



# Board of Trustees Meeting

Wednesday, January 11, 2023

6:30 p.m.

Via Zoom Technology

**Packet #2**

NLACRC Board of Trustees Calendar  
Fiscal Year 2022-23

~ January 2023 ~						
◀ December						February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
<b>1</b> New Year's Day	<b>2</b> New Year's Day (NLACRC offices closed)	<b>3</b>	<b>4</b> <u>11:00am-1:00 pm</u> Consumer Advisory Committee Meeting  <u>5:30 pm</u> Nominating Committee meeting	<b>5</b> <u>9:30 am</u> Vendor Advisory Committee (full meeting)	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> <u>5:30 pm</u> Board Packet Review (Zoom) <u>6:30 pm</u> Board Meeting (Zoom)	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b> Martin Luther King Day (NLACRC closed)	<b>17</b>	<b>18</b> <u>6:00 pm</u> Government/Community Relations	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b> <u>5:30 pm</u> Board Training ARCA Presentation	<b>24</b>	<b>25</b> <u>5:30 pm</u> Post-Retirement Medical Trust <u>6:15 pm</u> Administrative Affairs <u>7:45 pm</u> Executive Committee	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b> <u>6:00 pm</u> Board Training Cultural Competency & Implicit Bias Training	<b>31</b>				

**Please note that all meetings will be held via Zoom until further notice.**

NLACRC Board of Trustees Calendar  
Fiscal Year 2022-23

~ February 2023 ~							
◀ January							March ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
			<b>1</b> <u>11:00am-1:00 pm</u> Consumer Advisory Committee Meeting	<b>2</b> <u>9:30 am</u> Vendor Advisory Committee Meeting (break-out groups)	<b>3</b>	<b>4</b>	
<b>5</b>	<b>6</b> <u>6:00 pm</u> Strategic Planning Committee Meeting	<b>7</b>	<b>8</b> <u>5:30 pm</u> Board Packet Review (Zoom) <u>6:30 pm</u> Board Meeting (Zoom)	<b>9</b>	<b>10</b>	<b>11</b>	
<b>12</b>	<b>13</b>	<b>14</b> Valentine's Day	<b>15</b> <u>6:00 pm</u> Consumer Services Committee Meeting	<b>16</b>	<b>17</b>	<b>18</b>	
<b>19</b>	<b>20</b> President's Day (NLACRC offices closed)	<b>21</b> <u>6:00 pm</u> Board Training-Vendorization, Quality Assurance & Resources Development	<b>22</b> <u>6:00 pm</u> Administrative Affairs Committee Meeting  <u>7:30 pm</u> Executive Committee Meeting	<b>23</b>	<b>24</b>	<b>25</b>	
<b>26</b>	<b>27</b> <u>5:30 pm</u> Nominating Committee Meeting	<b>28</b>					

**Please note that all meetings will be held via Zoom until further notice.**

North Los Angeles County Regional Center  
**Board of Trustees Meeting - *Via Zoom***  
**Wednesday, January 11, 2023**  
**6:30 p.m.**

~ **REVISED AGENDA** ~

1. **Call to Order & Welcome** – Ana Quiles, Board President
2. **Housekeeping**
  - A. Spanish Interpretation Available
  - B. Public Attendance (please note name in Chat)
  - C. Board Support Updates
3. **Board Member Attendance** – Lizeth Chavez, Executive Administrative Assistant
4. **Introductions**
  - A. Brian Gatus, Board Member
  - B. Dr. Michael Fernandez, Diversity, Equity, and Inclusion Supervisor
5. **Public Input & Comments** (3 minutes)
6. **Consent Items**
  - A. Approval of Revised Agenda (*Packet 2, Page 4*)
  - B. Approval of November 9, 2022 Board Meeting Minutes (*Packet 1, Page 8*)
7. **Executive Session**
  - A. Union Negotiations
8. **Committee Action Items**
  - A. Consumer Services Committee – Andrew Ramirez
    1. Approval of the Revised Critical Calendar (*Packet 1, Page 19*)
    2. Approval of the Revised Fair Hearing Service Standards (*Packet 1, Page 23*)
  - B. Executive Committee
    1. Approval of Board Annual Training Plan FY2023-24 (*Packet 1, Page 33*)
    2. Approval of Revised Board Member Responsibilities Policy (*Packet 1, Page 34*)

- C. Additional Action Items:
  - Administrative Affairs Committee – David Coe
    - 1. Approval of Contracts
      - a. Modern Support Services HL1015-520 (*Packet 1, Page 35*)
      - b. Liberman-Bert, Lucia PL0496-625 (*Packet 1, Page 38*)
      - c. 24Hr Homecare PL2137-102 (*Packet 1, Page 41*)
      - d. Zooz Fitness PL2143-008 (*Packet 1, Page 45*)

**9. Executive Director’s Report – Ruth Janka (*Packet 1, Page 49*)**

**10. Self-Determination Program (SDP) Report – Gabriela Eshrati (*Packet 1, Page 104*)**  
A. SDLVAC Liaison Report (*Packet 1, Page 110*)

**11. Administrative Affairs Committee – David Coe**

- A. Minutes of the October 26<sup>th</sup> Meeting (*Packet 1, Page 112*)
- B. Minutes of the November 30<sup>th</sup> Meeting (*Packet 2, Page 8*)
- C. FY2022-2023 Financial Report (*Attachment 1*)
- D. Monthly Human Resources October Report (*Attachment 2*)
- E. Personnel Classification and Compensations (*Packet 1, Page 117*)

**12. Association of Regional Center Agencies – Lety Garcia**

- A. ARCA Liaison Report (*No Report*)

**13. Consumer Advisory Committee – Jennifer Koster**

- A. Minutes of the November 2<sup>nd</sup> Meeting (*Packet 1, Page 127*)
- B. Minutes of the January 4<sup>th</sup> Meeting (*Packet 1, Page 129*)
- C. Chair Board of Trustees Report

**14. Consumer Services Committee – Andrew Ramirez**

- A. Minutes of the November 16<sup>th</sup> Meeting (*Packet 2, Page 14*)

**15. Executive Committee – Ana Quiles**

- A. Minutes of the October 26<sup>th</sup> Meeting (*Packet 1, Page 131*)
- B. Minutes of the November 30<sup>th</sup> Meeting (*Packet 2, Page 20*)
- C. Minutes of the December 30<sup>th</sup> Meeting (*Packet 2, Page 29*)
- D. Committee List Update (*Packet 1, Page 137*)
- E. Monthly Board Support Check-In Meeting with Executive Members
- F. FY2022-23 Board vs Expenditures (*Packet 1, Page 138*)

- G. Board Resolution for Workers Compensation Insurance Coverage CY2023 (*Packet 1, Page 139*)\*\*
- H. Master Board Resolution - Angel Wings HL0998-880 (*Packet 1, Page 140*)\*\*
- I. Master Board Resolution - Pyles & Associates PL2121-062 (*Packet 1, Page 145*)\*\*
- J. Master Board Resolution – Covid 19 Contract (*Packet 1, Page 146*)\*\*
- K. Master Board Resolution – Covid 19 Subcode (*Packet 1, Page 149*)\*\*
- L. Master Board Resolution – Tailored Day Services (*Packet 1, Page 152*)\*\*
- M. Master Board Resolution – SCV Expansion Project (*Packet 1, Page 155*)\*\*
- N. Master Board Resolution – SFV Expansion Project (*Packet 1, Page 157*)\*\*
- O. Master Board Resolution – SFV Reconfiguration Project (*Packet 1, Page 159*)\*\*
- P. Master Board Resolution - Citi National Bank (*Packet 1, Page 161*)\*\*

