

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

January 25, 2024

**Present:** Ana Quiles, Brian Gatus, David Coe, Rocio Sigala, Leticia Garcia, Andrew Ramirez -  
Committee Members

Ruth Janka, Evelyn McOmie, Vini Montague, Arezo Abedi, Kimberly Vokey, Cristina  
Preuss, Gabriela Eshrati, Malorie Lanthier, Michael Karpman – Staff Members

David Lester- NLA Counsel, Miriam Erberich, Jasmine Barrios -Minutes Services - Guests

**Absent:** Lillian Martinez

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**I. Call to Order**

Ana Quiles called the meeting to order at 6:00 pm.

**II. Public Input**

None

**III. Consent Items**

A. Approval of Agenda

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

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

**M/S/C** (D. Coe/A. Ramirez) To approve the Minutes as presented.

C. Approval of Minutes of December 14<sup>th</sup> Meeting

**M/S/C** (D. Coe/A. Ramirez) To approve the Minutes as presented.

**IV. Consumer Advisory Committee**

A. CAC Report – Cristina Preuss

Cristina reviewed the information as presented in the packet. Due to technical difficulties, the DMH presentation will be rescheduled for April. The CAC is also pending approval for the CAC goals.

**V. Action Items**

A. Consumer Legislative Advocacy Trainings – David Coe

David Lester was consulted regarding if the Executive Committee could approve the

addition of Consumer Legislative Advocacy Trainings to the Critical Calendar for the Government and Community Relations Committee, on behalf of the Board. Per David Lester, unless directly delegated by the Board, the Executive Committee is not able to approve the request on behalf of the Board.

**VI. Committee Business**

A. Board of Trustees Bylaw Review – Ana Quiles & David Lester, Esq.

David Lester, who serves as NLA’s legal counsel, thoroughly reviewed NLA’s 46-page Bylaws document and made recommendations on how they can be revised to reflect the most updated verbiage. He noted that he divided the sections for Board Powers and Board Duties. He recommended that the Committee address the important or urgent sections within the bylaws and then divide the remainder to be reviewed in small increments (10 pages per meeting), in order to complete the entire review of revisions.

There was a concern raised by Leticia Garcia regarding this request from the Committee, in that the purpose of the request was to address an urgent issue from the Consumer Advisory Committee in which, they sought to revise the bylaws to be able to elect their own Chairperson, and a second urgent issue, regarding the Board Liaison role. She stated that since the Board did not approve a review of the entire Bylaws, the Executive Committee would not be able to review or vote to approve the revisions. She recommended this item be added to the next Board Meeting Agenda and that the item include a request for an AdHoc Committee to conduct the Bylaw review.

Ana replied that the Executive Committee would be reviewing the revisions and making recommendations to the Board, not making approvals on behalf of the Board. After discussion, it was acknowledged that the Board should have approved the entire scope of work done by David Lester, in reviewing the entire bylaws, as opposed to the 2 sections noted in the Minutes.

David Lester agreed that an AdHoc Committee would be beneficial in taking some of the weight off of the Executive Committee itself and Ruth Janka added that including other Board Members may be beneficial as there are members who have experience in these areas.

The Committee determined to review the revisions on the topics of the Consumer Advisory Chair and Board Liaison. The revisions are noted on Section 10 Consumer Advisory Committee, Item b. Election of Committee Chair and Item d. Board Liaison.

Under the Board Liaison Section, it was considered to add a provision that “in the event that an Individual-served is not secured to serve as Liaison, the role can be filled by an NLA Staff Member”. David Lester recommended the revision to include that the “Board Liaison should be an individual served”, instead of “must”, in order to allow NLA flexibility in who can be appointed but keeping the goal for the role to be held by an Individual-served.

Under Section 7 Election and Term of Office, Item h. regarding attendance. “In the event a Trustee shall be absent from either three consecutive regularly scheduled Board meetings

or from three consecutive committee meetings or shall be absent from five regularly-scheduled Board meetings or from five committee meetings during any twelve-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”.

David Lester proposed a provision to this section that the Board is able to make an exception to this policy on a case-by-case basis. It was also decided that the Committee Chairs will review attendance of the members for their respective Committees.

There was discussion regarding the time frame that a Member would need to be present in the meeting to constitute having attended the meeting and what calendar would be appropriate to track attendance. Brian Gatus recommended a 12-month rolling period beginning on the Fiscal Year.

David will revise the sections regarding the CAC and Attendance and will submit the revisions to NLA within 24 hours.

**M/S/C** (D. Coe/L. Garcia) To approve the recommendations to the Board for revisions regarding the CAC and Attendance sections in the Bylaws.

