

**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, 25360 Magic Mountain Parkway, Santa Clarita, California, on January 8, 2014.

Trustees Present

Yolanda Bosch  
Mary Jo Fernando  
Craig Girard  
Jenean Glover  
Jessica Gould  
Dawn Hamilton  
Sharoll Jackson

Trustees Absent

Daniel Becerra  
Martha Lopez  
Jenni Moran

Staff Present

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

Guests Present

Duane Joslin	Brandee Aguirre	Joan Parrish-Major
Eric Leh	Victoria Berrey	Ric Pozo
Jay Lytton	Roshan Ghaznavi	Gerald Robles
Debra Newman	Natalie Innabi	Kathleen Secchi
William Rayber	Myriam Jovel	Sean Stalbaum
Meredith Rimmer	Kelvin Lee	Quentin Staples
Jeremy Sunderland	Marlene Lueck	John Swicegood
Tavia Wooley	Hayden Meyer	Gay Wane
	Louis Paparozzi	

**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**

Victoria Berrey, from the Family Focus Resource Center, told everyone that all 3 of the center's offices have a resource center. They contain information on a variety of different subjects related to developmental disabilities. They also serve as a lending library where items of interest can be checked out and taken home. Eric stated that Victoria and Kathleen will be giving a tour of Santa Clarita's resource center and will also providing dessert tonight after the board addresses the action items.

**3. Consent Items**

A. Approval of Revised Agenda (*Packet #2, page 81*)

**M/S/C** (D. Joslin/Y. Bosch) To approve the revised agenda as presented.

B. Approval of November 13<sup>th</sup> Board Meeting Minutes (*Packet #1, page 7*)

A correction was made in Section 6.B., the next ARCA meetings will be held January 16<sup>th</sup> and 17<sup>th</sup>, not January 20<sup>th</sup> and 21<sup>st</sup>.

**M/S/C** (C. Girard/Y. Bosch) To approve the minutes as corrected.

4. **Committee Action Items**

A. Housing Committee (Eric Leh) (*Packet #1, page 14*)

- \* 1. Approval of Committee's Priorities for FY 2013-14

**M/S/C** (D. Joslin/D. Newman) To approve the Housing Committee's priorities for FY 2013-14 as presented.

B. Administrative Affairs Committee (Meredith Rimmer) (*Packet #2, page 84*)

- \* 1. Approval of Contract with Rowena Cruz, ASW

**M/S/C** (Y. Bosch/D. Joslin; Abstention: J. Lytton) To approve the contract with Rowena Cruz as presented.

- \* 2. Approval of MOU between NLACRC and the SCIHLP

**M/S/C** (D. Joslin/Y. Bosch) To approve the MOU between NLACRC and the Southern California Independent Health and Living Project (SCIHLP) as presented.

B. Nominating Committee (Yolanda Bosch) (*Packet #2, page 89*)

- \* 1. Approval to Change February Meeting Date

**M/S/C** (J. Glover/C. Girard) To approve changing the committee's meeting from February 5<sup>th</sup> to February 6<sup>th</sup>.

[The committee took a short break from the meeting to tour the family resource center and the rest of the center's new Santa Clarita Valley office.]

**5. Director's Report** (*Packet #2, page 90*)

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 noted a typing error in the Allocation Methodology section of his report; it should have stated that the center's purchase of service (POS) deficit was between \$41 and \$46 million.

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

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

Jeremy, Craig, and George will be attending next week's ARCA meetings. The governor's proposed budget for FY 2014-15 will be one of the topics for discussion. As stated in earlier meetings, Disney has decided to change their policy regarding visitors with disabilities. ARCA has developed a survey to find out how families and consumers feel about the change.

**Action:** Jeremy will e-mail the link to the Disney survey to the board.

**7. Administrative Affairs Committee** (*Packet #1, page 16*)

A. Minutes of the November 26<sup>th</sup> Meeting

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

B. Financial Report for October 2013

C. Financial Report for November 2013 (Packet #2, page 123)

The latest financial report showed that the operations budget is \$36,531,644 with projected expenses in the same amount, leaving no surplus or deficit. The POS budget is \$246,948,342 with projected expenses of \$293,011,234, leaving a deficit of \$46,062,892 (in the worst case) and \$440,904,981 (in the best case).

D. 1<sup>st</sup> Quarter Financial Graphs (Packet #2, page 127)

Copies of the graphs were included in the packet. The graph showed no surplus or deficit in July or August because the Department of Developmental Services (DDS) had not provided centers with their POS allocations yet. The graphs

showed that as of the end of the 1<sup>st</sup> quarter (September 30<sup>th</sup>), the center was showing a POS deficit between \$39,694,627 and \$45,506,537.

**8. Consumer Advisory Committee** (*Packet #2, page 129*)

A. Minutes of the November 5<sup>th</sup> and January 7<sup>th</sup> Meetings

Minutes from both meetings were included in the packet; please see Mary Jo with any questions.

B. 11<sup>th</sup> Annual Festival of Human Abilities

The festival will be held Saturday and Sunday, January 25<sup>th</sup> and 26<sup>th</sup>, at the Aquarium of the Pacific in Long Beach. It will feature many creative performances featuring people who have disabilities. A flyer for the event was included in the meeting packet and it includes a free admission coupon.

