



Board of Trustees Meeting

Wednesday, August 10, 2022
6:30 p.m.

Via Zoom Technology

Packet # 1

**NLACRC Board of Trustees Calendar
Fiscal Year 2022-23**

~ August 2022 ~						
◀ July						September ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1 <u>6:00 pm</u> Strategic Planning Committee Meeting	2	3 <u>11:00am-1:00 pm</u> Consumer Advisory Committee Meeting	4 <u>9:30 am</u> Vendor Advisory Committee (Full Meeting) <u>6:00 pm</u> Government & Community Relations Committee Meeting	5	6
7	8	9	10 <u>5:30 pm</u> Board Packet Review <u>6:00 pm</u> Board Dinner (San Fernando Valley Office or Zoom TBD) <u>6:30 pm</u> Board Meeting (San Fernando Valley Office or Zoom TBD)	11	12	13
14	15	16 <u>5:00 pm</u> Board Meet & Greet w/ Parent Support Specialists	17 <u>6:00 pm</u> Consumer Services Committee Meeting <u>7:00 pm</u> Government/Community Relations Committee Meeting	18 <u>10:00am-2:00 pm</u> ARCA Executive Committee Mtg.	19 <u>10:00am-2:00 pm</u> ARCA Board of Directors Mtg.	20 <u>8:00am-4:30pm</u> Leadership Team Building
21	22	23 <u>6:00 pm</u> Board Governance Training	24	25	26	27
28	29	30	31 <u>6:00 pm</u> Administrative Affairs Committee Meeting <u>7:30 pm</u> Executive Committee Meeting			

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

**NLACRC Board of Trustees Calendar
Fiscal Year 2022-23**

~ September 2022 ~						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 <u>9:30 am</u> Vendor Advisory Committee Meeting (break-out groups)	2	3
4	5 Labor Day (NLACRC closed)	6	7 <u>11:00am-1:00 pm</u> Consumer Advisory Committee Meeting	8	9	10
11	12	13	14 <u>4:00 pm</u> Board Packet Review (Chatsworth Office) <u>6:00 pm</u> Board Dinner (Antelope Valley Office or Zoom TBD) <u>7:00 pm</u> Board Meeting (Antelope Valley Office or Zoom TBD)	15 <u>10:00am-2:00 pm</u> ARCA Executive Committee Mtg.	16	17
18	19	20	21 <u>6:00 pm</u> Legislative Advocacy Training (No CSC/GCRC Meeting)	22 First day of Autumn	23	24
25 Rosh Hashanah (begins at sundown)	26 Rosh Hashanah (no work)	27 Rosh Hashanah (no work)	28 <u>6:00 pm</u> Administrative Affairs Committee Meeting <u>7:30 pm</u> Executive Committee Meeting	29	30	

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, August 10, 2022
6:30 p.m.

~ **REVISED AGENDA** ~

1. **Call to Order & Welcome** – Ana Quiles, Board President
Welcome new Board Members and Intern: Andrew Ramirez, Brian Gatus, Jordan Feinstock, Sharmila Brunjes, Suad Bisogno, and George Alvarado!
2. **Housekeeping**
 - A. Spanish Interpretation Available
 - B. Public Attendance (please note name in Chat)
 - C. Monthly Submission for Childcare/Attendant Care Billing
3. **Board Member Attendance** – Lizeth Chavez, Executive Administrative Assistant
4. **Introductions**
 - A. Lety Garcia, Previous Board President and ARCA Alternate
 - B. Malorie Lanthier – Chief Information Officer
5. **Public Input & Comments** (3 minutes)
6. **Consent Items**
 - A. Approval of Revised Agenda (*Packet 2, Page 4*)
 - B. Approval of June 8th Board Meeting Minutes (*Packet 2, Page 8*)
7. **Executive Session**
 - A. Personnel
8. **Committee Action Items**
 - A. Administrative Affairs Committee – David Coe
 1. Approval of Contracts
 - a. Accelerated Behavioral Change PL2110-612 (*Packet 1, Page 8*)
 - b. Accelerated Behavioral Change PL2111-615 (*Packet 1, Page 12*)
 - c. DV Therapy PL2105-102 (*Packet 1, Page 17*)
 - d. Golden Care Dentistry PL2116-715 (*Packet 1, Page 21*)

- e. TLC PL2112-094 (*Packet 1, Page 24*)
 - f. Zion Eternity Facilities PL2113-109 (*Packet 1, Page 33*)
- 2. Approval of Revised Critical Calendar (*Packet 1, Page 43*)

- B. Consumer Advisory Committee – Jennifer Koster
 - 1. Jessica Gould Housing Training Proposal (*Packet 1, Page 45*)

- C. Executive Committee – Ana Quiles
 - 1. Approval of the Revised Board and Committee List (*Packet 1, Page 46*)
 - 2. Approval of Optional Quarterly Meetings for All Committees
 - 3. Approval of the FY2021-22 Board vs Expenditures (*Packet 1, Page 47*)
 - 4. Approval of the FY2022-23 Board vs Expenditures (*Packet 1, Page 48*)

- D. Post-Retirement Medical Trust Committee – Ana Quiles
 - 1. Approval of FY2022-23 Critical Calendar (*Packet 1, Page 49*)

- E. Strategic Planning Committee – Lety Garcia
 - 1. Approval of the Revised FY2022-23 Critical Calendar (*Packet 1, Page 50*)

- F. Vendor Advisory Committee – Suad Bisogno
 - 1. Approval of the Critical Calendar for FY2022-23 (*Packet 1, Page 51*)
 - 2. Approval of the Revised Vendor Advisory Committee Policy
(*Packet 1, Page 54*)

- 9. **Association of Regional Center Agencies** – Angelina Martinez
 - A. Report on ARCA Meetings

- 10. **Executive Director’s Report** – Ruth Janka (*Packet 1, Page 57*)

- 11. **Self-Determination Program (SDP) Report** – Jesse Weller (*Packet 1, Page 66*)

- 12. **Administrative Affairs Committee** – David Coe
 - A. Minutes of the July 27th Meeting (*Packet 2, Page 26*)
 - B. FY 2020-21 Financial Report (*Attachment #1*)

- 13. **Consumer Advisory Committee** – Jennifer Koster
 - A. Minutes of the August 3rd Meeting - *defer*

14. Consumer Services Committee – Andrew Ramirez

- A. Minutes of the July 21st Meeting (*Packet 2, Page 35*)
- B. 4th Quarter 4731 Report (*Packet 1, Page 71*)
- C. 4th Quarter Appeals Report FY 21-22 (*Packet 1, Page 79*)
- D. 4th Quarter Appeals/NOA Reports by Ethnicity/ Age, etc. FY 21-22 (*Packet 1, Page 83*)
- E. 4th Quarter Consumer Diagnostic Report (*Packet 1, Page 87*)
- F. 4th Quarter Consumer Diagnostic Report by Age (*Packet 1, Page 91*)
- G. 4th Quarter Consumer Intake Report (*Packet 1, Page 92*)
- H. 4th Quarter Community Resource Development Plan (CRDP) Report (*Packet 1, Page 93*)
- I. 4th Quarter Exceptions Report (*Packet 1, Page 95*)
- J. POS Expenditures by Category Report FY 21-22 (*Packet 1, Page 97*)

15. Executive Committee – Ana Quiles

- A. Minutes of the July 27th Meeting (*Packet 2, Page 45*)
- B. COI Waiver Request for Ana Quiles (*Packet 1, Page 99*)
- C. CA State Auditors Report (*Packet 1, Page 100*)
- D. ARCA Strategic Planning Survey (*Packet 1, Page 107*)
- E. DDS Board Composition Survey Letter (*Packet 1, Page 116*)
- F. Yeung Chan PL2109-785 (*Packet 1, Page 29*)**
- G. Maser Board Resolution extension to 12/31/2022: COVID-19 contracts (*Packet 1, Page 37*)**
- H. Maser Board Resolution extension to 12/31/2022: COVID-19 subcodes (*Packet 1, Page 40*)**

16. Government & Community Relations Committee – Jordan Feinstock

- A. Minutes of the August 4th Meeting - *defer*
- B. Legucator Report (*Packet 1, Page 118*)

17. Nominating Committee

Next Meeting to be announced

18. Post-Retirement Medical Trust Committee – Ana Quiles

- A. Minutes of the July 27th Meeting (*Packet 2, Page 54*)
- B. Statement of Current PRMT Trust Value (*Packet 1, Page 133*)
- C. Statement of Current CalPERS UAL Trust Value (*Packet 1, Page 137*)

19. Strategic Planning Committee – Lety Garcia

- A. Minutes of the May 23rd Meeting (*Packet 1, Page 138*)
- B. Minutes of the May 31st Meeting (*Packet 1, Page 143*)
- C. Minutes of the August 2nd Meeting - *defer*
- D. Strategic Plan Community Draft (*Packet 1, Page 147*)
- E. 4th Quarter Report on CIE/PIP Activities (*Packet 1, Page 152*)
- F. 4th Quarter Report on New Vendorizations (*Packet 1, Page 157*)

20. Vendor Advisory Committee – Suad Bisogno

- A. Minutes of the June 2nd Meeting (*Packet 1, Page 158*)
- B. Minutes of the August 4th Meeting – *Defer*

21. Old Business/New Business

- A. Board and Committee Meeting Attendance Sheets (*Packet 2, Page 58*)
- B. Board and Committee Meetings Time Report (*Packet 1, Page 171*)
- C. Board and Committee Meeting Schedules (*Packet 2, Page 59*)
- D. Updated Acronyms Listing (*Packet 1, Page 172*)
- E. Meeting Evaluation (*Packet 1, Page 178*)

22. Announcements/Information/Public Input

- A. Next Meeting: Wednesday, September 7th at 6:30 pm
- B. FFRC IEP Basics Workshop, August 10th at 11:00 am
- C. Cafecito Entre Nos, August 11th at 11:00 am
- D. Filipino Support Group, August 15th at 6:30 pm
- E. Aprendiendo Entre Nos, August 18th 10:00 am
- F. NLACRC’s Virtual Town Hall, August 18th at 1:30 pm “Individual’s Rights under the Lanterman Act”
- G. Cultivar y Crecer, August 26th at 6:30 pm
- H. FFRC A Closer look at the IEP/Transition to Middle School, August 31st at 10:00 am

23. Adjournment



*** Due to the urgency of having these contracts approved for service delivery the contracts were approved by the Executive Committee on July 27, 2022.*

**Minutes of Regular Meeting
of
North Los Angeles County Regional Center
Board of Trustees**

The Board of Trustees of North Los Angeles County Regional Center, Inc., a nonprofit corporation, held their regular board meeting via Zoom on **June 8, 2022**.

Trustees Present

Lety Garcia
Jeremy Sunderland
Marianne Davis
Ana Quiles
Lillian Martinez
Nicholas Abrahms
Cathy Blin
Sylvia Brooks- Griffin
David Coe
Jennifer Koster
Angelina Martinez
Rocio Sigala
Curtis Wang
Gabriela Herrera
Alma Rodriguez

Trustees Absent

Caroline Mitchell

Guests Present

Ami Sullivan – Kinetic Flow
Fernando Gomez- ICC
Jason Francisco- DDS
Lucy Paz – Interpreter
Nancy Gallardo - Interpreter
Jasmine Barrios- Minutes Services
Suzanne Paggi
Josefina Romo
George Alvarado
Andrew Ramirez
Jordan Feinstock
Gabriela Romero
Sharmila Brunjes
Amparo Dallas
Ana Paula Ferreira
Cendy – ICC
Dora Contreras – ICC
Jason Francisco
Kimberly Bermudez
Maria Lopez
Taleen Khatchadourian-Guidelight Group

Staff Present

Ruth Janka
Clarence Foster
Dr. Jesse Weller
Malorie Lanthier
Vini Montague
Sheila King
Tiffani Jones-Newman
Lizeth Chavez
Sandra Rizo
Gabriella Eshrati
Robert Dhondrup
Jazmin Zimmerman
Ana Maria Parthenis- Rivas
Emmanuel Gutierrez

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1. **Call to Order & Welcome** – Lety (Lety) Garcia, Board President
Lety called the meeting to order at 6:33 p.m.
 2. **Housekeeping**
 - A. Spanish Interpretation Available
Sandra Rizo gave instructions for Spanish Interpretation in the chat.
 - B. Public Attendance
Lety Garcia asked public attendants are asked to notate their name in the chat.
 - C. Monthly Submission for Childcare/Attendant Care Billing
Lety reminded Board Members to submit monthly billing for respite.
 - D. Medi-Cal Clearance Forms
Deferred until the next Board Meeting.
 3. **Board Member Attendance** – Lizeth Chavez, Executive Administrative Assistant
Lizeth Chavez took attendance of Board Members
 4. **Introductions**
 - A. Curtis Wang, Board of Trustees Member
Curtis has served on the Board of Trustees for the last 7 years, since 2015. He currently lives in Northridge and he enjoys listening to Elton John’s song, Cold Heart. This will be Curtis’ last

meeting as a Board Member for this term, however, he stated that he is looking forward to re-applying to serve as a Board Member in a future term.

B. Emmanuel Gutierrez, Consumer Services Manager

Emmanuel is the current Consumer Services Manager with NLACRC. He oversees the Transition, CPP and Risk Assessment Departments. Emmanuel started with NLACRC in December 2014 as a Service Coordinator and was promoted to Consumer Services Supervisor for the School-Age Department. He started his current role in 2020 and is glad to be in attendance for the meeting.

5. Public Input & Comments

Ana Quiles shared concerns regarding the board packets, including small font that is difficult to read and verbiage that at times can be difficult to understand. Ana recommended that any documents in packets presented to the Board and the public, are readable, understandable, and accessible.

Amparo Dallas, shared information regarding the Job Recruitment Event on June 12th for the Antelope Valley area. It was also noted that Family Focus Resource Center is having a dance event at California State University Northridge on June 12th, from 12:00pm to 3:00 pm where music and face painting will be available for consumers. Amparo also encouraged Vendors to complete the DDS Survey to receive an \$8,000 bonus. Suzanne Paggi, CAC Committee Member wanted to reiterate her comments from the last meeting regarding a Zoom “hangout” for anyone wanting to attend during July when it is considered a dark month for the Board. Also, Suzanne asked for guidance on the process for being nominated/elected for Committee and Chair positions. There has not been a Vice-Chair on the CAC Committee in over a year and Suzanne would like more information on that process.

Angelina Martinez congratulated Jeremy Sunderland, Caroline Mitchell, and Curtis Wang for their successful tenure as Board Members. Angelina thanked these individuals for their time and efforts to serving on the Board as well as the community. She would like to encourage them to continue to participate in Committee and Board meetings via Public Input and noted that they will be missed.

6. Consent Items

A. Approval of Revised Agenda (Packet 2, Page 4)

Ruth would like to move Item D.Medi-Cal Clearance From under section 2 to be reviewed as Item E under Section 14.

Ruth Janka would like to eliminate Item 7 under Section 2: Approval for Credit Line Budget for FY2022-23, as it is a duplication of item 2.5.

Ruth would also like to eliminate Item 5a under Section 2: Approval of Authorization Document as it is not a separate document from that listed on Page 149 of Packet 1.

Lety would like to note that the concerns raised during Public Input will be added to the agenda of the next Executive Committee Meeting for further review and discussion.

M/S/C (A. Martinez/C. Wang) To approve the Agenda as amended.

B. Approval of May 11th Board Meeting Minutes (*Packet 1, Page 8*)

Ana noted a correction that needs to be made on Page 13 of the Minutes that lists the Board Meeting as June 11th, rather than June 8th.

M/S/C (C. Wang/Angelina Martinez) To approve the Minutes as revised.

