

**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, 15400 Sherman Way, Suite 170, Van Nuys, California, on August 14, 2013.

Trustees Present

Daniel Becerra  
Yolanda Bosch  
Mary Jo Fernando  
Craig Girard  
Jenean Glover  
Sharoll Jackson  
Duane Joslin  
Eric Leh  
Martha Lopez  
Jay Lytton  
Jenni Moran  
William Rayber  
Meredith Rimmer  
Jeremy Sunderland  
Tavia Wooley

Trustees Absent

Jessica Gould  
Dawn Hamilton  
Debra Newman

Staff Present

Diane Ambrose  
John Doebler  
Jennifer Kaiser  
Michele Marra  
Vini Montague  
George Stevens  
Anna Whitlock

Guests Present

Kathy Brian  
Richard Dier  
Desiree Garcia  
Gerry Robles  
Kathleen Secchi  
Gay Wane

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**1. Call to Order & Introductions**

The meeting was officially called to order by Eric Leh, president, at 6:30 p.m. when it was determined that a quorum was present. He welcomed 3 new board members: Dan Becerra, Jay Lytton, and Tavia Wooley. Introductions were made.

**2. Public Input & Comments (3 minutes)**

Richard Dier thanked the board for voting to support SB 468 for self-determination program. He is passionate about this bill and believes his son would be better served under this new program.

**3. Consent Items**

**A. Approval of Revised Agenda (*Packet #2, page 96*)**

M/S/C (J. Moran/D. Joslin) To approve the revised agenda as presented.

**B. Approval of June 12<sup>th</sup> Board Meeting Minutes** (*Packet #1, page 9*)

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

**4. Getting Acquainted**

Board members and staff took turns telling everyone a little about themselves and how they came to be involved with the regional center.

**5. Training: “Cash Resources”** (*Packet #1, page 20*)

Vini Montague, controller, gave a PowerPoint presentation on current issues impacting regional center cash resources which included:

- A. The state budget
- B. The allocation methodology
- C. Our contract allocation from the Department of Developmental Services (DDS)
- D. Timing of payments from DDS
- E. The intermediate care facility state plan amendment (ICF/SPA)
- F. Our credit line
- G. Purchase of service (POS) expenditures

**6. Committee Action Items** (*Packet #1, page 53*)

**A. Administrative Affairs Committee** (Meredith Rimmer)

\* 1. Approval of Contract with Community Provider of Enrichment Services

M/S/C (D. Joslin/J. Glover) To approve the contract with Community Provider of Enrichment Services as presented.

\* 2. Approval of Contact with Dr. Brigitte Travis Griffin

M/S/C (S. Jackson/Y. Bosch) To approve the contract with Dr. Brigitte Travis Griffin as presented.

\* 3. Approval of Contract with Dr. Evelin Garcia

M/S/C (J. Moran/D. Joslin) To approve the contract with Dr. Evelin Garcia as presented.

**B. Consumer Advisory Committee (Mary Jo Fernando)**

- \* 1. Approval of Committee's Goals for FY 2013-14 (Packet #2, page 101)

Jay suggested that the word "meaningful" be put before the word employment in the first goal.

**M/S/C** (J. Glover/J. Lytton) To approve the committee's goals for FY 2013-14 as modified.

**C. Consumer Services Committee (Jeremy Sunderland)**

- \* 1. Approval of Committee's Priority Issues for FY 2013-14

**M/S/C** (D. Joslin/D. Becerra) To approve the committee's priority issues for FY 2013-14 as presented.

**D. Executive Committee (Eric Leh)**

- \* 1. Approval of Proposed Board Budget for FY 2013-14

Jennifer reported that she would like to include the board's upcoming community candidates' forum in the same budget category as the annual board retreat and dinner, without increasing the projected budget amount.

**M/S/C** (D. Joslin/Y. Bosch) To approve the proposed board budget for FY 2013-14 as modified.

- \* 2. Approval of POS Disparity Letter to DDS

**M/S/C** (J. Moran/D. Joslin) To approve the letter to DDS regarding the center's POS disparity meetings as presented.

- \* 3. Approval of Board's Primary Activities for FY 2013-14

**M/S/C** (D. Joslin/J. Glover) To approve the board's primary activities as presented.

- \* 4. Approval of Board Resolution to Amend Contracts (Packet #2, page 102)

**M/S/C** (C. Girard/Y. Bosch) To approve the board resolution to amend the contracts as presented.

**E. Nominating Committee** (Yolanda Bosch)

\* 1. Approval to Cancel September, October, and November Meetings

**M/S/C** (J. Glover/W. Rayber) To approve the Nominating Committee's request to cancel their September, October, and November meetings.

**7. Director's Report** (*Packet #2, page 106*)

George addressed the following areas in his report: allocation methodology; the state budget; legislation; regional center operations; and community activities. 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 the report were: the Association of Regional Center Agencies' (ARCA's) analysis of the most recent trailer bill language and new information on SB 468 the self-determination program.