**9. Consumer Services Committee** (*Packet #1, page 31*)

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

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

B. 1<sup>st</sup> Quarter Appeals & Hearings Report

Copies of the report were included in the packet. During the 1<sup>st</sup> quarter of FY 2013-14:

1. Eligibility: 357 Notices of Action were sent and 12 were returned (appealed).
2. Service: 323 Notices of Action were sent and 16 were returned.
3. Hearings: 5 fair hearings were held:
  - 4 eligibility hearings (1 dismissed, 1 denied, 1 granted, and 1 decision pending)
  - 1 service hearing (denied)

**10. Executive Committee** (*Packet #1, page 42*)

A. Minutes of the November 26<sup>th</sup> Meeting

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

B. Action Taken to Approve Transfer of Funds in Board Budget

The fourth line item in the board budget (participation on meetings and events not ARCA-related) went over its approved budget by \$10.66. The Executive Committee approved a \$1,000 transfer from the sixth line item (respite support) to the fourth line item to cover future expenses in that category, on behalf of the board.

C. Action Taken to Approve Contract with Pacific Child & Family Association

The Executive Committee approved the contract with the Pacific Child & Family Association, per the Administrative Affairs Committee's recommendation, on behalf of the board.

D. Board Member Conflict of Interest Resolution Plan Process

A board member conflict of interest resolution plan procedure was drafted and is being presented tonight for the board's approval. The proposed procedure is:

1. In July of each year, all board members are asked to sign a conflict of interest reporting statement.
2. A board member identifies a conflict of interest on the conflict of interest reporting statement.
3. The human resources director notifies the executive director and board president about the conflict of interest and determine next steps (i.e. interim plan to mitigate the conflict of interest, request for more information from the board member, etc.)
4. The executive director signs the conflict of interest reporting statement determining that a conflict of interest exists. The public information and training supervisor places the conflict of interest reporting statement on the center's website.
5. The human resources director works with the board member to identify all of the information needed to complete a conflict of interest resolution plan; and working with the center's corporate counsel completes a plan.
6. A conflict of interest resolution plan is created and provided to the executive director, board president, and board member for review and any modifications, if applicable.
7. The conflict of interest resolution plan is finalized and presented to the board's Executive Committee in executive session. They will make a

motion to present the plan to the board for approval/disapproval during the next board meeting.

8. The conflict of interest resolution plan is presented to the board during executive session and a motion for approval/disapproval is made. If approved, the plan will be signed by the executive director, board president, and board member and forwarded to the Department of Developmental Services, State Council on Developmental Disabilities (DDS), and Area Board 10 as required by regulation.
9. Upon notification of approval, the human resources director will provide the executive director, board president, and board member a copy of the DDS approval letter.
10. Upon notification of disapproval, the human resources director will provide the executive director, board president, and board member with a copy of the DDS disapproval letter and discuss next steps (i.e. modification of plan, etc.).

**Action:** The board approved the Executive Committee proposed board member conflict of interest resolution procedures.

## 11. Government & Community Relations (*Packet #1, page 51*)

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

The minutes were included in the packet; the different themes being considered for the next Legislative Breakfast are on page 3. Please see Jeremy with any questions or with any additional ideas for the next Legislative Breakfast theme.

### B. Legislators Committees & Legislative Districts/Assignments

A breakdown of legislative districts in the center's area was shown along with the board, VAC, and CAC members who live in their districts. Staff will be arranging for teams to visit our local legislators on Fridays in February. Please do your best to make yourself available for the visit. Further formal visits will be held during the center's Grass Roots Week in the spring.

### C. Sign up on Legislators' E-mail Lists

The committee is asking board members to sign up to receive information from their district legislators via e-mail and to share any interesting announcements or events during board and/or committee meetings.

**12. Housing Committee** (*Packet #1, page 66*)

A. Minutes of the November 18<sup>th</sup> Meeting

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

**13. Nominating Committee** (*Packet #2, page 142*)

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

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

B. Officer Preparation Activities

Four of the board's current officers will be terming off the board in June. As such, the committee wants to begin grooming new officers to take their places. Board members who are interested in serving as officers next fiscal year were asked to complete an officer interest form. Those board members who completed the forms will be asked to begin attending the month Executive Committee meetings.

C. Nomination of Jessica Gould to ARCA CAC Alternate Position

The committee is recommending the nomination of Jessica Gould to the currently vacant ARCA Consumer Advisory Committee position. Her election will be held at next month's board meeting.

D. Status on Recruitment

The center will have a total of 8 open positions on the Board of Trustees, 5 open positions on the Consumer Advisory Committee, and 6 open positions on the Vendor Advisory Committee. The applicants will be interviewed in the coming months, the recommended nominees will be presented to the board in May, and the elections will be held at the board meeting in June.

**14. Post-Retirement Medical Trust Committee** (*Packet #1, page 72*)

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

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

**15. Strategic Planning Committee** - *No Report*

**16. Vendor Advisory Committee - No Report**

**17. Old Business / New Business (Packet #1, page 76)**

A. Attendance Sheets

The board and board committee meeting attendance sheets are always included in packet #1.

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

No visits were reported.

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

A. Tavia announced that she was recently accepted by the Los Angeles African-American Policy Making Committee. Congratulations Tavia!!

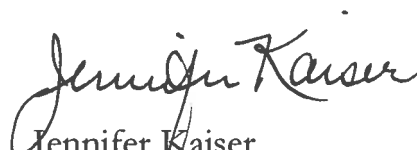
B. Gay reminded everyone that it is important to develop relationships with our local assembly members and senators, but it is also important to develop relationships with our city officials.

C. Next Meeting: Wednesday, February 12<sup>th</sup>, at 6:30 p.m. (Van Nuys)

**19. Adjournment**

Eric adjourned the meeting at 8:33 p.m.

Submitted by,

  
Jennifer Kaiser  
Executive Assistant



for:

A handwritten signature in cursive script that reads "Sharoll Jackson".

Sharoll Jackson  
Board Secretary

[badmin.jan8.2014]