7. **Committee Action Items**

A. Election Results – Lillian Martinez

1. Lillian announced the results for 2nd Vice President ballot which listed Rocio Sigala as the elected member. The list for the new Slate of Officers is presented in the packet and approved.

B. Strategic Planning Committee- Marianne Davis

Marianne shared that in the past, the Strategic Plan consisted of items from staff members that was presented to the Board. This year, the strategic plan was a huge undertaking that incorporated input from staff, vendors, consumers are with the help of Ami Sullivan, and the team at Kinetic Flow. Marianne congratulated Ami, the Strategic Planning Committee and everyone who provided invaluable feedback and time to make this Strategic Plan a reality.

1. Strategic Plan Presentation – Ami Sullivan, Kinetic Flow (*Packet 1, Page 21*)

Ami gave a brief overview of the Strategic Plan as presented in the packet.

The initial three-year plan was stretched to become a four-year plan in order to incorporate the ideas, measures and action items that were important to the Committee, while also being mindful of the current staff limitations.

New Values, Vision, and Mission statements were created to be short, powerful and memorable reflections of NLACRC. A Strategic Plan is a roadmap that guides organizations on where they want to go, the best way to get there and what is needed in order to get there. The Plan also includes milestones to help identify progress being made. The Strategic Plan presented will begin July 1, 2022 and end on June 30, 2026.

The Plan is broken into five Focus Areas:

- Diversity, Equity, Inclusion and Belonging
- Development and Growth of an Engaged Workforce
- Employment and Day Services
- Health and Wellness
- Safe, Affordable, and Accessible Housing

Within all focus areas, there are 14 Strategies (action items), 59 activities and 44 outcome metrics to determine if the activity brought the desired outcome. The Plan will be evaluated by the Board on an annual basis at which time, metrics can be reviewed and the Plan amended accordingly. The Strategic Planning Committee will evaluate the plan on a quarterly and bi-monthly basis.

M/S/C (J. Sunderland/C. Blin) To approve the Strategic Plan as presented.

- a. Strategic Plan Summary Matrix – Dr. Jesse Weller (*Packet 1, Page 66*)
Dr. Weller gave a brief overview on the matrix, a supplemental document to the strategic plan. This document measures progress on each strategy by evaluating quantitative and qualitative metrics. The matrix will be updated to include timelines for each strategy and will support the status updates for progress reports.
2. Approval of Critical Calendar for FY2022-23 (*Packet 1, Page 73*)
Ana would like to add “Critical Calendar Review” as a recurring item to the calendar for the month of February for the Strategic Planning Committee.

M/S/C (A. Martinez/A. Quiles) To approve the Critical Calendar as revised.

C. Administrative Affairs Committee – Ana Quiles

1. Approval of Contracts – Vini Montague
 - a. Mazor, Jewel PL2095-605 (*Packet 1, Page 74*)
POS Contract – Provides adaptive skills training services.
5-year contract effective June 1, 2022 through May 31, 2027.
Projected total contract amount is \$978,336.00 based on the projection to serve 60 consumers per month. Vini noted that questions were raised regarding the amount paid to the vendor as one individual. It was clarified that this particular vendor has employees that will be providing services and the rate is split between 3 individuals, not just one.

Jeremy Sunderland stated that he was not comfortable with the level of precision for determining provider rates. Other concerns were raised regarding how rates are determined, what the median rate is and if delivery of services in-person or via Zoom has any effect on the rate amount. It was decided to defer the Jewel Mazor contract to the next Administrative Affairs Committee Meeting for further clarification on rates for this contract as well as future contracts. Vini stated that she will update the contracts to reflect further clarification on rates.

M/S/C (J.Sunderland/R.Sigala) To defer the Mazor contract to the next Administrative Affairs Committee Meeting.

- b. Angel Wings PL2104-055 - (*Packet 1, Page 80*)
POS Contract – Provides Community Integration Training Services
5-year contract effective June 1, 2022 through May 31, 2027
Projected total contract amount is \$3,543,523.20
Projected to serve 28 consumers per month
- c. Assisted Healthcare Services 854 Amendment H32822 -(*Packet 1, Page 86*)
POS Contract – Provides Home Health Agency services

5-year contract effective July 1, 2018 through June 30,2023
Projected total contract amount is \$3,691,323.64
Projected to serve 14 consumers per month

- d. Ballsbridge Academy Inc. PL2089-612 – *(Packet 1, Page 90)*
POS Contract – Provides Behavior Analyst services
5-year contract effective June 1, 2022 through May 31, 2027
Projected total contract amount is \$1,098,758.02
Projected to serve 15 consumers per month
- e. Ballsbridge Academy Inc. PL2090-615 *(Packet 1, Page 101)*
POS Contract – Provides Behavior Management Assistant services
5-year contract effective June 1, 2022 through May 31, 2027
Projected total contract amount is \$1,730,438.70
Projected to serve 39 consumers per month
- f. W&W Joint Ventures, Inc. PL2107-113 *(Packet 1, Page 111)*
POS Contract – Provides Specialized Residential Facility (SRF) services
3-year contract effective July 1, 2022 through June 30, 2025
Projected total contract amount is \$2,946,594.24
Projected to serve 4 consumers per month
- g. CPP/CRDP Funding for FY2021-22, TBD-999 *(Packet 1, Page 121)*
POS Contract – Service Development Agreement to provide startup funding to develop one specialized residential facility.
FY2021-2022, June 1, 2022 – March 31, 2024
Each of the two contracts is for \$200,000.00
Projected to serve a maximum of 4 consumers
- h. Sheridan Group – SCV Expansion Project *(Packet 1, Page 124)*
Operations Sales Agreement – Provides for new furniture and installation at the Santa Clarita Valley Office.
Furniture to be delivered and installed within 12-16 weeks of agreement approval.
Projected total contract amount is \$359,248.60
- i. Software Management Consultants, Inc. “SMCI” Data Warehouse Project *(Packet 1, Page 130)*
Operations Consulting Services Agreement – Provides programming, development and maintenance of the Data Warehouse, feeds reporting services, generates reports. This is a 1-year contract effective July 1,2022 through June 30, 2023 with a projected total contract amount of \$237,360.00.
- j. Software Management Consultants, Inc. “SMCO” EDMS Project Management *(Packet 1, Page 140)*

Operations Consulting Services Agreement – Performs business analysis and project management for the upgrade and maintenance of the EDM system. This is a 1-year contract effective July 1, 2022 through June 30, 2023 with a projected total contract amount of \$268,104.00

k. Software Management Consultants, Inc. “SMCI” EDMS SQL Developer Network Architect FY2022-23 (Packet 1, Page 143)

Operations Consulting Services Agreement – leads SQL development and the development of architecture to support EDMS, share point and all integration points with IBM. This is a 1-year contract effective July 1, 2022 through June 30, 2023, with a projected total contract amount of \$246,852.00.

M/S/C (A. Quiles/R. Sigala) To approve the remaining contracts as presented.

2. Executive Session

a. Ring Central, Inc.

M/S/C (J. Koster/A. Martinez) To enter the Executive Session.

Members of the Board were excused to the Executive Session at 7:34 pm and returned at 7:55 pm.

M/S/C (A. Martinez/L. Martinez) To exit the Executive Session.

3. Approval of Critical Calendar for FY 2022–23 (Packet 1, Page 146)

“Critical Calendar Review” will be added as a recurring item to the calendar for the month of April for the Committee.

M/S/C (A. Quiles/J. Koster) To approve the Critical Calendar as revised.

4. Approval to Authorize an Officer to Secure Insurance Coverage for FY 2022-23 – Vini Montague (Packet 1, Page 148)

Vini made the recommendation that the Board of Trustees authorize the Executive Director, Deputy Director or the Chief Financial Officer to execute insurance binders and purchase insurance for FY 2022–23 through its insurance broker, Arthur J. Gallagher.

M/S/C (A. Martinez/J. Sunderland) To approve this authorization as presented.

5. Approval for Loan Revision and Revolving Note Agreement – Vini Montague (Packet 1, Page 149)

Vini reviewed this resolution as presented in the packet that authorizes the Executive Director, Deputy Director or the Chief Financial Officer to execute the Revolving Note Agreement with City National Bank, increasing the credit commitment from \$55 million to \$60 million and establishes a revolving line of credit and the amount of \$60 million during FY 2022–23.

M/S/C (A.Quiles/C.Blin) To approve this resolution as presented.

6. Approval for Disbursement Instructions – Vini Montague (*Packet 1, Page 150*)
Vini reviewed this resolution as presented in the packet that authorizes the Executive Director, Deputy Director, the Chief Financial Officer and the Director of Finance to make disbursement requests from the revolving line of credit.

M/S/C (C.Blin /A. Martinez) To approve this Resolution as presented.

D. Executive Committee – Lety Garcia

1. Approval of Board of Trustees Critical Calendar for FY 2022–23 (*Packet 2, Page 33*)
“Critical Calendar Review” will be added as a recurring item to the calendar for the month of April for the Board.

M/S/C (A. Martinez/A. Quiles) To approve the Critical Calendar as revised.

2. Approval of Executive Committee Critical Calendar for FY 2022–23 (*Packet 1, Page 159*)
“Critical Calendar Review” will be added as a recurring item to the calendar for the month of April for the Committee.

M/S/C (A. Martinez/A. Quiles) To approve the Critical Calendar as revised.

3. Approval of Committee Assignments for FY 2022–23 (*Packet 2, Page 41*)
Lety reviewed the assignments as presented in the packet.

M/S/C (A. Martinez/A. Quiles) To approve the Committee Assignments as presented.

4. Approval of Board Training Plan for FY 2022–23
 - a. Saddler Consulting Proposal – Ruth Janka (*Packet 1, Page 164*)
Ruth reviewed the proposal from Saddler Consulting as presented in the packet. Per feedback from the Board, the training has been abbreviated from a 2-day training to a 1-day training with a focus on Team Leadership and utilizes the DISC Method. Three options are available for the training: full day face-to-face, hybrid or full day virtual.

M/S/C (J. Sunderland/A. Martinez) To approve the Saddler Board Training proposal.

After further discussion, it was clarified that the hybrid option for the Training would require four hours of face-to-face training and four hours of virtual training on the same day as opposed to choosing to attend the training in-person or virtually for the duration of the Training. Multiple concerns were raised regarding this method and a motion was made to nullify the previous motions and to re-vote on the method of delivery for the Board Training.

M/S/C (C. Blin/A. Quiles) To approve the hybrid method for the Board Training. The motion passed unanimously.

b. Approval of the Board Training Calendar (*Packet 1, Page 163*)

Ruth reviewed the calendar as presented in the packet. It was decided to amend the November 2022 topic on the Board Training Calendar to have OCRA or SCDD options to be reviewed for the Lanterman Training before choosing a vendor.

M/S/C (C. Blin/A. Quiles) To approve the Board Training Calendar as revised.

5. Approval of Board Goals for FY 2022–23 – Ruth Janka (*Packet 1, Page 171*)
Ruth reviewed the board goals as presented in the packet.

M/S/C (A. Martinez/J. Sunderland) To approve the Board Goals as presented.

6. Approval of Board Budget for FY 2022–23 – (*Packet 1, Page 172*)

Questions were raised in regard to Line Item 4 on this document: Board Member Support (iPads, jet packs, supplies etc.). Multiple Board Members were under the impression that this line item and its associated costs would be removed from the Board Budget as the provision of this technology is required by NLACRC, but not the Board specifically. Ruth stated that some iPads are being re-purposed and also considerations were made to be able to allocate iPads to incoming board members who may need one. It was decided for Malorie to re-calculate line item for to include only the cost of 4 iPads for Board Member use. Lizeth Chavez will email all incoming Board Members to determine the accurate number of iPads needed for this item.

The Board Budget approval will be deferred to the August meeting pending the recalculation of cost for iPads needed for Board Member use by Malorie.

7. Approval of Board Resolution to add Clarence Foster as signor to HelpFund Account - Vini Montague (*Packet 2, Page 42*)

This resolution would remove Michele Marra's name and add Clarence Foster's name as a HelpFund account signor in addition to the CFO. It was previously requested to replace all personal names of signers with officer titles instead, Vini confirmed with the bank that both personal names and officer titles are required for all resolutions.

M/S/C (A. Martinez/J. Koster) To approve the Resolution as presented.

8. Approval of Draft Inclusion, Equity and Diversity Board Policy - Dr. Jesse Weller (*Packet 1, Page 173*)

Dr. Weller reviewed the final draft of this policy as presented in the packet. This policy is to support efforts in the areas of Service Access to Equity and training items related to Inclusion, Equity and Diversity in the workplace and within the community. This policy includes an acknowledgment of the existence of inequities and Vision and Mission statements that are aligned with the Strategic Plan. A list of definitions has been included for better readability and understanding of commonly used abbreviations.

The policy requires quarterly training for staff on Inclusion, Equity and Diversity policies that will also be available to service providers and members of the Vendor Advisory Committee, with training topics that will be based on feedback from the community. Quarterly and annual status updates will take place and will be aligned with updates to the Strategic Plan to look at metrics and evaluate progress and to ensure that all present and future policies are in alignment consistent with the values of NLACRC.

It was also noted that the policy includes information regarding corrective and remedial action for any employee who violates policies against discrimination, harassment and retaliation and/or engages in inappropriate conduct or behavior. The policy also includes protocols to follow for any staff member who experiences discrimination, harassment and/or inappropriate behavior from another staff member.

M/S/C (J. Sunderland/A. Quiles) To approve the policy as presented.

E. Consumer Services Committee – Gabriela Herrera

1. Approval of Critical Calendar for FY 2022–23 (*Packet 2, Page 43*)

“Critical Calendar Review” will be added as a recurring item to the calendar for the month of April for the Committee.

M/S/C (L. Garcia- as part of previous motion to apply this revision to all Committee Critical Calendars) To approve the Critical Calendar as revised.

F. Government Community Relations Committee - Jeremy Sunderland

1. Approval of Critical Calendar for FY 2022–23 (*Packet 1, Page 182*)

“Critical Calendar Review” will be added as a recurring item to the calendar for the month of April for the Committee.

M/S/C (L. Garcia- as part of previous motion to apply this revision to all Committee Critical Calendars) To approve the Critical Calendar as revised.

2. Approval of Disability, Community Organization, Service Provider and Elected Representative Visit Policy and related Framework for Strategy Implementation - Ruth Janka (*Packet 2, Page 47*)

Ruth reviewed the Visit Policy as presented in the packet, there has been no change to this policy. There was a recommended change made to the Framework for Strategy Implementation to replace the name of staff members with the position title.

M/S/C (A. Martinez/J. Koster) To approve the Visit Policy as presented and the Framework for Strategy Implementation as revised.

3. Approval of Support Letters for Legislative Bills - Ruth Janka

Ruth gave a brief overview of each legislative bill that the Committee recommended for a Letter of Support as presented in the packet. Jeremy added that the reason letters of support from NLACRC are needed, is to support legislators who support NLACRC. It

is important to foster relationships with legislators on issues that affect the community that is served by NLACRC.

- a. Assembly Bill 2145 (*Packet 1, Page 186*)
This bill authorizes registered and dental hygienists and alternative practice to render dental services to patients and skilled nursing facilities and immediate care facilities/developmentally disabled.
- b. Assembly Bill 2262 (*Packet 1, Page 187*)
This bill requires the California Department of Social Services to create an alternative annual reassessment process for certain individuals who participate in the In-Home Support Services Program.
- c. Assembly Bill 2378 (*Packet 1, Page 188*)
This bill will give tax credits to businesses that higher qualified individuals with disabilities.
- d. Senate Bill 882 (*Packet 1, Page 189*)
This bill will create an advisory Council within the department of justice responsible for evaluating and reporting on existing training for peace officers related to interactions between law-enforcement and people with intellectual/developmental disabilities.
- e. Senate Bill 1016 (*Packet 1, Page 190*)
This bill requires the state board of education to include “fetal alcohol spectrum disorder” and the regulatory definition of “other health impairment” for purposes of special education eligibility.