In regards on how to move forward with the revisions, Ana proposed that when the Committee presents the Bylaw Revisions, to also solicit participation from the Board Members and that if 50% or more of the volunteers are part of the Executive Committee, to disband the AdHoc Committee request and add the Bylaw Revisions as a standing agenda item for the Executive Committee for the remainder of the review.

Leticia proposed that the Board vote to determine if there is a need for the Bylaws to be revised and if approved by the Board, recommend that an AdHoc Meeting be created for the remainder of the review, to make recommendations to the Board.

**M/S/C** (L. Garcia) To approve the recommendation to the Board to ask if revisions to the Bylaws are needed and if so, to recommend the creation of an AdHoc Committee to review the revisions to the Bylaws and make recommendations to the Board.  
The motion did not pass as there was no second to the motion.

**M/S/C** (D. Coe/A. Ramirez) To make a recommendation to the Board to review the revisions for the entire Bylaws document and to appoint an AdHoc Committee to review the revisions made by David Lester and to make recommendations to the Board. In the event that the AdHoc participants are made up of more than half of the Executive Committee, for the Executive Committee to take on the task to review the revisions. The motion passed.

**M/S/C** (L. Garcia) To require a motion for all action items for the Committee that require legal counsel services.  
The motion did not pass as there was no second to the motion.

Concerns were raised regarding this proposal as there have been urgent matters that David

Lester has had to address and this stipulation would impede his ability to be consulted in an emergent situation. After discussion, the motions was revised.

**M/S/C** (L. Garcia/A. Ramirez) To require a motion for approval by the Board for any projects that will take more than 5 hours of work from NLA's legal counsel. The motion did not pass with oppositions from David Coe, Rocio Sigala, Brian Gatus and Ana Quiles.

**M/S/C** (R. Sigala/A. Ramirez) To require a motion for approval by the Executive Committee for any projects that will take more than 5 hours of work from NLA's legal counsel. The motion passed.

B. Parent as CSC Update – Evelyn McOmie

Evelyn reported that she met with the leaders at the San Gabriel Pomona Regional Center for more information on their model for Parents as CSCs. She learned that this model was developed in 2001 and that there are a handful of parents who have been grandfathered in to the model. They have seen that the SDP program provides more freedom for Individuals to be more person-centered and provides autonomy. However, the Individuals of require a lot of support and assistance. The model provides families and individuals the freedom to determine their IPP plan. This still goes through Traditional Services and need to be approved by the Regional Center and does not allow for an increase in services because services still need to go through the traditional approval process.

As a response, Parent as CSC Training will be available on Parent University, it is currently in draft form and the goal is to pilot with 20 families by the end of the Spring. Evelyn explained that 20 families will go through the Parent as CSC Training as a module under Parent University and provide feedback on ease of access. Revisions of the training will be made based on the feedback. Report-outs on updates for this item will be added to the Consumer Services Committee Meetings once the pilot is concluded.

C. NLACRC Policies and Procedures – Request for Board Access - Ruth Janka

Ruth reported that NLA Attorney, Michael Klein has identified that the Board is able to access NLA Policies and Procedures on the SharePoint site. The policies are currently being gathered and reviewed. They will be available for the Committee to access on the SharePoint site by the March Committee Meeting. The Committee requested a status on this item be included in the next few Committee agendas, until completion in March.

Ruth expressed caution regarding a previous proposal from the Committee, that NLA's Policies and Procedures be available on the NLA website. Ruth shared that certain policies being made publicly available, would create security risks for NLA. The more internal information is available to the public, the more information that someone has to impersonate staff to attempt to gain access to confidential systems information. She proposed that NLA create a document with FAQ's that will provide transparency with the community, without compromising NLA.

It was clarified that if services would be needed on this item from David Lester, NLA Board Counsel and /or Michael Klein, NLA Security Counsel, that the Committee would be notified

and approval would be sought before services are provided.

D. ARCA Liaison Report

1. January ARCA Report – Lety Garcia

Leticia reviewed the information as presented in the packet. Highlights include:

- Ruth Janka received accolades and farewells from the room since this was her last meeting at ARCA. Nancey Bergman Dir. Of DDS, recognized Ruth for her leadership in the RC system and that her collaboration will be missed. Ruth received a standing ovation from the entire room!
- The governor has requested the creation of a “Master Plan” for people with disabilities identifying barriers, challenges, and solutions presented to DDS as part of the recommendations of the Little Hoover Commission. It will follow the trajectory of the “Master Plan on Ageing” that was recently done.

