

North Los Angeles County Regional Center
Executive Committee Meeting Minutes
September 30, 2015

Present: Dan Becerra, Jenean Glover, Debra Newman, and Lou Paparozzi – Committee Members
Susie Galliano - Guest
Diane Ambrose, Jennifer Kaiser, Michele Marra, Kim Rolfes, and George Stevens – Staff Members

Absent: Dorothy Daniels

I. Call to Order

Lou called the meeting to order at 7:36 p.m.

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

III. Consent Items

A. Approval of Agenda

Several items were added to the agenda.

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

B. Approval of Minutes from August 26th Meeting

M/S/C (D. Becerra/J. Glover) To approve the minutes as presented.

IV. Whistleblower Complaint Investigation

Susie Galliano, attorney, presented the results of her investigation into the 27 whistleblower complaints against NLACRC that were submitted to the Department of Developmental Services (DDS) between February and July 2015.

Action: The Executive Committee members should review the 36-page report prepared by Susie and come to next month's committee meeting with any questions or comments.

Action: George will ask DDS to send a representative to next month's Executive Committee meeting to participate in the discussion about the whistleblower complaints.

V. Committee Business

A. Resignation of Tavia Wooley/Succession of Officers

Tavia has resigned from the board and from her positions as president and ARCA delegate without any reason given. According to the board bylaws, the 1st vice president should “act for the president in his/her absence or incapacity, performing the duties of the president.” Also according to the bylaws, “the 2nd vice president will “act for ... the first vice president in their absence or incapacity, performing their duties.” So, to ensure continuity of leadership, Lou (1st vice president) should serve as president and Dorothy (2nd vice president) should serve as 1st vice president. The Nominating Committee will hold their next meeting in early January and can identify candidates to serve as 2nd vice president, ARCA delegate, and ARCA alternate at that time.

M/S/C (J. Glover/D. Becerra) To recommend the proposed succession of officers plan to the Board of Trustees for their approval.

There was question as to what process should be followed if any board members wanted to nominate a new president from the floor.

Action: Jennifer will e-mail out the process for nominating an officer from the floor in case any of the board members would like to follow that path.

B. Proposed Plan for May 2016 Board Retreat

Based on the input at last month’s committee meeting, the tentative plan for the retreat will be a 2-day event on a Friday/Saturday:

1. Friday night: dinner and social activity
2. Saturday morning and afternoon: Fiduciary responsibilities training by Mike Monk, attorney)

The retreat is currently scheduled for Friday, May 13th, and Saturday, May 14th. The committee wasn’t sure if this was a good time due to weddings and graduations that are prevalent that month, and discussed possibly moving the retreat to August. Lou added that he felt it was awkward, as a board nominee, to be invited to participate in the retreat. Deb recommended that the board also be given an overview of regional center operations as most board members are unfamiliar with it.

Action: Lou will bring the board retreat up at the next board meeting for discussion, including the time of year and solicit any additional recommendations for retreat topics. The retreat plan will be finalized at next month's Executive Committee meeting.

C. Proposed Budget and List of Duties for Legislative Consultant - *Deferred*

D. Status of Board Member Conflict of Interest

We received a letter from DDS stating that Myriam Jovel must resolve her conflict immediately or resign from the board.

Action: George will contact Myriam with DDS's decision regarding her conflict of interest.

E. Annual Whistleblower Compliance Report

Michele outlined the 2 whistleblower complaints that the center received in FY 2014-15 and their resolution.

F. Family Focus Resource Center Event / Sponsorship Opportunity

The FFRC is asking if we can help sponsor their upcoming resource fair on Saturday, October 17th. There is money identified in the board's budget for such requests.

M/S/C (D. Becerra/J. Glover) To take action, on behalf of the board, to support the Family Focus Resource Center's resource fair with a donation of \$2,500.

G. FY 2014-15 Board Budget vs Expenses

The board has \$37,570.06 left in its budget from last fiscal year and no further late bills are expected.

M/S/C (D. Newman/D. Becerra) To take action, on behalf of the board, to release the remaining funds from the board's FY 2014-15 budget and transfer it into the center's facilities budget.

H. FY 2015-16 Board Budget vs Expenses

The center has currently spent \$7,416.85 (8.26%) of its \$89,750.00 budget for this fiscal year.

I. Bank Card Resolution

The bank cards will need to be changed to reflect the recent change in officers. The Administrative Affairs Committee is recommending that the Executive Committee authorize Kim Rolfes to sign the business and payroll checks until the new officers are elected and sign the bank cards.

M/S/C (D. Becerra/D. Newman) To take action, on behalf of the board, to assign Kim Rolfes, chief financial officer, to sign the business and payroll checks until a new board president is in place and can sign the bank cards.

J. Finalize Agenda for the October 14th Board Meeting

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

VI. Center Operations

A. Joint Labor-Management Training

Jimmy Valentine, a federal mediator, will be providing a collaborative training for 30 union and 30 non-union staff members on Tuesday, October 6th, at the Angeles National Golf Club in Sunland. The training will focus on improving communication and moving forward.

B. Case Management Caseload Workgroup

This workgroup was requested by the union representatives and is now part of our contract. They have been meeting on a regular basis and once their meetings are finished, they will be presenting their findings and recommendations to George.

C. Work Management

We recognize that our service coordinators have a lot of work to do with mandates to follow, record keeping, and writing reports. The majority of our service coordinators are successful and we are trying to help the others to become successful with their time management.

VII. Announcements / Information Items

A. Complete Meeting Evaluations

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

B. Next Meeting: Wednesday, October 28th

VIII. Executive Session

The Executive Committee went into executive session at 9:11 p.m.

A. Executive Director's Evaluation

1. Timeline
2. Board Policy

IX. Adjournment

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

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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