighted in yellow and Diane reviewed the changes with the board. The proposed changes will be presented again next month for the board's approval.

11. Executive Committee (*Packet #2, page 129*)

A. Resignation of Tavia Wooley & Myriam Jovel

As reported earlier, Tavia has resigned from the board. Myriam had to resign from the board due to a minor conflict of interest.

B. Minutes of September 30th Meeting

The meeting minutes were included in the meeting packet; please see Lou with any questions.

C. Executive Director's Performance Evaluation

1. Presentation of Revised Board Policy
2. Presentation of Revised Timeline

Michele reviewed the proposed changes to the board policy and timeline. The proposed changes will be presented again next month for the board's approval.

D. Proposed Plan for 2016 Board Retreat

The proposed plan for retreat is to have dinner and a social activity on Friday night followed by a presentation on board member fiduciary responsibilities by Mike Monk, attorney, on Saturday. The retreat is currently scheduled for May 13th and 14th, but the Executive Committee is thinking about changing the date so the retreat will be held later that month or perhaps in early June. A location for the retreat has not yet been established.

E. Update on Hiring a Legislative Consultant – *Deferred*

F. Action Taken to Approve Bank Card Resolution

The center's bank cards will need to be changed to reflect the change in board officers. In the interim, the Executive Committee took action, on behalf of the board, to authorize Kim Rolfes to sign the business and payroll checks until the new board president can sign the bank cards.

G. Action Taken to Sponsor FFRC Resource Fair

The Executive Committee took action, on behalf of the board, to help sponsor the family focus resource center's resource fair with a donation of \$2,500.

H. Action Taken re: the FY 2014-15 Board Budget

The Executive Committee took action, on behalf of the board, to release the unused funds from the board's budget from last fiscal year (\$37,570) and transfer it into the center's facilities budget.

I. Whistleblower Complaints

At the last Executive Committee meeting, Susie Galliano, attorney, presented the results of her investigation into the 27 whistleblower complaints against NLACRC that were submitted anonymously to DDS between February and July 2015. Although the complaints were generally slanderous and frivolous in nature, George felt compelled to have each complaint investigated. The attorney found that the complaints were generally without grounds. George has invited DDS to participate in a conference call with the Executive Committee so they can share the outcome of the investigation with DDS.

11. **Government & Community Relations** (*Packet #1, page 43*)

A. Minutes of September 16th Meeting

The minutes were included in the meeting packet; please see Jeremy with any questions.

B. Legislative Update

The committee's priority bill file was included in the meeting packet.

C. Presentation of Draft RFP for Social Media Consultant

The draft Request for Proposals was presented to the board for their review and input. Once we have hired a consultant, we would like to get 2 or 3 members of the board to form an ad hoc committee to work with her to develop the center's Facebook page.

Action: Board members will review the draft RFP and contact Jennifer with any questions or comments.

Action: Any board members interested in serving on the social media ad hoc committee should contact Jennifer.

13. **Housing Committee** – *No Report*
14. **Nominating Committee** - *No Report*
15. **Post-Retirement Medical Trust Committee** – *No Report*
16. **Strategic Planning Committee** - *No Report*
17. **Vendor Advisory Committee** (*Packet #2, page 143*)

A. Minutes of October 1st Meeting

Copies of the minutes were included in the meeting packet and Michelle provided the board with meeting highlights.

18. **Old Business / New Business** (*Packet #1, page 71*)

A. Attendance Sheets

Board meeting and board committee meeting attendance sheets are always included in the meeting packet. Board members cannot miss 3 meetings in a row or 5 meetings in a 12-month period.

B. Complete Meeting Evaluations

Lou asked the board members to please complete evaluation forms after the meeting and submit them to him with any comments.

C. Visitation Reports

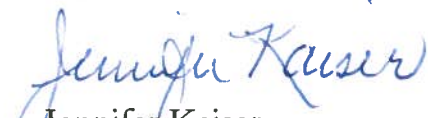
Marcia reported that she visited the Sunburst Care Center in Winnetka and gave a report on her visit.

19. **Announcements / Information / Public Input**

A. Next Board Meeting: **Tuesday**, November 10th, at 6:30 p.m. (Van Nuys)

20. **Adjournment**

Submitted by,


Jennifer Kaiser
Executive Assistant

for:


Debra Newman
Board Secretary

[badmin.oct14.2015]

