

**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 August 13, 2014.

Trustees Present

Dorothy Daniels
Craig Girard
Jenean Glover
Jessica Gould
Dawn Hamilton
Juan Hernandez
Duane Joslin
Myriam Jovel
Jay Lytton
Jenni Moran
Lou Paparozzi
William Rayber
Sean Stalbaum
Angela White
Tavia Wooley

Trustees Absent

Daniel Becerra
Debra Newman

Staff Present

Diane Ambrose
Jennifer Kaiser
Michele Marra
Kim Rolfes
George Stevens

Guests Present

Michelle Heid
Elizabeth Lyons
Kathleen Secchi
Gay Wane

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1. Call to Order & Introductions

The meeting was officially called to order by Jenean Glover, president, at 6:31 p.m. when it was determined that a quorum was present. Introductions were made.

2. Public Input & Comments (3 minutes)

- A. Self-Determination Conference Announcement (*Handout*): The Autism Society of L.A. is holding a conference on November 7 & 8, 2014 at the Doubletree hotel in Culver City. For more information, contact info@autismla.org.
- B. Limited Conservatorships Presentation (*Handout*): As part of the “Transition to Adulthood” series, the Family Focus Resource Center (FRRC) is holding an informational presentation on limited conservatorships tomorrow at 6:30 p.m. at the center’s Santa Clarita Valley office.
- C. Sibshop Facilitator Workshop: The Westside Family Resource and

Empowerment Center/Westside Regional Center are holding a 2-day Sibshop facilitator training conference with Don Meyer, co-sponsored by the Family Focus Resource Center on October 10th and 11th. Those who wish to become certified Sibshop facilitators must attend both days. Flyers and additional information regarding registration will be available very soon.

- D. Resource Sheet: Due a community need, the FFRC created a local resource sheet for homeless and very low income families. While the FFRC does not specifically serve these populations, some of the families they do serve find themselves in need of these services, sometimes in emergent situations. The FFRC compiled comprehensive information regarding who to contact and in what types of situations. They have provided this information for families, but have also shared it with key people in the city of Santa Clarita, local school districts, local churches and various providers and non-profits. It has been very well received.

3. Consent Items

- A. Approval of Revised Agenda (Packet #2, page 87)

Item 11.G. was added to the agenda.

M/S/C (D. Joslin/J. Moran) To approve the revised agenda as modified.

- B. Approval of June 11th Board Meeting Minutes (Packet #1, page 7)

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

4. Current Issues Impacting Regional Center Cash Resources (*Handout*)

Vini Montague, the center's controller, gave a PowerPoint presentation on what impacts our cash resources. Essentially, there are 7 contributing factors:

- A. The state budget.
- B. The allocation methodology.
- C. Our contract allocation from the Department of Developmental Services (DDS).
- D. Time of payments from DDS.
- E. The Intermediate Care Facility (ICF) State Plan Amendment (SPA) reimbursement process.
- F. The use of our credit line to borrow money.
- G. Purchase of service (POS) expenditures.

Vini's presentation went into detail about each of these 7 factors.

5. Committee Action Items (*Packet #1, page 19*)

A. Consumer Services Committee (Tavia Wooley)

- * 1. Approval of Committee's Priority Issues for FY 2014-15

M/S/C (D. Joslin/J. Hernandez) To approve the committee's priority issues for FY 2014-15 as presented.

B. Executive Committee (Jenean Glover)

- * 1. Approval of Board Primary Activities for FY 2014-15

M/S/C (D. Joslin/L. Poparozzi) To approve the committee's priority activities for FY 2014-15 as presented.

C. Government & Community Relations Committee (Tavia Wooley)

- * 1. Approval of Committee's Priority Issues for FY 2014-15

M/S/C (L. Poparozzi/W. Rayber) To approve the committee's priority issues for FY 2014-15 as presented.

- * 2. Approval of Board's Legislative Strategy for FY 2014-15

M/S/C (L. Poparozzi/S. Stalbaum) To approve the Board's legislative priorities for FY 2014-15 as presented.

