

North Los Angeles County Regional Center
Executive Committee Meeting Minutes
May 24, 2017

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

Absent: All present

I. Call to Order

Lou Paparozzi, president, called the meeting to order at 7:37 p.m.

II. Public Input - There was no public input.

III. Consent Items

A. Approval of Revised Agenda

The topic for the executive session was changed.

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

B. Approval of Minutes from the April 26th Meeting

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

IV. Committee Business

A. Presentation of Operations Plan for FY 2017-18

George reported that he met with Diane Ambrose, Kim Rolfes, Michele Marra, and Ruth Janka to discuss the center's needs and priorities for FY 2017-18. There are a lot of needs, so big plans have been made. Goals/projects are as follows:

1. Diane

- Finalize trainings and expectations for supervisors.
- Finish writing performance appraisals.

2. Kim

- Implement the new information/technology strategies.

3. Ruth
 - Operationalize our procedures by making sure they are written down.
 - Identify staffing priorities.
 - Identify training needs.
4. Michele
 - Review the center's benefit package.
 - Identify staffing priorities.
 - Develop a policy and procedures for all of our key functions.
5. Priority positions to be filled include:
 - Policy and procedure manager
 - Training person
 - I/T project manager
 - Controller
 - Office services support
 - Human resources support
 - Service coordinators and supervisors

The next step is to look at our budget and prioritize our goals.

B. Discussion re: Board's Primary Activities for FY 2017-18

The board had the following primary activities for this fiscal year:

1. Promote and protect the functions of the regional center.
2. Restore the sustainability of the entitlement to services within the regional center system.
3. Protect the immediate service rights of clients from budget reductions.
4. Implement the self-determination program in a transparent and fair manner that is consistent with statute.
5. Advocate for a viable rate system for our service providers.

After discussion, the Executive Committee decided to present the same priorities to the board for next fiscal year, but to add a sixth priority to address service equity:

6. Ensure all consumers have equal access to the services and supports to address their needs.

M/S/C (D. Becerra/D. Newman) To present the 6 proposed primary activities for FY 2017-18 to the Board of Trustees for approval.

C. Proposed Committee Assignments for FY 2017-18

At this month's board meeting, board members were given forms on which to identify which committee(s) they would prefer to serve on next fiscal year. Using those completed forms, Jennifer put the proposed committee assignments together.

Action: Jennifer Kaiser will copy Debra Newman on information for the Consumer Services and Government/Community Relations Committee meetings.

Action: The committee will present the proposed committee assignments, as presented, to the Board of Trustees for approval.

D. Support for AB 279 (Holden) from other L.A. Regional Centers

George reported that all of the other Southern CA regional center directors support AB 279, which would enable service providers to be funded for the local minimum wage increases, until the state minimum wages catch up with them. It is still in the Assembly Appropriations Committee. We still need everyone to write letters asking them to take this bill out of that committee and give it the funding it needs. The local minimum wage is going up to \$12 per hour on July 1st.

E. Board Retreat Icebreaker Ideas

Michele shared 4 various icebreaker ideas with the committee.

Action: The committee asked that Michele used the 2nd icebreaker idea, using the other 3 as discussion topics.

F. FY 2016-17 Board Budget vs. Expenses

The board's budget for this fiscal year is \$87,000. So far, 55.01% percent of the budget has been spent or \$47,858.23. A transfer of \$6,000 from board budget category #1 to #2 was recommended in order to cover a shortfall in that line item. Also, a transfer of \$1,000 from category #7 to #5 was recommended in order to cover a shortfall in that line item.

M/S/C (D. Becerra/T. Withers) To approve 2 transfers of funds from one line item to another, in the board budget, on behalf of the Board of Trustees.

G. Proposed Board Budget for FY 2017-18

Jennifer presented her proposed board budget for next fiscal year based on this fiscal year's expenses. The amount in each budget category changed slightly, but the overall budget will be just \$2,000 more than this fiscal year – or \$89,000.

M/S/C (D. Becerra/B. Moss) To recommend to the Board of Trustees to approve the proposed board budget for FY 2017-18, as presented.

H. Recommendation from GCR Committee: AB 754 (Acosta) Support

This bill would require the state's Department of Social Services to convene a workgroup to develop an implementation plan for the California foster youth enrichment grant program which would provide activities that enhance the foster youth's skills, abilities, self-esteem, and overall well-being. The Government & Community Relations Committee is recommending that the Executive Committee take a support position on this bill, on behalf of the Board of Trustees, so a support letter can be written and sent.

M/S/C (T. Withers/D. Becerra) To take a support position on AB 754 (Acosta) on behalf of the Board of Trustees.

I. Resolution for Commercial Credit Card

A resolution was presented at this month's board meeting, to increase the number and limits of the center's commercial credit cards. The board recommended several changes to the wording of this corporate resolution and wanted the language better clarified, which Kim Rolfes was asked to address. As such, the board approved the resolution only in concept. In follow-up, Kim presented the committee with a resolution that contained language that our attorney wants inserted into the minutes of this meeting and in the minutes of the May 10th board meeting. The committee reviewed the resolution had additional issues with the language as it did not reflect what was actually said at either meeting.

Action: Kim will take the resolution back and modify the language.

J. Resolution for Windes Professional Services Agreement

The start date of this contract with our new auditors was a source of discussion at the last board meeting, the board wanted the contract's start date to reflect when the services would actually start. The auditors will begin their work on May 15th, so the contract's start date was changed to May 14th. The Administrative Affairs Committee is recommending that the Executive Committee approve this contract, as presented, on behalf of the Board of Trustees.

M/S/C (T. Withers/D. Newman) To approve the contract with Windes, as presented, on behalf of the Board of Trustees.

K. Finalize Agenda for the June 14th Board Meeting (Chatsworth)

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

V. Center Operations

A. Early Closure: George sent the staff of the San Fernando Valley office home early today because the building's HVAC system stopped working.

B. Caseload Ratio Meeting: The center's public meeting was held last night. In order to meet the caseload ratios, the center would need to have 382 service coordinators, but we are only funded for 240. George gave the committee highlights from the comprehensive 60-page PowerPoint presentation that was given, including information about the CalPERS unfunded liability, health care costs, and legislative engagement. Only 6 guests came to the meeting: 5 union staff and 1 union representative. It was a good meeting. The PowerPoint presentation will be posted on the center's website.

VI. Announcements / Information Items

A. Next Meeting: Wednesday, July 26th, at 7:15 p.m. (no June meeting)

VII. Executive Session

M/S/C (D. Becerra/B. Moss) To go into executive session at 8:40 p.m.

A. Labor Relations

VII. Adjournment

Lou adjourned the meeting at 9:00 p.m.

Submitted by,

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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