

**Minutes of Regular Meeting  
of  
North Los Angeles County Regional Center  
Board of Trustees**

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, 9200 Oakdale Avenue, Chatsworth, California, on March 8, 2017

**Trustees Present**

Pam Aiona  
Dan Becerra  
Adelina Castellanos  
Jenean Glover  
Jessica Gould  
Erika Hernandez, Intern  
Shant Kotchounian  
Marcia Leija  
Meagan Miller  
Bridget Moss  
Debra Newman  
Lou Paparozzi  
William Rayber  
Jeremy Sunderland  
Curtis Wang  
Tamar Witmer

**Trustees Absent**

Michelle Heid  
Caroline Mitchell  
Todd Withers

**Guests Present**

Roger Bulosan  
Kent Carter  
Julie Eby-McKenzie  
Sharoll Jackson  
Ismael Maldonado  
Ricardo & Lillian Martinez  
Sonia Ojeda  
Maria Romero  
Jann Seymour  
Debbie Springer

**Staff Present**

Diane Ambrose  
Susan Chmura  
Kermit Jackson  
Jennifer Kaiser  
Michele Marra  
Sarah Robinson  
Kim Rolfes  
George Stevens  
Jessica Whitney

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**1. Call to Order & Introductions**

Lou Paparozzi, president, called the meeting to order at 6:34 p.m. and introductions were made.

**2. Public Input & Comments (3 minutes)**

- A. Ismael Maldonado reported that he regularly attends Department of Mental Health meetings, but was dismayed to find that they do not have a category for people with developmental disabilities. Ismael will speak with Diane Ambrose about this after the board meeting.
- B. Julie Eby-McKenzie announced that the Family Focus Resource Center has lots of trainings coming up and she left fliers for them on the information table.

- C. Sarah Robinson asked if the Board of Trustees would be willing to meeting with some of the center's staff without management staff present. Lou Paporozzi reiterated what he said at the November board meeting when the same question was asked. The board interacts directly with the center's executive director and it is not their role to intervene in staff issues. They will need to follow the chain of command.
- D. Lou Paporozzi reported that at the last board meeting, a guest had brought up the fact that the guests present did not have access to some of the documents that were provided to the board. Staff followed up on this issue and found that she was correct; all materials at board meetings must be made available to the guests. Lou apologized to Julie Eby-McKenzie on behalf of the Board and thanked her for bringing this to the board's attention. He stated that from now on, all documents reviewed by the board will be made available to guests.

### 3. Consent Items

- A. Approval of Revised Agenda (*Packet #2, page 144*)

M/S/C (C. Wang/W. Rayber) To approve the revised agenda as presented.

- B. Approval of February 8<sup>th</sup> Board Meeting Minutes (*Packet #1, page 6*)

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

### 4. Presentation: NLACRC's IRS Form 990 (*Packet #1, page 14*)

Roger Bulosan, from Marcum LLP, provided copies of the most recent draft of the center's tax returns. The center files 3 different tax returns: the federal 990, the state 199, and the state attorney general RRF-1. These tax forms cover the period July 1, 2015 to June 30, 2016. Mr. Bulosan reviewed the documents with the board, in detail, and answered questions that the board members had. Due to regulations, regional centers must change their CPA firms every 5 years and the center is currently actively seeking a new CPA firm. So after the presentation, Kim Rolfes thanked Roger, on behalf of the regional center, for the work he and his company have done over the last 5 years.

### 5. Executive Session

M/S/C (W. Rayber/C. Wang) To go into executive session at 6:50 p.m.

- A. Employment

- B. Employee Salaries and Benefits
- C. Lease
- D. Legal

The executive session ended at 7:37 p.m. and the meeting continued.

**6. Committee Action Items** (*Packet #1, page 75*)

A. Administrative Affairs Committee (Dan Becerra)

1. Acceptance of NLACRC's IRS Form 990

M/S/C (W. Rayber/C. Wang) To accept the center's tax returns for 2016, as presented.