**16. Government & Community Relations Committee – Jordan Feinstock**

- A. Next Meeting is Scheduled on January 18, 2023 at 6:00pm

**17. Nominating Committee – Lillian Martinez**

- A. Redacted Minutes of the November 14<sup>th</sup> Meeting (*Packet 1, Page 162*)
- B. Status of Board and VAC Recruitment
- C. Interest and Recommendations in Serving as a Board Officer, ARCA Delegate, ARCA Alternate, CAC Chair or CAC Vice-Chair in FY2023-24

**18. Post-Retirement Medical Trust Committee – Ana Quiles**

- A. Next Meeting Scheduled on January 25, 2023 at 5:30pm

**19. Strategic Planning Committee – Lety Garcia**

- A. Minutes of the November 7<sup>th</sup> Meeting (*Packet 2, Page 31*)
- B. 2023 Performance Contract Metric Status Update

**20. Vendor Advisory Committee – Suad Bisogno**

- C. Minutes of the November 3<sup>rd</sup> Meeting (*Packet 1, Page 166*)
- D. Minutes of the January 5<sup>th</sup> Meeting - *defer*

**21. Old Business/New Business**

- A. Board and Committee Meeting Attendance Sheets (*Packet 1, Page 175*)
- B. Board and Committee Meetings Time Report (*Packet 1, Page 185*)
- C. Updated Acronyms Listing (*Packet 1, Page 187*)
- D. Meeting Evaluation Form – fillable (*Packet 1, Page 193*)

**22. Announcements/Information/Public Input**

- A. **Next Meeting: Wednesday, February 8, 2023 at 6:30pm**

- B. Public Meeting Attendance (*Packet 2, Page 34*)
- C. Board Training: Cultural and Linguistic Competency, January 30th at 6:00pm, via Zoom
- D. Board Presentation: Association of Regional Center Agencies (ARCA), January 26<sup>th</sup> at 5:30pm, via Zoom
- F. FFRC AV Parent Support Group, January 12<sup>th</sup> at 11:00am
- G. Virtual Cafecito Entre Nos, January 12<sup>th</sup> at 11:30am
- H. FFRC Functional Ways to Incorporate Speech & Language into Everyday Activities, January 17th & 24th at 1:00 pm
- I. Different Thinkers, Different Learners Workshop, January 24th at 10:00 am
- J. FFRC Life After High School, January 26th at 6:00 pm

Please refer to NLACRC's website for the Calendar of Events, which includes a link for the Family Focus Resource Center, for information regarding more support groups, training opportunities, dates, times, and links – [www.nlacrc.org](http://www.nlacrc.org)

### **23. Adjournment**



*\*\* Due to the urgency of having this contract approved for service delivery the contract was approved by the Executive Committee on November 30, 2022 and December 30, 2022.*

North Los Angeles County Regional Center  
**Administrative Affairs Committee Meeting Minutes**

November 30, 2022

**Present:** David Coe (Chair), Alma Rodriguez, Ana Quiles, Lillian Martinez, Bob Erio, Rocio Sigala, Leticia Garcia – Committee Members

Ruth Janka, Dr. Michael Fernandez, Liz Chavez, Lilliana Windover, Elena Santana, Vini Montague, Gabriela Eshrati, Evelyn McOmie, Cristina Pruess, Malorie Lanthier, Tiffani J. Newman, Sheila King – Staff Members

Lucy Paz- Interpreter, Jasmine Barrios-Minutes Services - Guests

**Absent:**

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**I. Call to Order & Introductions**

David Coe called the meeting to order at 6:00 pm.

**II. Public Input**

No public input

**III. Consent Items**

A. Approval of Agenda

Vini Montague added Item 9. Board Resolution - Open Citi Bank Account under Committee Business A: Approval of Contracts

**M/S/C** (A. Quiles/A. Rodriguez) To approve the Agenda as revised.

B. Approval of Minutes of the October 26<sup>th</sup> 2022 Meeting

**M/S/C** (A. Quiles/A. Rodriguez) To approve the October 26<sup>th</sup> Meeting Minutes as presented.

**IV. Committee Business**

A. Approval of Contracts - Vini Montague

1. Pyles & Associates PL2121-062

POS Contract – Provides Personal Assistance Services

5-year contract effective December 1, 2022 through November 30, 2027.

Projected total contract amount is \$7,146,000

Projected to serve 10 consumers per month.

**M/S/C** (A. Rodriguez/L. Garcia) To approve the Pyles & Associates PL2121-



062

contract as presented for submission to the Executive Committee. The motion passed with 2 abstentions from A. Quiles and L. Martinez

2. Angel Wings HL0998-880

POS Contract – Provides transportation services

5-year contract effective December 1, 2022 through November 30, 2027

Projected total contract amount is \$2,969,568.00

Projected to serve 28 consumers per month.

3. Master Board Resolution – Covid 19 Contract

The resolution was reviewed as presented in the packet. NLACRC is seeking authorization from the Board of Trustees to authorize any Officer of NLACRC to execute all service provider contracts when the contract is related to implementing services and supports to Consumers and their families needed as a result of the COVID-19 outbreak. This Master Board resolution would extend the authorized period from December 31, 2022 through June 30, 2023. A summary of all service provider contracts executed during the period March 26, 2020 through June 30, 2023 will be provided to the Administrative Affairs Committee for review.

4. Master Board Resolution – Covid 19 Subcode

The resolution was reviewed as presented in the packet. NLACRC is seeking authorization from the Board of Trustees to authorize any Officer of NLACRC to execute all service provider contracts when the contract is for the purpose of adding a subcode in order to track POS expenditures related to the COVID-19 outbreak. This Master Board resolution would extend the authorized period from December 31, 2022 through June 30, 2023. A summary of all service provider contracts executed during the period March 26, 2020 through June 30, 2023 will be provided to the Administrative Affairs Committee for review.

5. Master Board Resolution – Tailored Day Services

The resolution was reviewed as presented in the packet. NLACRC is seeking authorization from the Board of Trustees to authorize any Officer of NLACRC to execute all service provider contracts when the contract is for the purpose of adding a tailored day service option. A summary of provider contracts executed under this board resolution will be provided to the Administrative Affairs Committee for review.

6. Master Board Resolution – SCV Expansion Project

The resolution was reviewed as presented in the packet, which would authorize an any Officer of NLACRC to execute all vendor contracts during the period November 30, 2022 through completion of the Expansion Project, when the contract is for expansion of the office space located in Santa Clarita, CA. The Administrative Affairs Committee is recommending an action of the Board of Trustees to Approve the Master Contract Board Resolution.

7. Master Board Resolution – SFV Expansion Project

The resolution was reviewed as presented in the packet, which would authorize an Officer to execute all vendor contracts during the period November 30, 2022 through completion of the Expansion Project, when the contract is for expansion of the office space located in Chatsworth, CA. The Administrative Affairs Committee is recommending an action of the Board of Trustees to Approve the Master Contract Board Resolution.

8. Master Board Resolution – SFV Reconfiguration Project

The resolution was reviewed as presented in the packet, which would authorize an Officer to execute all vendor contracts during the period November 30, 2022 through completion of the Reconfiguration Project, when the contract is for reconfiguration of the office space located in Chatsworth, CA. The Administrative Affairs Committee is recommending an action of the Board of Trustees to Approve the Master Contract Board Resolution.

