

**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 28470 Avenue Stanford, Suite 100, Santa Clarita, California, on January 9, 2013.

Trustees Present

Thomas Aguinaga  
Yolanda Bosch  
Mary Jo Fernando  
Craig Girard  
Dawn Hamilton  
Sharoll Jackson  
Eric Leh  
Jenni Moran  
William Rayber  
Meredith Rimmer

Trustees Absent

Richard Dier  
Jenean Glover  
Duane Joslin  
Martha Lopez  
Katie Mead  
Jeremy Sunderland

Staff Present

Diane Ambrose  
Jennifer Kaiser  
Michele Marra  
Kim Rolfes  
George Stevens  
Anna Whitlock

Guests

Stacie Anderle	Chashawna Culver	Phyllis Pacella
Daniel Becerra	Jim D'Addario	Kathleen Secchi
Victoria Berrey	Jorge Flores	Salisa Wagner
Carolyn Caldwell	Michelle Heid	Gay Wane

**1. Call to Order & Introductions**

The meeting was officially called to order by Yolanda Bosch, president, at 6:32 p.m. when it was determined that a quorum was present. Introductions were made.

**2. Public Input & Comments - There was no public input.**

**3. Consent Items**

A. Approval of Revised Agenda (*Packet # 2, page 52*)

M/S/C (J. Moran/T. Aguinaga) To approve the revised agenda as presented.

B. Approval of November 14<sup>th</sup> Board Meeting Minutes (*Packet # 1, page 7*)

M/S/C (C. Girard/T. Aguinaga) To approve the minutes as presented.

**4. Presentation: The Progressive Steps Program**

Salisa Wagner, director and owner of the program, gave the presentation. Progressive Steps is an infant development program that has been vendored by the regional center

for the past 20 years. The program provides parent education and therapy for children birth through age three who have developmental delays or at risk for developmental delays based on their diagnosis. It is located in Valencia and serves families in the Santa Clarita and San Fernando Valleys. Parents begin the process of obtaining an evaluation for eligibility by completing the intake application which is on-line. The on-line process has been very helpful for parents in obtaining services in a timely manner. If a child is found to be eligible for services the family is referred to an infant development program where they may receive occupational, physical, speech, and/or child development therapy. Children not found to be eligible for services are referred to the Family Focus Resource Center. The majority of the services that a family receives should be conducted in the family's home, due to the requirement of services being provided in the "natural environment." The FY 2009-10 trailer bill legislation required infant development programs (IDPs) to access family's private insurance for all occupation, speech, and physical therapy services. If an insurance company will cover the cost of the therapy, then it must be provided in a clinic that the insurance company has credentialed. Becoming in network with insurance companies has created a huge ongoing expense to IDPs. Some programs have made the choice to not bill insurance companies and provide all services in-home which then meets the natural environment criteria. At age 2½ years, IDPs assist families with the process of becoming a regional center consumer beyond age three and transitioning their child to the public school district.

**5. Presentation: Prevention Resource and Referral Program**

Stacie Anderle and Kathleen Secchi from the Family Resource & Empowerment Center gave the presentation. This program is part of the Family Focus Resource Center and has locations at California State University, Northridge (CSUN) and at the regional center's 3 offices. Children who are not eligible for an Early Start program can receive services from this program. They do not provide direct services, but offer support to help families find resources that will assist with their child's development. The program provides referrals to services such as parks and recreation activities, mommy and me playgroups, financial resources, and toy loan programs. They also provide workshops for families and provide outreach to medical offices, hospitals, Early Start agencies, health fairs, etc. Statewide highlights from the program's first year, FY 2011-12, included over 1,000 presentations and contact with over 9,000 families. The Family Focus Resource Center, which serves NLACRC's catchment area, has contacted 100 families to date since the start of their March 2012 contract.

**6. Committee Action Items** (*Packet # 2, page 55*)

A. Administrative Affairs (Craig Girard)

\* 1. Approval of Diversified Transportation Contract

M/S/C (J. Moran/M. Rimmer) To approve the contract with Diversified Transportation as presented.

\* 2. Approval of CPES Contract

M/S/C (T. Aguinaga/J. Moran) To approve the contract with CPES as presented.

7. Director's Report (*Packet # 2, page 61*)

George addressed the following areas in his report: allocation methodology; the state budget; legislation; 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. George had Jennifer e-mail the board the most recent California Legislative Analyst's Office report which showed that the number of births in California has been decreasing. Kim announced that a lap top computer, being used by a staff member who was "on call" was stolen from his car. Our attorney has advised us to contact all of the consumers on our database regarding this breach of information. There was no sensitive information on the lap top, however our attorney felt we must notify consumers and families. Letters were sent to them and copies of that letter were provided to the board. From now on, an encryption will be put on all of our lap tops.

8. Administrative Affairs Committee (*Packet # 2, page 87*)

A. Minutes of the November 28<sup>th</sup> Meeting

The minutes were included in the board packet.

