

**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 November 13, 2013.

Trustees Present

Daniel Becerra  
Yolanda Bosch  
Mary Jo Fernando  
Craig Girard  
Jenean Glover  
Jessica Gould  
Dawn Hamilton (via polycom)  
Sharoll Jackson  
Duane Joslin  
Eric Leh  
Jay Lytton  
Jenni Moran  
Debra Newman  
William Rayber  
Meredith Rimmer  
Jeremy Sunderland  
Tavia Wooley

Trustee Absent

Martha Lopez

Staff Present

Jennifer Kaiser  
Michele Marra  
Kim Rolfes  
Anna Whitlock

Guests

Kathy Brian  
Carolyn Caldwell  
Adriana Gracias  
Rebecca Lienhard  
Gerald Robles  
Kathleen Secchi  
Jann Seymour

**1. Call to Order & Introductions**

The meeting was officially called to order by Eric Leh, president, at 6:30 p.m. when it was determined that a quorum was present. Introductions were made.

**2. Public Input & Comments**

- A. Duane announced that the Masonic Lodge at 14750 Sherman Way will be having a pancake breakfast on Saturday, from 8:00 a.m. to noon. The cost is \$5 and will benefit masonic youth.
- B. Kathleen announced that the Family Focus Resource Center will be holding a Special Needs Resource Fair at CSUN on Saturday, November 23<sup>rd</sup>, from 10:00 a.m. to 2:00 p.m. For more information, call (818) 677-6854.

### 3. Consent Items

- A. Approval of Revised Agenda (*Packet #2, page 48*)

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

- B. Approval of October 9<sup>th</sup> Board Meeting Minutes (*Packet #1, page 7*)

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

### 4. Committee Action Items

- A. Administrative Affairs Committee (Meredith Rimmer)

- \* 1. Approval of HOPE Funding Agreement (*Packet #1, page 16*)

M/S/C (D. Joslin/C. Girard) To approve the HPE funding agreement as presented.

### 5. Director's Report (*Packet #2, page 51*)

Kim addressed the following areas in the director's report: allocation methodology; 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. Also included was a copy of a letter written by The Lanterman Coalition to Governor Brown regarding additional funding needed to cover the costs of the new increased minimum wage. After Kim gave the report, discussion ensued about the center's implementation plan for SB 555 (translation of IPPs and IFSPs in a family's "native" language); the board was specifically concerned about the center translating this information into 3 languages (client, family, and service provider).

**Action:** Michele will clarify how many people the center plans to translate for, as part of the center's SB 555 implementation plan, and report back to the board.

### 6. Association of Regional Center Agencies

- A. Report on October 17<sup>th</sup> & 18<sup>th</sup> Meetings

Jeremy expressed his gratitude to the many board members who attended the October 18<sup>th</sup> ARCA Board of Directors meeting, which was held locally. Subjects discussed at the meeting included:

1. Diana Dooley, secretary of the Department of Health and Human Services, will be meeting with interested parties regarding the position of director of the Department of Developmental Services (DDS) as Terri Delgadillo will be retiring from that position at the end of next month.
2. Disney's recent decision to replace its Guest Assistance Card (GAC) with a Disability Access Service Card (DASC). With the GAC, people with disabilities did not have to wait in line. The DASC allows people to "virtually" wait in line. The ARCA wanted to get consumer and family input on this new system and put out a survey.

B. Next ARCA Meetings: January 20<sup>th</sup> & 21<sup>st</sup> (Sacramento)

7. **Administrative Affairs Committee** (*Packet #2, page 89*)

A. Minutes of the October 30<sup>th</sup> Meeting

The minutes were included in the meeting packet. Please contact Meredith with any questions.

B. Financial Report for September 2013

The financial report showed that the operations budget is \$36,301,541 with projected expenses of \$36,453,041, leaving a deficit of \$151,500. The purchase of service (POS) budget is \$247,354,696 with projected expenses in the same amount. Kim explained that won't know the actual POS expenditures figure until we complete our first Sufficiency of Allocation Report (SOAR) next month. However, we do know that we were allocated less in POS than we were last fiscal year, so we are anticipating a deficit in the neighborhood of at least \$20 million.

8. **Consumer Advisory Committee** (*Packet #2, page 100*)

A. Minutes of the October 1<sup>st</sup> Meeting

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

B. Minutes of November 2<sup>nd</sup> Meeting – *Deferred*

C. Updated CAC Event Calendar

Copies of the committee's updated event calendar were included in the meeting packet for the board's information.

