

North Los Angeles County Regional Center
Executive Committee Meeting Minutes

February 29, 2024

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

Evelyn McOmie, Vini Montague, Arezo Abedi, Kimberly Visokey, Cristina Preuss, Gabriela Eshrati, Megan Mitchell - Staff Members

Marianita Mendez- DDS, Xochitl Gonzalez- DDS, Richard Dier- SDLAC, Jasmine Barrios- Minutes Services - Guests

Absent:

I. Call to Order

Ana Quiles called the meeting to order at 6:01 pm.

II. Public Input

Ana Quiles shared on behalf of Lillian Martinez that some misinformation is out there in regards to EVV confirmations or families that utilize in-home support. Those families are still being asked to do the electronic verification, and documentation is needed to show that exemptions are allowed. In addition, she would like to ensure that the trainers who provide the training are validating the information that is being provided.

III. Consent Items

A. Approval of Agenda

M/S/C (B. Gatus/D. Coe) To approve the agenda as presented.

B. Approval of Minutes of January 25th Meeting

M/S/C (B. Gatus/D. Coe) To approve the Minutes as presented.

IV. Consumer Advisory Committee

A. CAC Report - Cristina Preuss

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

Juan Hernandez, NLA Board Member, provided support in conducting the meeting in the absence of the Committee Chair. The committee has also planned trainings in March regarding "Emergency Preparedness" and in April regarding "Adult Protective Services."

V. Action Items

A. Consumer Legislative Advocacy Trainings- Cristina Preuss

David and Board Support sent this item to the Committee for review via email. David Coe noted that Board Approval is required on this item. Board Support will add this item to the next Board Meeting agenda. Once approved, the item will be sent to the Government and Community Relations Committee.

VI. Committee Business

A. Board of Trustees Bylaw Review - Ana Quiles

The Committee was tasked to determine how to review the revisions made to the NLA Bylaws. After discussion, it was determined that the Committee will review the document at every other meeting as follows:

Review pages 1-12, stopping at "Election and Term of Office."

Review pages 12-26, stopping at "Officers"

Review pages 26-36, stopping at "Consumer Services Committee"

Review pages 36 to end.

The executive Committee will review the bylaws every other month starting March 28, 2024 as stated above.

M/S/C (D. Coe/L. Martinez) To approve the Bylaw Review schedule as presented.

B. NLA Policies and Procedures: Request for Board Access - Cristina Preuss /Megan Mitchell

Cristina reviewed the information as presented in the packet. It was stated that there was a previous request from the Board that the NLA Policies and Procedures be compiled and accessible for review.

NLA policies that the Services Standards define are accessible on the NLA website and contain the different types of services that are provided for consumers. Internal Operational Policies and procedures are not able to be shared based on guidance received from DDS regarding the liability of potential cybersecurity issues.

Brian clarified that the previous requests from the Committee on this issue included:

If it is possible to publish NLA's Policies and Procedures for the Community?

If not possible, how can Board Members have access to the internal policies and procedures?

Cristina proposed the creation of an FAQ section that addresses common issues and questions from the Community.

The Committee's previous understanding of this request, provided by previous ED Ruth Janka, was that NLA departments were in the process of updating the policies in order to add them to the NLA Board Sharepoint site for access to Board Members only.

The following priorities were determined by the committee for the policies/procedures that NLA should upload to the Sharepoint site:

- All Board-related Policies and Procedures
- Staffing Policies and Procedures
- Onboarding Policies and Procedures
- Consumer Services Policies and Procedures
- Compensation Policies and Procedures
- Financial Policies and Procedures

Cristina will work with staff to determine the status and timeline of the request and will report back at the next Committee meeting.

C. Chair & Staff Training on March 15, 2024 - Ana Quiles

Ana reviewed the information as presented in the packet.

It was proposed that the meeting be held on a Friday, from 1 to 5 pm.

The first section would take place from 1pm to 3pm, and would include information on infrastructure, Robert's Rules Training, Leadership Responsibilities, SharePoint Access, Agenda Prep, etc. This training would be for Board Members who are interested in serving as a Committee Chair or Co-chair.

The second section would take place from 3pm to 5pm and would be tailored for current Chairs and current staff. Activities would include Team Building, Break-Out Rooms with Staff, Disc Profiles, etc.

The Committee was in agreement with the overview of the meeting, and Cristina will confirm the date and time with the NLACRC staff. Board Support will then schedule the meeting.

D. Board/Staff Interaction Policy Revision - Cristina Preuss/ Evelyn McOmie

Cristina reviewed the information as presented in the packet.

Revisions were made to include that Board Members can connect with the Family Support Specialists regarding concerns for a consumer and the Specialist will provide a timely response and ensure resolution. A Tracking Form was also presented that will outline the status of the call, demographics of the consumer, location, language and type of

complaint/need. A flyer was also created and shared with information that was provided to the Community. The Committee requested that the Parent and Family Support Specialist email be added to the policy in addition to a link to the Release of Information form that is commonly required.

Ana requested a report that demonstrates the categories/areas that are being reported to the Parent/Family Support Specialists to be reviewed at the Consumer Services Committee Meeting on a quarterly basis.

M/S/C (L. Martinez/A. Ramirez) To approve the Board/Staff Interaction Policy as revised for presentation to the Board for final approval.

- E. Board Member Responsibilities Policy: Proposed Legislative Visit Requirement- Cristina Preuss
Cristina reviewed the information as presented in the packet.

M/S/C (D. Coe/L. Martinez) To approve the Board Member Responsibilities for presentation to the Board.

The Committee requested that this item should be announced at the Orientation for awareness.

- F. Board SharePoint Site Update - Cristina Preuss
Cristina reported that all folders were created for all Committees. Folders include Meeting Agendas, Minutes, Action Items and Critical Calendars. Information will be gathered regarding how to flag emails from SharePoint when new information is added.

VII. Center Operations

Cristina shared the information as presented in the packet.

VIII. Review of Meeting Action Items

- A. Add the item to the next Board Meeting agenda for approval and, subsequently, add it to the Government and Community Relations Committee agenda. (Board Support)
- B. Determine the timeline for policy review from NLA departments and update the Committee on the progress at the next Committee Meeting (Cristina Preuss)
- C. Confirm the date/time with NLA Leadership and schedule the Training (Cristina Preuss/Board Support)
- D. Revise policy to include email for Parent/Family Support Specialist and a link to the Release of Information Form (Cristina Preuss)
- E. Develop a report that outlines the categories for escalated issues (Cristina Preuss)
- F. Collaborate with Ana Quiles to discuss a way to flag emails sent to Board Members from Share Point. (Board Support)

IX. Board Meeting Agenda Items

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

- A. Minutes of the January 25th Meeting
- B. Minutes of the February 29th Meeting
- C. Consumer Legislative Advocacy Trainings
- D. Bylaw Review Schedule
- E. Board/Staff Interaction Policy
- F. Board Member Responsibilities Policy

X. Announcements/ Information Items/ Public Input

- A. Next meeting is Thursday, March 28, 2024, at 6:00 pm
- B. Committee Attendance

Xi. Adjournment

Ana Quiles, Committee Chair, adjourned the meeting at 7:23 pm.

Submitted by:

Arezo Abedi

Executive Administrative Assistant

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

