

North Los Angeles County Regional Center  
**Executive Committee Meeting Minutes**  
August 31, 2016

**Present:** Jenean Glover, Debra Newman, Lou Paparozzi, and Todd Withers – Committee Members  
Jennifer Kaiser, Michele Marra, Kim Rolfes, and George Stevens – Staff Members

**Absent:** Dan Becerra

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**I. Call to Order**

Lou Paparozzi, president, called the meeting to order at 8:04 p.m.

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

**III. Consent Items**

A. Approval of Agenda

A new Item IV. was added and the agenda items were re-numbered. Then a new item V.E. was added.

**M/S/C** (D. Newman /J. Glover) To approve the agenda as modified.

B. Approval of Minutes from July 27<sup>th</sup> Meeting

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

**IV. Executive Session**

A. Employment Matter

The committee went into executive session at 8:06 p.m. The executive session ended at 8:21 p.m. and the meeting continued.

**IV. Committee Business**

A. Presentation Request for the September Board Meeting

Steve Miller and Michelle Heid were recently awarded a contract with NLACRC to provide legislative outreach and education to our consumers and families –

especially in under-served areas. The Government & Community Relations Committee is recommending that the Executive Committee give their approval to have Steve Miller give a 20-minute presentation at the September 14<sup>th</sup> board meeting.

**Action:** The committee agreed to have Steve Miller give a presentation on legislative outreach at the next board meeting.

**Action:** Michele will inform Steve of the committee's decision.

B. FY 2015-16 Committee Action Log

Copies of the action log were provided to the committee for their review and information.

C. Family Focus Resource Center (FFRC) Request for Event Sponsorship

The FFRC will be holding their 4<sup>th</sup> annual special needs resource fair on Saturday, October 29<sup>th</sup>, and are asking us for a \$500 event partnership. The Executive Committee supported last year's FFRC resource fair.

**M/S/C** (D. Newman/J. Glover) To approve the payment of \$500, to be taken out of the board's budget, to help co-sponsor the FFRC's annual resource fair on October 29<sup>th</sup>, on behalf of the Board of Trustees.

D. Board Budget

1. FY 2015-16 Board Budget vs. Expenses

The board budget for last fiscal year has been finalized, but there is a \$300 shortfall in line item #7. It was recommended that \$300 be transferred from line item #3 to cover this shortfall. Overall, the board ended up with a surplus in their FY 2015-16 budget of \$12,684.20.

**M/S/C** (J. Glover/D. Newman) To approve moving \$300 from category #3 to category #7 of the board's FY 2015-16 budget to cover a shortfall.

2. FY 2016-17 Board Budget vs. Expenses

The board's budget for this fiscal year is \$89,750. Kim shared copies of the board's budget for this fiscal year showing expenses from July. The board spent only \$856.16 of their budget in July.

E. Approval of Contracts

1. Holwick Constructors, Inc.
2. Convergint Technologies LLC – 1st Amendment
3. Convergint Technologies LLC – 2nd Amendment
4. Spinitar
5. Xerox Corporation
6. Board Resolution for Contracts Related to Office Relocation

These contract summaries were reviewed by the Administrative Affairs Committee. The committee is recommending that the Executive Committee approve the contracts on behalf of the board.

**M/S/C** (J. Glover/D. Newman) To approve the 6 contracts listed above, all related to the move of the center's main office, on behalf of the Board of Trustees.

F. Finalize Agenda for September 14<sup>th</sup> Board Meeting

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

**V. Center Operations**

George gave the following reports:

A. Performance Contract/POS Equity Meetings

The first of two meetings was held last night at the Antelope Valley office. The second meeting will be held Thursday night at 6:30 p.m. at the center's main office.

B. Candidates Forums

The center will be holding 2 candidates' forums:

1. Thursday, October 6<sup>th</sup>, at 6:30 p.m. (Santa Clarita Valley Activities Center)
2. Tuesday, October 18<sup>th</sup>, at 6:30 p.m. (NLACRC's Van Nuys office)

C. Cyber Security

George has been working with the Association of Regional Center Agencies (ARCA) on contact language regarding cyber security.

D. Facebook Page

Michele reported that the center's first Facebook page will go live tomorrow! This is another way to provide information and outreach to our community. We will be using it to promote our upcoming candidates' forums.

**VI. Announcements / Information Items**

A. Next Meeting: Wednesday, September 28<sup>th</sup>, at 7:00 p.m. (Van Nuys)

**VII. Adjournment**

Lou adjourned the meeting at 8:33 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

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