B. Financial Report for November 2012

The financial report showed that the operations budget is \$34,425,481 with projected expenses in the same amount, leaving no surplus or deficit. The purchase of service (POS) budget is \$237,966,751 with projected expenses of \$268,922,564, leaving a deficit of \$30,955,813. The family resource center budget is \$122,721 for a total budget of \$272,514,953.

C. 1<sup>st</sup> Quarter Financial Graphs

The graph showed no surplus or deficit in July or August 2012 because the

Department of Developmental Services (DDS) had not provided centers with their POS allocations yet. Starting in September, the graph reflected a continually increasing POS deficit which is currently between \$25,688,397 and 30,955,813.

9. **Association of Regional Center Agencies (ARCA)**

A. Next ARCA Meetings: January 17 & 18, 2013

George, Jeremy, Craig, and Yolanda all plan to participate in the upcoming ARCA meetings in Sacramento.

10. **Consumer Advisory Committee** (*Packet # 2, page 105*)

A. Minutes of November 6<sup>th</sup> and January 8<sup>th</sup> Meetings

The minutes were included in the board packet.

B. CAC Event Calendar

Copies of the CAC's updated event calendar were provided to the board for their information. One of the events on the calendar is Assembly Member Bob Blumenfield's sidewalk office hours this Saturday. MaryJo plans to go and speak with him. William Rayber plans to meet her there.

**Action:** Yolanda will e-mail information to Mary Jo that she can share with Assembly Member Bob Blumenfield.

**Action:** MaryJo will give a report on her discussion with Assembly Member Bob Blumenfield at next month's board meeting.

11. **Consumer Services Committee** (*Packet # 1, page 14*)

A. Minutes of November 20<sup>th</sup> Meeting

The minutes were included in the board packet.

B. Updated Board Presentation Schedule

The updated board presentation schedule reflected a 5<sup>th</sup> training for this fiscal year. This additional training will be given on "behavioral services" by the Vendor Advisory Committee's children's services workgroup at the February 13<sup>th</sup> board meeting.

**12. Executive Committee** (*Packet # 1, page 20*)

A. Minutes of November 28<sup>th</sup> Meeting

The minutes were included in the board packet.

B. Action Taken: Approval of Contract with Easter Seals

At the last Executive Committee meeting, the committee took action, on behalf of the board, to approve a contract with Easter Seals. Information about the contract was included in the board packet.

C. Action Taken: Approval of Letter to DDS

At the last Executive Committee meeting, the committee took action, on behalf of the board, to approve a letter to DDS regarding the center's POS deficits. A copy of the letter, which was signed by Yolanda, was included in the board packet.

**13. Government & Community Relations** (*Packet # 1, page 30*)

A. Minutes of November 20<sup>th</sup> Meeting

The minutes were included in the board packet.

**14. Housing Committee** (*Packet # 1, page 36*)

A. Minutes of November 19<sup>th</sup> Meeting

The minutes were included in the board packet.

**15. Nominating Committee** (*Packet # 2, page 111*)

A. Minutes of January 3<sup>rd</sup> Meeting

The minutes were included in the board packet.

B. Recommendations/Interest re: Board Officers for FY 2013-14

Copies of a new form called, "Interest in Serving as a Board Officer" were included in the board packet and attached to the form was a brief description of the duties for each office.

**Action:** Board members should complete the form if they are interested in serving as board officer or if they want to nominate someone to serve as a board officer. Please submit completed forms to Jennifer prior to the next board meeting.

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

17. **Strategic Planning Committee (Packet # 1, page 41)**

A. Minutes of November 5<sup>th</sup> Meeting

The minutes were included in the board packet.

18. **Vendor Advisory Committee (Packet # 2, page 118)**

A. Minutes of January 3<sup>rd</sup> Meeting

The minutes were included in the board packet. Jenni reported that the Vendor Advisory Committee's adult services work group has been talking about how to identify service providers who are in distress and how the center can assist them. They decided to set up a survey monkey to solicit input from providers. Once the survey information is collected, it will be analyzed and the presented at the April 4<sup>th</sup> Vendor Advisory Committee meeting. This survey is meant for all providers, not just adult service providers. Also, providers should complete one survey for each service code they have. The survey should take about 15 minutes to complete.

19. **Old Business / New Business (Packet # 1, page 46)**

A. Attendance Sheets

Board and committee meeting attendance sheets are always included in the back of board meeting packet # 1. Please review them and be aware of your status.

B. Complete Meeting Evaluations

Yolanda 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.

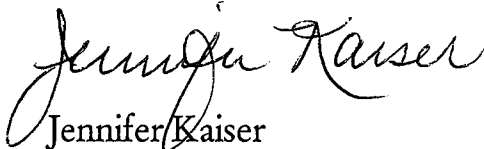
**20. Announcements / Information / Public Input**

A. Next Board Meeting: Wednesday, February 13<sup>th</sup>, at 6:30 p.m. (Van Nuys)

**21. Adjournment**

Yolanda adjourned the meeting at 8:00 p.m.

Submitted by,



Jennifer Kaiser  
Executive Assistant

for:



Jenean Glover  
Board Secretary

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