**M/S/C** (A. Quiles/L. Garcia) To move the Angel Wings HL0998-880 contract and all 6 Board Resolutions to the Executive Committee for approval.

9. Master Board Resolution – Open CitiBank Account

The resolution was reviewed as presented in the packet. Vini explained that the dental insurance provider for NLA will be changed from Guardian to Cigna, for PPO Dental plans. As per the requirement of the contract, NLA would open an account with CitiBank. Cigna will be allowed access to bank account to withdraw funds to pay invoices. NLA will have access to control the account and will receive regular reporting on the account.

Concerns were raised regarding the security risk of allowing Cigna to withdraw funds from NLA's account at will. It was explained that the account would be monitored regularly, and that NLA would have the ability to see any irregularity and withdrawal would be reconciled against claim payments.

**M/S/C** (A. Quiles/D. Coe) To move the Board Resolution to open a Citi Bank account, to the Executive Committee for approval

B. FY 2022-23 Financial Reports – Vini Montague

1. FY2022-23 Financial Report

D1 Budget - \$882,180,063

Monthly Expenditures for October - \$59,025,073

YTD Expenditures - \$217,694,917

Currently no projection for surplus/deficit as POS Expenditures Projections will be done in December.

Administrative vs. Direct Allocation Report percentage should be below 15% annually, currently at 15.1%. The Finance department is monitoring what

expenditures can be controlled to keep

2. Social Recreation, Camp and Non-Medical Therapies Service Report  
As of October 31, 2022, there were 92 authorizations for purchase reimbursements and \$83,245 in claims paid. Evelyn McOmie will work with the Public Information department to distribute information to consumers related to what organizations have already been authorized to provide social recreation services.
3. Assembly Bill 637 Proposal for Social Recreation FMS Update- Evelyn McOmie  
The requests made by NLA are part of a state-wide discussion and a decision is pending from DDS and is expected soon.

C. Executed Contracts by NLACRC

1. No report: 09/09/2015: Minimum wage, sick leave increase
2. No report: 06/14/2017: Subcodes
3. No report: 06/13/2018: Renewals
4. No report: 10/10/2018: Health & Safety related
5. No report: 06/09/2021: Program Design changes
6. No report: 09/09/2021: Adding CIE/PIP program design addendums/subcodes
7. No report: COV-19 related contracts (time-limited)
8. No report: COV-19 related subcodes (time-limited)
9. No report: 05/11/2022: April 1, 2022 rate increase
10. No report: 05/11/2022: EBSH consumer cost changes

D. Intermediate Care Facility (ICF) State Plan Amendment Summary - Vini Montague

1. ICF/SPA Billing Summary

Vini reviewed the report as presented in the packet.

Negative cash impact from ICF/SPA program for FY 2023 is \$2,584,530.36

For FY 2022, the negative cash impact was \$1,561,591.71

For FY 2021, the negative cash impact was \$34,730.03.06

The Total Cash impact is \$4,183,875.34

2. ICF/SPA Receivables

This report reflects change in Outstanding Total Receivables from month-to-month. From October to November, there was an increase in total receivables by -0.1% to \$4,243,589.

E. Quarterly Fees Reports for PRMT and UAL- Vini Montague

Vini reviewed this information as presented in the packet.

1. 1<sup>st</sup> Quarter PRMT Fees Report by U.S. Bank - total fees paid \$30,847
2. 1<sup>st</sup> Quarter UAL Fees Report by U.S Bank & Highmark Capital - total fees paid \$12,363.41

Personnel and Administrative Services Report

1. Report on Personnel Classifications - Elena Santana for Clarence Foster

This report is required to be posted for public information by DDS on an annual basis. The report details personnel classification on salary ranges and is a requirement for salary range verification by CalPERS. **M/S/C** (A. Quiles/D. Coe) To move the Report on Personnel Classifications, to the Executive Committee for approval

2. Report on Administrative Expenditures for FY2021-2022 – Vini Montague

Vini presented this report as presented in the packet, which provides information on expenditures for administrative services and will be posted on the NLA website per DDS requirements.

3. Report on Managerial Salaries, Wages, & Benefits – Elena Santana for Clarence Foster

Elena presented the report as presented in the packet, which outlines the salary ranges for managerial positions at NLA per requirements from DDS.

F. Human Resources Report - Elena Santana for Clarence Foster

1. Monthly Human Resource Report - October

On-Hold Positions - 11

Open Positions Vacant - 105

Positions Filled as of Oct 31 - 618

FY22-23 Authorized Positions - 726

% Filled - 85.12%

New Hires - 17

Separations - 9

Annual Turnover Rate - 0.15%

San Fernando Open Positions - 68

Antelope Valley Open Positions - 29

Santa Clarita Open Positions - 8

Leticia Garcia noted that according to the report on Administrative Expenditures, nearly \$500,000 was spent on “temporary staff services”, while Elena reported 5 staff members categorized as temporary. Vini explained that the cost listed on the report lists the fees that are paid to temporary staff agencies, not the cost of the number of temporary staff members. While the number of temp staff will vary, the fees for the service of procuring temp staff remains constant. The Committee requested information on the utilization of temporary employees. Vini will collect the data to present at a future Committee Meeting.

Elena Santana noted that there will be 2 job fairs in February. The theme will be “Fall in Love with NLA”. The first fair will be geared towards internal consumers, the second will be open for anyone. The location will be at the Chatsworth location, but job fairs in the future will be held at each location. The Committee made a request for all locations to be advertised together so that consumers are aware.

Ruth Janka noted that the Consumer Service Coordinator position requirements have been amended to recruit more entry-level supervisors. This position previously required a Master's degree. However, will now require a Bachelor's degree at minimum. Collaboration with AJC California that will provide support to employers in recruiting candidates

Elena also noted that NLA is partnering with the University of Antelope Valley to meet with the Career Services Department to work together on recruitment efforts.

**V. Review of Meeting Action Items**

- A. Ruth Janka and Evelyn McOmie to work with the Public Relations Department on AB637, to post information on authorized vendors for Social Rec services for public review.
- B. Vini Montague and Elena Santana to track the utilization of temporary vs. direct hired staff members.

**VI. Board Meeting Agenda Items**

The following items were identified for the committee's section of the next Board Meeting agenda:

- A. Minutes of the November 30<sup>th</sup> Meeting
- B. FY 2022-23 Board vs Expenditures
- C. Committee List Update - G. Herrera Resignation
- D. Board Annual Training Plan FY2023-24 Update
- E. Approval of Contracts

**VIII. Announcements / Information Items / Public Input**

- A. Next Meeting: January 25, 2023 at 7:45 pm
- B. Committee Attendance

No public input

**IX. Adjournment**

David Coe, Committee Chair, adjourned the meeting at 6:56 p.m.

