

**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 March 12, 2014.

Trustees Present

Daniel Becerra
Yolanda Bosch
Mary Jo Fernando
Craig Girard
Jenean Glover
Jessica Gould
Dawn Hamilton
Duane Joslin
Eric Leh
Jay Lytton
Jenni Moran
Debra Newman
William Rayber
Meredith Rimmer
Jeremy Sunderland
Tavia Wooley

Trustees Absent

Sharoll Jackson

Guests Present

Roger Bulosan
Bob Erio
Myriam Jovel
Ken Lane
Louis Paparozzi
Cynthia Prada
Gerald Robles
Kathleen Secchi
Jann Seymour
Sean Stalbaum
Gay Wane
Angela White

Staff Present

Diane Ambrose
Jennifer Kaiser
Michele Marra
Kim Rolfes
George Stevens
Anna Whitlock

1. Call to Order & Introductions

The meeting was officially called to order by Eric Leh, president, at 6:31 p.m. when it was determined that a quorum was present. Introductions were made.

2. Public Input & Comments - There was no public input.

3. Consent Items

A. Approval of Revised Agenda

Approval of the center IRS Form 990 was moved so it immediately followed the presentation.

M/S/C (J. Moran/Y. Bosch) To approve the revised agenda as modified.

B. Approval of February 12th Board Meeting Minutes

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

4. **Presentation:** NLACRC's IRS Form 990

It is required by law for the board to review the center's completed Return of Organization Exempt from Income Tax (990) form each year. Copies of the center's completed form were provided to everyone present and Roger Bulosan, from Lautze & Lautze, reviewed it with them.

* A. Acceptance of NLACRC's IRS Form 990

The Administrative Affairs Committee reviewed the center's 990 form in detail at their last meeting and are recommending board acceptance.

M/S/C (D. Joslin/Y. Bosch) To accept the center's IRS Form 990 as presented and to authorize Kim Rolfes to executive it.

Action: Kim will make sure that the finalized 990 form is posted on the center's website.

5. **Presentation:** "Sibling Support"

Kathleen Secchi from the Family Focus Resource & Empowerment Center gave a comprehensive PowerPoint presentation on sibling support, which included challenges that siblings of consumers face and tools that can be used by parents, professionals, and care givers. In closing, Kathleen expressed her interest in working with the regional center to include sibling support into their Family Supports service standard.

6. **Committee Action Items**

A. Administrative Affairs Committee (Meredith Rimmer)

* 1. Approval of Contract: Applied Behavior Consultants, Inc.

M/S/C (D. Joslin/Y. Bosch) To approve the contract with Applied Behavior Consultants, Inc., as presented.

* 2. Approval of Contract: Silvia Mejia, LCSW

M/S/C (Y. Bosch/J. Glover) To approve the contract with Silvia Mejia, LCSW, as presented.

B. Executive Committee (Eric Leh)

* 1. Approval to Change to Transparency & Public Information Policy

M/S/C (D. Joslin/M.J. Fernando) To approve the change to the board's Transparency & Public Information Policy as presented.

* 2. Approval of Visions Proposal for Board Retreat Training

M/S/C (J. Moran/D. Becerra) To accept the proposal from Visions, Inc. to give the board training on "cultural and linguistic competence" (as required by SB 367) at the upcoming board retreat.

The training will be incorporated into the board training curriculum for training future board members.

7. Director's Report

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. George also attached ARCA's position statement on the Governor's proposed budget for FY 2014-15, the Lanterman Coalition's statement on the Governor's proposed budget, and a legislative update on bills pending.

8. Association of Regional Center Agencies

A. Next ARCA Meetings: March 20th & 21st (Sacramento)

Jeremy will be going to next week's ARCA meetings and Joan Daniels will be participating on George's behalf.

9. Administrative Affairs Committee

A. Minutes of the February 26th Meeting

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

B. Financial Report for January 2014

The financial report showed that the operations budget is \$36,536,426 with projected expenses in the same amount, leaving no surplus or deficit. The purchase of service (POS) budget is \$255,860,643 with projected expenses of \$290,213,526, leaving a deficit of \$34,352,883 (in the worst case) and \$31,671,909 (in the best case).