D. Vendor Advisory Committee (Jenni Moran)

- * 1. Approval of Committee's Priority Issues for FY 2014-15

M/S/C (D. Joslin/C. Girard) To approve the committee's priority issues for FY 2014-15 as presented.

Additional Committee Action Items (*Packet #2, page 92*)

E. Administrative Affairs Committee (Dan Becerra)

- * 1. Approval of Contract with ABA Network (Adaptive Skills Training)

M/S/C (D. Joslin/D. Hamilton) To approve the contract with the ABA Network, for adaptive skills training, as presented.

- * 2. Approval of Contract with ABA Network (Behavior Management)

M/S/C (D. Daniels/M. Jovel) To approve the contract with the ABA Network, for behavior management, as presented.

- * 3. Approval of Contract with ABA Network (Behavior Analyst)

M/S/C (D. Daniels/D. Joslin) To approve the contract with the ABA Network, for a behavior analyst, as presented.

F. Consumer Advisory Committee (Juan Hernandez)

- * 1. Approval of Committee's Goals for FY 2014-15

M/S/C (D. Joslin/W. Rayber) To approve the committee's goals for FY 2014-15 as presented.

G. Housing Committee (Tavia Wooley)

- * 1. Approval of Committee's Priorities for FY 2014-15

M/S/C (D. Joslin/C. Girard) To approve the committee's priorities for FY 2014-15 as presented.

H. Strategic Planning Committee (William Rayber)

- * 1. Approval of Committee's Priorities for FY 2014-15

M/S/C (D. Joslin/J. Hernandez) To approve the committee's priorities for FY 2014-15 as presented.

6. Director's Report (*Packet #2, page 105*)

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.

7. Association of Regional Center Agencies (ARCA) (*Packet #1, page 24*)

A. Report on June 19th & 20th Meetings (Glendale)

Craig Girard, the board's ARCA delegate, provided highlights from the last ARCA meetings. This was the final meeting of the fiscal year and included an awards ceremony. The guest speaker was Joe Montegna who has a child in the regional center system. There was discussion about the Special Olympic World Games which will be held in Los Angeles in 2015; \$5 million has been set aside to promote the event. There was also discussion regarding the National Core Indicators (NCI) Project data results for California. Craig retained a hard copy of the NCI overview/results and gave the report to Jennifer to scan and distribute to the Board. Craig suggested that the Board be familiar with this project, the measures, and that NLACRC's NCI results be shared at the board level this year. The minutes from the June 20th ARCA Board of Directors meeting were included in the board packet. Tavia Wooley, ARCA Alternate, also attended the meeting and reported that she sat next to Santi Rogers, the new DDS director, and he was very approachable.

B. Next Meetings: August 21st & 22nd (Torrance)

Whenever the ARCA meetings are held locally, our board members are invited to attend the Board of Directors meeting which is always held on the Friday date. Any board members interested in attending that meeting should let Jennifer know so she can RSVP your attendance to the ARCA staff.

8. **Administrative Affairs Committee** (*Packet #2, page 169*)

A. Minutes of the July 30th Meeting

The minutes were included in the meeting packet, please see Dan Becerra with any questions.

B. Financial Report

The operations budget is \$36,557,741 with no projected surplus or deficit. The POS budget is \$304,444,217 with projected expenses of \$321,254,493, leaving a deficit of \$16,810,276 (a decrease of nearly \$6 million since the last report). We anticipate receiving another allocation from DDS sometime next month. The financial report also includes information about the center's administrative and direct operating expenses; year to date, our operating expenses are at 13.34% which is within the 15% administrative cost cap.

C. 4th Quarter Human Resources Report

During the 4th quarter of last fiscal year, the center had 9 positions on hold, 26 new hires, 3 promotions, and 15 separations for a quarterly turnover rate of 0.33%.

9. **Consumer Advisory Committee** (*Packet #2, page 186*)

A. Minutes of the June 3rd Meeting

The minutes were included in the meeting packet, please see Juan Hernandez with any questions.

