

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 September 10, 2014.

Trustees Present

Dan Becerra
Dorothy Daniels
Jenean Glover
Jessica Gould
Dawn Hamilton
Juan Hernandez
Duane Joslin
Myriam Jovel
Jay Lytton
Jenni Moran
Debra Newman
Lou Papparozzi
William Rayber
Sean Stalbaum
Angela White
Tavia Wooley

Trustees Absent

Craig Girard
Jay Lytton

Guests

Barbara Ellwood
Jann Seymour
Lori Walker
Matt Walker
Ron Walker
Gay Wane

Staff Present

Diane Ambrose
Lucy Gezalyan
Jennifer Kaiser
Kim Rolfes
George Stevens
Anna Whitlock

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1. Call to Order & Introductions

The meeting was officially called to order by Jenean Glover, president, at 6:30 p.m. when it was determined that a quorum was present. Introductions were made.

2. Public Input & Comments (3 minutes)

Lori Walker, former board member and parent, explained that she has been trying to obtain a specific service for her son, a NLACRC consumer, to no avail. She has met with her service coordinator, her service coordinator's supervisor, the branch manager, and director of consumer services. Although she has requested a meeting with George Stevens, he declined to meet with her about this issue. Later in the board meeting, George explained to the board that it is not his practice to meet with family members about issues that involve their Individualized Program Plans (IPPs); those matters are for the center's case management staff to address.

3. Consent Items

A. Approval of Revised Agenda (Packet #2, page 110)

Item 5.E. was added to the agenda.

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

B. Approval of August 13th Board Meeting Minutes (Packet #1, page 7)

Craig Girard had asked that the following information be included in his report in Section 7.A. of the minutes: “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 become familiar with this project, the measures, and that NLACRC’s NCI results be shared at the board level this year.”

M/S/C (J. Moran/D. Newman) To approve the minutes as modified.

4. Presentation on the Center’s Performance-Based Contracts (Packet #2, page 113)

A. Update on 2014 Performance Contract

Sara provided some history about how the regional centers performance contracts with the Department of Developmental Services (DDS) came to be and how they have changed through the years. DDS recently sent us the 2014 year-end performance contract data for the 21 regional centers and NLACRC did better than the statewide average in every major category.

Performance Contract Area	Statewide Average	NLACRC
Total population with active status who are in developmental centers.	0.47%	0.30%
Children residing with families.	99.02%	99.27%
Adults residing in home settings.	76.94%	79.08%
Adults residing in adult foster home agencies.	0.87%	0.45%
Adults residing in an independent living setting.	11.52%	12.49%
Adults residing in the home of a parent/guardian.	58.91%	62.70%
Adults residing in a supported living setting.	5.63%	3.44%

Children residing in facilities with 7 or more beds.	0.06%	0.01%
Individuals with Status 2 on the client master file with a current Client Development Evaluation Report (CDER).	97.35%	99.21%
Duration in intake (under 142 days) for individuals 3 years and over.	98.00%	100.00%

B. Presentation of Draft 2015 Performance Contract

Copies of the draft 2015 performance contract were included in the meeting packet and Sara reviewed it with them. The current contract focuses on how each regional center is doing in the following categories:

1. Public Policy Performance Measures:

- Percent of regional center consumers in developmental centers.
- Percent of adults residing in home settings.
- Percent of adults residing in family homes.
- Percent of adults residing in independent living.
- Percent of adults residing in supported living.
- Percent of adults residing in adult family home agencies.
- Percent of minors residing with families.
- Percent of adults living in facilities serving more than 6 individuals.
- Percent of minors living in facilities serving more than 6 individuals.
- Percent of individuals with Status 1 or 2 on the client master file with a current client development evaluation report or Early Start report.

2. Compliance Measures:

- Unqualified independent audit with no material finding(s).
- Substantial compliance with DDS fiscal audit.
- Accuracy percent of purchase of service fiscal projections.
- Operates within operations budget.
- Certified to participate in the waiver.
- Compliance with vendor adult requirements.
- CDER/ESR currency.
- Intake/assessment and Individual Family Service Plan (IFSP) timelines (0-3 years).
- Intake/assessment timelines for consumers age 3 years and above.
- Individual Program Plan (IPP) development.
- IFSP development.

The center must hold a public meeting to present its draft contract to the community for their review and input. Public hearings were held at the center's main office and at our Antelope Valley office. Very few people attended the meetings, but that is not unusual. A written summary on the public meetings was included in the board packet. Very little feedback was provided by the public on our draft 2015 performance contract. The contract will be presented to the board again next month for their approval. Once approved, it will be submitted to DDS.