Submitted by:

(\*) *Lizeth Chavez*

Executive Administrative Assistant

*(\*) The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRC staff.*

North Los Angeles County Regional Center  
**Consumer Services Committee Meeting Minutes**

November 16, 2022

**Present:** Andrew Ramirez, George Alvarado, Nicholas Abrahms, Sharmila Brunjes, Cathy Blin, Ana Quiles, Erica Beall – Committee Members

Lizeth Chavez, Evelyn McOmie, Vini Montague, Gabriela Eshrati, Lilliana Windover, Cristina Preuss, Dana Lawrence, Gabriela Eshrati, Malorie Lanthier – Staff Members

Tiffany de la Torre- 24 Hour Home Care, Leticia Garcia- Board Member, Anthony - Coach for George Alvarado, Lori Walker - SDLAC, Jennifer Koster - Board Member, Alex Phuong- ELARC, Noa Goldfill, Jasmine Barrios- Minutes Services, Nancy Gallardo, Interpreter - Guests

**Absent:** Jordan Feinstock, Rocio Sigala

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**I. Call to Order & Introductions**

Andrew Ramirez called the meeting to order at 6:08 pm

**II. Public Input**

Alex Phuong, a self-advocate from East LA Regional Center, shared that he has a book available on Amazon.

**III. Consent Items**

A. Approval of Agenda

Under Section V. Committee Updates, it was decided to add Item H: Process for Accessing attorney services for IHSS Assistance. The current Item H: Board Audit Review, will become Item I.

**M/S/C** (G. Alvarado/ A. Quiles) To approve the agenda as revised

B. Approval of Minutes of October 19<sup>th</sup> Meeting

**M/S/C** (N. Abrahms/G. Alvarado) To approve the October 19<sup>th</sup> Meeting Minutes as presented.

**IV. Committee Action Items (Structure/Parameters/Policy)**

A. Fair Hearing Service Standard Revision – Dana Lawrence

Dana reviewed the revisions to the Fair Hearing Service Standards. Effective March

1, 2023, the Fair Hearing process will change drastically. The document presented in the packet, highlight the revisions in red. The new name for the Fair Hearing Process will become the Appeal Process. There were many changes to the language of the standards and will change and expands how Notices of Actions will be provided to Consumers, based on preference. The timeline for filing an appeal will be extended from 10 days of NOA receipt, to 30 days. There was also additional verbiage added, outlining the requirements on advocacy assistance and right on processes. Dana also noted that unless the claimant has hired a lawyer to represent them for the appeal, NLA will not be able to utilize a lawyer as representation. If a claimant loses the appeal, the claimant will have 15 days to file to request a reconsideration.

**M/S/C** (G. Alvarado/C. Blin) To accept the revised Appeal Process Service Standards as presented for Board Approval.

B. Consumer Services Critical Calendar Update – Evelyn McOmie

Modify to reflect POS Data Review Semi-Annually

Evelyn reviewed the revised Critical Calendar as presented in the packet. The calendar was revised to include POS data being reviewed on a semi-monthly basis beginning in February 2023.

**M/S/C** (N. Abrahams/G. Alvarado) To approve the Critical Calendar as revised.

C. Town Hall 2023 Topics & Schedule – Evelyn McOmie

Evelyn reviewed this document as presented in the packet. The schedule was built out until 2024 for advanced planning purposes. The schedule is shown as a 2-year term, with a total of 8 Town Halls. Advanced planning will allow for more time to assign presenters and to give notice to Consumers in a timelier manner, to facilitate better attendance. The schedule will be shared with the community via News You Can Use, NLA's website, and social media.

**M/S/C** (B. Gatus/C. Blinn) To recommend the Town Hall Topics and Schedule as presented.

D. Consumer Onboarding Policy Steering Committee Update - Evelyn McOmie

The workgroup has commitment from NLA Staff, Board Members, and 2 Community-based organizations. Only 1 more CBO is needed for the group to begin work. Ana Quiles, Suad Bisogno and George Alvarado are the Board Members who have volunteered to serve on the workgroup. Participants from NLA staff are Cristina Preuss, Elisa Hill, Sandy Fisher. Evelyn McOmie will serve as the Project Manager for the group. The workgroup will have 4 meetings in 3 months to have a policy draft ready for Board Review. If work will need to continue beyond the 4 meetings, the members can vote to determine an extension deadline.

It was clarified that as a workgroup, the Steering Policy members operate as a sub-Committee of the Consumer Services Committee. As such, the members do not need

Board approval for meeting frequency or to approve actions items or work conducted. Once the policy has been drafted, it will be sent to the Board for approval.

It was also shared that EVV implementation for Home Health Care services will be implemented in January 2023. The services that have been identified by DDS as being subject to EVV as:

- 460 Participant-Directed in Nursing Services
- 742 Licensed Vocational Nurse
- 744 Registered Nurse
- 361 Skilled Nursing
- 854 Home Health Agency
- 856 Home Health Aide
- 707 Speech Pathology
- 773 Occupational Therapy
- 772 Physical Therapy
- 359 Home Health Aide
- 372 Speech, Hearing and Language
- 375 Occupational Therapy
- 376 Physical Therapy

## V. Committee Updates

### A. Self-Determination Program Report Update - Gabriela Eshrati

There are 158 participants who have fully transitioned to the program, with 33 Spending plans in progress. Plans in progress notate how many participants are coming into SDP. There will be an SDP Resouce Fair on November 19<sup>th</sup>, from 11am - 1:30pm. A large turnout is anticipated, and all are welcome to come.

DDS Directive - As of February 1, 2023, all independent facilitator must be vendored in order to provide transition support of up to 40 hours. SDLAC has provided DDS with a letter, listing concerns in regards to this upcoming change. At the next SDLAC Meeting, Tim Travis from DDS will be a guest to help address concerns.

Trailer Bill - The July 1<sup>st</sup> Trailer Bill reallocated FMS funds to participants' budgets. 137 spending plans required relocation and so far, 39 have been completed. There are no FMS' that are accepting new participants until February 1<sup>st</sup>, due to the holiday season. On December 5<sup>th</sup>, the NLA Board will be presenting information on the open SDP Local Advisory Committee Board Member Liaison position. This role attends both Board and Self-Determination Local Advisory Committee meetings to report out on each.

Requests for Proposal - Implementation funds from DDS are open until December 4<sup>th</sup>. Anyone interested in providing services or training programs in multiple areas, are encouraged to apply.



- B. Monthly Consumer Competitive Employment Report - Vini Montague  
Vini reviewed this report as presented in the packet that compares September to October, in regards to consumers who are competitively employed.

Residence Type- total increase of 30 consumers within all residence types

Ethnicity- increase of 2 Asian consumers, 2 Black/African American consumer, 7 Hispanic consumers and 19 White consumers. Total increase of 30 consumers within all ethnicities.

- C. 4731 Complaint Data Update - Dana Lawrence  
Dana reviewed this report as presented in the packet. This is a quarterly report submitted to DDS in regards to 4731 Complaint responses. There was a total of 12 complaints for the quarter, including 47 allegations investigated. There were 4 rights violations that were substantiated. The average response time for complaints was 20.27 days.

In order to meet the 20-day timeline consistently, the department has shortened the investigatory time, 2 accounts were affected by this change due to not having the information needed to complete the investigation. Currently, NLA has no project management software, and relies on calendar utilization or spreadsheet tracking, however, IT is working on a long-term solution to this issue. Dana also noted that it is not possible to make revisions to this document to add the type of training received, as it is a locked template from DDS.

- D. Intake Data by Location - Evelyn McOmie  
More information is pending in regards to the requested geographic area data before it can be completed. The 1<sup>st</sup> quarter report will be issued by the February Committee Meeting and will cover November 2022- January 2023. NLA will be proposing an AB637 proposal in an attempt to acquire more clinical psychologists to help meet demand for intake assessments.

- E. COVID-19 Authorizations Status Update- Cristina Preuss  
There 700 POS authorizations being reviewed that had been providing COVID service. All have now been reassessed and only 113 need to go through the reassessment process to ensure that services are still needed.