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

- A. Minutes of October 16<sup>th</sup> Meeting
- B. 1<sup>st</sup> Quarter Exceptions/Exemptions Report
- C. 1<sup>st</sup> Quarter Consumer Diagnosis Report

The minutes and both quarterly reports were included in the meeting packets; please see Jeremy with any questions.

- D. 1<sup>st</sup> Quarter Appeals & Hearings Report – *Deferred*

**10. Executive Committee** (*Packet #2, page 107*)

- A. Minutes of the October 30<sup>th</sup> Meeting

The minutes were included in the meeting packets; please see Eric with any questions.

- B. Action Taken to Approve Letter to the DHHS

The Executive Committee took action, on behalf of the board, to approve sending a letter to the secretary of the Department of Health and Human Services with comments on what we would desire in the new director of DDS. A copy of the letter, signed by Eric Leh, was included in the board packet.

- C. Action Taken to Approve Contract with Southland Transit

The Executive Committee took action, on behalf of the board, to approve the contract with Southland Transit in the amount of \$12,500,000 over the 5-year contract term. The contract summary and board resolution were included in the board packet.

- D. Action Taken to Approve Van Nuys Sublease

The Executive Committee took action, on behalf of the board, to approve the sublease for additional space at the Van Nuys office in the amount of \$88,776 over the 20-month contract term. The additional space is needed for the scanning and digitizing of the center's records.

E. Action Taken to Approve the 2014 Performance Contract

The Executive Committee took action, on behalf of the board, to approve the center's 2014 performance contract. The approved contract included references to the board's new Zero Tolerance Policy on Consumer Abuse or Neglect and trainings that were held on special incident and mandated reporting for our service providers and case management staff. The additional language was included in the meeting packet.

11. **Government & Community Relations** (*Packet #1, page 29*)

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

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

B. Legislative Update (Bill File)

There were 30 different bills that would have an effect on the regional center system; Governor Brown signed 27 of them and vetoed just 3. A listing of these bills was included in the meeting packet along with a summary of each bill that was signed.

12. **Housing Committee – No Report**

13. **Nominating Committee - No Report**

14. **Post-Retirement Medical Trust Committee** (*Packet #2, page 122*)

A. Minutes of October 30<sup>th</sup> Meeting - Deferred

B. Statement on Current Trust Value

The value of the trust assets as of October 28, 2013 was \$14,859,664 an increase of \$1,581,573 since the last quarterly report (including contributions made by the center totaling \$1,100,000). The rate of return for the quarter ending September 30, 2013 was 4.04%, the rate of return for the previous 12 months was 10.56%, and the annualized rate of return since the trust's inception, 107 months ago, was 5.85% (all gross of fees).

15. **Strategic Planning Committee** (*Packet #2, page 124*)

A. Minutes of November 4<sup>th</sup> Meeting

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

**16. Vendor Advisory Committee** (*Packet #2, page 128*)

A. Minutes of the November 7<sup>th</sup> Meeting - Deferred

B. Employment First Philosophy & Policy Statement

Jenni reported that the Vendor Advisory Committee has drafted a progressive Employment First philosophy that they hope the board will adopt. The draft philosophy was included in the meeting packet. Please contact Jenni with any input.

**17. Old Business / New Business** (*Packet #1, page 43*)

A. Attendance Sheets

The board and committee meeting attendance sheets are always included in the first meeting packet.

B. Complete Meeting Evaluations

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

C. Visitation Reports

Meredith visited Bob Erio's program, Community Integration Services, in Granada Hills and gave a report on her visit.

**18. Announcements / Information / Public Input**

- A. Kathleen announced that the Family Focus Resource Center has moved with the center's Santa Clarita Valley office to its new location. She invited the board members to please drop by the resource center when they have the board meeting there in January.

- B. Jenean told the board about a book called My Brother Charlie that was written by a mother of 2 children, one of which was born with autism.
- C. The election for Assembly District 45 has been finalized and Matt Dababneh (Democrat) won.
- D. Next Meeting: Wednesday, January 8<sup>th</sup> (Santa Clarita) at 6:30 p.m.

**19. Adjournment**

Eric adjourned the meeting at 8:17 p.m.

Submitted by,

  
Jennifer Kaiser  
Executive Assistant

for:



Sharoll Jackson  
Board Secretary

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