

North Los Angeles County Regional Center
Executive Committee Meeting Minutes

November 30, 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

Ernie Cruz - DDS, Brian Winfield - DDS, Travis Furlow - People Scout, Lynn Wallace - People Scout, Angela Gardner, David Lester, Esq. - NLACRC Legal Counsel, Jon Francis - Parent, Jasmine Barrios -Minutes Services – Guests

Absent:

I. Call to Order/Introductions

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

Ernie Cruz introduced himself as the Deputy Director of the Community Services Division at DDS. He thanked the Committee for their important work.

Brian Winfield introduced himself as the Chief Deputy Director of Program Services at DDS. He encouraged the Committee to reach out and work collaboratively with he and Ernie.

The Committee Members introduced themselves to the group.

II. Public Input

Richard Dier, the co-Chair of the NLACRC Self- Determination Advisory Committee, shared his history serving as a parent who was also a Service Coordinator. He has served as a professional case manager for the past 40 years. He made the request that the Self-Determination Advisory be considered to be added in the Executive Director Succession Plan as a stakeholder under section F8 of the document.

III. Consent Items

A. Approval of Agenda

Under Section VII. Committee Business cont., Ana Quiles added Item E. Financial Reports, to follow Item D. NLACRC Policies and Procedures. All subsequent items will be moved down accordingly.

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

- B. Approval of Minutes of October 26th Meeting
M/S/C (L. Garcia/D. Coe) To approve the Meeting Minutes as presented

IV. Presentation: People Scout - Travis Furlow

Parita Burmee introduced Travis Furlow, VP of Client Delivery and Lynn Wallace, Implementation Manager at People Scout. NLACRC is working closely with People Scout to increase recruitment at NLACRC. Travis presented an overview of the collaboration with PeopleScout and NLACRC to the Committee.

Travis shared that People Scout is a professional services firm with a focus on recruitment process outsourcing and manage service provider programs. NLACRC has partnered with PeopleScout to source, screen and engage talent for key positions within the organization.

During the initial term, 250 positions will be supported at all 3 NLACRC locations within the scope of this program.

PeopleSoft utilizes a 4-Phase Plan or Proactive Marketing:

Phase 1: Organic advertising, manually post job ads and activate direct apply options.

Phase 2: Sponsor postings across multiple Cost Per Click/ Cost Per Application channels.

Phase 3: Social media channels and geofencing driving candidates into the pipeline.

Phase 4: Launch hiring events and market them through passive channels to amplify success rates.

Sourcing Strategy

RPO sourcing strategy targets active and passive candidates while developing lead-generating relationships informed by ongoing market analysis.

Recruiter Search - Sourcing passive candidates Candidate databases, advanced search

Community Outreach - Lead generation Affinix, schools, veteran, community organizations, etc.

Advertising - Attracting active candidates Job posts, various media, social media

Market Data - Value proposition How do we compare to competitors, what could we showcase?

PeopleScout Scope of Services include:

- Sourcing strategy generation and execution
- Requisition Management
- Candidate Screening
- Interview Scheduling
- Verbal and Written Offer Delivery
- Handoff to NLACRC Internal TA for onboarding

Regarding diversity, Travis shared that PeopleScout was ranked by Forbes at #135 on their list of top organizations aligned to diversity, equity and inclusion efforts which include military efforts, female leadership efforts and that 1/3 of annual hires are multi-lingual.

V. Consumer Advisory Committee

A. CAC Report - Cristina Preuss

Cristina reviewed the information as presented in the packet.

Ruth Janka confirmed that NLACRC will provide food for the upcoming CAC holiday potluck.

VI. Committee Business

A. Executive Director Recruitment Plan -Ana Quiles

It was announced that DDS sent a template to be used as guidance in regards to contract negotiations. There are 2 components to this process, one ensuring interim coverage after January 31st, and the other component for long-term recruitment. A Negotiating Committee has been set up to design the contracts, evaluation and job description for the interim role.

A Recruiting Committee will be set up to design recruiting questions, conducting interviews and reviewing assessments to provide recommendations for a long-term hire for the role.

The Negotiating Committee will be comprised of: Ana Quiles, David Coe and Leticia Garcia.

The Recruiting Committee will be comprised of Board Members and Executive Staff: Evelyn McOmie, Vini Montague, Parita Burmee, Ana Quiles, Suad Bisogno, Leticia Garcia, Lillian Martinez, David Coe, Brian Gatus, Alma Hernandez and Anna Hurst. Ana shared that the Recruiting Committee will be scheduled to meet on a weekly basis in order to get started on the work and requested that those interested ensure that they will be able to participate. It was noted that Anna Hurst may have limited availability in January. David Lester, NLACRC Counsel, recommended that Evelyn McOmie not serve on the Committee to avoid a conflict of interest should she have an interest in the role. It was determined to remove Evelyn McOmie and Anna Hurst from the Recruitment Committee.

