

North Los Angeles County Regional Center  
**Executive Committee Meeting Minutes**  
May 25, 2016

**Present:** Craig Girard, Jenean Glover (both by teleconference), Debra Newman, and Lou Paparozzi – Committee Members  
Diane Ambrose, Jennifer Kaiser, Michele Marra, Kim Rolfes, and George Stevens – Staff Members

**Absent:** Dan Becerra

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**I. Call to Order**

Lou Paparozzi, president, called the meeting to order at 7:10 p.m.

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

**III. Consent Items**

A. Approval of Revised Agenda

Copies of the revised agenda were provided.

**M/S/C** (C. Girard/D. Newman) To approve the revised agenda as presented.

B. Approval of Minutes from April 27<sup>th</sup> Meeting

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

**IV. Committee Business**

A. Proposed Committee Assignments for FY 2016-17

The proposed committee assignments for next fiscal year were presented. In putting the assignments together, any board members who expressed a preference were taken into consideration.

**Action:** One change was made: Debra Newman was added to the Consumer Services Committee, as she is the board's liaison with the Self-Determination Advisory Committee and reports to the Consumer Services Committee on their activities.

**M/S/C** (D. Newman/J. Glover) To recommend to the Board of Trustees to approve the FY 2016-17 committee assignments as modified.

B. Discussion re: Board's Primary Activities for FY 2016-17

Copies of the board's FY 2015-16 list of primary activities were provided. The Executive Committee recommended that just the 1<sup>st</sup> of the 5 primary activities be changed for next fiscal year. The 1<sup>st</sup> primary activity was changed from "Promote and protect quality case management as it is our core business" to "Promote and protect the functions of the regional center."

**M/S/C** (C. Girard/D. Newman) To recommend to the Board of Trustees to approve the board's primary activities for FY 2016-17, as modified.

C. FY 2015-16 Board Budget vs. Expenses

Kim recommended a transfer of \$200 from category #2 (Legislative Breakfast) to category #9 (board meeting supplies) to cover a shortfall in that category.

**M/S/C** (C. Girard/D. Newman) To approve transferring \$200 from category #2 to category #9 in the board budget, on behalf of the Board of Trustees.

D. Proposed Board Budget for FY 2016-17

Copies of the proposed board budget for next fiscal year were provided. The board budget for this fiscal year is \$89,750; the proposed budget for next fiscal year is \$87,000 (\$2,750 less). Based on the expenses for this fiscal year, some of the board budget categories were increased while others were decreased.

**Action:** Category #1 should reflect Candidates Forums as more than one will be held; and Category #2 should state Legislative Activity instead of Legislative Breakfast.

**M/S/C** (J. Glover/D. Newman) To recommend to the Board of Trustees to approve the FY 2016-17 board budget, as modified.

E. Proposed Changes to Strategic Planning Committee Policy

Three changes are being proposed to the Strategic Planning Committee's policies and procedures:

1. The reference to "Area Board 10" changed to "State Council."
2. The reference to "expenditure plans" was deleted.
3. A reference to "housing" was added to the committee's list of subjects they should address.

**M/S/C** (D. Newman/J. Glover) To recommend to the Board of Trustees to approve the 3 changes made to the Strategic Planning Committee's policies and procedures.

F. Letter from DDS re: Caseload Ratio Survey

On May 20<sup>th</sup>, the Department of Developmental Services (DDS) sent the center a letter letting us know that they received our service coordinator caseload survey and that we did not meet the required caseload ratios in 3 of the 4 areas. The letter also notifies us that we must develop a plan of correction and present it at an open meeting to solicit input. George reported that we knew we did not meet the caseload ratios and held 2 community meetings earlier this week. The plan of correction is to let DDS know that we need additional funding in order to hire the needed service coordinators to meet the caseload ratios.

G. Nomination of Debra Newman to the Board of Trustees

Due to circumstances outside of her control, Debra missed the last 2 board meetings and will also miss the next one. This would ordinarily mean that she would have to resign from her position on the board. However, the board bylaws, Section 7, allows for "... any member of the Board may nominate from the floor other candidates for membership to the Board, provided the individual nominated is a person who has submitted an application to serve as a Trustee to the Nominating Committee, and provided further that the nomination is both joined by at least four (4) other members of the Board and is consented to by the individual nominated." As such, Debra can be nominated to the board with the support of 4 board members, at next month's board meeting.

**Action:** The Executive Committee agreed with the strategy of nominating Debra Newman to the board at the June 8<sup>th</sup> board meeting.

**Action:** Craig will talk with Jessica Gould, Nominating Committee chair, and Jeremy Sunderland, Nominating Committee member, about this change.

H. Approval of Contracts on Behalf of the Board of Trustees

The Administrative Affairs Committee was provided with information about these 4 contracts and are recommending that the Executive Committee approve them, on behalf of the Board of Trustees:

1. Explore Freedom Services, Inc.
2. Aacres CA , LLC (PL1472)

3. Aacres CA, LLC (IP-1516-3)
4. Creative Minds ADP, Inc.

**M/S/C** (D. Newman/J. Glover) To approve the 4 contracts, on behalf of the Board of Trustees.

I. Finalize Agenda for the June 8<sup>th</sup> Board Meeting (Van Nuys)

The committee finalized the agenda for the June 8<sup>th</sup> board meeting, which will include the annual signing of the following documents:

1. Completion of DDS Conflict of Interest Statements
2. Completion of Confidentiality Statements

**V. Center Operations**

George gave the following reports:

A. Implementation of the ABX2-1 Dollars for Staff Wages and Benefits

As part of the ABX2-1 funding, NLACRC will receive \$3,264,540 (\$3,123,136 for increasing wages and benefits for employees and the \$141,404 for administrative expenses). We will be holding a meeting with the union representatives on June 9<sup>th</sup> to discuss the various strategies on how these dollars should be distributed to staff. The center's 10 Leadership Group members will not be included as funding recipients as the statute states that the monies are not to be given to executive staff.

B. Minimum Wage Increases

The city and county of Los Angeles will be increasing the minimum wage starting July 1<sup>st</sup>. This increase will be followed by a statewide minimum wage increase that will go into effect January 1, 2017. The increases will have a dramatic effect on our service providers. Although they will be given increases by DDS to help cover the additional expense, the process takes time and it is not known when our service providers will actually receive the money.

C. Transportation

We were hoping to have a seamless transition between our current transportation provider in the Antelope Valley (Southland) with our new transportation provider (Student). However, with Southland winding down their business, they began to

lose drivers, so we have had some disruption in services. However, Student is in the process of getting additional buses licensed and the service disruption should be short lived.

## VI. Announcements / Information Items

- A. Annual Board Retreat: June 3 & 4 (Sheraton, Universal City)
- B. Annual Board Dinner: June 25 (Hyatt, Valencia)
- C. Next Meeting: Wednesday, July 27<sup>th</sup> (no June meeting)

## VII. Executive Session

- A. Executive Director's Evaluation

The committee went into executive session at 7:56 p.m.

## VIII. Adjournment

Lou adjourned the meeting at 8:03 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

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