E. Proposed Change in Packet Review Day and Time - deferred

F. Board/Staff Interaction Policy Revision – Ruth Janka

Evelyn McOmie proposed that any contact coming to NLA Staff from Board Members, go through Board Support. The reason for this request is to ensure a single-point of entry for additions to a Tracking Log that is used by Board Support to triage action items. NLA staff is inundated with hundreds of emails daily and it can be easy for a Board Member’s email to get lost in the pile. In regards to issues as a Consumer, Board Members can also reach out to their Parent Support Specialist for guidance on their issue. Cristina and Evelyn will consider this recommendation for the Standard Operating procedure.

**M/S/C** (L. Garcia) To accept the Board/Staff Interaction Policy Revision as presented. This motion did not pass as there was no second to the motion.

This item will be added to the February Meeting agenda for further discussion and determination.

G. Board Budget Expenditure Policy Draft – Ruth Janka

This item will be added to the Committee agenda for review once the audit results have been received.

H. Board Member Responsibilities Policy–Proposed Legislative Visit Requirement – Ruth Janka

Ana stated that the Board approved the recommendation to include the legislative visit via phone or email requirement to the Board Member Responsibilities Policy. Board Support will review the Minutes to confirm and this item will be added to the next Committee agenda.

I. Board Dinner/Retreat Update – Kimberly Visokey

Kimberly shared that the Board Dinner Workgroup met and that the draft budget was reviewed and the invitations for selected Legislators will be going out soon. Ruth reported that NLA is entering into a budget deficit year. This means that there will be travel bans for state employees, hiring freezes and limitations to entering into new contracts. In light of that information, she recommended that NLA seek sponsorships and fundraising to reduce the

cost of this event as much as possible. In addition, she recommended that any sponsorships that are highly advertised, are disclosed. Leticia

J. NLACRC Hybrid Meeting Capability – Status Update - Malorie Lanthier

Malorie shared that the Santa Clarita Office is available for hybrid meetings at this time. Antelope Valley Office is available for hybrid meetings with limited camera capabilities in that it does not show individuals, but is able to show the entire room. San Fernando Office has no hybrid capability at this time. There are major modifications that will be needed and the timeline for completion is estimated to be August 15<sup>th</sup> for Antelope Valley Office and August 31<sup>st</sup> for San Fernando Office.

Malorie introduced Michael Cartman, who will deliver the updates on this item in future meetings as Malorie will be retiring from NLA and her last day will be March 8, 2024.

In regards to the future in-person meetings, it was determined to make the remaining meetings for the FY virtual only.

**M/S/C** (R. Sigala/D. Coe) To recommend to the Board that future Board and Committee Meetings remain virtual for the remainder of the FY.

K. Board SharePoint Site – Ruth Janka

1. General

- Board Policies
- Committee Attendance and Time Logs

Ana requested that Committee action logs also be included on the SharePoint site.

2. By Committee • Recommendation - pilot one committee per month

David Coe noted that he was advised he would have access to his Committee SharePoint site on January 24 and as of January 25, does not have access. Evelyn will follow up with her team on ensuring that the documents are uploaded to the Committee SharePoint sites and that all Committee Chairs have access to their SharePoint sites before their meeting deadlines.

L. BoardSource Subscription – Ana Quiles

The Nominating Committee is working on creating a process for evaluations for all Board Members who are renewing their Membership, to assess and develop an individualized Board Member Plan for each member. Board Source is able to provide those resources and is more cost effective to pay per assessment, as opposed to purchasing a subscription. The Board Support Assessment is \$749.00 for all Board Members and the Executive Director Assessment can be added for an additional \$699.00. For access to the Board Support Program Subscription, it would be \$33,205 per year and would include programs related to Board roles and responsibilities, the ability to receive guidance from Board Source via an email service and are all items that are not included with the ARCA membership.

Ana noted that the Executive Director System was already purchased and the most cost-

effective next step would be to recommend approval for the Board to purchase the Board Self-Assessment for \$749. It was clarified that this is not an approval to purchase, but an approval to recommend the purchase to the Board.

**M/S/C** (A. Quiles/A. Ramirez) To approve the recommendation to the Board to purchase the Board Self-Assessment as discussed with the inclusion of the budget to the reference material.

M. Workforce Development Solutions Contract Amendment and Scope of Work –Ana Quiles Ruth shared the information as presented in the packet. New contracts would be created if there is a different scope of work, a completely different set of provisions and always in the case of an expired contract.

Leticia noted that the Board adopted a policy that gathers several bids when filling a contract. She raised a concern regarding on the contract with AWS for recruitment training without vetting a formal proposal. There was an additional contract approved with AWS for Chairperson Training and Moderating of the Board Retreat. She made the following recommendation:

**M/S/C** (L. Garcia) To open the process for vetting proposals for the Board Chairperson Training and the Retreat Moderating.

