

**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 February 11, 2015.

Trustees Present

Dorothy Daniels
Craig Girard
Jenean Glover
Jessica Gould
Dawn Hamilton
Duane Joslin
Myriam Jovel
Jenni Moran
Debra Newman
Lou Paparozzi
William Rayber
Sean Stalbaum
Tavia Wooley

Guests Present

Anthony Arrow
Victoria Berrey
Carolyn Caldwell
Richard Dier
Michael Green
Bridget Moss
Kathleen Secchi
Jann Seymour
Jeremy Sunderland
Sanan Shirinian
Denise Thornquist
Gay Wane
Cindy Weaver

Staff Present

Diane Ambrose
Erica Beall
Yolanda Bosch
Marybeth DeCanio
Alicia Galdamez
Nita Gatlin
Lucy Gezalyan
Grace Granados
Kermit Jackson
Jennifer Kaiser
Rose Maag
Michele Marra
Lucy Ramirez
Kim Rolfes
Maria Serrano
George Stevens
Anna Whitlock

Trustees Absent

Daniel Becerra
Juan Hernandez
Angela White

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1. Call to Order & Introductions

Jenean called the meeting to order at 6:30 p.m. Introductions were made.

2. Consent Items

A. Approval of Revised Agenda (*Packet #2, page 55*)

Items 6.A. and 6.C. were deferred.

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

B. Approval of January 14th Board Meeting Minutes (*Packet #1, page 7*)

The minutes were approved as presented.

3. Presentation & Acceptance of Audited Financial Statement (Anthony Arrow)
(Sent under separate cover.)

Copies of NLACRC finalized audited financial statement for FY 2013-14 were provided to the board and Anthony reviewed it with them. Roger Bulosan and Amy Kwong, two other representatives from Lautze & Lautze, presented the draft statement at the last Administrative Affairs Committee meeting and reviewed it with the committee page-by-page. They also held an executive session with just the committee members to give them the opportunity to ask questions without staff present. There was only 1 finding during the audit: 3 Targeted Case Management units (45 minutes) were billed that weren't billable. This is a common finding and it has been reversed. Other than this finding, it was an absolutely exceptional audit. Anthony expressed his appreciation to Kim Rolfes, Vini Montague, and the accounting staff for their great work and cooperation with the audit process.

M/S/C (D. Joslin/W. Rayber) To accept the center's audited financial statement for FY 2013-14 as presented.

4. Presentation: NLACRC's Resource Development Plan (*Packet #2, page 58*)

Erica Beall gave a 10-minute presentation on the Community Services department's new resource development plan. This plan follows a calendar year, with development taking place on a quarterly cycle. Development periods will be offset by quarterly vendor trainings to enrich and enhance the skill and service quality of our providers. By taking a proactive approach to resource development, NLACRC can best address the priority needs of our consumers, as well as provide the highest quality of customer service to our applicants and potential vendors while managing a high volume of developments. The presentation provided information on how the process will work. An interactive component is being added to the center's website to help providers see what resources are needed, apply for vendorization, etc. The board was very impressed with the center's new resource development plan and thanked staff for their hard work.

5. Public Input & Comments (3 minutes)

A. Michael Green, SEIU representative, stated that union members continue to lose their "one time only" payments as the union contract negotiations are still unresolved. They should not be penalized because the contract was not agreed to last October. The contract negotiators will be returning to the table next week and Mr. Green urged both sides to make compromises so the contract can be settled. He then presented the board with two documents: 1) a letter from Assembly Member Matthew Dababneh offering to participate in a dialogue with

both parties to find common ground; and 2) a statement from the SEIU CA Developmental Disabilities Council urging the board to do everything in their power to send the negotiating team back to the table in a spirit of compromise to resolve the outstanding contract issues.

- B. Richard Dier announced that he has been selected by the local State Council office (formerly Area Board 10) to participate on the 11-member Self-Determination Local Volunteer Advisory Committee. Richard congratulated NLACRC leadership for holding the line on choosing to hire more service coordinators to reduce caseload ratios versus having higher paid staff. He also noted NLACRC has very low staff turnover rates.

6. Committee Action Items

- A. Ad Hoc Bylaws Committee (Jenean Glover) – *Deferred*
 - * 1. Approval of Bylaws Changes (*Packet #2, page 62*)

- B. Administrative Affairs Committee (Dan Becerra)
 - * 1. Approval of Contract with Choice Homecare, Inc. (*Packet #2, page 87*)

M/S/C (D. Joslin/D. Newman; Abstention: J. Moran) To approve the contract with Choice Homecare, Inc., as presented.

- C. Consumer Services Committee (Tavia Wooley) – *Deferred*
 - * 1. Approval of Employment First Policy (*Packet #1, page 16*)

7. Director's Report (*Packet #2, page 91*)

George addressed the following areas in his report: allocation methodology; state budget for FY 2015-16; 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 included with his report were: 1) a bulletin released by the Association of Regional Center Agencies (ARCA) urging a 10% across the board increase for service providers and regional centers and the elimination of the annual family program fee; and 2) the center's process steps for the self-determination program which will be posted on the center's website and updated as needed.