M/S/C (J. Koster/J.Sunderland) To approve Letters of Support for the listed Legislative Bills as presented.

G. Additional Action Items

Administrative Affairs Committee – Ana Quiles

1. Approval of Contracts

- a. The Nurture Collective (PL2094-999) – Vini Montague (*Packet 1, Page 191*)
POS Contract – Provides start-up funds to develop 1 multi-disciplinary Infant Development Program.
2-year contract effective June 1, 2022 through March 31, 2024
Projected total contract amount is \$150,000, funding is from FY2021-22
- b. Sonia Villanueva Weeks (P33028-610) – Vini Montague (*Packet 1, Page 224*)
POS Contract – Provides attorney services to NLACRC consumers, will be setting up a location in the Antelope Valley area
5-year contract effective June 1, 2022 through May 31, 2027
Payment will be reimbursed to Service Provider based on actual services authorized, provided and the authorized \$350.00 hourly rate.
Projected total contract amount is \$5,179.50

M/S/C (C. Blin/L. Martinez) To approve the contracts as presented.

2. Approval of City National Bank Signature Cards – Vini Montague

a. Board Resolution for Change in Officers (*Packet 2, Page 49*)

This resolution is for City National Bank to be notified of the change in Officers for FY2022–23, beginning July 1, 2022. This resolution will remove Lety Garcia as Board President and to add David Coe as Treasurer. Ana Quiles will be removed as Treasurer, but re-listed as Board President.

M/S/C (L. Martinez/ C. Blin) To approve the resolution as presented.

b. Board Resolution for City National Bank’s Supersedure Agreement (*Packet 2, Page 50*)

This resolution will remove Lety Garcia as an authorized signer from all accounts of NLACRC and will add David Coe as Board Treasurer beginning July 1, 2022. As Ana Quiles is already listed as a signer, the only change will be to reflect her new position as Board President.

M/S/C (L. Martinez/ C. Blin) To approve the resolution as presented.

8. **Executive Director’s Report** - Ruth Janka (*Packet 1, Page 256*)

Ruth summarized the contents of the report as presented in the packet; highlights are outlined below.

Legislation – As part of the Governor’s May Revise, \$185.3 million are being allocated to promote workforce stability, \$22.5 million for a three-month DSP training and internship program, \$30 million for tuition reimbursement program for Regional Center Service Coordinators pursuing advanced degrees and Health and Human Services. The revise also includes \$59.1 million for provider rate adjustments in response to January 1, 2023 rate wage minimum wage increases. There’s also a proposal to suspend the annual family program fee and family cost participation program through December 31, 2022. Senate and Assembly Leaders also announced a deal on a final budget agreement to modernize the Core Staffing Formula with additional increases in subsequent years and to accelerate rate increases for Service Providers, to update the rates every 3 years in alignment with inflation.

DDS Early Start Outreach Materials and Resources - DDS has posted resources that provide information about early start services that are available on the website in multiple languages.

New SDP Ombudsperson - Susie Requarth has been appointed as new SDP Ombudsperson and will replace Katie Hornberger effective July 11, 2022.

DDS Service Provider Workforce Data Survey – DDS launched a survey to collect data pertaining to DSP tenure, turnover, vacancy rates, wages, other compensation. The purpose is to collect quantitative information about factors impacting the workforce during the 2021 calendar year and will be used to act to assess DSP workforce challenges in California and evaluate the impact of current and future initiatives. Surveys must be completed by June 30, 2022 and participants will receive an incentive payment of at least \$8000 for each organization.

Regional Center Performance Measures Workgroup - no updates, this group did not meet in May. The next meeting is June 21st from 1 to 3 PM and registration can be found on the DDS website.

Quality Incentive Program Workgroup meeting dash this group did not meet in May, the next meeting is June 23rd from 10 AM to 12 PM and registration can be found on the DDS website.

ARCA – No ARCA updates, the next ARCA Meeting is scheduled for June 16th -17th in Sacramento.

COVID-Related Updates – As of May 31, 2022, current hospitalizations are at 02 with a 3.79% Positivity Rate. The indoor masking requirement may be reconsidered.

DDS Directive as of May 25, 2022, that extends waivers and allows continued service delivery in the areas of alternative services, extension of Early Start services, waiver of building requirements, continued repurposing of waived FMS fees towards the purchase of additional Self-Determination services.

Non-COVID Related Updates- NLACRC is replicating the On-duty Specialist Unit from the San Fernando Valley office to the Antelope Valley office. There will be 4 Specialists total; 2 hired, 2 in recruitment to provide access to a live person in the event that families cannot reach their Service Coordinator.

The Emergency Response Program is a joint partnership between DDS and the California Foundation for Independent Living Center to implement a program to distribute batteries to individuals who live in high-risk fire areas. Individuals are prioritized by Tier 2 and Tier 3 fire areas and DDS will make emergency go-kits will be available via supplybank.org to individuals living in high-risk wildfire areas as well as a Public Safety Power Shuttle. As part of the Emergency Response Program, an educational campaign will be launched called Feeling Safe, Being Safe, in preparation for wildfire season.

Presumptive eligibility - this no longer a mechanism and NLACRC is working on evaluating individuals for transition to an IPP or to regular eligibility under the Lanterman Act. The majority of individuals that have been assessed have been made eligible. There have been some issues reaching families, and an increase in cancellations and no-shows to appointments.

Camp, Social Recreation and Non-Medical Therapies – Community Services is working with 5 potential Social Recreation service providers to develop their service design descriptions. After approval, providers will be allowed to submit their vendor applications and go through the process to be screened. The YMCA as well as Park and Recreation Department in all three locations to develop social recreational programs and are waiting for a response.

The Town Hall schedule for 2022 has been established by Case Management. In July, an Employment Town Hall will be held where Consumer panelists will share about their experience. Beginning in September, there will be Age Group specific Town Halls each month with Parent panelists to discuss their experiences.

An RFP was put out for Community Resource Development and there were 24 entities that

came to the Informational Meetings. Of the 24 entities, 2 proposals were received for Specialized Residential Facilities and of the 2 proposals, neither qualified due to failure to provide financial statements. One requirement for providers is to disclose financial statements to prove that they are financially solvent before they are able to receive RFP awards. In light of this, Community Services has reached out to 2 former awardees who have agreed to submit proposals to develop 2 Facilities. No proposals were received for the Mobile Crisis Service.

Language Access and Cultural Competency- The goal of this plan is to identify documents that would be translated in the various languages of the area and identifying orientations that should be provided in various languages to meet the needs of the community and to conduct regular and periodic language assessments and will develop a Language and Cultural Profile of the community. This will be monitored by the department with progress reports every April and October.

Cultural Competency Training- Bridging Voices is a Cultural Competency and Plain Language Consultant who recently hosted a Language Justice Training to provide the staff with practical skills that can address these issues.

Staffing - The Parent Family and Support Specialists have both been onboarded. San Fernando Valley specialist, Maria de Jesus started in mid-April. In Antelope Valley, Cynthia Sanchez fills this role and is currently being trained. Introductions to the Board of these Specialists will be scheduled for July. The Emergency Management Coordinator position has four external candidates who have been approved for assessment. This position will liaison between the Regional Center, the community and the Department to coordinate operations during an emergency event. There is one internal and one external candidate for the Guest Services Specialist position. DDS is creating a group for Guest Service Specialists across the State to meet and navigate the system to support Regional Centers. 1 Participant Choice Specialists position has been filled in San Fernando Valley and there are three external candidates applying for the 2 additional vacant positions in Antelope Valley.

18 new staff members were on boarded in May there are six new hires scheduled to onboard in June and an additional six new hires will be on boarded in June upon background check clearance.

Town Halls – On May 19, 2022, Consumer Services Directors Gabby Eshrati and Cristina Preuss presented “How to Prepare for an IPP/IFSP Meeting” There were 9 attendees for this event. The June Town Hall is scheduled for 06/16/22 @ 1:30 p.m. and the topic is “Transition to Adulthood (What’s Next).”

Consumer Statistics- As of May 2022, the Center served 31,191 consumers and applicants, including 4,721 (increase of 128 over last month) in Early Start and 24,885 (increase of 146) in the Lanterman program. The Center’s San Fernando Valley Office serves (Lanterman and Early Start) a total of 19,705 individuals, Antelope Valley serves 7,775 and the Santa Clarita Office serves 3,542.

Special Incident Reports - The Center received 72 special incident reports in May, 12 of which occurred in months prior to May. None of the incidents of death in May were reported as COVID related (though some incidents do not have an official cause of death known at the time of the report).

9. Self Determination Program (SDP) – Dr. Jesse Weller

A. SDP Report (*Packet 1, Page 262*)

Dr. Weller reviewed the SDP Report as presented in the packet.

As of June 1st, 488 participants have completed Orientation and there have been 138 Certified Budgets with an additional 12 budgets currently in progress. There are 109 approved Spending Plans and 29 Spending Plans currently in progress. 115 PCPs have been completed and 1 participant opted out of SDP after enrollment. Rocio Sigala asked if the active participants can be broken down by 1st year, 2nd year, etc. Per Dr. Weller, this information is being tracked and will be presented in future.

The Subcommittee for Best Practices are working to identify different barriers for Participants in each year of participation and will also be included in the report going forward.

Sylvia Renteria-Haro was promoted to Consumer Services Manager of the Santa Clarita Valley Office and will also oversee Self-Determination. Robin Monroe has been promoted to the Consumer Services Supervisor in Santa Clarita.

NLACRC has the following allocations to support the implementation of SDP:

- FY 2019/20: 109,258.00
- FY 2020/21: 149,328.00
- FY 2021/22: 149,331.00 (new)

Priorities identified: Recruitment and Training for Independent Facilitators, Joint Training on SDP Principles & Program Logistics, Small Group and Individualized Coaching, SDP Orientation Supports/Workgroups/Resource Fair, and Translation & Interpretation Services.

Self Determination Support Group – next meeting will be Wednesday, July 6th from 6:00-7:00pm.

SDP Volunteer Local Advisory Committee – Next meeting will take place June 16th from 6:30 pm to 8:30 pm.

Virtual Orientation - available at the NLACRC website June 7th and a Communication Strategy is under development for the community.

10. Administrative Affairs Committee – Ana Quiles

Ana reviewed the information as presented in the packet.

- A. Minutes of the May 25th Meeting (*Packet 2, Page 51*)
- B. FY 2021-22 Financial Report – (*Packet 2, Page 59*)
- C. Human Resources Report - (*Packet 1, Page 292*)

At the last Board meeting, it was discussed to add data to the Human Resources Report to show the staffing allocation at each location. This metric has been added to the report and will be included in future reports.

11. Association of Regional Center Agencies – Angelina Martinez

There has not been an ARCA meeting since March, nothing to report. The next meeting will be taking place next week and information from that meeting will be reported out at the next Board Meeting.

12. **Consumer Advisory Committee** – Caroline Mitchell
Caroline was absent, Lety reviewed the information as presented in the packet.
 - A. Minutes of the June 1st Meeting (*Packet 2, Page 85*)
13. **Consumer Services Committee** – Gabriela Herrera
 - A. Minutes of the May 18th Meeting – (*Packet 2, Page 85*)
14. **Executive Committee** – Lety Garcia
 - A. Minutes of the April 27th Meeting – (*Packet 1, Page 294*)
 - B. Minutes of the May 25th Meeting – (*Packet 2, Page 96*)
 - C. Completion of Conflict of Interest Reporting Statement – Ruth Janka (*Packet 2, Page 106*)
If there has been a change of circumstance that would present a potential conflict of interest, a new COS statement will need to be filed.
 - D. Completion of Confidentiality Statement – Ruth Janka
An email will be sent to all Board Members with an electronic document that serves as a General Confidentiality Statement. This is a different statement than the one that some members may have signed during the Nominating Committee Process.
 - E. Executive Director and Board Member Office of the Inspector General Screening Requirements – Ruth Janka
This is a requirement that was implemented in 2019 where board members must confirm they have no convictions related to MediCal/Medicaid fraud.
 - F. Added Agenda Items – Lety Garcia
Lety would like to add to the next Executive Committee Meeting agenda, the issues that were brought up in public input in regards to the Zoom hang out suggested by Suzanne Paggi. Lety would like to add to the next Committee Meeting agenda, additional issues that were brought up in Public Input in regards to the Consumer Advisory Committee Vice-Chair position and Ana Quiles' requests regarding Meeting Packet content.
15. **Government & Community Relations** - Jeremy Sunderland
 - A. Minutes of the May 18th Meeting – (*Packet 2, Page 110*)
16. **Nominating Committee** – Angelina Martinez
 - A. Redacted Minutes of the April 6th Meeting - *deferred*
 - B. Redacted Minutes of the April 18th Meeting – *deferred*
17. **Strategic Planning Committee** – Marianne Davis
 - A. Minutes of the May 2nd Meeting (*Packet 1, 304*)
 - B. Minutes of the May 23rd Meeting – *deferred*

C. Minutes of the May 31st Meeting – *deferred*

18. Vendor Advisory Committee – Ruth Janka

A. Minutes of the May 5th Meeting – *(Packet 1, Page 310)*

B. Minutes of the June 2nd Meeting- *deferred*

C. Jynny Retzinger Award Presentation – This is an award from NLACRC that is given to a Service Provider nominated for their legislative advocacy work. The award was presented to Erica Beall with Modern Support Services who is also a former NLACRC staff member. Erica was honored to be recognized.

19. Old Business/New Business *(Packet 1, Page 109)*

Lety reviewed the information as presented in the packet.

A. Board and Committee Meeting Attendance Sheets *(Packet 2, Page 116)*

B. Board and Committee Meetings Time Report *(Packet 2, Page 127)*

C. Updated Acronyms Listing *(Packet 1, Page 337)*

D. Meeting Evaluation *(Packet 1, Page 343)*

20. Announcements/Information/Public Input

A. Cafecito Entre Nos, June 9th at 11:00 am

B. Alianza de Hombres, June 14th at 7:00 pm

C. Aprendiendo Entre Nos, June 16th at 10:00 am

D. FFRC Generic Services Series #7, Medi-Cal Waivers, June 16th at 10:00 am

E. Town Hall, Transition to Adulthood (What's Next), June 16th at 1:30 pm

F. Filipino Support Group, June 20th at 6:30 pm

G. Cultivar y Crecer, June 24th at 6:30 pm

H. Cafecito Entre Nos, July 14th at 11:00 am

I. Cafecito Entre Nos, August 11th at 11:00 am

J. Next Board Meeting: Wednesday, August 10th at 6:30 p.m. via Zoom

Public Input:

Curtis Wang, an outgoing Board Member inquired where he can return the iPad he utilized during his tenure. Lizeth will be in contact with Curtis to discuss. Curtis also thanked the Board for their support.

Amparo Dallas, NLACRC staff member from the Antelope Valley location, reiterated information regarding the Job Recruitment Event on June 12th for the Antelope Valley area. It was also noted that Focus Group is having a dance event at Northridge College on June 12th, from 12:00pm to 3:00 pm

Suzanne Paggi, a CAC Member, stated that consumers are not sure how to talk to vendors about services related to Social Recreation. Ruth Janka stated that we do not have any vendors for Social Recreation quite yet but that she will present more information at the CAC Meeting in August. Gabriela Eshrati stated that she will be reaching out to Suzanne to answer her questions in more detail. Suzanne also shared that she had a great time at the Board Dinner and was moved by the memorial for Jennifer Kaiser.