M/S/C (L. Martinez/A. Ramirez) To approve the Recruitment Committee as revised.

Parita was able to start a list for outreach agencies and the list will be reviewed by the Recruiting Committee to determine which agency to partner with in these efforts.

- B. Parent as Consumer Services Coordinator Statutory Provision – David Lester, Esq.
There has been previous discussion regarding having NLACRC parents and guardians serve as Service Coordinators. David Lester shared that NLACRC will need to consider how parents will be trained to serve as CSCs and who will supervise these parents as they serve in the CSC role. David made the suggestion that NLACRC reach out to the San Gabriel Pomona Regional Center to request guidance on information on how to facilitate training for parents who would like to serve as CSCs. Rocio Sigala and Evelyn McOmie will reach out to San Gabriel Pomona Regional Center for further guidance.
- C. Board Member Meeting Attendance & Notice Requirement – Ana Quiles
There have been inconsistencies in reporting and notifying Board Members of attendance issues and what number of meetings attended is required. Ana Quiles stated that a bylaw update will be made in regards to notification of a Board Member reaching the limit of missed meetings. The revision to the bylaw will be drafted and brought to the Committee for review.
- D. Board of Trustees Bylaw Review – Ana Quiles & David Lester, Esq.
David Lester will review the NLACRC bylaws to get clarification on the number of missed meetings allowed in order to draft an accurate change to the bylaw change regarding notifications of missed meetings.

VII. Committee Business Cont.

- A. Contracts - Vini Montague
In the best interest in covering all agenda items within the time of the meeting, the contracts were reviewed as presented in the packet and were divided into 2 voting sections with the first 5 contracts being voted on that include COIs, and the remaining contracts with no COI's
1. MIJI Health Care Services Inc. PL2247-062 – entity change
 2. MIJI Health Care Services Inc. HL1073-862 – entity change
 3. MIJI Health Care Services Inc. PL2248-490 / PL2249-459 – New Vendorization
 4. Comforcare HL1054-862 – New Vendorization
 5. Diamond ASC PL2227-076 – New Vendorization

Leticia Garcia made the request that going forward, any entity change decision be listed on the contract overview. Vini stated that some entity changes are not related to a special circumstance with NLACRC, but within the organization itself. Entity changes will be noted in future.

M/S/C (L. Garcia/B. Gatus) To approve the contracts as presented. The motion was passed with abstentions from A. Quiles, R. Sigala and L. Martinez.

6. Amazing Grace Home Center II PL2231-109 – entity change
7. SLEA PL2163-612 – tax ID change
8. SLEA PL2164-615 – tax ID change
9. Callahan ATDS PL2222-605 – New Vendorization
10. Gittelsohn PL2213-056 – New Vendorization
11. Gittelsohn PL2215-102 – New Vendorization
12. Hola Clinic PL2236-116 – New Vendorization
13. Liberty PL2218-055 – New Vendorization
14. Liberty PL2219-117 – New Vendorization
15. Talk4Me Therapy PL2214-707 – New Vendorization
16. New Horizons PL2151-055 – New Vendorization
17. Future Transitions PL2238-076 – New Vendorization
18. Mysti's Adult and Family Services PL2241-076 – New Vendorization
19. Pathways for Empowerment PL2237-076 – New Vendorization

M/S/C (R. Sigala/D. Coe) To approve the contracts as presented.

B. Workforce Development Solutions Contract Amendment – Ana Quiles

1. Executive Director Recruitment Committee

Ana suggested that Angela Gardner, who has helped NLACRC with the Board Retreat, be considered for Board Recruitment and workforce development. Ana would like to enlist Angela to assist in building the framework for job description, profile, objectives and rating systems.

2. Committee Chair Development

Ana recommended that Angela also be recruited to assist in developing training sessions and support for Committee Chairs as the leadership component of the Board, and to work in conjunction with NLACRC staff to make initiatives and collaboration in working through action items more efficiently.

3. Board Dinner and Retreat

Ana requested that Angela's expertise be utilized to coordinate the Board Dinner was on a Friday night with an overnight stay and the Board Retreat to follow the next day.

Overall, Ana is requesting that Angela Gardner's contract be amended to increase by \$60,000 in order to utilize her services for the 3 services listed above. Leticia Garcia inquired if an RFP would be sent out for the items listed above. Ana stated that the contract amendment for Angela would be the most efficient way to handle the above items as an urgent matter. Concerns were raised regarding amending contracts that have already been approved and the potential for a precedent to be set.