C. 2nd Quarter Financial Graphs

Copies of the graphs were provided and reviewed. The graph showed no surplus or deficit in the beginning of the fiscal year because DDS had not provided centers with their POS allocations yet. At the end of the first quarter, the center showed a project POS deficit between \$40.9 and \$46.0 million. At the end of the second quarter, the graphs reflect a projected POS deficit between \$39.6 and \$43.2 million.

D. Recommendation for a Training at the August 13th Board Meeting

The committee is recommending that the board be given a fiduciary training at the August 13th board meeting. The training would consist of a stewardship overview by our corporate counsel followed by Vini Montague's "Finances 101" presentation.

Action: The board accepted the committee's recommendation for a fiduciary training at the August 13th board meeting.

10. Consumer Advisory Committee

A. Minutes of the March 4th Meeting

Copies of the minutes were included in the packet; please see Mary Jo with any questions. Mary Jo stated that committee was happy to learn that Super Shuttle now provides accessible vans in Las Vegas!

B. Updated Event Calendar

Copies of the committee's updated event calendar were included in the packet. Please take a look to see if there are any events you may be interested in attending.

11. Consumer Services Committee

A. Minutes of the February 19th Meeting

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

B. Presentation of Proposed Changes to Legal Service Standard

This service standard has been modified to reflect updated definitions, best practices, the consent process, and confidentiality/release of information. Please review and provide any comments to Diane Ambrose prior to the next Consumer Services Committee meeting. The changes will be presented at next month's board meeting for approval.

12. Executive Committee

A. Minutes of the February 26th Meeting

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

B. Action Taken to Approve Letter to DDS re: Budget and Cash Flow

The committee took action, on behalf of the Board of Trustees, to send a letter to DDS outlining the center's current budget situation and the need for additional funding.

C. Action Taken to Approve Transfer of Funds in Board Budget

The committee took action, on behalf of the Board of Trustees, to transfer funds within the board budget from one line item to another in order to cover a shortfall.

D. Action Taken to Approve \$10 Entrance Fee for Legislative Breakfast

The committee took action, on behalf of the Board of Trustees, to not raise the \$10 entrance fee for the center's Legislative Breakfast, in order to cover rising costs.

E. Completed Executive Director Evaluation Forms Due

Eric announced that all board members have submitted their completed evaluation forms, as required, and expressed his appreciation.

F. New Horizons' 60th Anniversary: Thursday, March 20th (Marina del Rey)

NLACRC is being awarded New Horizons' "Partner for Independence" award at this event (which is why George will be unable to participate in next week's ARCA meetings). The center's 4 executive Leadership Group members will be attending along with Eric Leh, Jenean Glover, Meredith Rimmer, and their spouses.

G. "The Way Forward" Conference: April 3 & 4, 2014 (Manhattan Beach)

Each regional center director was authorized to designate 6 people to participate in the conference. NLACRC's attendees will be George Stevens, Diane Ambrose, Jenean Glover, Craig Girard, and 2 Vendor Advisory Committee members (Annie Cox and Rebecca Lienhard).

H. Annual Board Retreat: May 16th & 17th (Burbank Marriott)

I. Annual Board Dinner: June 21st (Angeles National Golf Club)

The locations have been secured for both of these upcoming board events.

13. Government & Community Relations

A. Minutes of the February 19th Meeting

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

B. Updated Committee Bill File

Copies of the committee's updated bill file were included in the packet; the committee is currently tracking 39 different state and federal bills.

C. Report on ARCA Grass Roots Day Visits: Wednesday, March 12th

Our team members this year were Michele Marra, Eric Leh, Rebecca Lienhard, and Jenean Glover and her 2 twin girls. The focus of the visits was to press for the restoration of the Early Start program and the importance of adequate provider rates. Eric reported that this was his first time participating, and it was a great experience. ARCA did an amazing job of organizing the event and scheduling the appointments for their visits with legislators at the State Capitol. Jenean and her daughters were a testament to the success of the Early Start program. Rebecca was awesome in sharing her knowledge with the legislators. At the end of the day, Senator Knight had a photo-op with Jenean's girls and gave them each a copy of the State Constitution, signed by him.

D. Report on Team Visits with Local Legislators

Special team visits are being held with local legislators who are either new or who head up important committees. These team visits are in addition to those that will be made in the spring as part of Grass Roots Week.

E. Legislative Breakfast: Friday, April 11th (Sam's Café)

A flier for the breakfast was included in the packet; if you plan to attend the breakfast, please RSVP at (818)778-4405. Thank you!