Ana Quiles thanked Lety Garcia for all of her support and hard work during her tenure as Board President. Lety was instrumental in navigating the Board through COVID and her services have not gone unnoticed. Lety stated that it has been a privilege and honor to serve as Board President.

Rocio Sigala stated that she has been in contact with Kim Johnson for the vendorization process. In Antelope Valley, there have been calls made to provide companies with information regarding vendorizations and she would like to request that Vendorization Zoom Meetings could be available on the calendar, it would help.

Andrew Ramirez, an incoming Board Member, wanted to express his appreciation for his approval to serve in the Board and that he is looking forward to working with the team.

Jordan Feinstock, an incoming Board Member, shared that he does not feel that there is any oversight for FMS. He suggests a Training for SDP participants after acceptance to orient them and to provide guidance on how to access their money and obtain services. Jordan also mentioned confusion at the last Self-Determination Local Advisory Committee regarding the Bagley-Keene rule which requires in-person attendance for Board participation although a Zoom option is available. Jordan would like to have more information regarding that rule. Lety stated that a brief explanation of Bagley-Keene can be discussed at the next Board Meeting.

Jeremy Sunderland, an outgoing Board Member, thanked the Board, Committees and Staff for their support doing his 14-year tenure as an NLACRC Board Member. Jeremy encouraged the Board to use their voice to share their viewpoint on issues, especially if they find themselves in the minority of the vote. He also thanked Lety for her outstanding work as Board President. Lety thanked Jeremy for his dedication and service to the Board over the last 14 years, stating that he will be missed. Jeremy added that the next Board Meeting will take place on his son's 21st birthday, which was his reasoning for joining NLACRC.

Josefina Romo, a parent of a Consumer, feels that it is important to provide Service Coordinators with training regarding verbiage used with families. Josefina has heard complaints from families that they are being unfairly questioned when requesting services and are not receiving returned calls. She feels it is important to train the people who work with the people as this is fundamental to the organization. Lety stated that these issues have been heard and are being addressed in the new Strategic Plan.

Ruth Janka noted that Alan Darby is no longer with NLACRC. The details of his departure will not be made public due to this being an organizational matter. Vini Montague will be serving as interim CFO.

Angelina Martinez welcomed all of the new Board Members and thanked Jeremy, Curtis and Caroline again for their knowledge and participation on the Board.

Lillian Martinez thanked Lety for her service as Board President and also Jeremy, Curtis and Caroline for their service to the Board. Lillian welcomed the new Board Members and congratulated Ana Quiles on her new role as Board President.

21. Adjournment

Lety adjourned the meeting at 9:56 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
Administrative Affairs Committee Meeting Minutes

July 27, 2022

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

Liliana Windover, Lizeth Chavez, Malorie Lanthier, Vini Montague, Dr. Jesse Weller, Ruth Janka, Clarence Foster, Evelyn McOmie – Staff Members

Lety Garcia, Azucena Bustillos-Interpreter, Nancy Gallardo- Interpreter, Jasmine Barrios-Minutes Services - Guests

Absent: Angelina Martinez

I. Call to Order & Introductions

David Coe called the meeting to order at 6:15 pm.

The Committee and NLACRC Staff Members introduced themselves, Guests introduced themselves in the chat.

II. Public Input

No public input

III. Consent Items

A. Approval of Agenda – (Page 2)

Under Committee Business, Section H: Human Resources, Ruth Janka would like to move Item 2: Compensation Analysis Update as Item 3C in the Executive Session and add Item 4: Hiring Process Update

Under Committee Business, Vini Montague would like to add Family Resource Center Antelope Valley as Item 10 under Section E. Approval of Contracts.

Under Committee Business, Section E: Approval of Contracts, Vini would like to move Items 6, 8, and 9: Yeung Chan PL2109-785, Master Board Resolutions Extensions for COVID contracts to be moved to Executive Committee for approval.

Item J: Quotes Policy was added under Committee Business

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

B. Approval of Minutes of the May 25th Meeting – (Page 4)

M/S/C (A. Quiles/A. Rodriguez) To approve the May 25th Meeting Minutes as presented.

*Note: Before Committee Business, Ruth Janka noted that there are Conflicts of Interest (COIs) for Ana Quiles, Lillian Martinez, Angelina Martinez, and Rocio Sigala in the areas of Personal Assistance,

Day Care and Respite. There are no contracts listed on the agenda that apply to those categories so there will not be any COI's. A question was raised from Ana Quiles that in the event of a COI, 4 Committee Members would be ineligible to vote and what impact that would have on the quorum eligibility of the Committee. Ruth stated that she will review the COI Policy before the next Committee Meeting to find the resolution.

IV. Committee Business

A. Annual Committee Orientation – Vini Montague

1. Policies and Procedures (*Page 12*)

At the beginning of each board year, Committees are presented with an Annual Committee Orientation that outlines a few key points about Committee processes as presented in the packet.

- The Administrative Affairs Committee is responsible for review of budget and operational matters, including but not limited to:
- Review of projected expenditures in relation to projected income.
- Review of actual expenditures in relation to fiscal position of the North Los Angeles County Regional Center.
- Recommend policy to the board regarding income and expenditures.
- Recommend response to the Department of Developmental Services related to the contract and other fiscal matters.
- Review information and recommend action to the board related to personnel issues including compensation, personnel policies and related issues.
- Review information and recommend action to the board related to office space, including review of office space leases and plans for layout to reflect anticipated expansion and retrenchment.
- Review all contracts over \$250,000 and recommend action to the board to approve or not approve the contracts.

2. Board Audit Section (*Page 14*)

This document identifies 4 areas to help the Committee run effectively. These areas include knowledge, skills, and a list of questions for the Committee to determine if the standards are being met to be effective as a group. Vini reviewed these areas as presented in the packet.

3. Approved Critical Calendar (*Page 17*)

The Critical Calendar identifies the items that are to be reviewed by the Committee and when. Vini stated that Item C for July: Review Center's contract with DDS will be deferred as NLA has not yet received the contract language from DDS.

M/S/C (A. Quiles/R. Sigala) To add the Conflict-of-Interest Update to the Critical Calendar for July.

4. Meeting Schedule (*Page 19*)

The Committee meets on a monthly basis, except for two months in which the Committee is dark. It was recommended that Committee Members input the Committee meeting dates in their phones or calendars as reminders.

5. Board Policies for Administrative Affairs Review (*Page 20*)

Descriptions of each policy can be found in the packet.

It was noted that the Contract Policy presented in the packet on Page 22 is not the most recent iteration. This policy was updated in 2021 and its purpose is to establish guidelines

for the approval of contracts in the amount of \$250,000 or more by NLA. The updated policy will be emailed by Vini to the Committee.

Ana Quiles requested that the Contract Executive Summary include the Percentage of Services Provided by Location. Vini will follow up with the Community Services Department to see if this request would be possible. She will report back to the Committee on this issue at the next meeting.

M/S/C (A. Quiles/A. Rodriguez) To update the Contract Policy to include the Location of Services and if possible, the Percentage of Services Provided by Location to the Contract Executive Summary.

B. FY2021-22 Reports – Vini Montague

1. FY2021-2022 Financial Report (*Attachment 1*)

Vini reviewed the information from this report as presented in the packet.

Expenses for June 2022 - \$50,756,815

YTD Expenditures- \$649,870,154

Projected Annual Expenditures - \$690,989,939

Projected Annual Surplus- \$40,782,344

The Administrative vs. Direct Allocation Report percentage should be below 15% annually, currently at 14.4%

There was discussion surrounding what happens to surplus at the end of the year. Vini explained that DDS allocates funds in 2 categories: Operations and Purchase of Services (POS). Allocations for POS are given only to meet IPP Planning needs. Any surplus or deficit in this category is reported to DDS. Allocations for Operations cover staff salaries, rent, equipment and other costs related to operating NLA. If not used, Operations surplus amounts will be reverted back to DDS. Any available funds are deposited to the Post-Retirement Medical Trust or the CalPERS UAL Trust with the approval of the Committee.

It was also explained that currently, expenses related to Camp, Social Recreation and Non-Medical Therapies are currently listed in the report under Service Code 024 for Reimbursements. The purpose for this is that families are being reimbursed for these services at this time. There is a subcode that was added to the authorization that allows us to track utilization..

2. Summary of Regional Centers PEP Report (*Page 52*)

Vini reviewed the information from this report as presented in the packet.

Projected Surplus - \$41,061,751 NLA ranks #13 among Regional Centers.

Projected Surplus by Per Capita Allocation- \$22,272. NLA ranks #13 among Regional Centers.

Per Capita by Expenditures - \$20,870 NLA ranks #11 among Regional Centers.

Percent of Deficit to Contact- 6.29% NLA ranks #5 in this category.

Percent Change in Original PEP- -0.37% to Current PEP. NLA ranks #10 in this category.

It was discussed and agreed upon to discontinue the Projected Surplus by Per Capita Allocation and Per Capita by Expenditures and Percent Change in Original PEP reports.

3. COVID-19 Related Expenditure Report
No notable items to report. DDS is no longer requiring a COVID tracker and is reevaluating the need for future reporting.
 4. Statewide Regional Center COVID-19 Related Expenses & CARES Act Funding
No notable items to report. DDS is no longer requiring a COVID tracker and is reevaluating the need for future reporting.
- C. Status Report on Credit Line Cash Flow
Vini shared that a credit line was secured and is effective as of July 1, 2022. Cash flow at the beginning of the FY is dependent on a cash advance from DDS. DDS reimburses NLA for the amount paid to Service Providers in July. NLA did not have to borrow against the credit line for the month of July.
DDS has notified NLA of an additional cash advance in August, this is expected to cover payments for August without borrowing against the line of credit.
- D. Regional Center's Contract with DDS – defer
This item is deferred pending new language from DDS.
- E. Approval of Contracts– Vini Montague
Vini reviewed the contracts as presented in the packet.
1. Accelerated Behavioral Change PL2210-612 (*Page 57*)
POS Contract – Provides Behavior Analyst services
5-year contract effective August 1, 2022 through July 31, 2027
Projected total contract amount is \$1,171,968
Projected to serve 16 consumers per month
 2. Accelerated Behavioral Change PL2111-615 (*Page 61*)
POS Contract – Provides Behavior Analyst services
5-year contract effective August 1, 2022 through July 31, 2027
Projected total contract amount is \$4,140,864
Projected to serve 16 consumers per month
 3. DV Therapy PL2105-102 (*Page 66*)
POS Contract – Provides Individual or Family Training services
5-year contract effective August 1, 2022 through July 31, 2027
Projected total contract amount is \$1,017,336
Projected to serve 95 consumers per month
 4. Golden Care Dentistry PL2116-715 (*Page 70*)
POS Contract – Provides Dental services
5-year contract effective August 1, 2022 through July 31, 2027
Projected total contract amount is \$929,744
Projected to serve 21 consumers per month

It was clarified that this service is provided to adults only and the use of anesthesia is not included in the SMA Rate. The Executive Summary for this contract listed several services and included the term “etc.”. Ana Quiles asked for clarification on what “etc.” entails and recommends that future contracts do not use that term to promote

transparency.

5. TLC PL2112-094 (*Page 73*)
POS Contract – Provides Creative Art Program services
5-year contract effective August 1, 2022 through July 31, 2027
Projected total contract amount is \$34,903,008
Projected to serve 87 consumers per month
6. Yeung Chan PL2109-785 (*Page 78*)
This contract was moved to Executive Committee
7. Zion Eternity Facilities PL2113-109 (*Page 82*)
POS Contract – Provides Supplemental Residential Services Program Support services
5-year contract effective April 22, 2022 through March 31, 2027
Projected total contract amount is \$463,554
Projected to serve 4 consumers per month
8. Master Board Resolution Extension to 12/31/2022: COVID-19 Contracts (*Page 86*)
POS Contract – Provide NLA with the ability to timely implement needed and/or new resources and services to support Consumers and families related to COVID-19 and would extend the current authorization from June 30, 2022 through December 31, 2022. This contract was moved to Executive Committee Meeting.
9. Master Board Resolution Extension to 12/31/2022: COVID-19 Subcodes (*Page 89*)
POS Contract – Provide NLA with the ability to quickly add a subcode to an existing contract in order to be able to track POS expenditures related to COVID-19 and would extend the current authorization from June 30, 2022, through December 31, 2022. This contract was moved to Executive Committee Meeting.
10. Family Resource Center
In the best interest of time, this contract will be deferred until the next Committee Meeting. This contract will be added to the Agenda and the Executive Summary will be included in the next packet.

M/S/C (A. Quiles/A. Rodriguez) To approve POS Contracts (1-5 and 7) as presented.

M/S/C (A. Quiles/L. Martinez) To move POS Contract 6: Yeung Chan PL2109-785, POS Contract 8: Master Board Resolution Extension to 12/31/2022: COVID-19 Contracts and POS Contract 9: Master Board Resolution Extension to 12/31/2022: COVID-19 Subcodes to the Executive Committee Meeting.

F. Executed Contracts by NLACRC

Vini reviewed 2 Executed Contracts as presented in the packet.

1. No Report: Minimum Wage Increase
2. No Report: POS Contracts related to COVID-19
3. No Report: POS Contract Renewals
4. No Report: Addition of new Sub-Code to existing POS Contract
5. No Report: Health and Safety Exemptions approved by DDS
6. Addition of CIE and PIP Services to Existing POS Contract (*Page 92*)
7. No Report: New POS Service Contracts related to COVID-19
8. Addition of new COVID-19 Sub-Code to Existing POS Contract (*Page 93*)

9. No Report: Service Provider Revision to Existing Program Design
10. No Report: April 1, 2022 Rate Increase

G. Intermediate Care Facility (ICF) State Plan Amendment (SPA) Summary

1. ICF/SPA Billing Summary (*Attachment 2*)

Vini reviewed the report as presented in the packet.

Negative cash impact from ICF/SPA program for FY 2022 is \$3.4 million.

For FY 2021, the negative cash impact was \$92,517.

2. ICF/SPA Receivables (*Attachment 3*)

This report reflects change in Outstanding Total Receivables from month-to month.

From June 2022 to July 22nd, 2022, there have been an increase in total receivables by 11.7%.

H. Human Resources – Clarence Foster

1. Monthly Human Resource Report - *defer*

- a. Applicants from recruitment efforts in the community

2. Compensation Analysis Update – *moved to Executive Session*

3. 4th Quarter Human Resources Report - *defer*

4. Hiring Process Update

Clarence presented a brief overview of the updated hiring process that will become effective September 1, 2022.

Current Average Statistics:

- Time to fill open position: over 100 days
New goal: 30 days
- Number of Candidates Hired Monthly: 4 per recruiter
New goal: 15 per recruiter
- Number of Recruiters: 4
New goal: 6
- Number of Job Openings per Month: approximately 70
New goal: 10 -20 in the next 12; 0-5 12 – 24 months
- Number of Job Fairs: 0-1 per year
New goal: 12 per year, one per month
- Annualized Turnover Rate: 16%
New goal: 10% in 2023, 9% in 2024

The HR Team is also creating Community Partnerships to recruit new graduates from many of the Top State Social Worker Colleges and State Social-Work Associations. The Hiring Process itself was designed to be more personal, involved, and accountable for each step to thoroughly vet candidates to find the best fit.