M/S/C (L. Martinez/A. Ramirez) To approve the contract amendments as discussed.

- C. Outstanding Payments for Purchase of Services Authorizations - Vini Montague
Vini shared that feedback has been received that there are some service providers who are reporting outstanding payments of a significant amount. Vini shared that service providers who have a payment issue, NLACRC's accounting staff can be notified and that an internal committee has been developed that meets bi-monthly and is dedicated to resolving escalated payment issues to provide more efficient support for service providers. Evelyn McOmie has also been meeting with service providers as it relates to case management.

Ana Quiles requested that this item be added to the Administrative Affairs Committee as a standing agenda item.

- D. NLACRC Policies and Procedures - Ana Quiles/Ruth Janka
There was a request that some policies and procedures be posted for transparency. Concerns were raised regarding the potential for exposure due to the posting of internal procedures. David Lester, NLACRC's Board Attorney, recommends that policies be gathered for review by legal counsel to assist in determining which policies may be made public. Michael Klein, NLACRC Privacy and Security Attorney, shared concern with posting internal policies and procedures as this can increase exposure and risk to NLACRC given the number of fraudulent scams that are occurring. Examples of policies that would create risk are Accounting policies and procedures, payroll policies and procedures, human resource policies and procedures. Klein recommended learning what information the public seeks to know and then developing a FAQ specific to the desired information. Brian Gatus inquired if Board Members would be able to access internal policies and procedures on a secure drive that may only be accessed by NLACRC staff and board members. Ruth Janka will follow up with David Lester regarding Board Member access to policies.

- E. FY2023-2024 Financial Reports – Vini Montague
Vini reviewed the information as presented in the packet.
1. FY2023-2024 Financial Reports
 - a. August 2023
 - b. September 2023
 2. FY2023-2024 Admin vs. Direct Allocation Report
 - a. August 2023
 - b. September 2023
 3. FY2023-2024 Board Budget vs Expenditure Report

Brian Gatus inquired where the funds are that were allocated for staff operations if NLACRC is understaffed. Leticia shared that last year, NLACRC was able to provide staff with a bonus due to the surplus in the operations budget. After discussion, it was determined that Brian, Vini and Ana will further discuss this issue offline.

- F. Quarterly Fees Reports for PRMT and UAL – Vini Montague
Vini reviewed the information as presented in the packet.
1. 1st Quarter PRMT Fees Report by U.S. Bank

2. 1st Quarter UAL Fees Report by U.S Bank & Highmark Capital

G. Audits Update – Vini Montague

Vini reviewed the information as presented in the packet.

1. DDS Audit of FY2021-2022 and FY2022-2023
2. Independent Audit of FY2022-2023
3. Social Security Audit G. Board & Committee Meeting Notice Requirements

H. Board and Committee Meeting Notice Requirements - Ana Quiles

Per the bylaws and statute requirements, agendas will be required to be posted 7 days in advance of the meeting. In addition, there can be no changes or additions to the agenda outside of urgent items allowed by law. Being able to facilitate this task will require increased coordination between Committee Chairs and NLACRC staff.

Committee Chairs will be responsible for meeting with NLACRC staff to determine the agenda, to review the critical calendar and action log. Chair/Staff Meetings will be held 9 days before the meeting, agendas will be finalized and posted 7 days before the meeting, packets will be sent 5 days before the meeting and Board Packet Reviews will take place 1-2 days before the meeting in which Committee and Board Members are being asked to review packet and address any questions or concerns with the group.

Leticia Garcia recommended that Committees vote on their availability and whether they need to schedule a Packet Review Meeting, which would be in addition to the Committee Meeting itself. Ana stated that this will be reviewed with the Committee Chairs and revise this as deemed necessary.

I. Board of Trustees Nominee and Intern-Nominee - Ana Quiles

1. January Board Meeting or Special Meeting

Ana shared that the Santa Clarita Office will be undergoing construction from December 11th, 2023 to January 3rd, 2024 and may not be available for a hybrid meeting as scheduled on the Critical Calendar. The recommendation was made to move the January in-person meeting to the Antelope Valley location. At the February Executive Committee Meeting, a determination will be made in regards to the Santa Clarita office being able to host the in-person Board Meeting in April.

M/S/C (R. Sigala/A. Ramirez) To approve the revision of the critical calendar as discussed.

Arezo Abedi will update the Critical Calendar accordingly and add this item to the February Executive Committee Meeting.