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

A. Administrative Affairs Committee (Dan Becerra)

- * 1. Approval of Contract: Harbor Regional Center

M/S/C (D. Joslin/D. Becerra) To approve the contract with Harbor Regional Center as presented.

- * 2. Approval of Contract: So. CA Integrated Health & Living Project

M/S/C (D. Joslin/S. Stalbaum) To approve the contract with the Southern California Integrated Health & Living Project as presented.

- * 3. Approval of Contract: Brilliant Corners

M/S/C (D. Newman/W. Rayber) To approve the contract with Brilliant Corners as presented.

- * 4. Approval of Contract: Multiple In-Home Respite Agencies

M/S/C (J. Moran/W. Rayber; Abstentions: J. Glover and A. White) To approve the contracts with the 14 in-home respite agencies, as presented.

B. Executive Committee (Jenean Glover)

- * 1. Approval of Staff Restructuring Plan

M/S/C (D. Joslin/W. Rayber) To approve George Stevens' staff restructuring plan as presented.

C. Government & Community Relations Committee (Tavia Wooley)

* 1. Approval of Change to Board Audit

M/S/C (D. Joslin/D. Newman) To approve the change to the committee's section of the Board Audit as presented.

D. Nominating Committee (Dawn Hamilton)

* 1. Election of Tavia Wooley to Office of 1st Vice President

M/S/C (J. Moran/D. Newman) To elect Tavia Wooley to serve as the board's 1st vice president for the remainder of this fiscal year.

E. Consumer Advisory Committee (Juan Hernandez)

* 1. Approval to Develop a Mini Travel Guide

M/S/C (J. Moran/W. Rayber) To give the committee approval to develop a mini travel guide, to be presented to the board for approval.

6. **Director's Report** (*Packet #2, page 136*)

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**

A. Report on August 21st and 22nd Meetings

Tavia attended the last ARCA meetings, highlights included:

1. The president of the Directors Group put together a committee to look at service diversity/equity.
2. The Special Olympics world games are coming to the Los Angeles area in 2015.

B. Next Meetings: October 16th & 17th (Torrance)

The next ARCA Board of Directors meeting will be held Friday, October 17th, from 8:00 a.m. to 1:00 p.m. As the meeting is being held locally, NLACRC board members are encouraged to attend.

Action: Any board members interested in attending the October 17th ARCA board meeting in Torrance should RSVP to Jennifer Kaiser so she can inform ARCA.

8. Administrative Affairs Committee (*Packet #2, page 168*)

A. Minutes of the August 27th Meeting

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

B. Financial Report for July 2014

The operations budget is \$37,882,000, the POS budget is \$281,747,942, and the family resource center budget is \$115,413, for a total budget of \$319,745,355. We won't know what our deficit will be until we complete our first Sufficiency of Allocation Report (SOAR) which is due to DDS on December 10th. For July, our operating expenses are at 16.9%, which is above the 15% administrative cost cap. This is typical for July because we have a lot of expenses that have to be paid at the beginning of the fiscal year, such as maintenance fees and insurance. However, the cost cap is for the whole year and the percentage will drop as the next several months go by.

C. 4th Quarter Financial Graph

The graph showed no surplus or deficit in the beginning of the fiscal year because DDS had not provided centers with their POS allocations yet. Starting in October, the projected POS deficit was between \$40.9 and \$46.0 million. That deficit has been steadily decreasing and for the 4th quarter, the graphs reflected a projected POS deficit between \$15.5 and \$15.8 million.

9. Consumer Advisory Committee (*Packet #2, page 181*)

A. Minutes of the August 5th Meeting

B. Minutes of September 2nd Meeting

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

C. Updated Event Calendar

The updated event calendar was included in the board packet. Please take a look to see if there are any events that you might like to attend.

10. Consumer Services Committee (*Packet #1, page 34*)

A. Minutes of the August 20th Meeting

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

B. 4th Quarter Hearings & Appeals Report

During the 4th quarter of FY 2013-14:

1. Eligibility: 416 Notices of Action were sent and only 9 were returned (appealed).
2. Service: 137 Notices of Action were sent and 23 were returned.
3. Hearings: 7 fair hearings were held:
 - 4 eligibility hearings (2 dismissed, 1 denied, and 1 granted)
 - 3 service hearings (all denied)

The service appeals were higher during this quarter due to the letters we sent to families regarding their co-payments and Annual Family Program Fees (AFPFs) that were due.