**8. Association of Regional Center Agencies** (*Packet #2, p. 157*)

**A. Report on Meetings held June 20 & 21, 2013** (Sacramento)

For the benefit of the new board members, Jeremy briefly explained the structure of ARCA. The 21 regional center directors make up the ARCA Directors Group, the 21 board delegates make up the ARCA Board Delegates Group, and together they make up the 42 member ARCA Board of Directors. Minutes from the June 21<sup>st</sup> ARCA Board of Directors meeting were included in the meeting packet; please see Jeremy with any questions.

**B. Next Meetings:** August 15 & 16, 2013 (San Diego)

The agenda for the ARCA Board of Directors meeting, which will be held on Friday, was included in the meeting packet. George, Jeremy, and Eric are all leaving after tonight's board meeting to drive to San Diego for the ARCA meetings.

**C. Report on July 19<sup>th</sup> ARCA CAC Meeting** (William Rayber)

William's written report on the last ARCA Consumer Advisory Committee meeting was included in the meeting packet; please contact him with any questions.

9. **Administrative Affairs Committee** *(Packet #2, page 168)*

A. **Minutes of the July 31<sup>st</sup> Meeting**

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

B. **Financial Report for June 2013**

The operations budget is \$34,393,668 with no projected surplus or deficit. The POS budget is \$253,494,465 with projected expenses of \$265,735,569, leaving a deficit of \$12,241,104. The family resource center budget is \$122,721 for a total budget of \$288,010,854.

C. **4<sup>th</sup> Quarter Human Resources Report**

During the 4<sup>th</sup> quarter of last fiscal year, the center had 32 positions on hold, 10 new hires, 1 promotion, and 4 separations for a quarterly turnover rate of 0.09%.

D. **Presentation of Zero Tolerance Policy (Draft)**

Per trailer bill language, the center must establish a zero tolerance policy on the abuse or neglect of consumers. A copy of the draft policy was included in the meeting packet. The center's attorney was consulted and he made some recommendations which have been included in the draft policy.

**Action:** Board members should provide any input on the draft zero tolerance policy to Jennifer so she can share it with the Administrative Affairs Committee. The policy will be presented for approval at next month's board meeting.

E. **Presentation of Recovery Policy (Draft)**

The Administrative Affairs Committee asked that staff draft a policy outlining the steps that the center would take when a service provider does not return an overpayment. The draft policy was included in the meeting packet.

**Action:** Board members should provide any input on the draft recovery policy to Jennifer so she can share it with the Administrative Affairs Committee. The policy will be presented for approval at next month's board meeting.

10. **Consumer Advisory Committee** (*Packet #2, page 197*)

A. **Minutes of the June 4<sup>th</sup> Meeting**

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

B. **Minutes of the August 6<sup>th</sup> Meeting - *Deferred***

C. **Updated CAC Event Calendar**

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

11. **Consumer Services Committee** (*Packet #1, page 67*)

A. **Minutes of July 17<sup>th</sup> Meeting**

B. **4<sup>th</sup> Quarter Exceptions/Exemptions Report**

C. **4<sup>th</sup> Quarter Consumer Diagnosis Report**

The minutes and the 2 4<sup>th</sup> quarter reports were included in the meeting packet; please see Jeremy with any questions.

D. **4<sup>th</sup> Quarter Appeals and Hearings Report - *Deferred***

12. **Executive Committee** (*Packet #2, page 204*)

A. **Minutes of the July 31<sup>st</sup> Meeting**

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

B. **Board Action Log for FY 2012-13**

All of the actions that were taken by the board and its committees are entered into a log. Copies of the logs are provided to the board and to its committees in

August of each year. The board action log for last fiscal year was included in the meeting packet for the board's information.

**C. Executive Director's Evaluation Process**

The board is required to evaluate the executive director on an annual basis. The timeline for the process was included in the meeting packet. Michele will be reviewing the blank evaluation form with the board at next month's board meeting.

**D. Review Whistleblower Policy/Sign the Acknowledgment (*Handout*)**

Trailer bill language requires regional center board members and staff to review the center's whistleblower policy and sign an acknowledgment on an annual basis. The policy was included in the meeting packet and the acknowledgment was provided as a handout.

**Action:** Board members should review the whistleblower policy and then sign and submit the acknowledgment to Jennifer for filing.

**E. Proposed Revisions to Transparency & Public Information Policy**

The board approved this policy on May 11, 2011, however changes needed to be made in order to reflect requirements of the most recent trailer bill language. Specifically information was added to reflect what reports and information must be posted on the center's website.

**Action:** Board members should review the proposed changes to the Transparency and Public Information policy and submit any input to Jennifer so she can share it with the Executive Committee. The policy will be presented for approval at next month's board meeting.

