

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

October 26, 2023

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

Ruth Janka, Evelyn McOmie, Parita Burmee, Vini Montague, Cristina Preuss, Arezo Abedi, Kimberly Visokey – Staff Members

Tim Banach - US Bank, Jasmine Barrios -Minutes Services - Guests

**Absent:**

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**I. Call to Order**

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

**II. Public Input**

No public input

**III. Consent Items**

A. Approval of Agenda

Ana Quiles announced that the Item V. Executive Session would be conducted after Committee Business and become Item VII. Subsequent items to follow sequentially.

Board Packet Requirements were added as Item A under Committee Business. Subsequent items to follow sequentially.

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

B. Approval of Minutes of September 28th Meeting

Ana noted a correction on Page 8, Section E. of the Minutes to include Lety's comment that other options should be considered to address Board Member Concerns.

**M/S/C** (A. Ramirez/L. Martinez) To approve the Meeting Minutes as revised.

**IV. Consumer Advisory Committee**

A. CAC Report - Cristina Preuss

Cristina reviewed the information as presented in the packet.

Cristina will update the CAC report to add the proposed change to the bylaws to allow the CAC to nominate and vote for their own Chair/Vice-Chair and require a Board Liaison be appointed for continued Board collaboration under the section titled: questions for the Board. Board Support will add the CAC request to the November 8 Board Meeting agenda.

Ruth shared the request from Jose Rodriguez, staff support to CAC, that the committee would like to be able to choose their own Chairperson and the ability for the selected Chair to be seated on the NLACRC Board.

Leticia Garcia proposed that the CAC elects their own Chair, and if that person is not a current member of the Board, the Board will be able to appoint a staff or Board liaison to the CAC.

Ruth will draft a revision to the bylaws to include in the next Board Meeting packet.

- B. Self-Advocacy Attendance at ARCA/CAC Meetings Update - Ruth Janka  
Ruth Janka reported that the only individual who is able to attend ARCA CAC meetings is George Alvarado. Contact information for George was sent to ARCA, and Ruth will ensure that Board Support will be copied on all correspondence with ARCA CAC and George.

## VI. Committee Business

- A. Board Agenda Notice Requirement  
Ana referenced Section 4661 of the Lanterman Act, which addresses requirements related to the distribution of Board and committee meeting notices. Requirements include: "Regional Centers shall mail notice of their meetings to any person who requests notice in writing. Notice should be mailed at least seven days in advance of each meeting. The notice shall include the date, time, location, and specific agenda for the meeting, which will include the identification of all substantive topic areas to be discussed and no items shall be added to the agenda subsequent to the provision of the notice". Ana stated that she would like the Board to be in compliance with these requirements as it pertains to posting/ mailing Board and Committee agendas seven days in advance and how that would affect NLACRC staff.

Ana asked the Committee to consider posting the NLACRC Board and Committee Meeting Agenda and packet to the NLACRC website as "notice" 7 days in advance of the meeting. Leticia Garcia alternatively proposed that the agenda be posted but not the packet in full. It was also noted in regards to the agenda that "no items shall be added to the agenda subsequent to the provision of this notice, so once the notice is posted, we can't add or change that agenda, although that notice requirement isn't precluded if the board needs to take action on an urgent request made by DDS or on new items brought to the board at meetings by members of the public." After discussion, it was decided to defer this item to the next meeting pending Ruth Janka getting clarification from David Lester, board attorney, on the 7-day notice requirement, and counsel on posting board packets.

**M/S/C** (A. Quiles/A. Ramirez) To approve the investigation of the board and committee meeting notice requirements in preparation to make recommendations to the Board.

- B. Contracts - Vini Montague
1. W&W Joint Ventures (Liberty), PL2239-113  
POS Contract – Provides Specialized Residential Facility (SRF) services  
3-year contract effective November 1, 2023, through October 31, 2026.  
Projected total contract amount is \$3,092,945.76  
Projected to serve four consumers per month.
  2. W&W Joint Ventures (Liberty), PL2240-109

POS Contract – Provides Supplemental Residential Services Program Support services

3-year contract effective November 1, 2023, through October 31, 2026.

Projected total contract amount is \$1,153,690.56.

Projected to serve three consumers per month.

**M/S/C** (B. Gatus/A. Ramirez) To approve both contracts on behalf of the Board as presented.

Ana requested that on urgent contracts that are being presented on behalf of the Board, Vini Montague identifies the urgent situation that applies to the contract report.