The motion did not pass as there was not a second to the motion.

Ana Quiles responded that Board Approval was already obtained for the contract amendments with AWS and that soliciting for more vendors would not be possible as a contract is already in place. She did mention that it would be appropriate to revise the amendment regarding items in the contract that have not yet been executed. After discussion, it was determined that Vini will review the termination clause of the AWS contract to determine if new proposals can or will be considered or Chair Development and Board Retreat Moderation.

N. Board Support Expectations – Ana Quiles

Ana requested that expectations be created for Invoice Review and Generation turnaround times so that Board Members are aware of their status. She also requested information be shared with the Committee Chairs regarding their submission deadlines.

David Coe asked for turnaround times for Meeting Minutes. Kimberly stated that the quickest that action logs are available would be 5 days and 2 weeks for the Minutes themselves. Kimberly stated that she had to ask for January Committee Meeting Minutes and that she would try to get the final draft in 1 week.

David Coe asked for confirmation on the dates for the Legislative Advocacy Training and Virtual Town Hall. Evelyn will confirm the dates to determine if these events will occur before the next Board Meeting. If they do, a special Board Meeting will need to be called or if the items can be held for the February 14<sup>th</sup> Board Meeting. It was noted that the Board President

is able to call a special Board Meeting if necessary, with a 7-day notice.

**VII. Review of Meeting Action Items**

- A. Revise the Bylaws with the discussed revisions regarding the Consumer Advisory Committee Chair and Board Member Meeting attendance. (David Lester)
- B. To have the NLA Policies and Procedures available on the SharePoint site by the March Committee Meeting. (Arezo Abedin)
- C. To provide an update on the progress of this item at the next Committee Meetings until completed in March. (Cristina Preuss)
- D. ACTION: Add the Board/Staff Interaction Policy to the February Committee Agenda. (Board Support)
- E. To review the Board Meeting Minutes to confirm the approval of the Legislative Visit Requirement to the Board Member Responsibilities policy. (Cristina Preuss)
- F. To add the Board Member Responsibilities Policy to the February Committee Agenda. (Board Support)
- G. To include Board/Committee Action logs to the respective Committee SharePoint sites. (Board Support)
- H. To follow up with the team on uploading documents to the Committee SharePoint sites. (Evelyn McOmie)
- I. To ensure that all documents are uploaded and to get Rocio Sigala access to Sharepoint by February 9th. (Board Support)
- J. To add the BoardSource Subscription recommendation to the next Board Meeting agenda. (Board Support).
- K. Review the termination clause of the AWS contract to determine if new proposals can or will be considered or Chair Development and Board Retreat Moderation. (Vini Montague)
- L. Create expectations for Invoice Review turnaround times and in addition, to share information with Committee Chairs regarding submission deadlines. (Board Support)
- M. To confirm the dates for the Legislative Advocacy Training and Virtual Town Hall to determine if a special Board Meeting will need to be called. (Evelyn McOmie)

**VIII. Board Meeting Agenda Items**

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

- A. Minutes of the November 30th Meeting
- B. Minutes of the December 14th Meeting

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

- A. Next meeting Thursday, February 29, 2024
- B. Committee Attendance (Page 101)
- C. SDP Independent Facilitator Workshop, Wed., January 31, 2024 at 1:00 pm
- D. Vendor Advisory Committee Meeting: Thurs., February 1, 2024, 9:30am
- E. Self-Determination Orientation: Mon., February 5, 2024, 9:00am
- F. Strategic Planning Committee Meeting: Mon., February 5, 2024, 6:00pm
- G. Consumer Advisory Committee Meeting: Wed., February 7, 2024, 3:00pm
- H. New Consumer Orientation – English, Wed., February 7, 2024, 6:30pm
- I. Orientación para Nuevos Consumidores – Español, Wed., February 7, 2024, 6:30pm



- J. SDP Independent Facilitator Round Table, Thurs., February 8, 2024 at 2:00 pm
- K. NLACRC Board of Trustees Meeting, Wed., February 14, 2024 at 6:00pm
- L. Self Determination Local Advisory Committee Meeting, Thurs., February 15, 2024 at 6:30pm
- M. SDP Independent Facilitator Workshop, Wed., February 21, 2024 at 1:00 pm
- N. Consumer Services Committee Meeting, Wed., February 21, 2024 at 6:00pm

**X. Adjournment**

Ana Quiles, Committee Chair, adjourned the meeting at 9:34 p.m.

Submitted by:

*Kimberly Visokey*

Executive Administrative Assistant

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