Current Process Elements

- Pre-Recruitment activities (2-10 days)
- Recruitment activities (5-15 days)
- Testing and Interviewing (5-10 days)
- Offer and Background (7-10 days)

Updated Process Elements

- Creating Job Requisition/Job Description
- Position Intake Form with Hiring Manager

- Advertise Job
- Pre-screen applicants
- Assessment (language, job-fit, written, etc.)
- Top Candidates are sent to Hiring Manager
- Interviews scheduled with HR
- Hiring Manager and Panel Interviews
- Hiring Manager/HR Debrief
- Final Selection
- Verbal Offer given to selected candidate by Hiring Manager
- Written Offer of Employment sent by Recruiter
- Pre-employment Checks
- Phase II: Onboarding

Clarence discussed the Organizational Structure of the HR Department and noted that Elena Santana has recently joined the team as the Human Resources Manager. Her specialties include Talent Acquisition, Job/College Fairs and brings insightful experience in the area of the Department of Labor, Interview Guides and Recruiter Incentive Programs.

A Job Intake form was also created that is an agreement between the Recruiter and the Hiring Manager. This form used to help the Recruiter source the right candidate and helps HR create the best interview strategy by understanding core competencies that drive success in the role. The core competencies are determined by the Hiring Manager, HR will arrange a meeting before posting a job to learn more about the position, the requirements and the profile of the ideal candidate. Clarence is hopeful that there will be a decline in the number of open positions within 30-60 days after the launch of the new process; launch date is September 1, 2022.

Rocio Sigala shared that there America's Job Center of California in Antelope Valley and Lancaster who hold many Job Fairs that the HR Team might be interested in exploring. She also recommended connecting with California State University, Bakersfield as they have a Sociology Department.

Ana Quiles asked for clarification on the number of Job Fairs that are expected. Clarence noted that the goal for 2022 would be 10 fairs; Ana noted that the Hiring Policy, states recruitment efforts will include 12 fairs, one per month. Ana would also like to recommend a focus on Hiring Fairs, getting the screening done before conducting interviews.

Lety Garcia inquired what is being done to attract bilingual job candidates. Clarence explained that NLACRC is working with a vendor called Alta Language that will help assess the level and ability of a candidate who speaks multiple languages. This program will assist the Center is consistently identifying candidates with bilingual skills and establish the level of language proficiency based on the job requirements. Clarence would also like to do more work with diverse job boards to attract candidates and is open to ideas and feedback from the Committee.

I. Equity Report Matrix Update – Dr. Jesse Weller (Attachment 4)

Dr. Weller reviewed the Matrix as presented in the packet. This document was created in response to the recommendations that were made regarding the Equity Report. This report was completed by a group of consultants who evaluated how well NLA is doing in regard to Inclusion, Equity and Diversity. The Matrix contains a breakdown of each recommendation, the strategies and identifies the department/staff member responsible and timelines with

status updates. Dr. Weller will report out any future Committee Meeting Agenda items that pertain to the matrix.

J. Quotes Policy – Ana Quiles

Ana proposed that a policy be created to require at least 3 quotes for contracts that NLA chooses to take on. In addition, the policy would require NLA Staff to make recommendations for amount parameters.

M/S/C (A. Quiles/R. Sigala) To approve the proposition regarding the creation of a Quotes Policy as described.

V. **Executive Session**

- A. Quarterly Legal Update
- B. Union Negotiations
- C. Salaries - Compensation Analysis Update
- D. Personnel

M/S/C (A. Quiles/L. Martinez) To enter the Executive Session at 8:01 pm.

M/S/C (A. Quiles/L. Martinez) To adjourn the Executive Session at 8:45 pm.

Note: The Committee was reminded that a motion will need to be made to enter Executive sessions in the future.

V. **Review of Meeting Action Items**

- A. Vendor Contracts – Vini to verify with Community Services whether we can specify the Percentage of Services by Location and to also update the Contract Policy to include adding Location to the Executive Summary.
- B. Vendor Contracts – Vini/Evelyn to specify all services provided and discontinue the use of the term “etc.”
- C. Vendor Contracts – Ana to add Family Resource Center to agenda for August 31st Committee Meeting. Vini will submit contract information and Executive Summary on this contract for the packet.
- D. Social Recreation Services – Vini will provide a report on utilization of Camp, Social Rec and non-Medical Therapies under Service Code 024.
- E. Procurement Policy – Vini to begin the process of creating a policy to seek bids with threshold recommendations for contracts.
- F. COI – Ruth to determine the course of action for the multiple Board Members who have COIs in certain areas and how it affects the Committee. Ruth will also add COI Updates to the Critical Calendar for the Committee in July.
- G. Hiring Process Update – Clarence Foster to ensure the number of Job Fairs in the Hiring Policy match the number listed in the new Hiring Process.

VI. **Board Meeting Agenda Items**

The following items were identified for the committee's section of the August 10th Board Meeting agenda:

- A. Minutes of the July 27th Meeting
- B. FY2021-22 Financial Report
- C. Approval of Contracts
- D. Revised Critical Calendar

VII. Announcements / Information Items / Public Input

- A. Next Meeting: Wednesday, August 31st at 6:00 p.m.

No public input

VIII. Adjournment

David Coe, Committee Chair, adjourned the meeting at 8:31 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

July 20, 2022

Present: Andrew Ramirez, Brian Gatus, George Alvarado, Jordan Feinstock, Nicholas Abrahms, Rocio Sigala, Sharmila Brunjes, Erica Beall – Committee Members

Liliana Windover, Lizeth Chavez, Robert Dhondrup, Malorie Lanthier, Vini Montague, Jazmin Zimmerman, Clarence Foster Ruth Janka, Evelyn McOmie, Santos Rodriguez, Gabby Eshrati, Cristina Preuss, Jennifer Williamson, Dr. Jesse Weller, Dr. Michael Fernandez, Evan Ingber– Staff Members

Ana Quiles, Leticia Garcia, Lillian Martinez, Ricardo Martinez, Jennifer Koster, Nancy Gallardo – Interpreter, Jasmine Barrios-Minutes Services - Guests

Absent: Cathy Blin, Gabriella Herrera

I. Call to Order & Introductions

Ruth Janka called the meeting to order at 6:05 pm in lieu of a Committee Chair, who is yet to be decided.

Lizeth Chavez took attendance; a quorum was met.

II. Public Input

No public input

III. Consent Items

A. Approval of Agenda – (Page 2)

M/S/C (A. Ramirez/ B. Gatus) To approve the Agenda as presented.

B. Approval of Minutes of May 18th Meeting – (Page 4)

M/S/C (R. Sigala / N.Abrahms) To approve the May 18th Meeting Minutes as presented. Due to not being present at the last meeting, new Committee Members for this FY abstained from the vote. This includes: A. Ramirez, B. Gatus, J. Feinstock and S. Brunjes

IV. Committee Business

A. Volunteer to Serve as Committee Chair – Ruth Janka

Ruth began the meeting by giving a brief overview of the duties of the Chairperson for the Committee. The duties include conducting Committee Meetings, being the point-of-contact for the Committee for agenda items determined by NLA Staff and reporting applicable items on behalf of the Committee at Board Meetings. It is the duty of the Committee to vote on a Chairperson for this FY. Ruth asked for volunteers who would be interested in serving as Chairperson.

M/S/C (J. Feinstock / A. Ramirez) To postpone the open discussion for volunteers and vote for Chairperson until the end of the meeting for a better understanding of the process and what the position entails. The motion passed and Ruth Janka will conduct the meeting in the interim.

B. Annual Committee Orientation – Ruth Janka

At the beginning of each board year, Committees are presented with an annual Committee Orientation that outlines a few key points about Committee processes as presented in the packet.

1. Policies and Procedures (*Page 13*)
 - a. The Committee meets on a monthly basis for 10 months out of the year. There are 2 months out of the year, June and December where there is no meeting. The Agenda for each meeting is determined by NLA Staff and is reviewed with the Committee Chairperson.
2. Bylaws Statement (*Page 15*)
 - a. The duties of the Consumer Services Committee are to review and recommend standards and policy consistent with the needs of regional center consumers with regard to: 1) Services such as consumers' rights, case management, health, physiological and community development and 2) services provided by agencies outside of the regional center.
 - b. The Committee shall select its Chairperson, a quorum shall consist of 50% of the members and the term of members is set at 1 year.
 - c. Bylaws require that any motions, votes or actions conducted at the meeting are done by Committee Members only. Board Members who are not on the Committee are able to attend meetings and participate in discussion on agenda topics, but are not able to make motions or vote. Meetings are also open to members of the public; however, the public may not make motions, may not vote and can not participate in agenda item discussions outside of Public Input sections which are designated at the beginning and end of each meeting.
3. Core Values for Policy Development (*Page 17*)
 - a. Policies will empower consumers and family members to advocate on their own behalf
 - b. Will facilitate consumers to obtain the highest level of independence
 - c. Will foster and encourage individual choices
 - d. Will reflect a commitment to proven state-of-the-art services
 - e. Will support families in caring for consumers at home if needed
 - f. Will promote full participation in education, work, living arrangements, leisure and social activities
 - g. Will recognize consumer's civil rights and to be treated with dignity and respect, regardless of the magnitude of the individual's developmental disability.
4. Board Audit Section (*Page 18*)
 - a. This document identifies 4 areas to help the Committee run effectively. These areas include knowledge, skills, dangers and a list of questions for the Committee to determine if the standards are being met to be effective as a group. Ruth reviewed these areas as presented in the packet.
5. Committee Approved Critical Calendar (*Page 19*)
 - a. The Critical Calendar identifies the items that are to be reviewed by the Committee and when. It also identifies the Board Audit questions that will be answered that month.
 - b. Each Committee is assigned an NLA Staff Member who will oversee and

determine agenda items. Dr. Jesse Weller is assigned to this Committee, who will review the Agenda with the Committee Chairperson each month.

C. Committee Priorities for next FY Discussion – Ruth Janka (*Page 23*)

Ruth reviewed the priorities that were determined for FY 2021-22 as presented in the packet. It is up to the Committee to determine if these priorities should continue for this FY, to expand the current priorities or to change the priorities. The content of the priorities originates from recommendations from NLA Staff, Board Members and Committee Member themselves. Data is collected in real-time and is presented to the Committee to demonstrate efficiency or identify opportunities for growth.

Rocio Sigala stated that the priorities from last year are still relevant and should continue for this year as well. The Committee was encouraged to review the data that is presented in the packet and that will be discussed in tonight's meeting in order to decide what priorities should be for this year. The priorities will be finalized at the next Committee Meeting pending review by Committee Members.

D. Discussion on Enhanced Service Coordination Unit - Dr. Weller/Santos Rodriguez

Regional Centers are required to implement an Enhanced Service Coordination model with a ratio of 1 Service Coordinator for every 40 individuals for up to 240 consumers. This model supports consumers who have Purchase of Service (POS) less than \$2,000 or individuals who have no services at all and attempts to connect individuals to services.

Santos Rodriguez introduced himself as the current Supervisor for the Enhanced Service Coordination Unit. He has held this role since March 2022 and prior to that, served as a CSC with the Transition Unit in the San Fernando office. He has a Master's degree in Social Work and has been working diligently with a staff of 6 Specialists. Data was received from DDS on criteria for identifying individuals who are eligible for this program. The goals of the unit are to collect the data, to also identify barriers that limit service access and disparities in the catchment area, to increase POS expenditures and to support families as they walk through this process.

DDS identified 8,000 consumers that were identified as eligible. This includes 4,800 individuals at the San Fernando office, 2,800 at the Antelope Valley office and 755 at the Santa Clarita office. Identified individuals are sorted by School-Age, Transition-Age and Adults and are then pulled at random through an equitable system to begin addressing the individuals that meet this threshold. . Once complete, the caseloads are selected by language needs at each office.

As of July 1st, there are 137 consumers who have fully transitioned to Enhanced Services with a goal of 240 by the end of the year. A curriculum has been developed that will support the Specialists and the families on accessing services based on their needs. A questionnaire was created to have a dialogue with families to identify those needs and to get to know them at the start of the program and surveys will also be conducted at the beginning and end of the program to measure growth from the beginning to the end of the program. Specialists are available to assist families in English, Spanish and Armenian based on data determining languages spoken by families with low POS expenditures.

Dr. Weller will assist in developing a communication strategy for this program on the NLA website as a reference for the program itself, eligibility criteria and information on meeting the Enhanced Service Coordination Unit team.

- E. 4th Quarter Consumer Diagnostic Report – Dr. Weller (Page 24)
This report identifies the number of individuals who have the following:
- Intellectual Disabilities
 - Autism
 - Cerebral Palsy
 - Epilepsy
 - Other - any disability that renders the individual substantially handicapped.
 - Early Start 1 – individuals currently in the Early Start Program
 - Early Start 2 – Lanterman-eligible Early Start program individuals
- In the 4th Quarter (April 1, 2022 – June 30, 2022), there was a total of 29,386 individuals. This does not include Intake numbers, DC, pending transfers, Enhanced Case Management, etc.
- F. 4th Quarter Consumer Diagnostic Report by Age – Dr. Weller (Page 28)
Dr. Weller reviewed this information as presented in the packet. This measures the same criteria as above, but categorizes individuals by age groups. This report only includes Lanterman-eligible individuals from ages 3 to 65.
- G. 4th Quarter Consumer Intake Report – Dr. Weller (Page 29)
This report shows individuals who are coming into the system and are being assessed to receive services. For the 4th Quarter, there were 1,005 Lanterman Intakes and 786 Early Start Service Intakes for a total of 1,791 individuals.
- H. 4th Quarter Exceptions Report – Dr. Weller (Page 30)
This report lists exceptions, which are unique needs that have come up for individuals that were not anticipated and require additional staff, services and/or costs. These additional costs are tracked and reported out on a quarterly basis. Each need that requires an exception will go through a process to determine approval, denial or the use of an alternative way to meet the need. In the 4th Quarter, there were 84 total exceptions that were approved, 0 exceptions were denied and 0 exceptions required alternative solutions.
It was noted that Camping Services, Social/Recreation Activities, Educational Services and Non-Medical Therapies are not going through the exception process at this time. They have been listed on the report as a placeholder in the event that there are approved exceptions outside of the service standards.
- I. 4th Quarter Appeals Report FY21-22 – Dr. Weller (Page 32)
This report reflects the number of appeals filed on Notice of Actions that have been sent for the Quarter. Notice of Actions (NOAs) are given to families when an individual is not eligible for services or when there is a disagreement related to a service request. The NOA outlines the individuals' rights to appeal the decision. For the 4th Quarter, there were 549 NOAs sent out and 27 appeals filed in response for a total of 4.92% of NOAs being appealed. Of the 27 appeals, 18 were filed in regards to Service Requests and 9 filed in regards to Eligibility Determination. The report also contains the outcomes of the appeals as determined by the Fair Hearing Process.
- J. 4th Quarter Appeals/ NOA Reports by Ethnicity/Age, etc. FY 21-22 – Dr. Weller (Page 36)
This report tracks the appeals sent to Fair Hearing by ethnicity and office location. Dr. Weller reviewed as presented in the packet. It was also noted that NOA Reports categorized by Ethnicity and Location are also available and the data is being tracked, however, the report was not included in the packet. Dr. Weller will email this report to Committee Members for

review.

The Fair Hearing Process is being reviewed and rehailed on a state-level to make it more easily accessible for families to know and to understand their right to appeal and how to navigate the Fair Hearing Process.

Rocio suggested a list of Service Access and Equity Grant Recipients be sent to consumers to provide them with access to information that will help them understand the process or to reapply for services that were previously denied. Dr. Weller will look into the resources that can be given to consumers in regards to this issue.