- F. Review of POS Process- Evelyn McOmie  
Evelyn reviewed the 15-day process for POS/IPP Planning. This information will be posted to the NLA website and will be language accessible. The full POS timeline presentation will be included as an attachment to the Minutes once finalized.

POS/IPP Planning may be completed within 24 hours of a service request if the IPP planning team addresses health and safety concerns immediately which includes the implementation of POS/IPP planning documentation to address the

Consumer/Family needs immediately, or within 24 hours.

POS/IPP Planning may be completed within 15 days of a service request if the IPP planning team identifies consumer/family needs and assesses what steps are needed to ensure appropriate service delivery for specific needs.

POS/IPP Planning may be completed beyond 15 days of a service request if the IPP planning team identifies that further follow up or assessment is necessary.

G. SSI Advocacy Assistance Update - Evelyn McOmie

SSI and IHSS have the same processes. This presentation will be added as an attachment to the Minutes once finalized.

In order to request advocacy support, the individual must engage in IPP planning for NLA to refer and fund services provided by a vendor that is able to support the individual/family in navigating the process to attain the generic service. Documentation may be completed within 15 days.

In order to request legal support for appealing IHSS/SSI, the individual must engage in IPP planning for NLA to submit a referral for a law firm to assess the matter. The law firm will then determine and notify the CSC if the case can be represented. If so, CSC is to complete addendum to the IPP and once signed by the family, a POS is completed to find the legal support. Documentation may be completed within 15 days

H. Process for Accessing Attorney Services for IHSS - Evelyn McOmie

This process was reviewed in the previous section Item G: SSI Advocacy Assistance update, and will be included as an attachment to the Minutes once finalized.

I. Board Audit Review - Evelyn McOmie

The Committee is being asked as part of the Board Audit, to review NLA's Mission, Vision and Values statement to determine if NLA is providing adequate guidance in establishing the Consumer Services policy. Evelyn recommended that the Onboarding Policy Workgroup consider the Mission, Vision and Values statements when working to develop the policy.

**VII. Chief Consumer and Community Services Officer Report** - Evelyn McOmie

- A. FMS AB637 (SPD) Status Update - The proposal has been submitted to DDS and is still under review. There have been no response questions submitted to NLA thus far, Evelyn will provide updates as they become available.

**VIII. Meeting Action Item Review**

- A. There were no action items identified.

**IX. Board Meeting Agenda Items**

The following items were identified for the Committee's section of the next Board Meeting agenda:

- A. Minutes of the November 16<sup>th</sup> Meeting

**X. Announcements / Information Items / Public Input**

- A. Committee Attendance Log
- B. Next Meeting: Wednesday, February 15<sup>th</sup>, 2023 at 6:00 p.m.

Leticia Garcia asked for clarification on the process for addressing urgent Committee business under the new bi-monthly format. Lizeth Chavez shared that urgent matters could be diverted to the Executive Committee or as an alternative, the Consumer Services Committee can decide to hold an emergency meeting for urgent business. This item will be added to the agenda for the next Executive Committee Meeting to review this process if it has not already been addressed, Lizeth will confirm this information.

George Alvarado shared that there will be a paint sale at Happy Ace Hardware in Encino during the weekend of November 19<sup>th</sup>-20<sup>th</sup>.

**XI. Adjournment**

Andrew Ramirez adjourned the meeting at 7:18 p.m.

Submitted by:

(\*) *Lizeth Chavez*  
Executive Administrative Assistant

*(\*) The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRC staff.*

North Los Angeles County Regional Center  
**Executive Committee Meeting Minutes**

November 30, 2022

**Present:** Ana Quiles (Chair), Alma Rodriguez, David Coe, Leticia Garcia, Lillian Martinez, Rocio Sigala

Liliana Windover, Lizeth Chavez, Vini Montague, Ruth Janka, Elena Santana, Evelyn McOmie, Cristina Preuss, Dr. Michael Fernandez, Gabriela Eshrati, Malorie Lanthier, Sheila King, T Jones Newman – Staff Members

Lucy Paz -Interpreter, Jasmine Barrios-Minutes Services - Guests

**Absent:**

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**I. Call to Order**

Ana Quiles called the meeting to order at 7:30 pm.

**II. Public Input**

No public input

**III. Consent Items**

A. Approval of Agenda

Vini Montague added item IV. Approval of Contracts to the agenda, moving subsequent items down.

Ruth Janka noted that Item J: Legucator Contract under Committee Business, will be deferred to a future Committee Meeting.

**M/S/C** (A. Rodriguez/D. Coe) To approve the agenda as revised

B. Approval of Minutes of October 26<sup>th</sup> Meeting

**M/S/C** (D. Coe/A. Rodriguez) To approve the October 26<sup>th</sup> Meeting Minutes as presented.

**IV. Contracts - Vini Montague**

A. Approval of Contracts - Vini Montague

1. Pyles & Associates PL2121-062

POS Contract – Provides Personal Assistance Services

5-year contract effective December 1, 2022 through November 30, 2027.

Projected total contract amount is \$7,146,000

Projected to serve 10 consumers per month.

**M/S/C** (A. Rodriguez/D. Coe) To approve the Pyles & Associates PL2121-062 contract as presented. The motion passed with 3 abstentions from A. Quiles, R. Sigala and L. Martinez

2. Angel Wings HL0998-880

POS Contract – Provides transportation services

5-year contract effective December 1, 2022 through November 30, 2027

Projected total contract amount is \$2,969,568.00

Projected to serve 28 consumers per month.

3. Master Board Resolution – Covid 19 Contract

The resolution was reviewed as presented in the packet. NLACRC is seeking authorization from the Board of Trustees to authorize any Officer of NLACRC to execute all service provider contracts when the contract is related to implementing services and supports to Consumers and their families needed as a result of the COVID-19 outbreak. This Master Board resolution would extend the authorized period from December 31, 2022 through June 30, 2023. A summary of all service provider contracts executed during the period March 26, 2020 through June 30, 2023 will be provided to the Administrative Affairs Committee for review.

4. Master Board Resolution – Covid 19 Subcode

The resolution was reviewed as presented in the packet. NLACRC is seeking authorization from the Board of Trustees to authorize any Officer of NLACRC to execute all service provider contracts when the contract is for the purpose of adding a subcode in order to track POS expenditures related to the COVID-19 outbreak. This Master Board resolution would extend the authorized period from December 31, 2022 through June 30, 2023. A summary of all service provider contracts executed during the period March 26, 2020 through June 30, 2023 will be provided to the Administrative Affairs Committee for review.

5. Master Board Resolution – Tailored Day Services

The resolution was reviewed as presented in the packet. It details a summary of all service provider agreements for the purpose of adding a tailored day service option. , which will be provided to the Administrative Affairs Committee for review.

6. Master Board Resolution – SCV Expansion Project

The resolution was reviewed as presented in the packet, which would authorize an Officer to execute all vendor contracts during the period November 30, 2022 through completion of the Expansion Project, when the contract is for expansion of the office space located in Santa Clarita, CA. The Administrative Affairs Committee is recommending an action of the Board of Trustees to Approve the Master Contract Board Resolution.

7. Master Board Resolution – SFV Expansion Project

The resolution was reviewed as presented in the packet, which would authorize an Officer to execute all vendor contracts during the period November 30, 2022 through completion of the Expansion Project, when the contract is for expansion of the office space located in Chatsworth, CA. The Administrative Affairs Committee is recommending an action of the Board of Trustees to Approve the Master Contract Board Resolution.