8. Association of Regional Center Agencies

- A. Report on ARCA Meetings held January 15th & 16th

Craig reported that he and Tavia attended the meeting along with Diane Ambrose who went representing George. They were given an update on underfunding, and getting support for the 10% increase for service providers and regional centers. ARCA has changed its focus this year from authoring and tracking legislation to working closely with all regional centers. Intent is to ensure regional centers have the resources and support they need to visit and deliver best message to as many legislators as possible. ARCA has also established a coordinator for each regional center and is meeting with them every two weeks for the coming important months. Craig will continue to keep the board updated on ARCA activities via e-mail. Tavia reported that she became a member of the ARCA Equities Committee; they will potentially be partnering with USC. Their next conference call will be held March 6th.

B. Next Meetings: March 19th & 20th (Sacramento)

9. Administrative Affairs Committee (*Packet #2, page 131*)

A. Minutes of the January 28th Meeting

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

B. Financial Report

The center's operations budget is \$37,965,078 with no projected surplus or deficit. The purchase of service (POS) budget is \$279,836,081 with a projected deficit of \$31,698,968.

C. 2nd Quarter Financial Graphs

The graph showed no surplus or deficit in the beginning of the fiscal year because we had not completed our first Sufficiency of Allocation Report (SOAR). At the end of the 2nd quarter of this fiscal year (December 31st), the projected POS deficit was between \$28.6 and \$31.7 million.

D. 2nd Quarter Human Resources Report

During the 2nd quarter of this fiscal year, the center had no positions on hold, 23 new hires, 3 promotions, and 7 separations for a quarterly turnover rate of 0.15%.

10. Consumer Advisory Committee (*Packet #2, page 142*)

- A. Minutes of the February 3rd Meeting
- B. Updated Event Calendar

The minutes and updated event calendar were included in the meeting packet. Please see Juan with any questions.

11. Consumer Services Committee (*Packet #1, page 18*)

- A. Minutes of the January 21st Meeting

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

- B. Self-Determination Program Update

1. Actions Taken:

- The committee decided that 1 of the 5 spots on the volunteer advisory committee should be a board member and that an election, among those interested, would be held (see 11.B. 2 below).
- The committee decided that the 2nd spot on the volunteer advisory committee should go to a member of the Family Focus Resource Center.
- They modified the center's draft process steps for implementing the self-determination program and the steps will be posted on the center's website and updated, as needed.

2. Election for a Board Member to Serve on the Local Advisory Committee:

Only 2 board members volunteered to have their names added to the ballots, Dawn Hamilton and Tavia Wooley. Blank ballots were provided to each board member present and an election was held.

Action: Dawn Hamilton received the most votes and will become a member of the center's Self-Determination Local Advisory Committee.

There may still be room for another board member to serve on this committee, in the "parent" category.

- C. 2nd Quarter Exceptions/Exemptions Report

The exceptions report lists requests from consumers and families for services that are outside of the center's service standards and whether those services were approved or denied. During the 2nd quarter of this fiscal year, the center approved 358 requests and denied 15. The exemptions report lists requests made for services that have been suspended or reduced as a result of the trailer bill language. The report showed that during the 2nd quarter, the center no exemptions were requested.

D. 2nd Quarter Consumer Diagnosis Report

Of the 20,806 consumers that the center serves, the diagnosis breakdown is as follows:

1. Intellectual Disability: 8,441 (a 3.98% increase since July 2012)
2. Autism: 7,516 (**23.17% increase**)
3. Cerebral Palsy: 539 (4.46% increase)
4. Epilepsy: 226 (2.73% increase)
5. Other developmental disability: 997 (2.89% increase)
6. Status 0, 1, and 2: 3,087 (11.81% increase)

E. 2nd Quarter Appeals & Hearings Report

During the 2nd quarter of this fiscal year:

1. Eligibility: 325 Notices of Action were sent and 5 were returned (appealed).
2. Service: 490 Notices of Action were sent and 16 were returned.
3. Hearings: 9 fair hearings were held:
 - 1 eligibility hearing (denied)
 - 8 service hearings (2 denied, 4 granted, 2 partially granted)

12. Executive Committee (*Packet #2, page 151*)

A. Minutes of January 28th Meeting

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

B. DDS's Board Composition Survey

The Department of Developmental Services (DDS) sent us a letter in response to the annual board composition survey we completed. DDS contends that NLACRC's Board does not appear to completely reflect the ethnic characteristics of the community it serves; specifically, the Hispanic and Asian communities appear to be under-represented. In our response letter, we outlined our recruitment efforts (which we made a specific call out for representation from our Asian and Hispanic community), our plans for the board applicant orientation followed by interviews, and elections being held in June. Copies of DDS's letter and NLACRC's response were provided to the board for their information.

C. Legislative "Boot Camp" for the Board of Trustees (August)

A general legislative training will be held in August of each year so board members are educated about the legislative process and how to meet with legislators.

D. Completion of Executive Director's Evaluation Forms - Handout

The board reviewed and discussed the evaluation form at the September board meeting, now it is time for board members to complete the form. Board members are required to complete and submit completed evaluations by the deadline in order to continue serving on the board. Any questions should be directed to Jenean or Michele Marra.