F. Annual Legislative Training Session: Wednesday, April 23rd

The annual training session for board members, service providers, consumers, and regional center staff will be held from 5:30 to 7:00 p.m. on Wednesday, April 23rd. Fliers for the event were included in the packet. The training is held each year to prepare participants for their legislative visits during Grass Roots Week. The training is held in lieu of the monthly Consumer Services and Government/Community Relations Committee meetings.

G. Annual Grass Roots Week Team Visits (in the Spring)

More information to come as the time gets closer!

14. Housing Committee

A. Minutes of the February 10th Meeting

Eric reported that Bill Pickel, executive director of West Bay Housing, gave the committee a presentation on his company which provides affordable community-based housing for under-served populations with an emphasis on people with developmental disabilities. They have offices in Los Angeles and San Francisco, are a "one-stop shop" for supportive housing, and are currently working with 11 of the 21 regional centers. More information about the presentation and the committee's other business were included in the minutes; please see Eric with any questions.

15. Nominating Committee

A. Minutes of the February 24th & 25th Meetings

B. Minutes of the March 5th Meeting

Minutes of the meetings were included in the packet; please see Yolanda with any questions.

C. Proposed Slate of Officers for FY 2014-15

The committee is recommending the following slate of officers for next fiscal year:

Immediate Past President: Vacant
President: Jenean Glover
1st Vice President: Meredith Rimmer
2nd Vice President: Dawn Hamilton
Treasurer: Daniel Becerra
Secretary: Debbie Newman
ARCA Delegate: Craig Girard
ARCA Alternate: Tavia Wooley
ARCA CAC Delegate: William Rayber
ARCA CAC Alternate: Jessica Gould

The formal nomination and election process will be held in May and June, respectively.

D. Status on Recruitment

The committee interviewed board applicants on February 24th and 25th, and will be recommending the nomination of 6 new board members. The committee interviewed VAC applicants on March 5th and decisions on these applicants will be deferred to allow time for Early Start providers to submit applications. Interviews will be held with CAC applicants on April 1st and 2nd.

16. Post-Retirement Medical Trust Committee - *No Report*

17. Strategic Planning Committee - *No Report*

18. Vendor Advisory Committee

A. Minutes of the February 6th and March 6th Meetings

Minutes from the meetings were included in the packet; please see Jenni with any questions.

B. PowerPoint Presentation and Cover Sheet: "The Time is Now"

The creation of this presentation which shows the impact of the inadequate rates paid to service providers and the need for rate increases, was requested by Senator Fran Pavley during a Grass Roots Week visit last fiscal year. The Vendor Advisory Committee has spent months putting together this information. They also developed a cover sheet which provides a brief overview of what's included in the full presentation. Bob Erio and Ken Lane, who spearheaded the development of the presentation, were present at the board meeting to review the presentation and cover sheet with the board. Once approved by the board, the VAC is interested in sharing this information with legislators and others; perhaps it could be included in the Grass Roots Week information packets. After reviewing the presentation, the board supported it with no changes.

Action: The presentation and cover sheet will go forward to the next Government/Community Relations committee meeting for final review and will be presented to the Board of Trustees for approval at the April 9th board meeting.

19. Old Business / New Business

A. Attendance Sheets

Board and committee attendance sheets are always included in the first board packet. Jennifer will notify you in advance if any attendance problems arise.

B. Complete Meeting Evaluations

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

C. Visitation Reports

No visitations were reported.

20. Announcements / Information / Public Input

- A. Yolanda Bosch was scheduled to term off of the board in June, however she must submit her resignation at this time because she has accepted the position of contract compliance manager with NLACRC. Eric thanked Yolanda for being such a passionate role model.

- B. Sharoll Jackson was scheduled to term off the board in June, but unfortunately her new job position constitutes a conflict of interest. As Sharoll served as the board's secretary, a new secretary needs to be appointed.

M/S/C (D. Joslin/D. Becerra) To appoint Debra Newman to serve as board secretary for the remainder of this fiscal year.

- C. Next Meeting: Wednesday, April 9th, at 6:30 p.m. (Van Nuys)


21. Adjournment

Eric adjourned the meeting at 8:43 p.m.

Submitted by,


Jennifer Kaiser
Executive Assistant

for:


Debra Newman
Board Secretary

[badmin.mar12.2014]