K. 4th Quarter 4731 Report – Dr. Weller (*Page 37*)

This report shows Consumer's Rights Complaints that were submitted to NLA. It contains the date that the complaint was received by NLA, the date that the proposed resolution was sent to the consumer, the subject matter of the complaint, how the complaint was resolved and the determined root cause of the complaint. NLA monitors and investigates the complaints. Corrective action plans and trainings are given and notated if it is identified that NLA missed a step.

Leticia Garcia noted that this report was part of the State Auditor's Report finding that Regional Centers were not providing adequate oversight for resolving Consumers' Rights Violations. Leticia proposed this as a potential priority for the Committee this year. She also suggested the complaints be listed in chronological order. Of 72 complaints, 60% were found to have no violation identified, 15% were identified as out-of-scope and 23% were listed as training being given but does not specify who was trained and what training was provided.

Ruth stated that the California State Auditor's Report audited DDS and the report that was released in June 2022 and included NLA on a list of 3 Regional Centers that did not complete investigations within the statutory timeline and that DDS failed to provide guidance and oversight related to 4731 Complaints. The format that is presented in the packet is required by DDS. More information about the nature of the violations can be provided to the Committee as well as the trainings provided to staff. The goal is to expedite the correction of any issues and to prevent the reoccurrence of a previous violations in the future. Ruth would like to have Dana Lawrence, NLA's Fair Hearings Manager, to come to a future Committee Meeting to provide more details and insight into this report.

L. 4th Quarter Community Resource Development Plan Report – Dr. Weller (*Page 45*)

This report shows individuals who reside in Developmental Center facilities. It was noted that there is no one who resides at the Fairview, Lanterman and Sonoma Developmental Centers as those facilities are now closed. The report also shows recent developments for Developmental Centers that are currently in progress. Dr. Weller reviewed these statistics as presented in the packet.

M. Purchase of Service Annual Report – Ruth Janka (*Page 47*)

Ruth gave a summary of certain components of this report due to time constraints. DDS and Regional Centers are required to compile data in a uniform manner regarding POS authorizations, Utilizations and Expenditures by Age, Race, Ethnicity, Primary Language, Disability and Residence Type. NLA takes this data and is looking at disparities for individuals based on those categories to identify barriers to access services.

Public meetings are required to present this data and to solicit feedback and recommendations from the community on this issue. Each year, DDS is presented with this report and the strategies that were created in response to the data to increase service access and equity, to encourage participation from the community and to reduce disparities.

N. Self-Determination Program Report – Dr. Weller (Page 238)

Dr. Weller reviewed the report as presented in the packet. As of July 1st, there are 513 participants that have completed Orientation, 154 certified budgets and 116 participants that have fully transitioned into SDP with approved spending plans and active SDP IPPs. The report also breaks down this information by ethnicity, monthly participants attending Orientation by month and Monthly Budgets Certified.

NLA has been allocated funding for 2 Participant Choice Specialists allocated to Antelope Valley office (both secured with a tentative start date in August 2022) and 1 position allocated to San Fernando Valley (position filled). Monthly Orientation and Information Meetings will continue monthly in both English and Spanish.

SDP Local Volunteer Advisory Committee will meet next on August 18, 2022 from 7:00pm to 9:00pm. The Governor has extended the modifications that were previously in place regarding the Bagley-Keene Act which will allow members of the SDP Advisory Committee to return to virtual meetings.

Rocio stated that the SDP Advisory Committee would like to set up a meet-and-greet with the Board and/or the Consumer Services Committee. Dr. Weller will determine what will work best and reach out to Rocio to discuss further.

O. Monthly Consumer Competitive Employment Report- Vini Montague (Page 243)

Vini Montague introduced herself as the Interim Chief Financial Officer for NLA. She reviewed the report as presented in the packed. This report reflects the number of consumers who are employed. The information is broken down by Residency Type/Age Group and Ethnicity/Age Group. There is a total of 2,114 consumers who are employed.

The report also contains a section that shows consumers who are not employed, broken down in the same categories. There is a total of 13,650 consumers without employment.

The report contains an additional section that shows a comparison from the current month to the previous month of consumers with and without employment, categorized by Ethnicity and Residence Type.

P. Purchase of Service Data Monthly Report – Dr. Weller (Page 247)

The Committee previously requested this report include POS expenditure by Category to be familiar with the different types of Service Codes and a forecast for expenditures. It was also determined that Service Code 405 was phased out in 2011 due to Participant Directive Services taking over this code. More information is needed to be disseminated surrounding Participant Directed Services to consumers.

There was a question in a previous meeting in regards to what is being done to track surplus in a particular Service Code and what can be done with that money. The information will continue to be tracked and reported out at Committee Meetings.

Ruth stated that reports are currently being generated to present POS Expenditures categorized by Ethnicity and Diagnosis for the top 10 Service Codes that will be presented at the next Committee Meeting

Q. Camping/Social Rec. Outreach Plan Status Update – Dr. Weller

Dr. Weller reviewed a few key points related to the status of this Outreach Plan. The plan seeks to make the community aware of the availability of camp, social recreational, education services and non-medical therapies in a variety of ways. They include:

- Dissemination of Electronic Information in English and Spanish
 - News You Can Use, Social Media, NLA Website, Peachjar, etc.

- Dissemination of Physical Informational Copies in English and Spanish
 - Flyers at clinics/health centers, community/rec centers, libraries, community colleges, places of worship, etc.
 - NLA Service Coordinator training
 - Train staff on roles in discussing available service during routine program planning meetings
 - Providing Community awareness and promotion
 - Announcement of Committees at all public meetings and self-advocacy group meetings.
 - Announcements/coordination with advocacy and support groups
 - Additional Actions
 - Town Halls
 - Updated IPP Agreement Forms
 - Update new staff Orientation materials for Family Support Services and Service Standards
 - Update new service standards on NLA website once adopted by the Board and approved by DDS.
- R. Workforce Employment Specialist Project Plan Update – Dr. Weller (*Page 251*)
Dr. Weller reviewed this plan as presented in the packet. There was a grant for 1 full time Workforce & Employment Specialist to help support and increase the total number of consumers to obtain and maintain competitive employment and internship opportunities. There is a promising candidate who is interviewing on Friday, July 22nd to potentially fill this role.
- S. IHSS Status Update – Ruth Janka
The Community Services department has surveyed the Independent Living Skills agency regarding their capacity to provide assistance in accessing IHSS. 32 providers indicated that they are able to provide assistance. The next step is to review the program design to validate that providers are able to provide support with IHSS and other resources. After validation, communication will be sent out to staff and the community regarding this process. Evelyn McOmie stated that Case Management should be receiving training and information about this communication by the end of August.
- T. POS Expenditure Data Reports – Ruth Janka (*Page 253*)
A sample report has been presented in the packet. Future reports will include summaries regarding POS Expenditure data by Location, Service Code and Residence Type and will be included at the next meeting. POS Expenditures by Ethnicity and Diagnosis are planned for future reports but will not be available by the next meeting due to data integrity issues.
- U. Transfer Process Updates – Cristina Preuss
This process became effective on July 1st. Any consumer who is transferring to another Regional Center will have a letter sent to their home as well as an email if there is an email address available. The letter/email will contain information about the consumer's new center including contact information for the Transfer Coordinator.
NLA has been selected to give feedback and recommendations to DDS on the new state-wide database. Feedback will be given to DDS regarding any areas where there is data needed that NLA's current systems do not support. This will improve and prevent delays in the Transfer Process.

- V. Process to Contact NLA Personnel Update – Dr. Weller
NLA has been working on issues around contacting Service Coordinators and what can be done if the Service Coordinator cannot be reached. A step-by-step guide for families has been developed regarding the below steps.
- Step 1: Contact your Service Coordinator by Phone/Email
 - Step 2: If still pending follow up, contact OD Specialist
 - Step 3: Contact a Manager
- After staff has completed training on this process, the NLA website will be updated with the information to ensure better communication and transparency for consumers.
Ana Quiles recommended adding all of the relevant contact information for the case worker onto the initial letter that is sent to families or finding another way to communicate this with families. If the Service Coordinator is not known, the OD would be the next point-of-contact. The ETA for dissemination of this information is July 25th.
- W. PEP Report/Day Care Family Member and Day Care Paid Family Update – Dr. Weller
Information on these services were addressed under Item P.
- X. Service Access and Equity Award/Community Based Organization Project Updates – Dr. Fernandez
Dr. Fernandez gave a quick overview in the interest of time. There were 9 organizations that were awarded for various projects to help support NLA. In August, meetings will be held with the award recipients to discuss their services. At the September Town Hall Meeting, these organizations will present information about support they provide. Updates will be given by awardees on a quarterly basis for updates and will maintain contact with Parent and Family Support Specialists and Consumer Advocate on collaboration efforts.
The awardees were listed as: Autism Society of Los Angeles, California Hands and Voices, California Tribal Families Coalition, Children’s Hospital LA, Disability Voices United, Integrated Community Collaborative (ICC), Korean American Special Education Center, Soho Shinali Sister Project and USC Children’s Hospital of Los Angeles.
- Y. COVID-19 Family Support Services Status Update – Dr. Weller
At previous committee meetings, there were many discussions surrounding challenges with internal processes in regards to communication about COVID-19 Family Support Services. Due to a backlog that prevented timely re-assessments, there will be an additional extension for anyone who is not able to be assessed in July. The extension will continue until August 31, 2022 to allow sufficient time for families to connect with their service coordinators and the new program planning.
Communication will be sent out to the community to inform them of the extension and letters will be sent to families that have not been able to be reached to attempt to connect with them. Information regarding the Family Support Assessment Tools along with resources about available services will be attached to this communication to help prepare families with the information they need.
Ana Quiles suggested providing requests for services for consumers when they are both in school and out of school as opposed to waiting until the consumer has ended or started a school year. She also suggested having more workshops from Parent Support Specialists to families on how to prepare for IPP Evaluations. Dr. Weller stated that the team will brainstorm ideas for Ana’s suggestions.
- Z. Revisit of Committee Business Item A: Volunteer to Serve as Committee Chair – Andrew Ramirez volunteered to serve as the Committee Chairperson.

M/S/C (J. Feinstock / B. Gatus) To approve Andrew Ramirez as the Consumer Services Committee Chairperson.

V. Deputy Director Report – Dr. Jesse Weller

The Inclusion, Equity and Diversity Policy is now on the NLA Website, this will continue to be a growing section, Dr. Fernandez would like to include a newsletter with topics related to Inclusion, Equity and Diversity.

Town Hall: July 21st at 1:30 pm. Individuals who are being served by NLA will be giving their perspective on employment.

Disability Voices United has a five-part training program, the Emerging Leaders Program. This program gives self-advocates and family advocates the skills needed to take leadership positions in their communities and states as well as advocating for systematic change. Interested parties must be able to attend all five sessions from 4:30pm to 6:30pm on the following Tuesdays: September 13th, September 27th, October 11th, October 25th and November 8th. An Information Session will be held from 5:00pm to 6:00pm on Monday, July 25th.

Implicit Bias Training is being coordinated to take place in August 2022 for all NLA staff pending DDS approval.

AV Seed and Grow - Special-Needs Backpack Event will be held Sunday, July 31st from 10 am -12 pm at Prime Desert Woodland Preserve in Lancaster. Jennifer Koster suggested discussing the purchase laptops in future years for school-age consumers who might not be able to afford one on their own. Dr. Weller stated this discussion will be added as an agenda item for the August Committee Meeting.

Groups: Alianza de Hombres – Tuesday, July 12th at 7:00 pm.
Cafecito Entre Nos – Thursday, July 14th at 11:00 am

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 July 20th Meeting
- B. 4th Quarter Consumer Diagnostic Report
- C. 4th Quarter Consumer Diagnostic Report by Age
- D. 4th Quarter Consumer Intake Report
- E. 4th Quarter Exceptions Report
- F. 4th Quarter Appeals Report FY21-22
- G. 4th Quarter Appeals/ NOA Reports by Ethnicity/Age, etc. FY 21-22
- H. 4th Quarter 4731 Report
- I. 4th Quarter Community Resource Development Plan (CRDP) Report
- J. POS Expenditures by Category Report FY 21-22

VII. Announcements / Information Items / Public Input

- A. Next Meeting: Wednesday, August 17, 2022 at 6:00 p.m.

No Public Input

VIII. Adjournment

Ruth Janka adjourned the meeting at 9:44 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.*

DRAFT

North Los Angeles County Regional Center
Executive Committee Meeting Minutes

DRAFT

July 27, 2022

Present: Ana Quiles, Alma Rodriguez, David Coe, Leticia Garcia, Lillian Martinez, Rocio Sigala – Committee Members

Liliana Windover, Lizeth Chavez, Ruth Janka, Dr. Jesse Weller, Malorie Lanthier, Clarence Foster, Vini Montague, Evelyn McOmie – Staff Members

Jennifer Koster, Isabel Romero- Interpreter, Nancy Gallardo- Interpreter, Jasmine Barrios- Minutes Services - Guests

Absent: Angelina Martinez

I. Call to Order & Introductions

Ana called the meeting to order at 8:32 pm.

Committee Members and NLACRC Staff introduced themselves, Guests introduced themselves in the chat.

II. Public Input

No public input

III. Consent Items

A. Approval of Agenda – (Page 2)

Item S: Contracts added under Committee Business by Vini Montague

M/S/C (R. Sigala/D. Coe) To approve the revised agenda.

B. Approval of Minutes of May 25th Meeting – (Page 4)

M/S/C (L. Garcia/D. Coe) To approve the May 25th Meeting Minutes as presented.

IV. Consumer Advisory Committee – Ana Quiles

Ana stated that a template is being developed in regard to what NLA Liaisons should report out to the Board, Committees and other relevant organizations. The main components of the Report Out Template will include the date of the event, priorities discussed during the meeting, and any applicable action items. Liz Chavez will email a rough draft of the template to the Committee for review, any feedback can be emailed to her in response. An updated draft of the Report Out Template will be presented at the next Committee Meeting and a copy will be provided in the meeting packet.

V. Committee Business

A. Annual Committee Orientation – Ana Quiles and Ruth Janka

1. Policies and Procedures (*Page 14*)

At the beginning of each board year, Committees are presented with an Annual Committee Orientation that outlines a few key points about Committee processes as presented in the packet. The Executive Committee has the responsibility to:

- Review and discuss issues not referred to other committees of the board.
- Prepare the agenda for the meetings of the Board of Trustees.
- Appoint a Negotiating Committee to negotiate with the Executive Director.
- The Negotiating Committee will be comprised of 3 members of the Executive Committee that includes the Board president, First Vice-President and/or immediate past president or another member of the Executive Committee.
- Oversee the evaluation of the executive director and negotiate his/her contract.
- Receive information and recommendations from standing and ad hoc committees.
- Take action, as needed, either directly or by making recommendations to the full board.

2. Officer Policy Statements (*Page 16*)

Ana requested that the Officer Policy Statements for each position be amended to include the list of Committees in which the Officer associated.

In regard to the Secretary Officer Policy (Page 19), Ana requests that the sentence “Review the minutes taken by the secretary to the Executive Director” be replaced with “Review the minutes taken by the Executive Assistant to the Executive Director” to reflect the most recent iteration of the title of that role. In addition, she would also like to revise the second bullet point to read “Maintain a log or record of actions taken in the Executive Session and transfer this record to an NLA Representative on a monthly basis as applicable”.

M/S/C (L. Martinez/R. Sigala) To approve the proposed changes to the Secretary Office Policy.

3. Approved Critical Calendar (*Page 22*)

The Critical Calendar identifies the items that are to be reviewed and addressed by the Committee.

4. Board Audit Section (*Page 24*)

This document identifies 4 areas to help the Committee run effectively. These areas include knowledge, skills, dangers, and a list of questions for the Committee to determine if the standards are being met to be effective as a group.

