

**Minutes of Regular Meeting
of
North Los Angeles County Regional Center
Board of Trustees**

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, 15400 Sherman Way, Suite 170, Van Nuys, California, on September 14, 2016.

Trustees Present

Dan Becerra
Adelina Castellanos
Daniel Garcia
Jenean Glover
Michelle Heid
Erika Hernandez
Shant Kotchounian
Oscar Mejia
Meagan Miller
Caroline Mitchell
Lou Paparozzi
William Rayber
Jeremy Sunderland
Curtis Wang
Todd Withers
Tamar Witmer

Trustees Absent

Jun Antonio
Jessica Gould
Marcia Leija
Bridget Moss
Debra Newman

Staff Present

Yolanda Bosch
Sara Iwahashi
Jennifer Kaiser
Michele Marra
Kim Rolfes
George Stevens
Jessica Whitney

Guests Present

Sharoll Jackson
Liz Lyons
Joe Medina
Mindy Owings
Jann Seymour
Michelle Urdaneta

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1. Call to Order & Introductions

Lou called the meeting to order at 6:35 p.m. and introductions were made.

2. Public Input & Comments

3. Consent Items

A. Approval of Revised Agenda (*Packet #2, page 63*)

Items 7. and 18. were moved up on the agenda to become the new items 5. and 6.

M/S/C (W. Rayber/C. Wang) To approve the revised agenda as modified.

B. Approval of August 10th Board Meeting Minutes (*Packet #1, page 7*)

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

4. **Presentation by Community and Legislative Education Consultant**

Steve Miller and Michelle Heid were recently awarded the contract to provide legislative outreach and education to our consumers and families – especially in under-served areas. Steve explained how the regional center system was started – with concerned parents who desperately wanted services for their children with developmental disabilities. Since those early years, the regional center system has faced years of budget cuts and service reductions. We need to get consumers and families involved in the system again and understand how to advocate. This is what Steve and Michelle plan to do. The first effort will be the candidates’ forum, which will be held Tuesday, October 18th, from 6:30 to 8:30 p.m. at Sam’s Café at New Horizons (North Hills). Our area is losing 2 of its current senators, Fran Pavley and Carol Liu, who have been champions for our system. We want whoever takes their places to know that the developmental disabilities system has a huge force of advocates behind it. The venue has a capacity of 350 and we want to make sure there is standing room only! Steve encouraged each board member to develop a short “elevator speech” on what they will say to legislators when they have their attention for a short time. He also suggested that they watch “We’re Here to Speak for Justice,” a 1-hour documentary on the founding of the regional center system and the parents who were involved.

Action: Jennifer will send a link to the documentary to the board.

5. **Executive Session**

A. Employment Matter

The Board of Trustees went into executive session at 7:28 p.m. The executive session ended at 7:50 p.m. and the board meeting continued.

6. **Group Photo for the Center’s Website**

The board assembled in the lobby for a group photo which will be posted on the center’s website.

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

A. Administrative Affairs (Dan Becerra)

1. Approval of Contract with The Adult Skills Center (PL-1591)

Jeremy noted that the board resolution section of the 2 TASC contracts references the signature of the board secretary, when actually the board president's name is on the signature line.

Action: Kim will remove the board president's name from the signature lines and replace them with the board secretary's name, and then have Debra Newman, board secretary, sign them.

M/S/C (W. Rayber/C. Wang; Abstention: M. Heid) To approve the contract, as modified.

B. Nominating Committee (Bridget Moss)

1. Election of 1st Vice President

M/S/C (J. Sunderland/J. Glover) To elect Bridget Moss to serve as the board's 1st vice president for the remainder of this fiscal year.

8. **Additional Committee Action Item** (*Packet #2, page 65*)

A. Administrative Affairs (Dan Becerra)

1. Approval of Contract with The Adult Skills Center (PL-1498)

M/S/C (W. Rayber/C. Wang; Abstention: M. Heid) To approve the contract as presented.

9. **Director's Report** (*Packet #2, page 68*)

George Stevens 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 attached to George's report was a legislative update.