C. Presentation of Proposed Changes to Service Standards

Changes to the following service standards were presented to the board for their review. Please provide any input to Jennifer or Tavia prior to the next Consumer Services Committee meeting on September 17th. The proposed changes will be presented to the board again next month for their approval. Once approved, the proposed changes will be submitted to DDS.

1. IPP Development
2. Education & Vocational Services
3. Clinical Services
4. Legal Services

11. Executive Committee (*Packet #2, page 197*)

A. Minutes of the August 27th Meeting

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

- B. Review Whistleblower Policy & Sign Acknowledgments – *Deferred*
- C. Review Executive Director's Evaluation Form – *Deferred*

Both of these items were deferred to next month's board meeting as Michele Marra was not present to review them.

- D. Action Taken to Approve Contracts (Modern Support Services & Care Meridian)

The Executive Committee took action, on behalf of the Board of Trustees, to approve contracts with Modern Support Services and Care Meridian. Summaries of the contracts were included in the meeting packet.

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

At the end of the fiscal year, the board budget had \$120.00 in unspent funds in line item #4, \$334.39 in unspent funds in line item #6, and a shortfall of \$200.00 in line item 7. So the final budget is \$254.39 over the projected expenses, for a total budget of \$87,226.16. The \$254.39 unspent funds will be used for other regional center operations expenses.

- F. Self-Determination Conference

A statewide conference on self-determination is going to be held in November in Culver City. The registration fee for the 2-day event is \$175 for consumers or family members and \$300 for professionals plus a hotel rate of \$129/night. As one of the board's priorities for this fiscal year is the oversight of the self-determination program implementation, some of our board members expressed interest in attending this conference. George felt that this conference was being held prematurely as there are still a lot of unknowns about the self-determination program. In addition, once enough information is able to be gathered, the regional center will hold informational meetings about the program, in English and Spanish, that will be free of charge. As such, the Executive Committee will not authorize the regional center to pay for registration or hotel costs for this conference.

- G. Action Taken to Approve Letter to Area Board 10

The Area Board took to position to not support the conflict of interest plans for our board members because they felt that there were enough board candidates

available in L.A. County who would not have conflicts. The Executive Committee took action, on behalf of the Board of Trustees, to send a response to Area Board, explaining how minor these board members' conflicts were and how overly strict DDS has become in regards to conflicts of interest. Copies of the signed letter were included in the board meeting packet.

12. Government & Community Relations (*Packet #1, page 59*)

A. Minutes of August 20th Meeting

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

B. Legislative Update

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

13. Housing Committee (*Packet #1, page 94*)

A. Minutes of the August 11th Meeting

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

14. Nominating Committee (*Packet #1, page 100*)

A. Minutes of August 6th Meeting

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

15. Post-Retirement Medical Trust Committee - *No Report*

16. Strategic Planning Committee - *No Report*

17. Vendor Advisory Committee (*Packet #2, page 225*)

A. Minutes of September 4th Meeting

Jenni reported that the committee spent quite a bit of time discussing the rate issue. With rising costs of doing business and extraordinary increases (like the

increasing minimum wage), the vendors discussed various ideas short-term fixes and long-term rate reform. Once the VAC has finalized their ideas, they will present their recommendations on rate change to the Board of Trustees.

B. Update on the Draft Employment First Policy

The VAC is still finalizing the draft policy and will present it to the Board of Trustees once the draft is ready.

18. **Old Business / New Business** (*Packet #1, page 105*)

A. Attendance Sheets

Board and board committee meeting attendance sheets are always included in the 1st board meeting packet for board members' review and information.

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.

C. Visitation Reports

Dorothy Daniels visited LARC Ranch in Santa Clarita and gave a report on her visit. She also played a short DVD for the board about the program. LARC Ranch is having a Halloween Festival on Sunday, October 26th and Kathleen Sturkey, LARC's director, invited board members for lunch that day. Dorothy is planning on doing one visitation each month and she invited other board members to go with her. Please contact her if you are interested!

19. **Announcements / Information / Public Input**

- A. Kim announced that Bill Pavao, executive director of the California Tax Credit Allocation Committee, will be coming to our next Housing Committee meeting to talk about affordable housing for our consumers. Kim invited board members to attend that meeting which will be held Monday, November 17th, at noon, here at the center.

Action: Any board members interested in attending the next Housing Committee meeting should RSVP to Jennifer.

A. Next Board Meeting: Wednesday, October 8th, at 7:00 p.m. (Lancaster)


20. Adjournment

Jenean adjourned the meeting at 8:27 p.m.

Submitted by,


Jennifer Kaiser
Executive Assistant

for:


Debra Newman
Board Secretary

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