5. Meeting Schedule (*Page 25*)

The Committee meets monthly, except during June and December when board is dark. It was noted that the Committee Meeting in November will be on a Tuesday instead of the typical Wednesday in observance of the holiday.

6. Board Policies for Review by Executive Committee

Members are ideally given a 30-day time frame to review a policy, make notes and report

back with recommendations for changes.

7. Public Input and Participation during Committee Business

Ruth clarified that during Public Input, Committee Members do not engage in dialogue or answer questions. Once Committee Business has begun, only Committee Members, Board Members and designated Vendor Advisory Committee Representatives can participate in discussion. Only Committee Members can vote.

B. Welcome Package Reference Materials for New Board Members – Ana Quiles

Welcome Packages of reference materials are being put together for new Board Members. Ana would like the Committee's feedback on what should be included. Currently, items included are the Lanterman Act, Robert's Rules of Order and a copy of the Board Policies and Procedures. Leticia Garcia recommended including a copy of the timeline for Policy Development. Ruth agrees and would like to add the timeline to the Board Manuals for all Board Members as well. A portfolio, NLACRC lapel pins and an office supply package will also be included with the reference materials as a Starter Kit.

Lizeth Chavez is sending out the packages this week for New Board Members and Current Board Members. Items included in the Starter Kit can be revisited on annual basis.

C. Personal Data Documentation Information Protection – Ana Quiles

Process for Submission of Sensitive Information – There was a recent data breach in which sensitive information was mistakenly printed on an example form. The information was removed and there is no reason to believe that any further sensitive information will be compromised. In the event of a data breach, NLA offers credit monitoring for Board Members and will do so in this instance.

It was recommended that Board Members use the BCC feature on all emails to NLA that contain sensitive information to avoid any inadvertent disclosures. This information will be shared in meetings to bring awareness to securing sensitive data. Moving forward, a process will be developed in regard to standardized steps to follow a data breach.

M/S/C (L. Martinez/D. Coe) To amend the Board Support Policy to include the utilization of credit monitoring for Members in the event of a data breach that includes sensitive information.

D. Board Packets: Size Limit and Consumer Friendly Formatting – Lizeth Chavez

There have been concerns regarding review packets being too long and containing information that is difficult to read and understand. One solution that was determined was to print financial information on 11x14 inch paper as a separate attachment for better readability.

E. Board and Committee List Update – Ruth Janka and Ana Quiles (*Page 26*)

There have been several updates to this list:

- Marianne Davis has resigned from the Board.
- David Coe is no longer on the Government and Community Relations Committee
- Andrew Ramirez was recently named Chair for the Consumer Services

Committee

- o Jennifer Koster is both the Chair and ARCA Delegate for the Consumer Advisory Committee and will be noted as such.

It was also mentioned that the last two Board Members who appear on the list, Suad Bisogno and Sylvia Brooks-Griffin will be switched to consistently list the VAC Member at the end.

Another Board Member is needed to join the Strategic Planning Committee to remain in compliance for the 60/40 Board to Staff ratio. Lizeth will review the Committee Interest list and reach out to those who may be interested.

M/S/C (D. Coe/L. Garcia) To approve the updates to the Board and Committee List

- F. Board and Committee Time and Attendance Requirements – *defer*
This item is deferred to the next Committee Meeting
- G. COI Waiver Request for Ana Quiles – Ruth Janka
The Conflict Resolution Plan for Ana Quiles has been updated to reflect her new position as Board President and will be re-submitted to State Council and is currently pending approval from DDS. Lizeth is tracking the progress on this item.
- H. Quarterly Off-Site Meeting with Executive Committee and Staff – Ruth Janka
 1. Teambuilding Meetings Quarterly for All Committees There was a teambuilding meeting for the Executive Committee and NLACRC staff on July 19th that went very well. The EC recommends that this opportunity be provided to all Committees. All Committee and Board Meetings will continue a virtual basis which leaves funds that were preciously allocated to in-person Committee and Board Meetings open. This could possibly fund a quarterly dinner to support networking amongst Board Members.

M/S/C (D. Coe /L. Martinez) To approve the proposal for Quarterly Off-site Meetings to be offered to all Committees.

- I. Annual Board Dinner Committee – Ana Quiles

Ana requested the formation of a committee for Board Dinner Planning. The purpose would be to elevate the annual Board Dinner to include recognition for Staff in addition, as a celebration of NLA's yearly accomplishments. This would also include videos, photos and recognition for staff as part of the presentation portion.

Concerns were raised in regard to the Board Meeting recognizing the Trustees versus highlighting the Regional Center as a whole. These concerns would be addressed in the proposed Committee.

M/S/C (D. Coe/L. Martinez) To approve the formation of the Board Dinner Planning Committee.

- J. Annual Board Training Plan – Ruth Janka (*Page 63*)

The Board Training Schedule was reviewed as presented in the packet. There are 2 months that are still pending the confirmation of a presenter:

November 2022- Lanterman DDS Act Overview
January 2023 – Cultural Competency and Implicit Bias Training

Lety mentioned that the July COI Training is required for all Board Members on an annual basis, Ruth will confirm all required trainings by DDS.

Ana asked that the Training Schedule be updated to include asterisks to notate all mandated training presentations.

ACTION ITEM: Asterisk FY22-23 Annual Board Training Plan for each training required by statute and/or contract.

K. FY2021-22 Board vs Expenditures – Vini Montague (*Page 64*)

Vini is recommending a budget revision to move the budget between categories to satisfy deficits in other categories. The budget as presented in the packet is the final proposed budget.

M/S/C (D. Coe/R. Sigala) To submit the revisions for the Board vs. Expenditures Budget as presented.

L. FY2022-23 Board Budget – Vini Montague (*Page 65*)

Revisions were made to this budget that reduces the number of iPads purchased as per the Committee's recommendation and is listed under Board Member Support. Funds can be reallocated based on need.

M/S/C (L. Garcia/D. Coe) To submit the recommendations for the Board Budget as presented.

M. ARCA Strategic Planning Survey – Ruth Janka (*Page 28*)

Lizeth will send out the PDF version of the survey to the Board Members for review. Any replies will need to be submitted to Ruth before August 10th. Ruth will fill out the online portion of the Survey based on the feedback by August 15th.

ACTION ITEM: Provide all board members with the ARCA Strategic Planning Survey with deadline of return to boardsupport email by August 10th.

N. POS Expenditure Data Report – Ruth Janka

There are 13 data reports that will be categorized by age, ethnicity, diagnosis, location and will also include the top 10 Service Codes. The time frame for implementation of these reports is 4 weeks. The next step will be to determine what Committees need to review this data. Ana recommended putting the data in a summary format as opposed to presenting a large amount of raw data. It was decided that Ana and Lety will schedule a meeting with Ruth to further discuss how this data can be presented in the most efficient manner.

O. California State Auditor's Report – Ruth Janka (*Page 37*)

DDS was audited by the California State Auditor and the report was released in June 2022. The report found that Regional Centers were not consistently in compliance with certain regulatory requirements. Findings included:

- The lack of biannual monitoring of Vendor files to ensure that qualifications are being met
- 4731 Complaint investigations not completed within the timeline of 30 days
- The lack of informing Individuals of the 4731 Complaint Process upon Intake
- The lack of timeliness of eligibility decisions for incoming applicants

There was much discussion related to concerns and solutions on the findings. Ana recommended that the Committee take time to review the information to address these issues in a meaningful way.

P. Onboarding Consumer Policy – Ana Quiles *defer*

This item will be deferred pending further discussion between Ana and Dr. Jesse Weller.

Q. DDS Board Composition and Recruitment – Ruth Janka (*Page 44*)

Lizeth identified 2 areas that still need to be met in terms of Board composition compliance. The 2 areas needed are Consumer and White Ethnicity. Lizeth will move this item to the Nominating Committee who will revisit Board applications to recruit members who meet the composition criteria. An additional meeting will be added to the Nominating Committee Calendar for review and discussion.

ACTION ITEM: Schedule Nominating Committee Meeting to recruit an additional board member based on statutory board composition requirements.

R. Purchase of Service Annual Report FY2020-21 – Ruth Janka (*Page 46*)

Ruth gave an overview of this report due to time constraints. DDS and Regional Centers are required to compile data in a uniform manner regarding POS authorizations, Utilizations and Expenditures by Age, Race, Ethnicity, Primary Language, Disability and Residence Type. NLA takes this data and looks for disparities for individuals based on those categories to identify barriers to access services.

Public meetings are required to present this data and to solicit feedback and recommendations from the community on this issue. Each year, DDS is presented with this report and the strategies that were created in response to the data to increase service access and equity, to encourage participation from the community and to reduce disparities. Ruth and Ana will review and determine what Committee should handle what elements of the yearly report and will report back at a future meeting.

S. Contracts - Vini Montague

1. Yeung Chan PL2109-785

POS Contract – Provides mental disorder diagnosis and psychotherapy
5-year contract effective August 1, 2022 through July 31, 2027
Projected total contract amount is \$441,612
Projected to serve 7 consumers per month

M/S/C (R. Sigala/L. Garcia) To approve the Yeung Chan PL2109-785 Contract as presented.

2. Master Board Resolution Extension to 12/31/2022: COVID-19 Contracts

POS Contract – Provide NLA with the ability to timely implement needed and/or new resources and services to support Consumers and families related to COVID-19 and would extend the current authorization from June 30, 2022 through December 31, 2022.

3. Master Board Resolution Extension to 12/31/2022: COVID-19 Subcodes
POS Contract – Provide NLA with the ability to quickly add a subcode to an existing contract in order to be able to track POS expenditures related to COVID-19 and would extend the current authorization from June 30, 2022 through December 31, 2022.

M/S/C (A. Quiles/L. Martinez) To approve Master Board Resolution Extension for COVID-19 Contracts and Master Board Resolution Extension for COVID-19 Subcodes as presented.

VI. Center Operations – Ruth Janka

COVID-Related Updates – Metrics are trending upward, current hospitalizations are at 1280, positivity rate is at 15.0 %. The severity of illness has declined but positivity has significantly increased. LA County Public Health has announced the availability of vaccinations for children 6 months and older. A directive from DDS was received that extends eliminates some waivers due to updated statute as a result of trailer bill language with the remainder of waivers extended in the directive.

Non-COVID Related Updates- DDS will be conducting a Home and Community-Based Services audit of NLACRC regarding NLACRC's compliance with program requirements for consumers that participate in the HSBC Waiver Program, the Self-Determination Waiver Program and Targeted Case Management. The review will begin August 1st and is expected to last 3 weeks.

The IRS Mileage reimbursement rate has been increased to 62.5 cents per mile effective July 1, 2022. The rate has for In-Home Respite Agency workers who use their personal vehicle to travel to and from respite sites.

California State University Northridge (CSUN) has crafted a proposal to seek funding to support individuals who attend one of six CSU campuses, including San Francisco State, San Marcos, San Jose East Bay and Long Beach. CSUN's program seeks to recruit individuals with developmental disabilities to participate in Person Centered Career Planning, train university staff, peer mentors to support support support individuals with disabilities in a college setting in addition to various workshops. Pre- and post-data will be collected on Skill Development as a result of participating in the program.

Early Start – Eligibility for this program has been expanded to include the separation of the developmental domain “Communication” into two separate domains, Expressive and Receptive. Also, from the criteria for developmental delay changes from 33% to 25%. Any individual who was previously denied eligibility from January of 2022 to June 30, 2022 that meets the new standards will be made eligible and families will be notified. We project the new criteria will increase participation in Early Start by from 4%.

Provisional Eligibility- NLA ranked 2nd in the State for number of participants that were made provisionally eligible in May with 286 individuals. Currently, NLA is ranked 3rd with 325 individuals for the month of June.

Santa Clarita Valley Office Expansion – There is a reconfiguration to accommodate business needs. Construction begins July 22nd and is expected to conclude in October.

Throughout the construction process, the Santa Clarita Valley will remain open with limited on-site staff and the remaining staff members will work remotely.

Town Hall Schedule – an employment Town Hall was recently held that included consumer panelists who spoke about their employment journeys. The August Town Hall topic is Individual Rights Under the Lanterman Act and will be presented by Dana Lawrence, NLA’s Fair Hearings and Administrative Processes Manager.

Language Access and Cultural Competency Plan- This plan has been accepted by DDS. NLA has been approved for \$1 million in funding to implement this plan. This will include securing a consultant, obtaining stakeholder input regarding community needs, hiring Language Outreach Specialists, an LGBTQ+ Outreach Specialist, translating documents into other languages and read designing the website for language competency and readability.

Emergency Response Management Coordinator Position – This opening has been filled and the individual will start August 1st. This role will support the NLA’s participation in DDS’ Emergency Response Program, will conduct outreach and training and will serve as the liaison between NLA, DDS and the community in the event of an emergency.

Self-Determination - As of July 1st, 116 individuals have fully transitioned into the program, an increase of 13 from May. There are 154 Certified Budgets with an additional 17 budgets currently in progress. There are 38 Spending Plans currently in progress. DDS has confirmed the Self-Determination Local Advisory Committee may continue to meet virtually until June 30th, 2023.

VII. Review of Meeting Action Items

- A. Update the Secretary Officer Policy to reflect changes (Item A.2) – Ruth
- B. Ensure all Board Members have updated documents and reference materials (Item B)- Liz
- C. Update the Board Support Policy to include the Data Breach Process (Item C)- Ruth
- D. Update Board and Committee Lists and review 60/40 compliance for SPC (Item E) - Liz
- E. Determine next steps for COI Waiver on Ana Quiles (Item G) -Clarence
- F. Meet to discuss Onboarding Consumer Policy (Item P) -Ana and Dr. Weller
- G. Add Board Dinner Subcommittee to Board Agenda
- H. Update annual Board Training Plan to reflect changes (Item J) - Ruth
- I. Send out ARCA Strategic Planning Survey for Board Member review. Replies are needed from the Board before August 10th. Ruth to complete survey by August 21st (Item M) – Lizeth, Board Members and Ruth
- J. Review audit results and attach action items (Item O) – Ana and Ruth
- K. Meet to discuss POS Expenditure Data Reports (Item R) – Ana, Leticia, and Ruth
- L. Schedule an additional meeting for the Nominating Committee to discuss DDS Board Composition (Item Q) – Liz
- M. Send Report Out Template to Board Members for review (Item IV. Consumer Advisory Committee) – Liz

VIII. Board Meeting Agenda Items

The following items were identified for the committee's section of the June 8th Board Meeting agenda:

- A. Minutes of the July 27th Meeting
- B. Board and Committee List Update
- C. COI Waiver Request for Ana Quiles
- D. Annual Board Training Plan
- E. FY2021-22 Board vs. Expenditures
- F. FY2021-23 Board Budget
- G. Quarterly Meetings for All Committees
- H. Contracts for approval: Yeung Chan PL2109-785 and Master Board Resolutions

IX. Announcements / Information Items / Public Input

- A. Next Meeting: Wednesday, August 31st at 7:30 pm
- B. Black & African American Support Group, August 3rd at 6:30 pm
- C. FFRC IHSS Part # 3, Evaluation/Re-evaluation de IHSS, August 3rd at 10:00 am
- D. Alianza de Hombres, August 9th at 7:00 pm
- E. FFRC Taller Básico de IEP, August 9th at 11:00 am
- F. FFRC IEP Basics Workshop, August 10th at 11:00 am
- G. Cafecito Entre Nos, August 11th at 11:00 am
- H. Filipino Support Group, August 15th at 6:30 pm
- I. Aprendiendo Entre Nos, August 18th 10:00 am
- J. NLACRC's Virtual Town Hall, August 18th at 1:30 pm "Employment – Consumer Perspectives"
- K. Cultivar y Crecer, August 26th at 6:30 pm
- L. FFRC A Closer look at the IEP/Transition to Middle School, August 31st at 10:00 am

Leticia requested that the Cafecito and Aprendiendo Entre Nos topics be included on announcements.