10. **Association of Regional Center Agencies**

A. Report on August 18th & 19th Meetings

Debra was not present to give a report on the meetings. However, George reported that a lot of discussion focused on the delayed implementation of the self-determination program.

B. Next Meetings: October 20th & 21st (Pomona)

George announced that whenever the ARCA Board of Directors meetings are held in our local area, we encourage board members to attend.

Action: Any board members interested in attending the October 21st Board of Directors meeting should contact Jennifer so she can make the necessary arrangements.

11. **Administrative Affairs Committee** (*Packet #2, page 101*)

A. Minutes of the August 31st Meeting

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

B. Financial Report

The center's operations budget is currently \$48,136,603 and the purchase of service (POS) budget is \$376,552,063. We will not have a forecast of any deficit or surplus in the POS budget until we complete our first Sufficiency of Allocation Report (SOAR) and submit it to the Department of Developmental Services (DDS) in December.

C. 4th Quarter Financial Graphs

The graphs show how the center's POS deficit changed each quarter of FY 2015-16 in the best case and worst case. There was no deficit reflected in the first quarter, because we had not yet completed our SOAR. Starting in October, we began to report a deficit between \$14.7 and \$19.4 million which has continued to decrease each month. At the end of June 2016, the POS deficit was ranging between \$4.3 and \$4.6 million.

12. **Consumer Advisory Committee** (*Packet #2, page 116*)

A. Minutes of the September 6th Meeting

Daniel provided highlights from last week's CAC meeting. The minutes were included in the meeting packet; please see Daniel with any questions.

13. Consumer Services Committee (*Packet #1, page 20*)

A. Minutes of the August 17th Meeting

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

B. Quarterly Program Closure Report

The quarterly report was included in the meeting packet.

Fiscal Year	Program Closures	Consumers Impacted
2015-16	98	139
2014-15	25	78
2013-14	15	112
2012-13	12	77
2011-12	23	1,096
2010-11	4	47
2009-10	6	133
2008-09	8	138
Total:	191	1,820

C. Self-Determination Program Update

DDS had reported that they would post the revised federal waiver for the self-determination program on their website, but it hasn't been posted as yet. The revised waiver must be posted for 30 days before DDS can submit it to the Centers for Medicaid and Medicare Services (CMS) to receive federal funding for the program. Once CMS receives the waiver, they have 90 days to respond to it. With these timeframes, the soonest we will see self-determination begin to be implemented would be sometime early next year. In the interim, we are training our staff, holding community trainings, and gathering names of consumers interested in participate in the first 176 slots. Evelyn Chamorro, the center's new self-determination specialist, has been doing a great job of reaching out to the community and generating interest in the program. We are also having an

informational flier professionally translated into Spanish. Once we receive the translation the flier will be available for distribution. The next Self-Determination Volunteer Advisory Committee meeting will be held tomorrow night at 7:00 p.m. at the center's Santa Clarita Valley office. These meetings are open to the public and anyone is welcome to attend.

14. **Executive Committee** (*Packet #2, page 122*)

A. Minutes of the August 31st Meeting

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

B. Executive Director's Evaluation

1. Review Timeline & Evaluation Form
2. Board President creates a Negotiating Committee

It is the responsibility of each board member to evaluate the performance of the executive director each year. The timeline for the evaluation as well as the evaluation form were included in the meeting packet for the board's review. The actual evaluation forms will not be completed until February and will be provided at the February 8th board meeting.

C. Whistleblower Policy and Acknowledgment

Each year, we ask our board members to read through the center's whistleblower policy and then sign and submit the acknowledgment for filing.

Action: Board members should submit their signed whistleblower policy acknowledgment forms to Jennifer before the next board meeting.

D. Action Taken to Co-sponsor FFRC Resource Fair

The Executive Committee took action, on behalf of the Board of Trustees, to help co-sponsor the Family Focus Resource Center's resource fair with a contribution of \$500 from the board's budget.