8. Master Board Resolution – SFV Reconfiguration Project

The resolution was reviewed as presented in the packet, which would authorize an Officer to execute all vendor contracts during the period November 30, 2022 through completion of the Reconfiguration Project, when the contract is for reconfiguration of the office space located in Chatsworth, CA. The Administrative Affairs Committee is recommending an action of the Board of Trustees to Approve the Master Contract Board Resolution.

**M/S/C** (A. Rodriguez/D. Coe) To approve the Angel Wings HL0998-880 contract and all 6 Board Resolutions as presented.

9. Master Board Resolution – Open Citi Bank Account

The resolution was reviewed as presented in the packet. Vini explained that the dental insurance provider for NLACRC will be changed from Guardian, to Cigna, for PPO Dental plans. As per the requirement of the contract, NLACRC would open an account with Citi Bank. Cigna will be allowed access to bank account to withdraw funds to pay invoices. NLACRC will have full access to control the account and will receive regular reporting on the account.

**M/S/C** (D. Coe/A. Rodriguez) To approve the Board Resolution to open a Citi Bank account as presented.

**V. Consumer Advisory Committee – Dr. Michael Fernandez**

A. CAC Report

Dr. Fernandez reviewed the report as presented in the packet. Highlights include: There were 33 attendees at the November 2<sup>nd</sup> meeting, the highest attendance seen thus far. There was no public input and Jessica Gould presented on the Housing Crisis and Disability Community. The action items for the meeting were related to the date and location for the Committee informal meeting taking place in December.

**VI. Committee Business**

B. Liaison Reports

1. **ARCA Report** - Leticia Garcia

There was no ARCA meeting this month, with nothing to report at this time.

2. **Self-Determination Local Volunteer Advisory Committee** - Gabriela Eshrati

Gabriela reviewed the report as presented in the packet. Highlights include:

Upcoming events were shared which included the Resource Fair on November 11<sup>th</sup>, and the SDP Conference with DVU on December 2<sup>nd</sup>. SCDD announced that they are continuing to recruit for the vacant LVAC position.

State Council explained that process for statewide orientation. Through the committee, they learned that individuals who did not attend the orientation, were receiving a certificate. To ensure that does not happen again, they are now assigning unique Zoom links to those registered. The Committee would like to know if there is a way to waive the vendor-insurance policy for the 099 RFP. Individuals have voiced concerns that the policy is too costly. Evelyn McOmie explained that certain insurances are required in the policy due to certain liabilities to protect members of the disability community, including abuse and sexual assault. The Committee requested a copy of the policy to review as an agenda item at the next Committee meeting. Ruth Janka suggested that NLACRC's legal counsel also be invited to attend the next meeting, to better provide insight on this policy, and to help the Committee to determine what, if any, action should be taken on this issue.

SDP Team at NLACRC is currently working on editing the workbook with latest SDP updates. The workbook will be printed once it is complete.

Letters will be sent out to individuals entering in to SDP, notifying them of the official date that they were transitioned into the program.

Concerns were raised regarding consumers who have not received the SDP survey due to a glitch that has been sending the survey to junk mail for some individuals. Anyone who did not receive a survey can reach out to Gabriela.

C. Board Members Responsibilities Policy - Ana Quiles

1. Proposed Revision for Board Members Responsibilities Policy

In the first paragraph, a revision was made to state: "Policy is developed through Board Committees and the Executive Director, with final approval from the Board of Trustees.

**M/S/C** (D. Coe/R. Sigala) To approve the policy for Board approval as revised.

D. Committee List Update - Ana Quiles

The Committee list was updated to reflect changes due to the recent resignation of Gabriela Herrera, from the Board.

E. FY2022-23 Board vs Expenditures – Vini Montague

Vini reviewed this information as presented in the packet.

Approved Budget: 101,500.00

YTD Expenses: 9,542.70

Budget Remaining: \$91,957.30

% of Budget Utilized: 9.4%

F. Board Annual Training Plan FY 2023-24 – Ruth Janka

This proposed training plan is due to DDS for submission by December 15<sup>th</sup>. This plan may still be revised if needed, but the Committee is being asked to approve the plan for initial DDS submission before the due date.

**M/S/C** (L. Martinez/D. Coe) To approve the Board Annual Training Plan for submission to DDS, as presented in the packet.

NOTE: It was brought to the attention of the Committee, that there was a missing agenda item that needed to be added for approval, regarding Personnel Classification. A motion was made to add Personnel Classification as the next Item G, and to move all subsequent items down accordingly.

**M/S/C** (D. Coe/A. Rodriguez) To approve the agenda as revised.

G. Report on Personnel Classification - Elena Santana

This report is required to be posted for public information by DDS on an annual basis. The report details personnel classification on salary ranges and is a requirement for salary range verification by CalPERS.

**M/S/C** (L. Garcia/D. Coe) To approve the Report on Personnel Classifications, as presented

H. 2022 Board Composition Survey Letter - Ruth Janka

Ruth reviewed the letter as presented, which was an acknowledgement from DDS, the Board's plan to come into compliance with the Board Composition. The Nominating Committee is working on the action plan.

I. Funding Disability Voices United Event for Board Members - Ruth Janka

Ruth noted that there are 3 Board Members who would like to attend the Breaking Barriers Conference. Any other Board Members interested in attending, should reach out to Board Support for registration to be covered by funds from the Board Training Budget.

J. Monthly Board Support Check-in Meeting with Executive Members - Ana Quiles

Ana met with each Board Member individually as Board President and felt that it was very insightful on engaging with Members to check-in on what is working, what overlaps, etc. She is requesting feedback from the Committee, regarding a potential monthly check-in for Executive Committee Members and Ana to discuss issues with Board Members in an informal setting.

After discussion, it was determined to get feedback from Board Members on what would be helpful for them. The 4<sup>th</sup> Tuesday of every month, or the 4<sup>th</sup> Tuesday morning and the 4<sup>th</sup> Thursday afternoon were listed as possible meeting times.

K. Quarterly Offsite Committee Meetings - Ruth Janka



1. Meeting Requirements

Off-site meetings for board members must have documentation of those in attendance, board activities/items discussed and notes, and the documentation must be maintained for the purposes of the Center's independent fiscal audits. NLACRC Currently, the Center does not have a policy for offsite board-related meetings, Ruth will discuss the possible development of a policy with a CPA Consultant (Tom Huey), or to establish parameters for off-site meetings.

L. Legucator Contract for FY22-23 - *deferred*

M. NLACRC Purchase of Service Policy Approval Letter - Ruth Janka

1. Case Finding and Public Information

DDS has approved the Case Finding and Public Information Service Standard, which was updated to include an additional 45-day timeline for intake for those who meet the criteria. There was also a provision for assessments to include an observation in a secondary location such as a school. The updated service standard will be posted on the NLACRC website and News You Can Use.

N. Strategic Plan: Individual Family Satisfaction Survey - Ruth Janka

1. Kinetic Flow Proposal

Ruth reviewed this document as presented in the packet. The proposal would be to conduct an Individual and Family Satisfaction Survey, to collect data for the Strategic Plan outcome measures. The details of the proposal include the survey draft, launch of the survey, data collection and to implement the data into NLACRC's Strategic Plan outcome measures.