Action: Board members will complete and return executive director evaluation forms to the board president prior to the March 11th board meeting.

E. Santi Rogers' Support Letter

Santi Rogers, the director of (DDS), was called before the Senate Rules Committee for his confirmation hearing on Wednesday, February 5th. This was the first step in a two-step process. If the committee finds him in favor, they will recommend that he be confirmed by the full Senate. Letters of support are always helpful. ARCA asked the regional centers to send support letters to Senator Kevin de Leon, as chair of the Senate Rules Committee. The Executive Committee approved NLACRC's letter of support, on behalf of the Board of Trustees, and it was mailed to the Senator prior to the hearing, on January 28th. A copy of the letter was included in the board meeting packet.

F. Discussion re: Annual Board Retreat

The Executive Committee is recommending that the retreat be held on a Saturday at the regional center (rather than a 2-day overnight off-site meeting). The retreat

would start at 9:00 a.m. with a breakfast and would get underway at 9:30 a.m. The group would break from noon to 1:00 p.m. for lunch, and then come back for another hour, with the retreat ending at 2:00 p.m. The Executive Committee is making the following suggestions for possible training topics:

1. Fiduciary responsibilities.
2. Vini Montague's financial presentation.
3. Revisit the center's mission, vision, and values statement.
4. Self-determination.
5. An icebreaker activity to interact with new board members and solidify our connections with one another.

The board also agreed with the idea to review the center's mission, vision, and values statement at this year's retreat. Board members also suggested that a dinner be held at a restaurant on the Friday night before the retreat, so the current and new board members can have the opportunity to casually meet one another.

Action: The Executive Committee will consider the Friday night dinner idea at the next Executive Committee meeting.

Action: The board agreed to change the date of the retreat from Saturday, May 16th to Saturday, May 30th.

G. Action Taken to Approve Contracts

The Executive Committee took action, on behalf of the Board, to approve the following contracts, as recommended by the Administrative Affairs Committee:

1. DCC Staffing Services
2. Maxim Healthcare Services
3. Therapeutic Living Centers for the Blind (TLC) – Day Program
4. Therapeutic Living Centers for the Blind (TLC) – Residential/Other

H. Action Taken to Approve Change to Master Calendar (February 18th)

The Executive Committee took action, on behalf of the Board, to schedule a legislative training on February 18th, in lieu of the Consumer Services and Government/Community Relations Committee meetings that were scheduled to be held that evening.

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

A. Minutes of January 21st Meeting

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

B. Service Provider and Elected Representative Visit Policy and Framework for Legislative Strategy

The policy and framework were included with the board meeting packets so board members remember that it is the whole board's responsibility to interact and develop relationships with our local legislators.

C. ARCA Legislative Training: Wednesday, February 18th

Rick Rollens and Daniel Savino, from ARCA, will be coming down from Sacramento for the sole purpose of providing our staff, board members, service providers, and consumers with this important training! A meet and greet will be held from 5:00 to 5:30 p.m. and the training will follow and go until about 7:30 p.m. It is very important that we all participate in this short training to prepare ourselves for our visits with legislators! Please RSVP your attendance to Jennifer.

14. **Housing Committee** (*Packet #2, page 172*)

A. Minutes of February 9th Meeting

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

15. **Nominating Committee** (*Packet #2, page 176*)

A. Minutes of February 3rd Meeting

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

B. Interest in Serving as a Board Officer in FY 2015-16

Dawn reported that very few board members responded to the board officer inquiry.

Action: Any board members interested in serving as a board officer next fiscal year should contact Dawn prior to the next Nominating Committee meeting on Monday, March 2nd.

16. Post-Retirement Medical Trust Committee *(Packet #2, page 181)*

A. Minutes of January 29th Meeting – Deferred

B. Statement on Current Trust Value

The trust value was \$18.7 million as of January 28th, including a \$510,000 gain in interest over the last quarter!

C. Investment Strategy for FY 2014-15

After much thought, the committee decided to stay with the investment strategy the portfolio has had since it began: a balanced strategy with about a 6% return expected.

17. Strategic Planning Committee *(Packet #2, page 183)*

A. Minutes of February 2nd Meeting

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

18. Vendor Advisory Committee *(Packet #2, page 188)*

A. Minutes of February 5th Meeting

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

19. Old Business / New Business *(Packet #1, page 50)*

A. Attendance Sheets

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

B. Complete Meeting Evaluations

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

C. Visitation Reports

No visitations were reported. Tavia and Dorothy have both expressed interest in visiting several programs, but Jennifer hasn't set them up as yet.

20. Announcements / Information / Public Input

A. Several personal announcements were made.

B. Next Board Meeting: Wednesday, March 11th, at 6:30 p.m. (Van Nuys)


21. Executive Session (Union Update)

M/S/C (C. Girard/D. Joslin) To go into executive session at 8:02 p.m.


22. Adjournment

Jenean adjourned the meeting at 8:28 p.m.

Submitted by,


Jennifer Kaiser
Executive Assistant

for:


Debra Newman
Board Secretary

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