

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

Present: Dan Becerra and Jenean Glover – Committee Members
Tavia Wooley – Board Member
Diane Ambrose, Jennifer Kaiser, Kim Rolfes, and George Stevens – Staff Members

Absent: Dawn Hamilton and Debra Newman

I. Call to Order

Jenean Glover, president, called the meeting to order at 8:51 p.m.

II. Public Input - There was no public input.

III. Consent Items

A. Approval of Revised Agenda

Items IV.H. and IV.I. were added to the agenda. Also, item VII. was moved under Center Operations. The revised agenda was approved as modified.

B. Approval of Minutes from May 28th Meeting

The minutes were approved as presented.

IV. Committee Business

A. Annual Committee Orientation

1. Committee policies & procedures (+ proposed changes)
2. Committee's board audit section
3. Committee's bylaws section
4. Officer policy statements (for each officer)

Copies of the committee-related documents were provided for the committee's information. George highlights the most important parts of each document.

Proposed changes to the committee's policies and procedures were presented to the committee. The changes are being made so the policies and procedures clarify the procedures.

Action: The Executive Committee will present the proposed changes to their policies and procedures to the Board of Trustees for their review and approval.

B. Updates to 3 Officer Policy Statements / Bylaws Changes

The policy statements for the president, first vice president, and secretary to not include the requirement that they participate on the Post-Retirement Medical Trust Committee.

Action: As the policy statement reflect the language of the bylaws, the changes will need to be postponed until the bylaws language is changed.

Action: Jenean will appoint 2 other board members to participate on the Ad Hoc Bylaws Committee with her. Once they have been appointed, she will convene an Ad Hoc Bylaws Committee meeting to review and discuss proposed bylaws changes.

George stated that once the proposed bylaws changes are approved by the committee, they should be submitted to the center's corporate counsel prior to going to the board for approval.

C. FY 2013-14 Committee Action Log

At the beginning of each fiscal year, the board committees review their action logs from the previous fiscal year. The action log lists all of the formal actions that were taken by the committee during the previous fiscal year. It is provided to help new committee members understand the types of decisions that were made by the committee members before them. Copies of the action log were provided for the committee's review.

D. DDS's Board Composition Survey

Each year, the Department of Developmental Services (DDS) asks the regional centers to provide them with a completed survey on their board's composition, including name, skills, geographic and ethnic representation, disability representation, and term lengths. George stated that, according to DDS, all 21 regional centers failed to comply with composition requirements last fiscal year. George stated that the Lanterman Act states that regional center boards must be comprised of 25% consumers and 50% parents. Other than that, the Lanterman Act only states that the board should "reflect" the regional center's community.

The survey will be presented to the Nominating Committee so they understand the current composition of the board and in what ways it could be lacking.

E. FY 2013-14 Board Budget vs. Expenses (increase needed)

Due to unforeseen expenses, the board budget for last fiscal year needs to be increased by \$12,730.55.

M/S/C (J. Glover/D. Becerra) To approve increasing the board's FY 2013-14 budget by \$12,730.55 to cover some unforeseen expenses, on behalf of the Board of Trustees.

F. Letter to Senators Correa & Padilla re: Translation Issues

SB 555, which as passed and became law, requires regional centers to provide Individual Program Plan (IPP) and Individualized Family Service Plan (IFSP) materials to consumers and families in their native (preferred) language. However, regulations prohibit regional centers from purchase services from agencies that sub-contract – and translation companies sub-contract their translators. So the center is prohibited from using sub-contracted translators. Kim drafted a letter to the authors of this bill explaining this situation and asking them to address the problem through legislation. Copies of the letter were provided to the committee for their review.

G. Finalize Agenda for the August 13th Board Meeting

The committee finalized the agenda for next month's board meeting. The committee added a presentation on cash flow by Vini Montague, controller.

Action: Kim will ask Vini Montague to give a presentation on cash flow at the August 13th board meeting.

H. Resignation of Meredith Rimmer / Appointment of a New 1st Vice President

Meredith Rimmer had to resign her position on the Board of Trustees due to personal issues. The Nominating Committee will need to recommend a board member to take her place as 1st vice president.

* I. Approval of Contracts

M/S/C (J. Glover/D. Becerra) To approve the contracts with Pathpoint, PCS North Los Angeles, PCS Antelope Valley, ELWYN California, Choosing Independence, and Samuel & Aliza Korn, as presented at the Administrative Affairs Committee meeting, on behalf of the Board of Trustees.

V. Center Operations

A. Staff Restructuring

George is focusing on 2 specific areas this fiscal year: quality assurance in the community services department and expanding the center's Leadership Group with a third director of consumer services position. The 3rd director is needed due to our caseload growth and is needed to oversee the implementation of the self-determination program.

Action: George will present his staff restructuring plan, in more detail, at next month's Executive Committee meeting.

B. Union Contract

The center's 5-year contract with the union will expire on September 30th and a new 5-year contract will need to be negotiated prior to its expiration. The union representatives have told us that they would like to see some changes made. We have asked them to provide them with their proposal at least 1 week prior to our first negotiation meeting. Diane Ambrose and Vini Montague, along with Mike Monk, our attorney, will be our negotiating team.

C. Conflicts of Interest

The Lanterman Act has certain criteria regional center board members and prohibitions for certain conflicts of interest. One of the conflicts would be if a board member worked for a regional center service provider, in a policy-making position. DDS promulgated regulations that expanded the scope of the conflict of interest. With DDS's regulations in mind, we have 2 board members that have a potential conflict. We have submitted their conflict of interest forms to DDS and have asked for their leniency. Until we receive a decision from DDS, our corporate counsel has advised us to not allow these 2 board members to actively participate in board-related meetings. But really, this decision is up to the board. To remove these 2 board members for such a minor conflict is not in the best interest of the board.

The Executive Committee members felt that these 2 board members' "conflicts" posed a very minimum risk.

Action: If DDS has not rendered a decision regarding the conflict of interest of the 2 board members, Jenean will announce this at the August 13th board meeting so the entire board is aware of this situation.

VI. Announcements / Information Items

A. Complete Meeting Evaluations

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

B. Next Meeting: Wednesday, August 27th, at 7:00 p.m.

C. Jenean announced that she would like to get board members' birth dates (not years) so that when their day comes, it could be acknowledged.

Action: Jennifer will contact the board and get their birth dates for Jenean.

VII. Adjournment

Jenean adjourned the meeting at 9:45 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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* Action Item