Concerns were raised regarding the cost of the survey, which could be considered a subcomponent of the initial agreement to develop a Strategic Plan. After discussion, the Committee requested that NLACRC discuss other options from Kinetic Flow in regards to cost. Also, there was a request to consider other vendors and receive quotes in order to act in the best interest of NLACRC.

**VII. Center Operations – Ruth Janka**

Ruth reviewed the Executive Director Report as presented in the packet. Highlights include:  
Whistleblower Complaints

NLACRC received a complaint on September 14<sup>th</sup> alleging retaliation. The complainant has is a former employee who sent numerous allegations to the Department related to the Self-Determination Program and minority relations. NLACRC has received the complaint from DDS and the investigation is ongoing.

Staffing

Public Information Manager- Robert Dhondrup has been offered the position of Public Information Manager, after reaching out during the recruitment process and expressing interest in returning to NLACRC.

Administrative Analyst – Tammy Fox has joined the Center as the Administrative Analyst and is beginning the work of tracking and monitoring the implementation of

the Center's 2022-2026 Strategic Plan.

Director of Consumer Services Director of Consumer Services – Adult and Transition Services Interviews are scheduled to fill this Director position, and Consumer Services Managers continue to provide support and direction to the SFV Adult and Transition teams in the interim.

DDS Directive: Remote Services, Day Programs and Independent Living Services  
DDS has authorized the continued provision of day programs and independent living services via remote delivery to continue to protect consumer health, welfare, safety and the right to access services of their choice. Further, remote services allow for continued service delivery given the current staffing shortages across sectors. Regional centers are authorized to allow consumers to voluntarily choose remote delivery of day programs, look-a-like day programs, and ILS through December 31, 2023.

#### **VIII. Review of Meeting Action Items**

- A. Gabriela to provide a Consumer Survey to Rocio Sigala, anyone else who needs a survey link may contact Gabriela and the team.
- B. Ruth to provide the Sexual Molestation and Abuse Insurance Policy to the Committee for review and discussion at the January Administrative Affairs Committee Meeting
- C. Ruth to meet with Tom Huey, CPA, to discuss development of an offsite meeting policy and report back at the January Committee Meeting
- D. Ruth to solicit additional bids for the Strategic Plan Individual and Family Survey

#### **IX. Board Meeting Agenda Items**

The following items were identified for the committee's section of the next Board Meeting agenda:

- A. Minutes of the November 30<sup>th</sup> Meeting
- B. FY2022-23 Board vs Expenditures
- C. Board Responsibilities Policy
- D. Committee List Update
- E. Board Annual Training Plan
- F. Monthly Board Support Check-In Discussion

#### **X. Announcements / Information Items / Public Input**

Ana shared that NLACRC is participating in the Little Rock Christmas parade.

- A. Next Meeting: Wednesday, January 25<sup>th</sup> at 7:45 pm
- B. Committee Attendance
- C. Parents of Adult Consumers Support Group, October 26<sup>th</sup>, 6:30 pm
- D. El Poder del Amor y la Paciencia, October 28<sup>th</sup>, 10:00 am
- E. Cultivar y Crecer, October 28<sup>th</sup>, 6:30 pm
- F. NLACRC Self Determination Support Group, November 2<sup>nd</sup>, 6:00 pm
- G. Black & African American Support Group, November 2<sup>nd</sup>, 6:30 pm

- H. FFRC Helping your Child Sleep Better, November 3<sup>rd</sup>, 3:30 pm
- I. FFRC Parent Check-in & Chat Support Group, November 4<sup>th</sup>, 12:30 pm
- J. Festival Educacional Virtual, November 5<sup>th</sup>, 9:00 am
- K. FFRC Taller basico de IEP, November 8<sup>th</sup>, 11:00am
- L. Virtual Alianza de Hombres, November 8<sup>th</sup>, 7:00 pm
- M. FFRC IEP Basics Workshop, November 9<sup>th</sup>, 11:00 am
- N. Virtual Cafecito Entre Nos, November 10<sup>th</sup>, 11:00 am
- O. AV Parent to Parent Support Group, November 10<sup>th</sup>, 11:00 am
- P. FFRC Ayudando a su Hijo a Dormir Mejor, November 10<sup>th</sup>, 3:30 pm
- Q. FFRC Mamas Latina Grupo de Apoyo, November 14<sup>th</sup>, 6:30 pm
- R. FFRC Taller Avanzado de IEP, November 15<sup>th</sup>, 11:00 am
- S. NLACRC Self-Advocacy Group Meeting, November 15<sup>th</sup>, 10:45 am
- T. FFRC Advanced IEP Workshop, November 16<sup>th</sup>, 11:00 am
- U. Parents of Adult Consumers Support Group, November 16<sup>th</sup>, 6:30 pm
- V. NLACRC's Virtual Town Hall: Parent/Consumer Perspective – Transition Age Services, November 17<sup>th</sup>, 1:30 pm
- W. FFRC Parent Check-in & Chat Support Group, November 18<sup>th</sup>, 12:30 pm
- X. Filipino Support Group, November 21<sup>st</sup>, 6:30 pm

## **XI. Adjournment**

Ana Quiles, Committee Chair, adjourned the meeting at 8:59 p.m.

Submitted by:

(\*) *Lizeth Chavez*

Executive Administrative Assistant

*(\*) The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRC staff.*

**M/S/C** (D.Coe / L.Martinez) To exit the Executive Session at 1:53pm

**V. Board Meeting Agenda Items**

The following items were identified for the committee's section of the next Board Meeting agenda:

- A. Minutes of the December 30, 2022, Special Session Meeting
- B. Board Resolution for Workers Compensation Insurance Coverage CY2023

**VI. Adjournment**

Ana Quiles, Committee Chair, adjourned the meeting at 1:57 p.m.

Submitted by:

(\*) *Lizeth Chavez*  
Executive Administrative Assistant

*(\*) The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRC staff.*

North Los Angeles County Regional Center  
**Executive Committee Meeting Minutes**  
**Special Session**

December 30, 2022

**Present:** Ana Quiles (Chair), Alma Rodriguez, David Coe, Leticia Garcia, Lillian Martinez, Rocio Sigala

Lizeth Chavez, Vini Montague, Ruth Janka, Evelyn McOmie, Clarence Foster – Staff Members

**Absent:** Rosie Sigala

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**I. Call to Order**

Ana Quiles called the meeting to order at 1:06 pm.

**II. Consent Items**

A. Approval of Agenda

**M/S/C** (D.Coe / L.Garcia) To approve the Agenda as presented.

**III. Committee Business**

A. Board Resolution for Workers Compensation Insurance Coverage CY2023

Vini presented the Worker's Compensation Insurance policy for the 2023 Calendar Year and confirmed the best option with this broker would be to bind from January 1<sup>st</sup> to December 31<sup>st</sup>, due to the change in timeframe approval was needed. Vini noted there would be no fiscal impact or additional change in coverage.

**M/S/C** (D.Coe / L.Garcia) To approve the Board Resolution as presented.

Action Item: To place the renewal of Calendar Year Insurance Broker review in the month of October on the Critical Calendar and present for approval at the Administrative Affairs meeting in January.

**IV. Executive Session**

A. Union Negotiations

**M/S/C** (D.Coe / L.Garcia) To enter the Executive Session at 1:12pm

**M/S/C** (D.Coe / L.Martinez) To exit the Executive Session at 1:53pm

**V. Board Meeting Agenda Items**

The following items were identified for the committee's section of the next Board Meeting agenda:

- A. Minutes of the December 30, 2022, Special Session Meeting
- B. Board Resolution for Workers Compensation Insurance Coverage CY2023

**VI. Adjournment**

Ana Quiles, Committee Chair, adjourned the meeting at 1:57 p.m.