X. Adjournment

Ana Quiles, Committee Chair, adjourned the meeting at 10:56 p.m.

Submitted by:
Minutes Services



North Los Angeles County Regional Center
Post-Retirement Medical Trust Committee Meeting Minutes

July 27, 2022

Present: Ana Quiles (Chair), Ruth Janka, Vini Montague, Alma Rodriguez, David Coe -Committee Members

Liliana Windover, Lizeth Chavez, Malorie Lanthier, Clarence Foster, Dr. Jesse Weller – Staff Members

Anne Wimmer – HighMark Capital, Tim Banach – U.S. Bank
Azucena Bustillos-Interpreter, Nancy Gallardo- Interpreter, Jasmine Barrios-Minutes Services - Guests

Absent:

I. Call to Order & Introductions

Ana called the meeting to order at 5:30 pm.

The Board and NLACRC Staff introduced themselves, guests introduced themselves in the chat.

II. Public Input

No public input

III. Consent Items

A. Approval of Agenda – (Page 2)

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

B. Approval of Minutes of April 27th Meeting – (Page 3)

M/S/C (D. Coe/R. Janka) To approve the April 27th Meeting Minutes as presented.

IV. Committee Business

A. Annual Committee Orientation – Vini Montague

1. Review Post Retirement Medical Trust (PRMT) Policies and Procedures *(Page 8)*

At the beginning of each board year, Committees are presented with an Annual Committee Orientation that outlines a few key points about Committee processes as presented in the packet.

a. The Committee meets on a quarterly basis out of the year. The agenda for each meeting is determined by NLA Staff and is reviewed with the Committee Chairperson.

b. The duties of the Post-Retirement Medical Trust Committee are to:

- Direct the Trustee regarding trust distributions to pay post-retirement medical benefits and/or CalPERS unfunded accrued liability retirement benefits,

- Establish a funding policy and investment guidelines for the Trustee
- Review periodic and annual reports of the Trustee including trust transactions, gains, losses, investments and assets of the trust at cost and fair market value.
- Determine the number of Committee Members who are required to sign directions to the trustee.
- May be required to value certain assets for the Trustee.
- Make a report of its meeting to the full Board including the Annual Report and any other periodic reports from the trustee.
- Review the performance of the Trustee annually and make a recommendation to the Board to continue or replace trustee.
- Review periodic annual retirement valuation reports.

2. Meeting Schedule (*Page 10*)

There are 4 meetings each year as the Committee meets on a quarterly basis.

Ana Quiles recommended that Committee Members input the Committee meeting dates in their phones or calendars as quarterly meetings can be forgotten.

3. Draft Critical Calendar for FY2022-23 (*Page 11*)

- The Critical Calendar identifies the items that are to be reviewed by the Committee and when.
- Each Committee is assigned an NLA Staff Member who will oversee and determine agenda items, who will review the agenda with the Committee Chairperson each month.

It was noted that there were a page missing in the revised packet in regards to the Bylaws for this Committee. Vini Montague will re-send out this information to the Committee.

B. HighMark Capital Report – Anne Wimmer (*Page 12*)

Anne reported that overall national financial environment has been both positive and negative. There has been good economic growth, strong job numbers and good retail sales numbers. Unemployment declined to 3.6% and nonfarm payroll rose by \$327,000. Negatively, the inflation rate is currently up by 9.1% which is a 40-year high. The GDP was up by 5.7% in 2021, but has contracted -1.6% in the first quarter of 2022 and short-term interest rates have gone up, and expecting continued rate hikes. Concerns about the outlook include inflation, rising interest rates, geopolitical events and a possible recession.

1. Statement of Current PRMT Trust Value

- This statement is for post-retirees and future retiree healthcare benefits, it is a longtime horizon account that can be volatile.
- This account has an investment objective that is identified as Balanced
- As of July 20, the portfolio is at \$29.16 million dollars. This is comprised of multiple asset classes.
 - Total equities are at 56.6 %
 - Fixed income - 29.8%,
 - Alternatives - 9.3%.
 - Cash and equivalents – 4.3%

2. Statement of Current CalPERS Unfunded Accrued Liability (UAL) Trust Value

- This statement has a shorter time horizon than the PRMT account. This account carries less in equities, but more in bonds. This account also makes periodic payments to CalPERS in regard to pension obligations. This account has an investment objective that is identified as Income and Growth
- As of July 20, the portfolio is at \$9.7 million dollars. This is comprised of multiple asset classes.
 - Fixed income – 51.4%
 - Total Equities – 32.9%
 - Alternatives – 8.2%.
 - Cash and equivalents – 7.4%

Each year, the Committee reviews and determines the investment strategy for each of these accounts. Strategies can be changed to be more or less aggressive or can remain the same. Anne stated that in her professional opinion, the current investment strategy and account objectives continue to be appropriate. Tim Banach from U.S. Bank agreed with this viewpoint. It was noted that the Committee can move to change the objectives of one or both accounts as determined by need.

M/S/C (R. Janka/D. Coe) To approve the current investment strategy for the PRMT and UAL Trust accounts.

C. Quarterly PRMT Market Value History Report – Vini Montague (*Page 39*)

Vini reviewed this report as presented in the packet. It was noted that the timeframes for this report are different than the HighMark Capital Report. As of June 30, 2022:

- Market Value - \$28,418,065
- Total Contributions – \$14,981,112
- Quarterly Fee Reimbursement Payments - \$918,578.
- The Obligation amount at the end of the year and the Net Benefit Obligation is based on an Evaluation Report that is conducted by an independent entity. This report is still pending.

D. Quarterly UAL Market Value History Report – Vini Montague (*Page 43*)

Vini reviewed this report as presented in the packet. It was noted that the timeframes for this report are different than the HighMark Capital Report. As of June 30, 2022:

- Market Value - \$9,563,809
- Total Contributions – \$10,787,341
- Quarterly Fee Reimbursement Payments - \$45,458
- The Obligation amount at the end of the year and the Net Benefit Obligation is based on an Evaluation Report that is conducted by an independent entity. This report is still pending.

V. Board Meeting Agenda Items

The following items were identified for the committee’s section of the August 10th Board Meeting agenda:

- A. Minutes of the July 27th Meeting
- B. Critical Calendar for FY2022-23
- B. Statement of Current PRMT Trust Value
- C. Statement of Current UAL Trust Value

VIII. Announcements / Information Items / Public Input

A. Next Meeting: Wednesday, October 26th at 5:30 p.m.

Tim Banach from U.S. Bank added that in regards to the UAL Trust, Vini provided the directive for U.S Bank to make the quarterly payment to CalPERS. The payment was made on July 22nd and the trust is paid up for the next 6 months. The Committee approved this payment at the last Committee Meeting.

IX. Adjournment

Ana Quiles, Committee Chair, adjourned the meeting at 6:13 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 2021-22 Board of Trustees
Board Meeting Attendance**

Rolling 12-Month Attendance Board Members	Jul-21 Board	Aug-21 Board	Sep-21 Board	Oct-21 Board	Nov-21 Board	Dec-21 Dark	Jan-22 Board	Feb-22 Board	Mar-22 Board	Apr-22 Board	May-22 Board	Jun-22 Board	Jul-22 Board	Total Absences
Ana Laura Quiles, President		P	P	P	P		P	P	P	P	P	P		0
Alma Rodriguez		P	P	P	P		P	P	P	P	P	P		0
Angelina Martinez		P	P	P	P		Ab	P	P	P	Ab	P		2
Andrew Ramirez														0
Brian Gatus														0
Cathy Blin		P	P	P	P		P	P	P	P	P	p		0
David Coe		P	P	P	P		P	P	P	P	P	p		0
Nicholas Abrahms		P	P	P	P		P	P	P	P	P	p		0
Leticia Garcia		P	P	P	Ab		P	P	Ab	P	P	P		2
Gabriela Herrera		P	P	Ab	P		P	P	P	P	Ab	P		2
George Alvarado (Bd Intern)														0
Jennifer Koster		P	P	P	Ab		P	P	P	P	p	P		1
Jordan Feinstock														0
Lillian Martinez		P	Ab	P	P		P	P	P	P	P	P		1
Rocio Sigala		P	P	P	P		P	P	P	Ab	P	P		1
Sharmila Brunjes														0
Sylvia Brooks Griffin		Ab	P	P	P		P	P	P	P	P	P		1
Suad Bisogno (VAC Rep)														0

P = Present Ab = Absent

Attendance Policy: In the event a Trustee shall be absent from three (3) consecutive regularly-scheduled Board meetings or from three (3) consecutive meetings of any one or more committees on which he or she may be serving, or shall be absent from five (5) regularly-scheduled Board meetings or from five (5) meetings of any one or more Committees on which he or she may be serving during any twelve (12) month period, then the Trustee shall, without any notice or further action required of the Board, be automatically deemed to have resigned from the Board effective immediately. The secretary of the Board shall mail notice of each Trustee's absences during the preceding twelve (12) month period to each Board member following each regularly-scheduled Board meeting. (policy adopted 2-10-99)

North Los Angeles County Regional Center

Board Meeting Schedule

FY 2022-23

No meeting in July 2022

Wednesday, January 11, 2023
6:30 p.m.

Wednesday, August 10, 2022
6:30 p.m.

Wednesday, February 8, 2023
6:30 p.m.

Wednesday, September 14, 2022
6:30 p.m.

Wednesday, March 8, 2023
6:30 p.m.

Wednesday, October 12, 2022
6:30 p.m.

Wednesday, April 12, 2023
6:30 p.m.

Wednesday, November 9, 2022
6:30 p.m.

Wednesday, May 10, 2023
6:30 p.m.

No meeting in December 2022

Wednesday, June 14, 2023
6:30 p.m.

Meeting Locations

All meetings will be held virtually, via Zoom, until further notice.





North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 | www.nlacrc.org

Administrative Affairs / Executive Committee Meetings Schedule

FY 2022-23

Wednesday, July 27, 2022

(Orientation meeting)

6:15 p.m. / 7:45 p.m.

Wednesday, August 31, 2022

6:00 p.m. / 7:30 p.m.

Wednesday, September 28, 2022

6:00 p.m. / 7:30 p.m.

Wednesday, October 26, 2022

6:15 p.m. / 7:45 p.m.

Tuesday, November 30, 2022

6:00 p.m. / 7:30 p.m.

~ No meeting in December ~

Wednesday, January 25, 2023

6:15 p.m. / 7:45 p.m.

Wednesday, February 22, 2023

6:00 p.m. / 7:30 p.m.

Wednesday, March 29, 2023

6:00 p.m. / 7:30 p.m.

Wednesday, April 26, 2023

6:15 p.m. / 7:45 p.m.

Wednesday, May 31, 2023

6:00 p.m. / 7:30 p.m.

~ No meeting in June ~



North Los Angeles County Regional Center

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Consumer Services / Government Community Relations Committee Meetings Schedule

FY 2022-23

Wednesday, July 20, 2022

(Orientation meeting)

6:00 p.m. / 7:00 p.m.

Wednesday, August 17, 2022

6:00 p.m. / 7:00 p.m.

Wednesday, September 21, 2022

(Legislative Board Training) 6:00 p.m.

Wednesday, October 19, 2022

6:00 p.m. / 7:00 p.m.

Tuesday, November 16, 2022

6:00 p.m. / 7:00 p.m.

~ No meeting in December ~

Wednesday, January 18, 2023

6:00 p.m. / 7:00 p.m.

Wednesday, February 15, 2023

6:00 p.m. / 7:00 p.m.

Wednesday, March 15, 2023

6:00 p.m. / 7:00 p.m.

Wednesday, April 19, 2023

6:00 p.m. / 7:00 p.m.

Wednesday, May 17, 2023

6:00 p.m. / 7:00 p.m.

~ No meeting in June ~



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Consumer Advisory Committee

Meeting Schedule

FY 2022-23

*Meetings are held on the first Wednesday of the month
from 11:00 a.m. to 1:00 p.m.*

Until further notice, all meetings will be held virtually through Zoom.

~ No meeting in July 2022 ~

Wednesday, August 3, 2022
(Orientation meeting)

Wednesday, September 7, 2022

Wednesday, October 5, 2022

Wednesday, November 2, 2022

~ No meeting in December 2022 ~

Wednesday, January 4, 2023

Wednesday, February 1, 2023

Wednesday, March 1, 2023

Wednesday, April 5, 2023

Wednesday, May 3, 2023

Wednesday, June 7, 2023





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Administrative Affairs / Executive Committee Meetings Schedule

FY 2022-23

Wednesday, July 27, 2022

(Orientation meeting)

6:15 p.m. / 7:45 p.m.

Wednesday, August 31, 2022

6:00 p.m. / 7:30 p.m.

Wednesday, September 28, 2022

6:00 p.m. / 7:30 p.m.

Wednesday, October 26, 2022

6:15 p.m. / 7:45 p.m.

Tuesday, November 30, 2022

6:00 p.m. / 7:30 p.m.

~ No meeting in December ~

Wednesday, January 25, 2023

6:15 p.m. / 7:45 p.m.

Wednesday, February 22, 2023

6:00 p.m. / 7:30 p.m.

Wednesday, March 29, 2023

6:00 p.m. / 7:30 p.m.

Wednesday, April 26, 2023

6:15 p.m. / 7:45 p.m.

Wednesday, May 31, 2023

6:00 p.m. / 7:30 p.m.

~ No meeting in June ~



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Nominating Committee Meeting Schedule

FY 2022-23

~ No meeting in July ~

~ No meeting in August ~

~ No meeting in September ~

Wednesday, October 5, 2022
(Orientation meeting)
5:30 p.m.

~ No meeting in November ~

~ No meeting in December ~

Wednesday, January 4, 2023
5:30 p.m.

Wednesday, February 1, 2023
5:30 p.m.

Wednesday, March 1, 2023
5:30 p.m.

Wednesday, April 5, 2023
5:30 p.m.

~ No meeting in May ~

~ No meeting in June ~



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Post-Retirement Medical Trust Committee

Meeting Schedule

FY 2022-23

Wednesday, July 27, 2022

5:30 – 6:15 p.m.

Wednesday, October 26, 2022

5:30 – 6:15 p.m.

Wednesday, January 25, 2023

5:30 – 6:15 p.m.

Wednesday, April 26, 2023

5:30 – 6:15 p.m.





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Strategic Planning Committee Meeting Schedule

FY 2022-23

Monday, August 1, 2022

(Orientation meeting)

6:00 p.m.

Monday, November 7, 2022

6:00 p.m.

Monday, February 6, 2023

6:00 p.m.

Monday, May 1, 2023

6:00 p.m.

Additional meetings may be scheduled as needed.



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Vendor Advisory Committee Meeting Schedule

FY 2022-23

~ No meeting in July ~

Thursday, August 4, 2022

9:30 a.m.

Thursday, September 1, 2022

9:30 a.m.

Thursday, October 6, 2022

9:30 a.m.

Thursday, November 3, 2022

9:30 a.m.

~ No meeting in December ~

Thursday, January 5, 2023

9:30 a.m.

Thursday, February 2, 2023

9:30 a.m.

Thursday, March 2, 2023

9:30 a.m.

Thursday, April 6, 2023

9:30 a.m.

Thursday, May 4, 2023

9:30 a.m.

Thursday, June 1, 2023

9:30 a.m.

**2 out of the 10 meetings will be held at the center's main office in Chatsworth at 9:30 a.m.
However, the option to attend virtually, through Zoom, is available.**