2. Approval of Contracts

- a. Elwyn California (Mayall)
- b. Tiger Tail Adult Home 3
- c. Compassion Group Homes
- d. Pleasantview Industries, Inc. (055)
- e. Pleasantview Industries, Inc. (880)
- f. Glen Park at Valley Village

M/S/C (B. Moss/M. Leija) To approve the 6 contracts listed above, as presented.

- g. Free to Be Programs
- h. Community Options, Inc.

M/S/C (W. Rayber/C. Wang) To approve the 2 contracts listed above, as presented, once finalized by the center's attorney.

- i. Evelin Garcia, Psy.D.

M/S/C (W. Rayber/C. Wang) To approve the contract with Dr. Evelin Garcia, as presented.

B. Post-Retirement Medical Trust (Lou Paporozzi)

1. Approval of Change to PRMT Policies & Procedures

M/S/C (D. Becerra/M. Mitchell) To approve adding the additional duty to the PRMT policies and procedures, as presented.

7. **Additional Committee Action Items** (*Packet #2, page 148*)

A. Consumer Advisory Committee (Pam Aiona)

1. Approval of Letter to State Council Supporting a Grant Request

M/S/C (W. Rayber/D. Newman) To approve the CAC's letter to the State Council supporting the grant request by the Self-Advocacy Board of L.A. County.

B. Master Board Resolutions for the addition of Sub-Codes to Existing Contracts

Kim Rolfes explained that we need to execute new contracts or do amendments to include sub-codes to track activities related to the closure of Fairview Developmental Center, but there is no fiscal difference in the contracts.

1. First Amendment: Aacres CA, LLC (PL1566-109)
2. First Amendment: Aacres, CA LLC (PL1567-109)
3. First Amendment: Aacres CA LLC (PL1516-113)
4. First Amendment: Aacres CA LLC (PL1546-113)
5. First Amendment: ELWYN California (PL1581-113)
6. Seventh Amendment: Pathpoint (PL1205-055)
7. Second Amendment: TASC (PL1498-055)
8. First Amendment: TASC (PL1591-117)
9. First Amendment: TASC (HL0699-880)

M/S/C (T. Witmer/B. Moss) To approve the execution of the 9 above listed contract amendments, as presented.

8. **Director's Report** (*Packet #2, page 153*)

George Stevens addressed the following areas in his report: allocation methodology; state budget, legislation; and regional center operations. 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 attached to George's report was a summary of the Assembly Budget Sub-Committee's budget hearing that was held March 1<sup>st</sup>, and a legislative update that was prepared by staff.

**9. Association of Regional Center Agencies**

A. Next ARCA Meetings: March 16<sup>th</sup> & 17<sup>th</sup> (Sacramento)

Debra Newman, the board's ARCA delegate, is planning to attend these meetings and will give a report on them at next month's board meeting.

**10. Administrative Affairs Committee (*Packet #2, page 192*)**

A. Minutes of the February 22<sup>nd</sup> Meeting

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

B. Financial Report

Based on the center's Sufficiency of Allocation Report (SOAR), dated February 10<sup>th</sup>, the center's operations budget is currently \$48,909,218 with no surplus or deficit projected. The purchase of service (POS) budget is \$376,743,203 with a projected deficit of \$6,748,774. Year to date, the center's operating costs are at 13.3%, which is under the 15% cost cap.

C. 2<sup>nd</sup> Quarter Financial Graphs

The graphs show how the center's POS deficit changed for the first 2 quarters of FY 2016-17 in the best case and worst case. There was no deficit reflected in the first quarter because we had not yet completed our first SOAR. Starting in October 2016, we began to report a deficit between \$1.4 and \$8.2 million. At the end of the 2<sup>nd</sup> quarter (December 30<sup>th</sup>), the POS deficit was ranging between \$608,000 and \$6.7 million.

E. Selection Committee Update

The CPA Selection Committee will be meeting on Wednesday, March 15<sup>th</sup>, to meet with the 3 applicants and make a selection.

F. Board Policies and Change in Address

M/S/C (T. Witmer/B. Moss) To approve updating the board policies to reflect the center's change in address.