**F. Board Composition Information to DDS**

Each year, DDS asks the regional centers to complete a composition survey on their boards. NLACRC's completed board composition survey was included in the meeting packet and will be submitted to DDS tomorrow. In the past, DDS has reprimanded the center because its board did not share the statistics from the most recent census. However, the Lanterman Act does not require the regional center boards to match the census numbers, it simply states that regional center

boards “shall reflect the geographic and ethnic characteristics of the area to be served by the regional center.”

**G. Discussion: Board Action Items**

Eric and several other board members were uncomfortable about how the voting occurred on SB 468 at last month’s board meeting. The bill was listed on the agenda as a discussion item, but with the knowledge that the bill was going to be presented in Sacramento for a vote, the board took action to support the bill. The board should have followed its usual practice by having a board committee present information for the board’s approval and have it listed on the agenda under the action items. If something is time sensitive, it can be presented to the Executive Committee to vote on, on the board’s behalf. The board members agreed and will follow the board’s usual procedure in the future.

**13. Government & Community Relations (Packet #1, page 80)**

**A. Minutes of the July 17<sup>th</sup> Meeting**

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

**B. Report on June 13<sup>th</sup> Caseload Ratio Community Meeting**

As we did not meet our required caseload ratios, DDS required us to hold a public meeting to give our community an opportunity to provide us with any input and/or recommendations. The meeting was held on June 13<sup>th</sup>. Fourteen people (including 11 service coordinators) attended the meeting. In order for the center to meet the caseload ratios, NLACRC would need to hire approximately 80 more service coordinators at a cost of about \$4.4 million. So the outcome is that the center will be able to meet the required caseload ratios when DDS provides us with enough funding to hire the needed service coordinators.

**C. Report on June 25<sup>th</sup> POS Disparity Community Meeting**

Statute requires all regional centers to hold annual community meetings to present data on how they spend their POS funds. Our meeting was held June 25<sup>th</sup> with a total of 20 individuals in attendance. For information about the meeting, please review the letter to DDS about the center’s POS disparity meeting (page 64 of the meeting packet).



**D. Report on Candidates Forum, August 27<sup>th</sup> (Sam's Café)**

All but 4 of the candidates running for the open assembly seat have RSVP'd for our candidates' forum. We have had lots of support from our providers in organizing this event, and to help bring people to the event. Yolanda Bosch will be our moderator and it would be great to have many other board members present.

**E. Legislative Update (Bill File)**

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

**14. Housing Committee**

**A. Minutes of the August 12<sup>th</sup> Meeting – *Deferred***

**15. Nominating Committee**

**A. Minutes of August 7<sup>th</sup> Meeting - *Deferred***

**16. Post-Retirement Medical Trust Committee (*Packet #2, page 250*)**

**A. Minutes of July 31<sup>st</sup> Meeting**

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

**B. Statement on Trust Value**

The value of the trust assets as of July 26, 2013, was \$13,278,091, an increase of \$467,016 since the last quarterly report (which includes a contribution that the center made on May 8<sup>th</sup> in the amount of \$14,100). The rate of return for the quarter ending June 30, 2013 was 0.3%, the rate of return for the previous 12 months was 10.67%, and the annualized rate of return since the trust's inception, 104 months ago, was 5.54%.

**17. Strategic Planning Committee**

**A. Minutes of August 5<sup>th</sup> Meeting – *Deferred***

**18. Vendor Advisory Committee (Packet #2, page 256)**

**A. Minutes of the June 6<sup>th</sup> and August 1<sup>st</sup> Meetings**

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

**B. Results of the Service Provider Needs Assessment Survey**

The primary purpose of the survey was for the center to find out what financial challenges provider were facing and how the regional center could help remedy them. But providers were not comfortable sharing that type of information. One of the main findings was that providers would like more direct contact with the regional center and they suggested that the center hold discussion groups with the various service categories on a quarterly basis. Unfortunately, this would create a bit of a workload issue for the center. As an alternative, the center's community services department is working with providers to explore other ways to improve partnership. Other concerns identified by providers in the survey included: the payment reductions, rate freezes, and the 15% administrative cost cap.

**19. Old Business / New Business (Packet #1, page 91)**

**A. Attendance Sheets**

Board and board committee attendance sheets are always included in the first meeting packet for your information. Board members can miss up to 4 meetings in a year and just 2 consecutive meetings.

**B. Complete Meeting Evaluations**

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

**C. Visitation Reports**

Board members are encouraged to visit regional center funded programs or local legislators. No visitations were reported.

**20. Announcements / Information / Public Input**

- A. Next Board Meeting: Wednesday, September 11<sup>th</sup>, at 6:30 p.m.

21. **Adjournment**

Eric adjourned the meeting at 9:20 p.m.

Submitted by,



Jennifer Kaiser  
Executive Assistant

for:



Sharoll Jackson  
Board Secretary

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