C. Liaison Reports

1. ARCA Report – Leticia Garcia

Leticia reviewed the report as presented in the packet. She also reviewed her recommendations for what ARCA reports should be included in the packets for which meetings. Board support will highlight the sections related to consistency efforts, budget priorities and membership updates in each report.

a. BOD 2023-10-20 Agenda - remove

b. BOD - 2023-08-18 – Minutes - include in Executive Committee Meeting packet

c. August Financials - remove

d. September Financials - remove

e. Annual Audit - remove

f. Executive Director’s Report - include in Executive Committee Meeting packet

g. Summary Sheet -Regional Center Consistency Efforts -include in CAC meeting packet

h. 2023 Capitol Policy Updates -include in GRRC meeting packet

i. Summary Sheet -Looking Ahead to Fiscal Year 2024-25 -include in GRRC meeting packet

j. 2023 - Bill Outcomes -include in GRRC meeting packet

k. ARCA CAC Memo 10-10-23 - include in Executive Committee Meeting packet

l. ARCA October 19-20, 2023 Meeting Logistics - include in Executive Committee Meeting packet

m. Standards and Practices Bylaws Statement, Membership Agreement, and Framework (Attachment 2) - include in Board Meeting packet

D. Proposed Revision of the Board/Staff Interaction Policy – Ruth Janka

Per a request from the Committee, Ruth reviewed this document as presented in the packet.

Evelyn McOmie shared different options being considered by NLACRC to create more options for individuals and families to raise concerns to the Board.

Options include:

- Updating the process through the Parent and Family Specialist team to ensure continuity of the issue resolution and tracking of the issue, which would notify the appropriate Director.

- To create a tracking tool to be administered by boardsupport, and to create a breakout room in the Consumer Services Committee, where matters of escalation can be addressed with the Consumer Services Directors.

Concerns were raised regarding a forum for the community to speak to NLACRC Leadership. Evelyn and Cristina explained that the quarterly Cafecito Entre Nos Meetings provide that opportunity for community members. It would also be possible for the meetings to continue in a hybrid format with rotating in-person locations on a more frequent basis. This issue will continue to be acknowledged by the Executive Committee, the Board and NLACRC staff and tracking issues is a process that is currently under review. Rocio Sigala suggested changing the name of the session to include something in English and Spanish to ensure that the community is aware of this opportunity to be heard.

In regards to the policy, Board members would be required to engage in current family support issues by identifying them, providing resolutions and tracking the progress of the resolution. Information will also be provided to the individual who initiated the concern to let them know that there is an open forum where issues can be discussed.

After discussion, it was recommended that NLACRC would have a single point of entry for the Board to receive concerns from the public related to service coordination. Once received, Board Support will notify Evelyn McOmie and the issue will be tracked and reported to the Consumer Services Committee.

Lillian Martinez requested an addition to the 2nd bullet point on page 89 of the packet to read “may be directed to the Executive Director, Board President or other Board Officers if preferred.”

Ruth Janka will make the proposed changes to the policy, and Evelyn McOmie and Cristina Preuss will work on revamping the Cafecito Entre Nos sessions to reflect the open forum as discussed.

#### E. Policy for Board Dinner / Board Expenditures - Ruth Janka

Ruth met with former NLACRC auditor Tom Huey to identify components for a policy from the auditor’s perspective to ensure that a policy is fiscally sound and what the provisions are to expend public funds to ensure the prudent expenditure of the public funds and to ensure that the funds are directly related to the operations of the Board or promoting NLACRC.

Ruth has a framework of a policy that would provide this guidance and is working with Kim Rolfes to draft the policy that includes Board trainings, Board Dinner, Board Retreat and other basic Board provisions. More information will be shared as it becomes available.

#### F. FY23-24 Annual Board Retreat – Locations, Dates and Cost - Ruth Janka

Ruth shared that more information on this item will be developed when the new policy is developed in order to use the funds most prudently.

#### G. Succession Plan Update – Ruth Janka

1. Executive Succession Plan - Ruth shared that the below items were included in the Executive Session packet and will be reviewed in more detail during the Executive Session

2. NLACRCCRC Ex-Director Succession Plan - this document identifies whether an Executive Director would have a permanent absence, recruitment for replacement, what would be done in the event of a temporary or unplanned absence, and who would be authorized to carry out the plan. If adopted by the Board, the plan stipulates that the Executive Committee would appoint the acting Executive Director and will begin the recruitment and search process. Brian recommended that the word "desired" be replaced by "required" under the Candidate Criteria section of the document.

H. Advanced Legislative Advocacy Training /Update - Ruth Janka

Ruth presented information in the packet regarding the Legislative Advocacy Training 101. The Committee requested information related to the advanced training, Training 102, in addition. Ruth will follow up with Amy Wesley regarding the advanced training as requested and send it out to the Board.

M/S/C (D. Coe/L. Martinez) To approve Legislative Advocacy Training 101 to be sent to the Board.

I. Code of Conduct Policy for Individuals, Families Served and Staff – Ruth Janka - *deferred*

J. ED Performance Evaluation Draft – Parita Burmee

Parita reviewed the draft as presented in the packet. After discussion, it was requested to include "needs improvement should only be used in the evaluation of the Executive Director if the following has occurred."

It was also proposed that under February, a clause be added to say, "The Executive Director meets with the Negotiating Committee to discuss items as desired by the Executive Director."

After discussion, it was determined that Vini Montague and Parita Burmee will meet with NLACRC legal counsel for clarification as it relates to the draft before the Negotiating Committee meeting on October 27 and revise the draft with the discussed revisions.