B. Minutes of August 5th Meeting – Deferred

C. Updated Event Calendar

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

D. Report on July 18th ARCA CAC Meeting (William Rayber)

The ARCA Consumer Advisory Committee (CAC) is a group of consumers, 1 from each regional center, who meet regularly in Sacramento and hold conference calls to discuss issues that are important to consumers. William is this regional center's ARCA CAC Delegate. William reported that at the last meeting, the members participated in a video contest where each one of them took turns talking about why it was important for consumers to vote. The CAC was then given an update on legislation, the state budget, and what the ARCA Board of Directors is up to. The CAC has 2 work groups, which they break into at each meeting. The first group focuses on how to get consumers more involved in legislative activities, and the second group focuses on increasing self-advocacy efforts; William serves on the legislative work group. At the end of each meeting, each member gives a report on what their regional center's CAC is up to. Their next conference call will be held August 29th and their next meeting in Sacramento will be held October 10th.

10. **Consumer Services Committee** (*Packet #1, page 32*)

A. Minutes of the July 16th Meeting

The minutes were included in the meeting packet, please see Tavia Wooley with any questions.

B. 3rd Quarter Exceptions/Exemptions Report

The exceptions report lists requests from consumers and families for services that are outside of the center's service standards and whether those services were approved or denied. During the 4th quarter of last fiscal year, the center approved 281 requests and denied only 14 (8 of the denials were for co-payments for behavioral health treatment).

The exemptions report lists requests made for services that have been suspended or reduced as a result of the trailer bill language. The report showed that during the 4th quarter, the center had no exemption requests.

C. 3rd Quarter Consumer Diagnosis Report

Copies of the report were included in the board packet. The report shows diagnostic information about the center's consumers for each quarter since the beginning of FY 2011-12. Consumers with more than 1 disability are put into the category of their primary diagnosis. Of the 20,232 consumers that the center serves, the diagnosis breakdown is as follows:

1. Intellectual Disability: 8,363 (6.83% increase since July 1, 2011)
2. Autism: 7,138 (**27.92% increase**)
3. Cerebral Palsy: 525 (3.55% decrease)
4. Epilepsy: 226 (3.2% increase)
5. Other developmental disability: 968 (10% increase)

11. Executive Committee (*Packet #2, page 194*)

A. Minutes of the July 30th Meeting

The minutes were included in the meeting packet, please see Jenean Glover with any questions.

B. DDS's Board Composition Survey

Each year, 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 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.

C. Board Action Log for FY 2014-15 (Handout)

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

D. Action Taken to Approve Contracts

The Executive took action to approve contracts with Pathpoint, PCS North Los Angeles, PCS Antelope Valley, ELWYN California, Choosing Independence, and Samuel & Aliza Korn, on behalf of the Board of Trustees. These contracts had been reviewed by the Administrative Affairs Committee who recommended their approval.

E. Action Taken to Approve Increase to FY 2013-14 Board Budget

Due to unforeseen expenses, the board budget for last fiscal year needed to be increased by \$12,730.55. The Executive Committee approved this increase on behalf of the Board of Trustees.

F. Proposed Changes to Executive Committee Policies & Procedures

Three changes are being proposed:

1. To eliminate the last sentence of the bylaws section to reflect current practice.
2. To change the 4th bullet point under the content section to clarify that the committee oversees the executive director’s evaluation each year.
3. To eliminate the 7th bullet point under the content section because monitoring the center’s performance contract became the responsibility of the Strategic Planning Committee.

These changes will be presented again at the next board meeting for approval.

G. Conflict of Interest

The Lanterman Act has certain criteria regional center board members and prohibitions for certain conflicts of interest. DDS promulgated regulations that expanded the scope of the conflict of interest. With DDS's regulations in mind, we have 2 board members who have a potential conflict (although slight). Myriam sometimes works as a translator and Tavia's husband is a bus driver for a provider. 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 this is really a board decision. The Executive Committee felt that these 2 board member "conflicts" posed a very minimum risk and felt that their removal would not be in the best interest of the board.

