

North Los Angeles County Regional Center
Executive Committee Meeting Minutes
May 28, 2014

Present: Craig Girard, Jenean Glover, Eric Leh, Debra Newman, and Meredith Rimmer – Committee Members
Dan Becerra – Board Member
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 7:05 p.m.

II. Public Input - There was no public input.

III. Consent Items

A. Approval of Agenda

Item IV.B. was deferred and “Approval of Changes to Board Budget” was added to item IV.D.

M/S/C (M. Rimmer/C. Girard) To approve the agenda as modified.

B. Approval of Minutes from April 30th Meeting

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

IV. Committee Business

A. Discussion re: Board Retreat

George provided copies of a worksheet that was completed by the 2 retreat presenters and the committee reviewed it. The committee felt that there were a lot of ambitious ideas in the worksheet. The following comments were made about the retreat:

1. There was a lot of good discussion among the retreat participants.
2. Not too impressed with the presenters or their flip-chart presentation.

3. The presenters provided some good handouts.
4. The retreat provided a good opportunity to get to know incoming board members.
5. Incoming board members should be prepared ahead of time so they know what to expect from the retreat.
6. The retreat gave us a good foundation to build upon.

Action: Moving forward, the Executive Committee would like the opportunity to meet retreat presenters ahead of time.

As far as next steps go, we need to develop a plan on how to reach out to under-served and unserved populations. Perhaps this could be delegated to the Strategic Planning Committee.

Action: The board retreat will be discussed further at next month's board meeting and after that discussion, George will identify what the next steps should be.

- B. Proposed Changes to Secretary Policy Statement & Board Bylaws – *Deferred*
- C. Presentation of Proposed Committee Assignments for FY 2014-15

Debra expressed interest in continuing to serve on the Consumer Services and Government/Community Relations Committees, so her name was added to both. Also, Kim added Yolanda Bosch, the Strategic Planning Committee.

Action: The committee will recommend to the Board of Trustees to approve the committee list for FY 2014-15 as modified.

- D. Board Budget vs. Expenses/Approval of Changes to Board Budget

Kim presented the board's budget and expenses to date. Several line items ran short and needed transfers from other areas. The total budget amount remains the same. The proposed transfers were shared with the committee.

M/S/C (J. Glover/D. Newman) To approve the changes to the board budget, as presented, on behalf of the Board of Trustees.

- E. Proposed Board Budget for FY 2014-15

The draft board budget for next fiscal year was presented and reviewed. Jennifer

asked that line item #1 be increased from \$25,000 to \$30,000 and that line item #3 be increased from 12,000 to \$16,000, for a total budget of \$89,750.

M/S/C (C. Girard/D. Newman) To recommend to the Board of Trustees to approve the board budget for FY 2014-15 in the amount of \$89,750.

F. Area Board 10 Donation Request

Area Board 10 is partnering with the Self-Advocacy Board of L.A. County to hold a conference for consumers and their allies that will be held in September. Area Board 10 is asking the 7 Los Angeles regional centers to donate \$1,000 each to help defray the costs of the conference.

M/S/C (C. Girard/J. Glover) To recommend to the Board of Trustees to donate \$1,000 to the L.A. Self-Advocacy Board to help offset costs of their conference.

G. Discussion re: the Board's Primary Activities for FY 2014-15

The board's primary activities for this fiscal year are:

1. Promote and protect quality case management as it is our core business.
2. Ensure and promote the sustainability of the entitlement to services within the regional center system.
3. Protect the immediate service rights of clients from budget reductions.

The committee felt that #2 should be updated to reflect the word "restore." They also felt that an activity should be added to reflect their commitment to implementing the self-determination project in a transparent and fair manner that is consistent with statute. They also wanted an activity added to advocate for a viable rate system for our service providers.

Action: George will work out the wording for next fiscal year's activities and present it at the next board meeting.

H. Parents' Request to Give a Presentation to the Board (Follow-up)

As reported at last month's Executive Committee meeting, a parent had made a request for a group of parents to give the board a presentation on their personal experiences and to share their concerns about autism treatment options. As this

was a service-related issue and not a policy issue, the committee deferred the request to staff. Jennifer sent an e-mail message to the parent on May 7th and again on May 15th with no response to date.

I. Completion of DDS Conflict of Interest Statements

Regional center board members are required to complete DDS's conflict of interest statements within 30 days of their appointment (by August 1st) and every year thereafter. We used their form for the first time last year and board members had difficulty completing them as they are long and rather confusing. As such, Michele recommended that she review the statement with the board at the next board meeting and they could all complete the form at that time. The Executive Committee agreed with Michele's recommendation.

J. Completion of Confidentiality Statements

Each year, the board members are asked to sign these statements which assure that when board members review any sensitive information that they will keep that information confidential. The statements will be provided at the next board meeting for board members to review, sign, and submit to Jennifer for filing.

K. Finalize Agenda for the June 11th Board Meeting

The committee finalized the agenda for next month's board meeting.

V. Center Operations

George gave the following report:

- A. Union: George and Michele will be meeting with the union representatives to discuss several different subjects including the authority of the center's supervisors.
- B. Antelope Valley Office: We are implementing a management plan at the AV office and are working through the issues there.
- C. Cross-Training: George wants the center's different departments to begin cross-training to promote better understanding of how each of the departments work.

- D. Community Services: George and Kim are developing goals and objectives for the community services department that will help maximize their resources.
- E. Hiring Plan: We are developing our hiring plan for next fiscal year. We are still underfunded in our operations budget, so we won't be able to hire all of the service coordinators we would need in order to meet the required caseload ratios.
- F. Caseload Ratio Public Meeting: As we did not meet the required caseload ratios, DDS is requiring us to hold a public meeting to gain input on how we can correct the situation. Our meeting will be held Thursday, June 5th, at 2:00 p.m.

VI. Announcements / Information Items

A. Complete Meeting Evaluations

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

B. Next Meeting: Wednesday, July 30th, at 7:15 p.m. (no June meeting)

VII. Executive Session

A. Review Summary Report of Executive Director's Evaluation

The Negotiating Committee went into executive session at 8:16 p.m.

VIII. Adjournment

Eric adjourned the meeting at 9:38 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