E. Action Taken to Transfer Funds in the FY 2015-16 Board Budget

The Executive Committee took action, on behalf of the Board of Trustees, to transfer \$300 from one line item to another to cover a shortfall.

F. Action Taken to Approve Contracts

Per the recommendation of the Administrative Affairs Committee, the Executive Committee approved the following contracts, all related to the move of the center's main office, on behalf of the Board of Trustees.

1. Holwick Constructors, Inc.
2. Convergent Technologies LLC – 1st Amendment
3. Convergent Technologies LLC – 2nd Amendment
4. Spinitar
5. Xerox Corporation
6. Board Resolution for Contracts Related to Office Relocation

15. **Government & Community Relations** (*Packet #1, page 30*)

A. Minutes of the August 17th Meeting

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

B. Candidates' Forums

The center will be holding 2 candidates' forums:

1. Thursday, October 6th, at 6:30 p.m. (Santa Clarita Activities Center).
2. Tuesday, October 18th at 6:30 p.m. (Sam's Café at New Horizons, North Hills).

Fliers for the forums were included in the meeting packet. Please help spread the word about these forums – we want standing room only at both events!!

C. Updated Bill File

Copies of the updated bill file were included in the meeting packet. The committee is currently tracking 26 different assembly and senate bills.

D. New Facebook Page

The initial version of the center's new Facebook page is up and running. You can access it by entering the full name of the center: North Los Angeles County Regional Center.

E. Lanterman Act 50th Anniversary Event

The committee has formed an ad hoc committee to begin planning this event, which will coincide with the center's open house and new logo unveiling at the new office in Chatsworth. We plan to invite everyone to this event, including our consumers, families, service providers, staff, and legislators. The event will be held sometime in the fall. More information to come.

16. **Nominating Committee** – *No Report*

17. **Post-Retirement Medical Trust Committee** – *No Report*

18. **Strategic Planning Committee** (*Packet #2, page 156*)

A. Presentation of Performance Contract for 2017

Copies of the center's draft 2017 performance contract were included in the meeting packet. Board members should review the contract and contact Sara with any questions. Sara can be reached at siwahashi@nlacrc.org. The performance contract will be presented next month for the board's approval and will then be submitted to DDS.

B. Performance Contract/Disparity Meetings

The center held 2 public meetings, one on August 30th at the Antelope Valley office and another on September 1st at the Van Nuys office. The performance contract information was also presented to the center's Spanish-speaking parent group on August 26th. Only 1 written comment was submitted; it was from Artie Hosch, a parent of a consumer.

Action: George will be meeting with Mr. Hosch later this month to discuss her input. George will give a report on that meeting at the November 7th Strategic Planning Committee meeting.

C. Presentation of ABX2-1 Proposals

This year, the performance contract public meetings also included information about the ABX2-1 funding proposal for reducing POS disparities. The center will be submitting 6 funding proposals to DDS:

1. Statewide POS disparities research project through Children's University Hospital.

2. Family Empowerment Team in Action (FETA) in collaboration with California State University, Northridge (CSUN).
3. Community and legislative educator consultant.
4. Education advocate.
5. Funding of bilingual pay for bilingual service coordinators.
6. Social media outreach.

Information about these 6 funding proposals were included in the meeting packet.

19. Vendor Advisory Committee (*Packet #2, page 200*)

A. Minutes of the September 1st Meeting

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

20. Old Business / New Business (*Packet #1, page 58*)

A. Attendance Sheets

The updated board 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 their evaluations after the meeting and return them to him with any comments.

C. Visitation Reports

Board members are encouraged to visit local regional center-funded programs, meet with legislators, or attend another regional center's board meeting for educational purposes. No visitations were reported.


21. Announcements / Information / Public Input

- A. Next Board Meeting: **Thursday**, October 13th, at 7:00 p.m. (Desert Haven, Lancaster)

22. Adjournment

Lou adjourned the meeting at 8:38 p.m.

Submitted by,


Jennifer Kaiser
Executive Assistant

for:


Debra Newman
Board Secretary

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