

North Los Angeles County Regional Center
Executive Committee Meeting Minutes

May 30, 2024

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

Arezo Abedin, Kimberly Visokey, Cristina Preuss, Gabriela Eshrati, Evelyn McOmie, Vini Montague, Betsy Monahan, Sheila King – Staff Members

Travis Furlow- PeopleScout, David Lester- NLA Counsel, Victoria Berrey- SDLAC, Andrew McIlhinney, Jasmine Barrios – Minutes Services- Guests

Absent:

I. Call to Order

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

Ana read the Civility Code to meeting attendees.

II. Committee Member Attendance/Quorum

III. Consent Items

A. Approval of Agenda

M/S/C (A. Ramirez/ L. Garcia) To approve the agenda as presented.

After the vote, Rocio Sigala made the request to defer item 1. Family Resource Center, under Committee Business Item D: Approval of Contracts.

M/S/C (A. Ramirez/ L. Garcia) To approve the agenda as revised.

B. Approval of Minutes of April Meeting Minutes

M/S/C (B. Gatus/R. Sigala) To approve the Minutes as presented.

IV. Public Input – Agenda Items

None

V. Introduction – Betsy Monahan, NLA Human Resources Director

Cristina Preuss shared that Betsy Monahan is serving as NLA’s new Human Resources Director and will attend meetings and report outs when applicable.

Betsy shared that she has over 15 years of experience in human resources as an executive. She

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has a Master's in Business Administration and HR Management from DePaul University. In addition, she holds professional certifications from HRCI and the Society for HR Management. She has held positions in ecommerce, contractor companies and finance companies. This is her first role in the non-profit sector but is confident that her extensive knowledge will allow her to be beneficial in her role with NLA.

VI. Closed Session

A. Board Governance

M/S/C (A. Ramirez/B. Gatus) To enter the Closed Session at 6:08 pm

M/S/C (R. Sigala/A. Ramirez) To exit the Closed Session at 7:14 pm

VII. PeopleScout Presentation

Travis Furlow, from PeopleScout, presented information on the Partnership Overview and Recruitment Plan update. Highlights include:

Offers and Starts as of 5/23:

Positions Requisitions Received – 240

Requisitions Filled/Candidates started program-to-date – 118

Active Requisitions Remaining – 100

Offers Accepted – 140

Offers Declined – 30

Offers Pending Acceptance- 6

Candidates Started – 118

Candidates Pending June 3 and June 17 Start Dates – 22

Hiring Event Results- 2024 Q1 and Q2

February – 51 candidates scheduled, 29 offers extended

April – 43 candidates scheduled, 14 offers extended

May – 49 candidates scheduled; the number of offers extended is currently being determined

Paid Marketing Channels

- Joveo
- Indeed
- Social Media Campaigns on Facebook, X (Formerly Twitter), Google and Instagram
- Ground Truth

Intelligent Recruitment Marketing

- Awareness and Consideration – targeted, always-on content based on location, interests, followers, groups and keywords.
- Consideration and Interest – intelligent job activation content distributed across over 10,000 platforms to maximize reach in the candidate market.
- Application – optimized conversation through a frictionless candidate journey

Travis noted that of the contractual obligation is 250 positions being supported, 240 have been received. Vini noted that though their April 8th invoice, invoices have been received for \$406,3000.

VIII. Committee Business

A. Approval of Executive Committee FY 2024-25 Monthly Meetings Schedule - Ana Quiles

B. Approval of Fiscal Year 2024-25 Critical Calendar - Ana Quiles

Ana reviewed both of these items as presented in the packet. A proposal was made to revise the Board and Committee critical calendars to have Committee work to start in August in preparation for the first Board Meeting of the FY in September.

Dark month(s) for the Committees will be repurposed for Board trainings and Onboarding tasks and give NLA a chance to give the team more team to prepare for the next FY.

M/S/C (B. Gatus/R. Sigala) To make a recommendation to the Board for a revision to the Board and Committee Critical Calendars for trainings and onboarding sessions to take place in June and July, Committee work to begin in August and Board work to begin in September.

After discussion, it was requested that any revisions to the Critical Calendar be highlighted in the packet, Board Support will ensure that this is completed.

C. Proposed Board Budget for Fiscal Year 2024-2025 – Vini Montague

1. Review of Packet Printing Cost

Vini reviewed the information as presented in the packet. Concerns were raised regarding the elimination of the Sponsorship category in the budget as well as the blank line for Legislative events. In addition, concerns were raised with the amount allocated for overnight shipping costs to send physical copies of meeting packets.

In regards to sponsorships, Cristina shared that the current policy considers sponsorship requests from July to November. In regards to the Legislative events line, that item is being addressed in the Disparity Committee. (PLEASE ASK CRISTINA TO CLARIFY THIS)

Vini will send the final budget with the Committee once they become available. She also explained that the blank line items are blank based on utilization which was zero for FY 2024 and those funds were reallocated to line item 1: Board Retreat, Dinner and CAC Holiday Party.

It was noted that currently, the estimated annual cost of distribution for Board Packets was \$29,634 for overnight costs and \$2,630 for labor and supplies for FY23-24, including those who have opted-out from receiving physical Board Packets. Kimberly shared that there are 13 members who receive physical Board Packets. It was recommended that the Board be reminded of this option to obtain an updated list of Board Members who would like to opt-out of receiving physical Board Packets.

