

North Los Angeles County Regional Center
Executive Committee Meeting Minutes
August 27, 2014

Present: Jenean Glover, Dawn Hamilton, and Debra Newman – Committee Members
Tavia Wooley – Board Member
Diane Ambrose, Lucy Gezalyan, Jennifer Kaiser, Michele Marra, Kim Rolfes, and
George Stevens – Staff Members

Absent: Dan Becerra

I. Call to Order

Jenean Glover, president, called the meeting to order at 7:40 p.m.

II. Public Input -- There was no public input.

III. Consent Items

A. Approval of Revised Agenda

Items IV.F. and IV.G. were added; the previous Item IV.F. became IV.H.

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

B. Approval of Minutes from July 30th Meeting

M/S/C (D. Hamilton/D. Newman) To approve the minutes as presented.

IV. Committee Business

A. Board-Approved Revisions to Executive Committee Policies & Procedures

During the committee orientation in July, it was noted that some updates were needed to the committee's policies and procedures. These changes were approved by the Board of Trustees on August 13th. Copies of the approved policies and procedures were provided to the committee.

B. Final Adjustment to FY 2013-14 Board Budget

Jennifer anticipates that all of the board-related expenses for last fiscal year have been accounted for. There was \$120.00 in unspent funds in line item #4, \$334.39 in unspent funds in line item #6, and a shortfall of \$200.00 in line item 7. So the

final budget is \$254.39 over the projected expenses, for a total budget of \$87,226.16. The \$254.39 unspent funds will be used for other regional center operations expenses.

M/S/C (D. Newman/D. Hamilton) To approve the final adjustments to the FY 2013-14 board budget, on behalf of the Board of Trustees.

C. FY 2014-15 Board Budget vs. Expenses

The board budget for this fiscal year is \$89,750,000. Expenses through July 31st were \$1,389.777, or just 1.55% of the budget.

D. Red Pocket Directory of the CA Legislature

Members of the Government & Community Relations Committee expressed interest in obtaining copies of this pocket directory to help them with their work. The directories are \$13.95 each and that expense would come out of the board budget's line item #9 (board meeting supplies).

Action: The committee approved having Jennifer order pocket directories for the members of the board's Government & Community Relations Committee.

E. Board Participation in Self-Determination Conference

The Autism Society of Los Angeles and Disability Rights California are going to hold a statewide conference on self-determination in November in Culver City; the registration fee for the 2-day event is \$175 for consumers or family members and \$300 for professionals plus a hotel rate of \$129/night. As one of the board's priorities for this fiscal year is the oversight of the self-determination program implementation, some of our board members expressed interest in attending this conference. George wanted their request to come to the Executive Committee for consideration. George felt that this conference was being held prematurely as there are still a lot of unknowns about the self-determination program. He also added that once enough information is able to be gathered, the center will hold informational meetings about the program that will be free of charge to anyone who wants to participate.

Action: The Executive Committee agreed with George's recommendation and will not offer to pay for board members' registration or hotel costs for this conference.

Deb added that George and Jennifer continue to forward any information they receive on self-determination to the Consumer Services Committee for their review and information.

F. Approval of Contracts (Modern Support Services & Care Meridian)

The Administrative Affairs Committee reviewed the contract summaries and is recommending that the Executive Committee approve them on behalf of the Board of Trustees.

M/S/C (D. Newman/D. Hamilton) To approve the contracts with Modern Support Services and Care Meridian, on behalf of the Board of Trustees.

G. Letter to Area Board 10 re: Board Conflict of Interest Resolution Plans

The Area Board shared that they typically do not support the conflict of interest plans for LA County regional center board members because they felt that there were enough board candidates available in L.A. County without possible conflicts.

Michele drafted a letter to the Area Board, for Jenean's signature, explaining how minor these board members' conflicts were and how overly strict DDS has become in regards to conflicts of interest. An example of DDS's severity was cited in the letter: if a board member had a sister working as a cashier for JC Penneys (a vendor), this would constitute a conflict of interest.

Action: The committee has some formatting issues with the letter, but liked the content of the letter as written. Michele will finalize the letter for Jenean's signature.

H. Finalize Agenda for the September 10th Board Meeting

1. Review of the Executive Director's Evaluation Form
2. Review Whistleblower Policy and Sign Acknowledgment

The committee finalized the agenda for next month's board meeting.

V. **Center Operations**

A. Staff Restructuring Plan

George reported that he would like to add a third Consumer Services Director position who will oversee the branch offices and the implementation of the self-

determination program. This director would be housed at the center's Antelope Valley office. George would like to implement this plan on January 1st.

M/S/C (D. Hamilton/D. Newman) To recommend to the Board of Trustees to approve George's staff restructuring plan as presented.

- B. Union Negotiations: The center's current 5-year contract with the union expires on September 30, 2014. Diane, Vini, and Mike Monk (attorney with Musick, Peeler, and Garrett) will be negotiating with the union representatives on our behalf. The union contract has not been changed much over the years, but this year, the union wants to see some changes made. More information to come.

VI. Announcements / Information Items

- A. Deb announced that she has begun planning a special needs prom that will be held in May 2015.
- B. The Board of Trustees approved the Executive Committee's recommendation to donate \$1,000 to the conference being held by the Self-Advocacy Board of L.A. County. The chair of that group sent a thank you letter, copies of which were shared with the committee.
- C. Jenean asked the committee members to please complete evaluation forms after the meeting and submit them to her with any comments.
- D. Next Meeting: **Tuesday**, September 23rd, at 7:00 p.m.

VIII. Adjournment

Jenean adjourned the meeting at 8:34 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

