

North Los Angeles County Regional Center
Executive Committee Meeting Minutes
August 26, 2015

Present: Dan Becerra, Dorothy Daniels, Debra Newman, Lou Paporozzi, and Tavia Wooley – Committee Members
Diane Ambrose, Jennifer Kaiser, Michele Marra, Kim Rolfes, and George Stevens – Staff Members

Absent: Jenean Glover

I. Call to Order

Tavia Wooley, president, called the meeting to order at 8:28 p.m.

II. Public Input - There was no public input.

III. Consent Items

A. Approval of Revised Agenda

Several items were added to Section IV of the agenda.

M/S/C (D. Daniels/D. Becerra) To approve the revised agenda as amended.

B. Approval of Minutes from July 29th Meeting

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

IV. Committee Business

A. Revision to FY 2014-15 Board Budget

After the final bill came in, the \$3,000 transportation item of the board's budget was exceeded by \$500. Kim proposed moving \$500 from the respite support item into transportation to cover the shortfall.

M/S/C (D. Daniels/D. Becerra) To approve the transfer of \$500 from the respite category to the transportation category of the board budget for last fiscal year.

B. FY 2015-16 Board Budget vs Expenses

The board budget for this fiscal year is \$89,750; as of August 19th, \$1,677.33 has been spent.

C. FY 2014-15 Committee Action Log

Copies of the committee's action log were provided. The log lists all of the actions that were taken by the committee last fiscal year.

D. Recommendation to Sign Letter Supporting Senate Bill X2 1 (Beall)

SBX2 1 would increase funding for regional center operations budgets by 10% and would also include a funding to cover the increase in minimum wage paid by service providers. The Government & Community Relations Committee is recommending that the Executive Committee approve sending a letter supporting SB X2 1 on behalf of the board. A draft support letter was provided to the committee.

M/S/C (D. Becerra/D. Daniels) To approve having Tavia Wooley sign a letter supporting Senate Bill X2 1 (Beall) on behalf of the Board of Trustees.

E. Recommendation to Hire a Consultant

One of the recommendations that came out of the community legislative strategy meeting was to hire a consultant, possibly in collaboration with other regional centers, to develop short and long term legislative goals, media outreach, and provide workshops for our community to teach them to advocate to help us reach the governor and get him to approve the recommended 10% funding increase. The Government & Community Relations Committee agreed with this idea and is recommending that the board follow through on this idea. George stated that it is imperative that we educate our community on the state of our system and we don't have staff available to do this. It would not be a significant cost.

M/S/C (D. Daniels/L. Paparozzi; Opposed: T. Wooley) To investigate the option of hiring a consultant by presenting a proposed budget and list of duties to the Executive Committee for their review.

F. Recommendation to have a Board Legislative Training

The Government & Community Relations Committee is recommending that a legislative training session be held for all board members early this fiscal year, rather than in the spring. Michelle Heid, parent, service provider, and chair of the Vendor Advisory Committee, regularly provides legislative trainings and has offered giving the training to the board. The Executive Committee agreed but did not want the training provided as part of a board meeting. The training could be provided at the next board retreat. The Executive Committee agreed to a 2-day retreat that would include social interaction and trainings on the legislative process and the center's allocation methodology/budget process, and an overview of the board's fiduciary responsibilities. Mike Monk, corporate counsel, recently gave a training on fiduciary responsibilities to the ARCA Board of Directors, maybe he could give that training to our board. The 2016 board retreat is currently on the board calendar for Friday, May 13th, and Saturday, May 14th.

Action: George will come up with a plan for the board retreat trainings and present it at next month's Executive Committee meeting.

G. Approval of Contracts

1. PathPoint
2. The Adult Skills Center

M/S/C (D. Becerra/D. Daniels) To approve the contracts with PathPoint and The Adult Skills Center, on behalf of the Board of Trustees.

H. Conflict of Interest

We sent a resolution plan to DDS for Myriam Jovel's "conflict of interest." (She provides translation services to one of the center's service providers.) DDS has responded; they upheld her conflict and have given her 30 days to eliminate the conflict or are requiring that she resign from the board. The 30-day deadline is September 5th. Myriam plans to eliminate the conflict but wants to remain a member of the board. As there is no absence policy for the board, she would have to resign her position and then re-apply.

Action: George will call Brian Winfield at DDS to discuss Myriam Jovel's conflict of interest and will let the Executive Committee know the outcome of that discussion.

I. Board Attendance

Board member attendance is tracked for both board meetings and their committee assignment. The attendance sheets are always included in the first board meeting packet. Board members cannot miss more than 3 board/committee meetings in a row or 5 board/committee meetings in a 12-month period. Jennifer sends a letter to any board members who miss 2 meetings in a row or who have missed 4 meetings in a 12-month period alerting them to this policy.

J. Finalize Agenda for the September 9th Board Meeting

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

V. Center Operations

A. Clinical Supervision at North Los Angeles County Regional Center

Several service coordinators collectively presented a proposal for the center to provide them with clinical supervision to assist them in becoming licensed clinical social workers or licensed marriage and family therapists. Copies of their proposal were provided to the committee along with Kim's assessment. The proposal has raised concerns by the center's attorneys and insurance broker. The most significant issue with the proposal is that our insurance carrier will not provide coverage if it is determined that our employees were interacting with consumers (as it pertains to the employee's training) which creates a potential exposure for NLACRC if a claim is filed against us for negligence. The underwriter's concern was that NLACRC would not be supervising the training or hiring of the supervisor, as such NLARC does not have complete control over the program. The assessment reported that the costs to offer this outweigh the benefits to our staff, due to the potential exposure, that the center should decline the proposal for the reasons outlined in the assessment. The committee agreed with the assessment.

B. Case Management Meetings

George and Diane met with the entire case management staff here at the main office today and will be meeting with the case management staff at the branch offices tomorrow. The purpose of the meetings is to review the new performance expectations and letting staff know that it is our goal to support them to be successful.

C. Transportation Issues

The center will hold 3 community meetings, 1 in each valley, to let our community know about transportation issues and what they can do to help (contact the governor).

D. Allocation of Staff

Our focus is to hire case management staff first and core business support positions second.

E. Self-Determination Volunteer Advisory Committee

Richard Dier was elected chair of this committee and Debra Newman was elected as vice-chair. Richard came to the last Government & Community Relations Committee meeting and requested that he be given opportunities to address the board as the self-determination volunteer advisory committee chair. It was explained to him at that meeting that Debra Newman is the board's representative on that committee and it is her responsibility to provide reports to the Government & Community Relations Committee meetings and at the monthly board meetings.

VI. Announcements / Information Items

A. Complete Meeting Evaluations

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

B. Next Meeting: Wednesday, September 30th

VII. Executive Session

M/S/C (D. Daniels/D. Newman) To go into executive session at 9:40 p.m.

A. Executive Director's Evaluation

VIII. Adjournment

Tavia adjourned the meeting at 10:00 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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