M/S/C (B. Gatus/R. Sigala) To make a recommendation to the Board to revise the process for physical Board Packet distribution.

Board Support will add this item to the next Board meeting agenda. Vini Montague will include shipping costs in the next Board Meeting packet and will also survey the other Regional Centers regarding their current Board Budgets and will also add to the Board Meeting agenda.

D. Approval of Contracts – Vini Montague

1. Family Resource Center – *deferred*

2. HCBS Funding Plan 2022-2023 Reallocation

Vini presented the information as presented in the packet. The Committee is being asked to approve the reallocation of funding to a separate ACRE training under a contract amended. The total contract funding will remain the same and DDS has approved the reallocation.

M/S/C (B. Gatus/R. Sigala) To approve the reallocation as presented, on behalf of the Board.

E. Review of Board Master and Critical Calendar for Fiscal Year 2024-2025 – Ana Quiles

This item was addressed in Committee Business Items A and B.

Board Support will make the noted revisions.

F. Public Meetings / Chat Feature – Ana Quiles

In order to create a more streamlined environment for orderly meetings, a proposal was made to limit the chat during Board and Committee meetings. It was noted that of the 21 Regional Centers, 98% of them do not use the chat feature during meetings but added more time at the Public Meeting section at the end of the agenda for the public to voice their questions, comments and concerns. Other methods proposed included using the “Webinar” features on Zoom.

M/S/C (B. Gatus/R. Sigala) To approve a recommendation to the Board to restrict the chat feature during Committee and Board meetings.

G. Approval of PFM Asset Management Investment Advisory Agreement – Vini Montague

This item was reviewed as presented in the packet. This agreement will commence with PFM Asset Management, who acquired HighMark Capital. This is a procedural agreement that will allow PFM to manage NLA’s account. Vini will revise the agreement with the updated minimum annual fee which will be \$0.

Brian noted that in section 6, Term, the last sentence allows PFM to terminate the agreement “at any time after one year upon 30 days written notice”. Brian requested that the same clause be applied to NLA to also have the power to terminate after one year.

Brian also noted that under section 7, Force Majeure, he would like to strike out broad items listed such as: “Labor difficulties, any action or inaction of any carrier or utility, or mechanical or other malfunction”. Vini Montague will reach out to PFM to negotiate the discussed revisions. The Committee determined to approve the agreement, pending the discussed revisions being implemented.

M/S/C (B. Gatus/R. Sigala) To approve the agreement for recommendation to the Board, pending the contract modifications.

H. Employee Salaries Report – *deferred*

I. Employee Incentive Policy Revision – *deferred*

J. Update for Coaching and Support Consultant – Vini Montague/Megan Mitchell

There is no update on this item as NLA is pending the receipt of an additional quote.

K. Social Media Policy Draft – David Lester

David reviewed the information as presented in the packet. The policy is newly drafted and is being proposed to the Committee for review. Leticia made the request to compare this policy to the current Social Media policy which David Lester was unaware existed. The Committee requested that policies that are being created and updated be included in the meeting packet in addition to any previous or existing policies for comparison. The current policy will remain in place until this policy is approved by the Board.

Board Support will email the current policy to the Committee and add this item to the next Committee Meeting agenda.

L. TASC - Animal Sanctuary Presentation for Board Retreat for New FY – Cristina Preuss

Cristina presented information on the TASC Animal Sanctuary, that is available to host NLA for the next Board Retreat and is very cost-effective. This item will be revisited at the August Committee Meeting. Rocio Sigala made the request that consideration be made to revise the name associated with the “Board Retreat”, for enhanced clarity on the purpose of the event.

M. Review of Committee Assignments for next FY – Ana Quiles

This item will be deferred pending responses from all Board Members.

N. Discussion of Board Goals for Fiscal Year 2024-2025– Ana Quiles

M/S/C (B. Gatus/R. Sigala) To defer this item to the next FY.

The Critical Calendar will be updated to reflect this change.

IX. Center Operations

Cristina shared the information as presented in the packet.

X. Review of Meeting Action Items

- A. Add the revision of the Critical Calendar to the next Board Meeting agenda (Board Support)
- B. Highlight revisions of Critical Calendar when reviewing new drafts (Board Support)
- C. Share the final Board Budget with the Committee once it becomes available (Vini Montague)
- D. Add “Revision of Board Packet Distribution” to the next Board Meeting agenda and to get an updated list of Board Members who prefer to opt-out of receiving physical Board Meeting packets (Board Support)
- E. To submit the Board Packet Shipping Costs to Board Support for inclusion in the next Board Packet (Vini Montague)
- F. To survey the other Regional Centers in regards to prior Board Budgets (Vini Montague)

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- G. To negotiate discussed revisions with PFM in regards to asset management (Vini Montague)
- H. To add "Social Media Policy" to the next Committee meeting and to email current Social Media policy to the next Committee Meeting agenda (Board Support)
- I. To correct the Master Critical Calendar before presentation to the Board (Board Support)

XI. Board Meeting Agenda Items

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

- A. Minutes of the April 25th Meeting
- B. Minutes of the May 30th Meeting

XII. Announcements / Information Items / Public Input

- A. Next meeting TBD
- B. Committee Attendance

XIII. Adjournment

Ana Quiles, Committee Chair, adjourned the meeting at 8:51 pm.

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.*