Submitted by:

(\*) *Lizeth Chavez*

Executive Administrative Assistant

*(\*) The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRC staff.*

North Los Angeles County Regional Center  
**Strategic Planning Committee Meeting Minutes**

November 7, 2022

**Present:** Leticia Garcia, Lillian Martinez, Ruth Janka, Ana Quiles, Sharmila Brunjes, Dr. Michael Fernandez, Brian Gatus, Alma Rodriguez, Kimberly Bermudez (VAC Representative) – Committee Members

Gabriela Eshrati, Liz Chavez, Tammy Fox, Cristina Preuss, Malorie Lanthier, Clarence Foster, Lilliana Windover, Evelyn McOmie– Staff Members

Ami Sullivan - Kinetic Flow, George Alvarado - NLA Board Member, Azucena Bustillos-Interpreter, Jasmine Barrios-Minutes Services - Guests

**Absent:**

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**I. Call to Order & Introductions**

Ruth Janka called the meeting to order at 6:00 pm.

Ruth introduced Tammy Fox. Tammy is the new Administrative Analyst for NLA. She has collected and organized the outcome measure data presented in the packet. Tammy will support the implementation of the Strategic Plan and Performance Contract.

**II. Public Input**

No public input

**III. Consent Items**

A. Approval of Agenda

**M/S/C** (A. Quiles/B. Gatus) To approve the agenda as presented

B. Approval of Minutes of October 24<sup>th</sup> Meeting

**M/S/C** (A. Quiles/B. Gatus) To approve the October 24<sup>th</sup> Meeting Minutes as presented. The motion passed with 1 abstention from Brian Gatus.

**IV. Committee Business**

A. Review 2022 Performance Contract Metrics Status – Ruth Janka/Ami Sullivan

Ruth shared the metrics for the 2022 Performance Contract as presented in the packet. The date range for the data is June 1 - September 30, 2022. Ruth added that the presentation of the data Local Grassroots Outreach Data is still being categorized by entity and will be provided at a future meeting.

After the review of the data, Ana proposed the addition of 2 goals to the 2023 Performance Contract. After discussion, it was determined to add the following goals and activities to the contract:

1. Goal #7: To increase intake applications for children aged 2 to 7 years old.
  - a. Activities include: Outreach to various agencies to reach children who were not recruited from 2020-2022, due to COVID-19.
    - Mainstream preschools
    - Special education preschools
    - Kindergartens
    - School councils
    - English Language Advisory Committees (ELAC)
    - Daycares
    - Child Resource Centers
    - First 5 LA/AV
    - AVPH Wellness Center
    - Keppel Union Wellness Center
    - LA United School District Wellness Center

**M/S/C** (A. Quiles/L. Martinez) To approve the addition of Goal #7 to the 2023 Performance Contract

2. Goal #8: To increase the number of families securing appropriate resources to meet

Their individualized needs through service coordination.

- a. Activities include:
  - Increase partnerships with Community-Based Organizations (CBOs) regarding generic resources
  - Track advocacy assistance for families
  - Explore a Generic Resource Specialist position
  - Generic Resource Application Boot Camp
  - Increase virtual generic resource materials for staff

**M/S/C** (A. Quiles/B. Gatus) To approve the addition of Goal #8 to the 2023 Performance Contract

Ruth Janka will revise the Performance Contract with the appropriate revisions as discussed.

## **V. Review of Meeting Action Items**

A. Strategic Planning Committee Action Log

## **VI. Board Meeting Agenda Items**

The following items were identified for the Committee's section for the next Board Meeting agenda:



- A. Minutes of the November 7<sup>th</sup> Meeting
- B. 2022 Performance Contract Metric Status

**VII. Announcements / Information Items / Public Input**

- A. Next Meeting: Monday, February 6, 2023 at 6:00 pm.
- B. Committee Attendance

Leticia Garcia shared that she received input submitted from Brian Gatus in regards to his recommendations for revisions to the Strategic Plan.

**VIII. Adjournment**

Leticia Garcia adjourned the meeting at 7:29 p.m.

Submitted by:

(\*) *Lizeth Chavez*

Executive Administrative Assistant

*(\*) The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRC staff.*

**NLACRC Public Meeting Attendance  
FY2022-23**

<b>NLACRC</b>										
<b>Public Meetings - 2022</b>	<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	<b>JULY</b>	<b>AUGUST</b>	<b>SEPTEMBER</b>	<b>OCTOBER</b>	<b>NOVEMBER</b>	<b>DECEMBER</b>	<b>Total Attendees</b>
<b>Aprendiendo Entre Nos / Learning Amongst Us</b>	60	No Mtg	172	No Mtg	15	No Mtg	97	No Mtg	99	<b>443</b>
<b>Alianza de Hombres</b>	73	No Mtg	45	37	43	26	28	40	29	<b>321</b>
<b>Cafecito Entre Nos</b>	104	72	96	95	126	108	50	62	108	<b>821</b>
<b>Caseload Ratio Public Meeting</b>	No Mtg	41	No Mtg	No Mtg	No Mtg	No Mtg	No Mtg			<b>41</b>
<b>Virtual Town Halls</b>	159	9	27	4	31	31	41			<b>302</b>
<b>New Consumer Orientation - English (Qtrly)</b>	31	No Mtg	No Mtg	No Mtg	25	No Mtg	No Mtg	25	No Mtg	<b>81</b>
<b>New Consumer Orientation - Spanish (Qtrly)</b>	4	No Mtg	No Mtg	No Mtg	6	No Mtg	No Mtg	3	No Mtg	<b>13</b>
<b>New Consumer (ES) Orientation - English</b>	No Mtg	No Mtg	No Mtg	No Mtg	17	No Mtg	No Mtg	5		<b>22</b>
<b>New Consumer (ES) Orientation - Spanish</b>	No Mtg	No Mtg	No Mtg	No Mtg	0	No Mtg	No Mtg	1		<b>1</b>
<b>Performance Contract Public Meeting</b>	No Mtg	No Mtg	No Mtg	No Mtg	No Mtg	66	No Mtg	No Mtg		<b>66</b>
<b>SDLVAC</b>	No Mtg	32	24	No Mtg	28	31	30			<b>145</b>
<b>SDP Informational Meeting - English</b>	7	No Mtg	13	8	0	7	8	14		<b>57</b>
<b>SDP Orientation Meeting - English</b>	29	17	25	21	15	11	7	4		<b>129</b>
<b>SDP Informational Meeting - Spanish</b>	No Mtg	No Mtg	0	0	8	No Mtg	0			<b>8</b>
<b>SDP Orientation Meeting - Spanish</b>	No Mtg	4	No Mtg	No Mtg	6	No Mtg	No Mtg	7	No Mtg	<b>17</b>
<b>Supported Living Servies (SLS) Orientation</b>	30	19	8	10	9	8	3	3	No Mtg	<b>90</b>
<b>Virtual Resource Fair</b>	45	No Mtg	No Mtg	No Mtg	No Mtg	No Mtg	No Mtg			<b>45</b>
<b>Festival Educacional (annual event)</b>	No Mtg	No Mtg	No Mtg	No Mtg	No Mtg	No Mtg	No Mtg	71	No Mtg	<b>71</b>