

North Los Angeles County Regional Center  
**Executive Committee Meeting Minutes**  
January 25, 2017

**Present:** Dan Becerra, Jenean Glover (via teleconference), Debra Newman, Lou Paparozzi, and Todd Withers – Committee Members  
Diane Ambrose, Jennifer Kaiser, Michele Marra, Kim Rolfes, and George Stevens – Staff Members

**Absent:** Bridget Moss

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**I. Call to Order**

Lou Paparozzi, president, called the meeting to order at 8:45 p.m.

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

**III. Consent Items**

A. Approval of Revised Agenda

A new Item IV.H. was added to the agenda and Item VII. was deferred.

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

B. Approval of Minutes from November 30<sup>th</sup> Meeting

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

**IV. Committee Business**

A. Locations for 2017 Board Retreat and Board Dinner

After discussion, the committee decided they would like to have the June 2<sup>nd</sup> and 3<sup>rd</sup> board retreat held at the Universal Sheraton and the June 24<sup>th</sup> board dinner held at the Valencia Hyatt. Jennifer will make the arrangements.

B. Discussion re: Possible Discussion Topics for the Board Retreat

Last year, the board was given a presentation on board member responsibilities and conflicts of interest. This would be a good presentation for our new incoming members, but the rest of the board doesn't need the same training twice.

**Action:** Any new incoming board members will be given the information on board member responsibilities and conflicts of interest that was presented at last year's retreat ahead of time and they can come to the retreat with any questions.

The committee agreed that the following subjects would be good information for this year's board retreat:

1. The Center for Medicaid and Medicare Services (CMS) Final Rule
2. ARCA – A state Level Update
3. Possible speaker: Nancy Bargmann, director of DDS

**Action:** George will look into securing the 3 recommendations above for this year's board retreat.

C. ARCA Board Composition Survey (Information)

Results of the statewide regional center board composition surveys were provided to the Executive Committee for their information. Only 6 of the 21 regional centers were considered to have boards that adequately reflected their communities.

D. FY 2016-17 Board Budget vs. Expenses

The board's budget for this fiscal year is \$87,000. So far, the center has spent just 19.94 percent of their budget or \$17,350.45.

E. Requests from the Government & Community Relations Committee

1. Support for minimum wage legislation

Steve Miller and Michelle Heid have been working with Assembly Member Christopher Holden to carry legislation that would provide rate relief for our service providers in light of the continued minimum wage increases. The committee is recommending that the Executive Committee take an action to support the bill, on behalf of the Board of Trustees – with the caveat that the bill contains the language that the committee believes it will.

**M/S/C** (D. Becerra/D. Newman) To support the minimum wage bill by Assembly Member Holden, on behalf of the Board of Trustees.

2. Approval of board participation in The Arc/UCP conference

The Arc and UCP hold a joint public policy conference in Sacramento each year at the end of March - and it is one of the best. This year's conference will be held March 26<sup>th</sup> through March 28<sup>th</sup>. Steve Miller and Michelle Heid plan to participate but also think it would be beneficial for 2 board members to participate in the conference as well. It is a 2-day conference and meetings will be held with legislators at the State Capitol on the third day. The Government and Community Relations Committee is recommending that the Executive Committee approve board member to participation in the conference, on behalf of the Board of Trustees. Four board members have expressed interest in participating in the conference (Debra Newman, Lou Papparozi, Tamar Witmer, and Jeremy Sunderland).

**M/S/C** (D. Becerra/T. Withers) To approve sending 4 board members to The Arc/UCP conference in March, on behalf of the Board of Trustees.

F. Steve Miller's Request to Directly Contact Board Members

Steve Miller is asking for approval to be able to contact board members directly rather than going through Jennifer. After discussion, the Executive Committee decided to continue to keep contact through Jennifer.

**Action:** George will let Steve know the Executive Committee's decision.

G. Date for the Board's Annual Legislative Event in April

The Government & Community Relations Committee will be presenting their plan for the center's celebration of the 50<sup>th</sup> anniversary of the Lanterman Act in April. However, this committee has been asked to identify a date for that event. The committee consulted their and the board's calendars.

**Action:** The committee would like the event to be held Friday, April 28<sup>th</sup>. *[It was later found that only the Airtel Plaza Hotel could accommodate our large group, but they only had space available on Friday, April 21<sup>st</sup>, so that date will be recommended.]*

H. Approval of Contract with Le Foyer

This contract was reviewed by the Administrative Affairs Committee and they are recommending that the Executive Committee approve the contract on behalf of the Board of Trustees.

**M/S/C** (D. Becerra/T. Withers) To approve the contract with Le Foyer, on behalf of the Board of Trustees.

I. Finalize Agenda for the February 8<sup>th</sup> Board Meeting (Chatsworth)

The committee finalized the agenda for the February 8<sup>th</sup> board meeting.

**V. Center Operations**

A. Employee Engagement Survey

The center conducted a survey to find out how staff would like to receive information from management. Surveys were completed by a majority of our staff.

**Action:** Michele will make a short presentation regarding the survey at the next Executive Committee meeting.

B. Performance Standards

The center is getting ready to implement the staff performance standards; we need to make sure that staff meet the statutory due dates.

C. Job Descriptions

Michele stated that job descriptions are the foundation of our organization; they enable us to outline the essential functions of each of our positions. This is the basis to create performance expectations and evaluation of performance.. Our job descriptions have not been updated in many years and also need to be changed to include new laws and regulations. The center has contracted with Jorgensen HR who will be assisting the center with updating our job descriptions. Each employee will be given 2 weeks to complete a questionnaire on what tasks they perform, with all results going directly to Jorgensen, not through the center's HR department. The consultants will be conducting a training to assist employees who have questions about the questionnaire.

**VI. Announcements / Information Items**

A. Next Meeting: Wednesday, February 22<sup>nd</sup>, at 7:00 p.m.

**VII. Executive Session – *Deferred***

A. Executive Director's Evaluation

1. HR director, CFO, and controller meet with board president and negotiating committee to review the performance evaluation and compensation process
2. The negotiating committee requests external compensation data from the HR director.

**VIII. Adjournment**

**M/S/C** (D. Becerra/D. Newman) To adjourn the meeting at 9:05 p.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

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