**11. Consumer Advisory Committee (*Packet #1, page 106*)**

A. Minutes of the February 7<sup>th</sup> Meeting

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

B. Minutes of the March 7<sup>th</sup> Meeting – Deferred

12. **Consumer Services Committee** (*Packet #1, page 114*)

A. Minutes of the February 15<sup>th</sup> Meeting

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

B. Self-Determination Program Update

The Department of Developmental Services (DDS) has not yet re-submitted the federal waiver application to the Center for Medicaid and Medicare Services (CMS). In the meantime, our Self-Determination Volunteer Advisory Committee continues to meet, but now only every other month until the waiver is submitted. Agendas and minutes from the meetings are posted on the center's website. The next volunteer advisory committee meeting will be held Thursday, March 16<sup>th</sup>, at 7:00 p.m. at the center's Santa Clarita Valley office.

13. **Government & Community Relations** (*Packet #1, page 119*)

A. Minutes of the February 16<sup>th</sup> Meeting

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

B. Legislative Update

Copies of the committee's updated bill file were included in the meeting packet. Also, Tamar handed out updated information on the committee's legislative advocacy training project.

14. **Executive Committee** (*Packet #2, page 210*)

A. Minutes of the February 22<sup>nd</sup> Meeting

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

B. Service Provider Presentations at April, May, and June Board Meetings

Per the board's request, the following presentations have been scheduled:

1. April 14<sup>th</sup>: New Horizons (by Sharoll Jackson)
2. May 10<sup>th</sup>: Avenue Supported Living (by Scott Shepard)
3. June 14<sup>th</sup>: Every Child Achieves (by Freddie Berger)

C. Action Taken to Approve Changes to VAC's FY 2016-17 Priority Issues

The VAC wanted asked to merge their CMS/WIOA break out group with the Adult Services break out group, and reinstate the Early Start Services group. Their request was supposed to have presented at the February 8<sup>th</sup> board meeting, but it was inadvertently left off of the agenda. The Executive Committee approved the VAC's request on behalf of the board.

D. Action Taken to Accept FY 2015-16 Audited Financial Statement

The audited financial statement could not be approved at the last board meeting because it had not been finalized. The final audited financial statement was reviewed by the Administrative Affairs Committee who recommended its approval. The Executive Committee approved the audited financial statement, on behalf of the board, and it has been posted on the center's website.

E. Submission of Executive Director Evaluation Forms

Blank evaluation forms were provided to each board member at the last board meeting. The completed evaluation forms were to be mailed to the board president. Today is the deadline for submission.

15. **Nominating Committee** (*Packet #2, page 218*)

A. Minutes of the March 1<sup>st</sup> and 2<sup>nd</sup> Meetings

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

B. Status on Recruitment

The committee interviewed board applicants on March 1<sup>st</sup> and 2<sup>nd</sup>. The committee will conduct interviews with the VAC applicants on March 21<sup>st</sup> and 22<sup>nd</sup>. The recommended nominees will be presented at the May board meeting and the elections will be held in June. Newly elected members will begin serving July 1<sup>st</sup>. Bridget was happy to announce that they had an abundance of excellent candidates.

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

**17. Strategic Planning Committee (*Packet #1, page 133*)**

A. Minutes of the February 6<sup>th</sup> Meeting

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

**18. Vendor Advisory Committee**

A. Minutes of the March 2<sup>nd</sup> Meeting – *Deferred*

**19. Old Business / New Business (*Packet #1, page 139*)**

A. Attendance Sheets

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

B. Complete Meeting Evaluations

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

C. Visitation Reports – No visitations were reported.

**20. Announcements / Information / Public Input**

A. Next Board Meeting: *Thursday*, April 13<sup>th</sup>, at 6:30 p.m. (Chatsworth Office)

B. Annual Board Retreat: Friday, June 2<sup>nd</sup>, and Saturday, June 3<sup>rd</sup> (Sheraton)

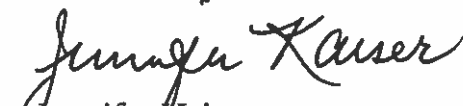
C. Annual Board Dinner: Saturday, June 24<sup>th</sup> (Hyatt)



**21. Adjournment**

Lou adjourned the meeting at 8:25 p.m.

Submitted by,

  
Jennifer Kaiser  
Executive Assistant

for:



Debra Newman  
Board Secretary

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