M/S/C (C. Girard/J. Lytton) To keep Myriam Jovel and Tavia Wooley on the Board of Trustees while DDS reviews their conflict of interest resolution plans.

12. Government & Community Relations (*Packet #1, page 44*)

A. Minutes of July 16th Meeting

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

B. Legislative Update

Copies of the committee's bill file were included in the board packet.

13. Housing Committee (*Packet #2, page 218*)

A. Minutes of May 12th Meeting

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

B. Minutes of August 11th Meeting – *Deferred*

14. Nominating Committee

A. Minutes of August 6th Meeting - *Deferred*

Dawn reported that the committee finalized the recruitment notices for the board, VAC, and CAC, and they will be mailed out in October. You can always refer someone to apply for board membership to Jennifer. The committee won't meet again until January, when they will review the applications received and begin interviewing.

B. Resignation of Meredith Rimmer, 1st Vice President

Unfortunately, Meredith had to resign her position on the board due to increased family responsibilities.

C. Nomination of Tavia Wooley to 1st Vice President Position

The Nominating Committee is recommended Tavia Wooley to fill the 1st vice president position in Meredith's absence. Tavia's election will be held at next month's board meeting.

15. Post-Retirement Medical Trust Committee (*Packet #2, page 222*)

A. Minutes of July 30th Meeting

The minutes were included in the board packet; please see Jenean Glover with any questions.

B. Statement on Current Trust Value

The value of the trust assets as of July 29, 2014 was \$17,793,040, an increase of \$624,443 since the last quarterly report. The increase was attributed to an increase in investments. The rate of return for the quarter ending June 30, 2014 was 3.18%, the rate of return for the previous 12 months was 13.99%, and the annualized rate of return since the trust's inception, 116 months ago, was 6.39% (all gross of fees).

16. Strategic Planning Committee (*Packet #2, page 228*)

A. Minutes of May 5th Meeting

B. Minutes of August 4th Meeting

The minutes were included in the board packet; please see William Rayber with any questions.

C. Presentation of Draft 2015 Performance Contract & Public Input Form

The draft documents were included in the board packet for the board's review. After the public hearings are held in August and September, any input received will be included in the final draft which will be presented to the board for review in September and for approval in October. Once approved, the performance contract will need to be submitted to DDS for their approval.

17. Vendor Advisory Committee (*Packet #2, page 250*)

- A. Minutes of May 29th Meeting
- B. Minutes of August 7th Meeting

The minutes were included in the board packet; please see Jenni Moran with any questions. Jenni reported that the VAC started the new fiscal year with 6 new members!

- C. Support Letter for SB 577 (Pavley)

At last month's board meeting, the board approved the VAC's recommendation to support SB 577. Jenni thanked the board for their support. Copies of the support letter were included in the meeting packet.

18. Old Business / New Business (*Packet #1, page 82*)

- A. Attendance Sheets

Board and board committee attendance sheets are always included in the first board meeting packet. Please be cognizant of the board's attendance policy.

- B. Complete Meeting Evaluations

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

- B. Visitation Reports

Dorothy Daniels visited LARC Ranch and will share information about it at next month's board meeting.

19. Announcements / Information / Public Input

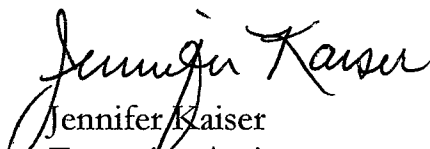
- A. Dan Becerra and his wife had a baby boy on August 8th. Welcome Matthew Becerra!

- B. Jenean and the board wished a very happy birthday to the following board members who had birthdays in July and August: Juan Hernandez, Jenni Moran, Sean Stalbaum, and Myriam Jovell
- C. Next Board Meeting: Wednesday, September 10th, at 6:30 p.m. (Van Nuys)


20. Adjournment

Jenean adjourned the meeting at 9:08 p.m.

Submitted by,


Jennifer Kaiser
Executive Assistant

for:


Debra Newman
Board Secretary

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