

North Los Angeles County Regional Center  
**Executive Committee Meeting Minutes**  
April 29, 2015

**Present:** Dan Becerra, Jenean Glover, Dawn Hamilton, Debra Newman, and Tavia Wooley – Committee Members  
Craig Girard – Board Member (via teleconference)  
Lou Paparozzi – Board Member  
Diane Ambrose, Jennifer Kaiser, Michele Marra, Vini Montague, Kim Rolfes, and George Stevens – Staff Members

**Absent:** All present

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**I. Call to Order**

Jenean Glover, president, called the meeting to order at 7:43 p.m.

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

**III. Consent Items**

A. Approval of Agenda

A new Item IV.G. was added to the agenda.

**M/S/C** (T. Wooley/D. Becerra) To approve the agenda as modified.

B. Approval of Minutes from March 25<sup>th</sup> Meeting

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

**IV. Committee Business**

A. National Core Indicators (NCI) Project (Craig Girard)

Craig thanked George for allowing him to discuss NCI topics at the Executive Committee meeting. Craig reported that he, George, and Diane have been discussing expanding the use of NCI data for quality management for the center. Craig gave brief updates as part of his ARCA updates at the August and November Board meetings. There's an NCI Task Force that Craig joined with DDS and regional center participants that looks at how regional centers are using the NCI survey results stemming from information collected from consumer and family surveys. Copies of the minutes from the March 18<sup>th</sup> Task Force meeting

were provided to the committee for their review and information. Craig is requesting the Executive Committee's approval to ask Larry Landauer, executive director of the Regional Center of Orange County, to give our board a presentation on the NCI project or explore other options to help engage NLACRC as he's done for other regional centers. Larry and his staff present to regional center boards and staff on how to best to use the results, good areas of focus, fitting NCI quality management into the strategic direction of the center, and more. The Regional Center of Orange County is the best user of the NCI data. Craig recognized the data collected is far from perfect, but the data and help in using it are free. Craig truly believes our center and consumers will benefit from expanding the use of the NCI data. NLACRC can compare and trend their data with the other 20 regional centers (and potentially the 45 other participating states) to identify potential gaps and improvement opportunities. Also, there's an NCI one-day symposium on August 11<sup>th</sup> (just for the California regional centers) being held in Orange County in conjunction with the annual/national NCI conference being held in the days that follow. Craig would like to join NLACRC's participants in this symposium and attend the NCI annual conference as well. Details are still emerging and will be provided as they are announced.

**Action:** The Executive Committee agreed to let Craig Girard ask Larry Landauer to explore options for presenting the NCI project to our board or other ways to engage the center on the NCI project.

**Action:** The Executive Committee agreed to let Craig Girard participate in the NCI annual conference and symposium that will be held in Orange County this August.

**Action:** Jennifer will include any related expenses for the NCI conference in the FY 2015-16 board budget.

B. Senate Resolution re: Lanterman Developmental Center Closure

We were recently contacted by Rosalba Gonzalez, field representative for Senator Fran Pavley. The senator wants to give NLACRC a senate resolution for helping to close Lanterman Developmental Center by moving those consumers to homes in the community.

**Action:** George will contact Senator Pavley's field representative to schedule a time for her to present the senate resolution at an upcoming board meeting.

**Action:** Dan agreed to accept the senate resolution on behalf of the Board of

Trustees at an upcoming board meeting.

C. Status Report on FY 2014-15 Board Budget

The board's budget for this fiscal year is \$89,750.00. As of April 16<sup>th</sup>, \$35,708.59 (39.79%) has been spent, leaving a balance of \$54,041.41.

D. Finalize Agenda for the May 9th Board Retreat

Copies of the draft agenda were provided. Jenean is unable to go to the retreat, so Tavia will be chairing the retreat in her absence.

E. Nominating Committee's Proposed Nominees & Re-Nominees for FY 2015-16

The list of the nominees and re-nominees for the Board of Trustees, Vendor Advisory Committee, and Consumer Advisory Committee were provided and reviewed. All 22 positions on the board will be filled on July 1<sup>st</sup>. Tavia stated that these new board members will bring a new dynamic to our board.

F. Review Draft Board Master & Critical Calendars for FY 2015-16

**Action:** The following changes will be made to the board's master calendar:

1. The November 11<sup>th</sup> board meeting was moved to November 10<sup>th</sup> (due to Veteran's Day).
2. The January board meeting will continue to be held at the Santa Clarita Valley office.
3. The February board meeting will continue to be held at the San Fernando Valley office.
4. The Annual Board Dinner was moved from June 18<sup>th</sup> to June 25<sup>th</sup> (due to the ARCA meetings and Father's Day).

**Action:** The annual presentation of the center's 990 form will be added to the critical calendar for the month of March.

G. Approval of Contract with Valley Village

This contract's summary was reviewed by the Administrative Affairs Committee and they are recommending that the Executive Committee approve the contract on behalf of the Board of Trustees.

**M/S/C** (T. Wooley/D. Becerra) To approve the contract with Valley Village on behalf of the Board of Trustees.

H. Finalize Agenda for the May 13th Board Meeting

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

V. **Center Operations**

A. Kern Regional Center Management Letter

DDS audited Kern Regional Center and found that the former executive management and board of trustees were involved in some serious and questionable activities. DDS sent Kern a 17-page letter outlining the issues and has given them 60 days to address each issue. George is concerned that this may lead to statewide fallout for the other regional centers' credibility. George assured the Executive Committee that NLACRC has a lot of internal controls and the activities that took place at Kern could not happen at our center. George encouraged the Executive Committee members to continue to ask questions if there is something they don't understand. We want complete transparency to exist between our executive management and our board.

**Action:** Jennifer will e-mail the letter that DDS wrote to Kern to the Executive Committee.

B. Cultivar y Crecer: George recently met with NLACRC's Spanish-speaking parent group to discuss the Million Letter Campaign and the self-determination program. The support group asked George if the center could provide child care at their support group meetings. George would like to accommodate their request, but the center is not set up to provide child care due to liability and safety concerns for the children.

C. Vacation Buy-Back: The center is going to offer its staff the opportunity to sell back vacation hours to the center. However, staff must keep at least the same amount of hours in their accounts after the buy-back i.e. if you sell back 40 vacation hours, you must have at least 40 hours left in your vacation hours account. This activity helps us reduce our outstanding liability and is also a benefit to our staff.

D. Employee Compensation: George shared copies of a compensation proposal that will add steps 8 through 10 for confidential employees. Each additional step will

provide a 2.5% increase to the employee's base salary. This is a result of the recent union negotiations which included these additional steps for union staff. For management staff, we will provide a 2.5% - 5.0% adjustment to base salaries within their established salary range for FY 2015-16, dependent upon performance. This will allow the organization to begin to address compression within the established management salary ranges that occurred during the fiscal crisis. Additionally, a one-time-only payment, ranging from 0.0% to 7.5% during FY 2014-15, dependent upon performance.

## VI. Announcements / Information Items

### A. Complete Meeting Evaluations

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

### B. Next Meeting: Wednesday, May 27<sup>th</sup>, at 7:00 p.m.

## VII. Executive Session

**Action:** Jennifer will purchase a new book for the board's executive session notes.

### A. Executive Director's Evaluation (review summary report)

**M/S/C** (T. Wooley/D. Becerra) To go into executive session at 8:45 p.m.

## VIII. Adjournment

Jenean adjourned the meeting at 9:54 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

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