

North Los Angeles County Regional Center
Executive Committee Meeting Minutes
April 30, 2014

Present: Craig Girard, Jenean Glover, Eric Leh, Debra Newman, and Meredith Rimmer – Committee Members
Diane Ambrose, Jennifer Kaiser, Michele Marra, Vini Montague, Kim Rolfes, and George Stevens – Staff Members

Absent: All present

I. Call to Order

Eric Leh, president, called the meeting to order at 7:45 p.m.

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

III. Consent Items

A. Approval of Revised Agenda

Items IV.H. Approval of Elwyn Contract, and IV.I. Approval of Outstanding Service Provider Agreements were added to the agenda. Also, Item VII.B. was moved under Committee Business to become Item IV.J.

M/S/C (M. Rimmer/D. Newman) To approve the revised agenda as modified.

B. Approval of Minutes from March 26th Meeting

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

IV. Committee Business

A. Draft Board Retreat Agenda / Response Form

The committee reviewed the draft agenda and response form. Two changes were made: 1) to note on the agenda that the cocktail hour is not hosted; and 2) to correct Jennifer's email address on the response form.

B. Proposed Changes to Secretary Policy Statement/Conflict of Interest Process

A minor change was being proposed to the policy statement for the board secretary regarding the executive session notebook. However, in looking at the

policy statement, a little closer, it was also noted that the process for the board submission of conflict of interest forms needed to be updated. Now that the center is required to use DDS more complex conflict of interest form instead of our own, the process has changed.

Action: Michele will provide the secretary policy statement, the applicable section(s) of the board bylaws, and DDS's regulations pertaining to conflict of interest to the center's corporate counsel so he can re-write the necessary sections of the policy statement and bylaws. Once the re-writes have been done, they will be brought back to the Executive Committee for review and subsequent board approval.

Action: It was suggested that staff review the conflict of interest form at the June board packet review meetings to help consumers and others complete the form.

C. Board Budget vs. Expenses

Money was short in some categories and over in others, so Jennifer suggested that some of the money be moved around to cover any potential shortfalls.

M/S/C (J. Glover/C. Girard) To ask for board approval to move some of the money around in the board budget to make sure there are sufficient funds to cover the expenses.

D. Review Draft Master and Critical Calendars for FY 2014-15

Jennifer provided the committee with copies of both draft calendars and pointed out the proposed changes.

Action: The committee moved the Tuesday, October 14th committee meetings to Wednesday, October 22nd. With this one additional change, both calendars will be presented to the board for their review and approval.

E. Supported Life Institute: Co-sponsorship Request

The organizers of this conference are asking for us to help co-sponsor it. There are 2 co-sponsorship options: Option 1 (\$700) and Option 2 (\$900) which would include a complimentary conference registration, plus the center's name would be listed in their registration materials. George stated that the center has supported this conference in the past, but has not supported it in recent years due to the

state budget crisis. There are sufficient funds in the board budget to help co-sponsor this conference.

M/S/C (C. Girard/D. Newman) To co-sponsor the Supported Life conference with a donation of \$900 (Option 2) on behalf of the Board of Trustees.

F. Request from Parents to Give a Presentation to the Board

Eric received a request from a group of parents of children with autism who want to give a presentation to the board to share their personal experiences and to share their concerns about treatment options.

Action: To defer action on this request to George.

Action: George will contact the parent who made the request to let her know that the Executive Committee referred her request to staff for a response, as this is a service issue and not a policy issue. He will ask her to forward her concerns to him so he can share them with appropriate staff for follow-up.

G. Finalize Agenda for the May 14th Board Meeting

The committee finalized the agenda for the May 14th board meeting.

H. Approval of Elwyn Contract

M/S/C (J. Glover/C. Girard) To approve the first amendment to the Elwyn contract, as presented at the Administrative Affairs Committee, on behalf of the Board of Trustees.

I. Approval of Outstanding Service Provider Agreements

Kim provided the committee with information regarding the contracts and the reason for the retroactivity.

M/S/C (D. Newman/C. Girard) To approve seven retroactive contracts for the reimbursement of non-covered insurance copayments or coinsurance, on behalf of the Board of Trustees.

J. Management, Bargaining Unit, and Confidential Staff Salaries

Management, bargaining unit, and confidential staff salary increases for FY 2013-

14 were approved by the Executive Committee on April 23, 2013, on behalf of the Board of Trustees, and that action was reported out at the May 8, 2013 board meeting. At that time, the Executive Committee did not take a specific action to approve a 2.5% salary adjustment for management staff for FY 2014-15. A FY 2014-15 adjustment for management staff is commensurate with the step increases that the bargaining unit and confidential staff are receiving, within the salary ranges, in FY 2014-15. Unfortunately, these actions were not documented in the executive session notebook. As such, George is asking for approval of these increases for a second time so they can be documented appropriately.

M/S/C (E. Leh/D. Newman) To approve the management, bargaining unit, and confidential staff salary changes for FY 2013-14, for a second time, on behalf of the Board of Trustees, so this action can be properly documented.

Action: To ask the Board of Trustees to approve the 2.5% salary adjustment, within the salary ranges, for management staff for FY 2014-15 that was approved by the Executive Committee last fiscal year.

V. Center Operations

A. CSUN/FFRC Outreach Van

George recently attended the ribbon-cutting ceremony for the new outreach van. The van will serve to reach out to under-served areas providing information and intake materials.

B. Lanterman Coalition

George recently met with members of the Lanterman Coalition to strategize ways to help influence legislators to support the restoration of the Early Start program and rate increases for our service providers.

C. Self-Determination Program

George and Diane recently met with Connie and Harvey Lapin and CSUN representatives to discuss their idea to hold a conference on the new self-determination program. George and Diane believe it's too premature to hold a conference and want to reach out and educate our community first and provide them with accurate information about the program. Our families need to be knowledgeable about the self-determination program before it's implemented they can make an informed decision about it when the time comes.

VI. Announcements / Information Items

A. Complete Meeting Evaluations

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

B. Next Meeting: Wednesday, May 28th, at 7:00 p.m.

VII. Executive Session

A. Review Summary Report of Executive Director's Evaluation – *Deferred*

VIII. Adjournment

Eric adjourned the meeting at 8:18 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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