M/S/C (L. Martinez/R. Sigala) To approve the pause for the SDP Board Liaison role.

**VII. Executive Session**

A. Personnel

M/S/C (L. Martinez/A. Martinez) To enter the Executive Session at 8:53 pm

M/S/C (B. Gatus/L. Martinez) To exit the Executive Session at 9:45 pm

**VIII. Center Operations – Ruth Janka**

Ruth reviewed this report as presented in the packet. Highlights include:

Staffing Changes

Executive Administrative Assistant Monike Paz has separated from the agency to pursue other opportunities; Lilliana Windover's last day in the office is October 12, she will be greatly missed.

#### Staff Engagement

NLACRC is hosting an Annual Harvest Festival in each office location. Events include a costume and dessert contest, lunch and camaraderie.

#### Provider and Community Engagement and Outreach

Evelyn MCOmie and her staff attended Tierra del Sol's Employer Recognition Event on Thursday, October 19. This organization recognizes partnerships with over 160 active partner sites.

Ruth Janka attended the San Clarita Valley Mayor's Luncheon on Employment, invited by committee chair Scott Shepard. This year's event featured several local businesses and individuals who are competitively employed. Board member Nicholas Abrams has been employed for 16 years and participated in the event as a panelist, sharing about his journey and also received recognition from the offices of Scott Wilkes and Mike Garcia.

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

- A. Revise page 8, Section E. of the Minutes to include Lety's comment that other options should be considered to address Board Member Concerns. (Board Support)
- B. Revise the CAC report to add the CAC Chair request. (Cristina Preuss)
- C. Add CAC Request for Bylaw Change to Nov 9 Board Meeting agenda. (Board Support)
- D. Contact ARCA CAC to arrange for NLACRC's Board Support to be added to all correspondence with George Alvarado regarding ARCA CAC Meetings and information. (Ruth Janka)
- E. Contact David Lester to get clarification on the Board and Committee Notice Requirements (Ruth Janka)
- F. Identify the applicable urgent situations for contracts that require Executive Committee approval on behalf of the Board on the contract report. (Vini Montague)
- G. To include the applicable ARCA reports to the specified meeting as recommended by Leticia Garcia and to highlight sections that relate to consistency efforts, budget priorities and membership updates. (Board Support)
- H. To make revisions to the Board Staff Interaction policy as discussed (Ruth Janka)
- I. To re-vamp the open forum sessions and to update the tracking and reporting process as discussed (Evelyn McOmie/Cristina Pruess)
- J. To revise the Candidate Criteria section to replace the word "desired" with "required" (Ruth Janka)
- K. To follow up with Amy Wesley to obtain and send out the presentation regarding the Advanced Legislative Advocacy Training 102. (Ruth Janka)
- L. To follow up with NLACRC legal counsel regarding the verbiage of the draft Executive Director Evaluation Process before the October 27th Negotiating Committee Meeting and to make appropriate revisions to the draft. (Vini Montague and Parita Burmee)

### **X. Board Meeting Agenda Items**

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

- A. Minutes of the September 28 Meeting
- B. Contracts
- C. ARCA Report Updates
- D. Board Bylaw Revision

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

- A. Next Meeting: Thursday, November 30th at 7:30 pm.
- B. Committee Attendance (Page 138)

- C. Cultivar y Crecer, October 27th at 6:30 pm
- D. Support Group for Self Determination Program at NLACRCCRC - Grupo de apoyo de NLACRCCRC para el programa de autodeterminación, November 1, 2023 at 4:30 pm
- E. New Consumer Orientation (Via Zoom), November 1, 2023 at 6:30 pm
- F. Black & African American Support Group, November 1, 2023 at 6:30 pm
- G. Self-Determination Orientation, November 6, 2023 at 9:00 am
- H. Early Start Family Orientation: Learn about the Early Start program on November 8, 2023 at 9:00 am
- I. Orientación Familiar De Intervención Temprana, November 8, 2023 at 10:30 am
- J. SDP Independent Facilitator Round Table, November 9, 2023 at 2:00 pm
- K. Transition from Early Intervention to Preschool Programs in the Antelope Valley School Districts/Transición del Programa de Intervención Temprana al Preescolar en los Distritos Escolares del Valle del, November 14, 2023 at 10:00 am
- L. Parents of Adult Consumers Support Group, November 15, 2023 at 6:30 pm
- M. SLS Orientation, November 16, 2023 at 3:00 pm
- N. Self Determination Local Advisory Committee Meeting, November 16, 2023 at 6:30 pm
- O. Cultivar y Crecer, November 17, 2023 at 6:30 pm
- P. Orientaciones de autodeterminación, November 20, 2023 at 9:00 am
- Q. Filipino Support Group, November 20, 2023 at 6:30 pm

## **XII. Adjournment**

Ana Quiles, Committee Chair, adjourned the meeting at 10:01 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.*