Ana Quiles shared that the Nomination Committee interviewed 2 applicants that meet the African-American criteria, James Henry and David Kelsey. The recommendation is being made to share the application information to the January Board Meeting for James Henry to be seated as a Board Member and David Kelsey to be seated as a Board Intern. David Lester was consulted and agreed that since NLACRC has been out of compliance in this area for 6 months, it would be appropriate to be presented for a vote at the January Board Meeting.

J. Liaison Reports

1. November ARCA Report – *deferred, no meeting in November*

2. ARCA Membership Agreement Form Update – Ruth Janka

Ruth spoke with Amy Westling regarding the mediation and arbitration clause (to resolve disputes) and the committee recommendation to make that clause apply to both parties. Per the recommendation from the Committee, ARCA agreed to mutualize that provision within the agreement.

K. Proposed Change in Board Packet Review Day and Time - Ana Quiles

Ana Quiles proposed changing the board packet review date and time.

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

Ruth reviewed the information as presented in the packet. A bullet point was added that Board Support will acknowledge receipt, track and provide information to the applicable case management leadership, including the Executive Director and Chief regarding concerns that are raised to the Board. After discussion, it was determined that the document will be revised to specify "Chief" as the "Chief of Consumer and Community Services Director" and to identify which NLACRC-led forum will be used to address concerns. Revisions will be made, and the Committee will review at the January Committee Meeting.

M. Proposed Board Budget Expenditure Policy – Ruth Janka

Ruth reviewed this draft as presented in the packet. This policy will provide guideline on how to make decisions surrounding expenditures for the Board Dinner. The Committee is being asked to review the policy and to discuss recommendations at the next Committee Meeting.

N. FY23-24 Annual Board Dinner and Retreat: Locations, Dates and Cost - Ana Quiles

The recommendation was made to host the Board Dinner and Board Retreat as consecutive events over 1 weekend. The Board Dinner will be held on a Friday, an overnight stay would be included and the Board Retreat activities would take place the following day. Board Support confirmed that May 3rd and 4th, 2024 are being considered as the date. Considerations would still be made in regards to location.

Leticia Garcia informed the committee that the Board previously voted to not have consecutive Board Dinner and Retreat dates, which led to the current practice of separate events. Ana stated that this item is being brought up again in order to revisit the idea due to the cost and time savings for the Board Members.

M/S/C (R. Sigala/L. Martinez) To approve the Board Dinner to take place on May 3, 2024 with the Board Retreat to follow on May 4, 2024. The motion passed with 1 abstention from L. Garcia.

- O. Succession Plan Update – Ruth Janka
Ruth reviewed the information as presented in the packet and has been updated to meet the needs of NLACRC.
 - 1. NLACRC Executive Suite Succession Plan
 - 2. NLACRC Executive Director Succession Plan

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

VIII. Executive Session

- A. Personnel
- B. Whistleblower Complaint

M/S/C (B. Gatus/D. Coe) To enter the Executive Session at 9:09 pm

M/S/C (B. Gatus/L. Martinez) To exit the Executive Session at 9:26 pm

IX. Center Operations – Ruth Janka

Ruth reviewed this report as presented in the packet.

X. Review of Meeting Action Items

- A. Reach out to San Gabriel Pomona Regional Center in regards to their process for Parents/Guardians who serve as CSCs (Rocio Sigala and Evelyn McOmie)
- B. Review the NLACRC bylaws to get clarification on the number of missed meetings allowed in order to draft an accurate change to the bylaw change regarding notifications of missed meetings. (David Lester)
- C. Add Outstanding Vendor Payment as a standing agenda item for the Administrative Affairs Committee (Vini Montague)
- D. Consult with David Lester regarding the recommendation for Board Members to receive access to NLACRC internal Policies and Procedures. (Ruth Janka)
- E. To make the determination on policies being publicly posted by March 31st (David Lester)
- F. Schedule an offline meeting to further discuss allocation for Operations Surplus (Brian Gatus, Ana Quiles and Vini Montague)
- G. Update Critical Calendar to note the location of the January in-person meeting at the Antelope Valley Office and to determine the availability for the Santa Clarita Office to host the April in-person Board Meeting (Arezo Abedi)
- H. To review bylaws to determine if Packet Review Meetings apply to all Committee Meetings in addition to the Board Meeting. If so, to meet with Committee Chairs to determine the bandwidth for a Packet Review Meeting (Ana Quiles, Ruth Janka and David Lester)
- I. To confer with Evelyn McOmie to revise the Staff/Board Interaction Policy to specify the Chief as being the Chief of Consumer and Community Relations and to identify the applicable NLACRC-led forum to raise concerns, for discussion at the January meeting (Ruth Janka)

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 October 26th Meeting

XII. Announcements / Information Items / Public Input

A. Next Meeting: Thursday, January 25, 2024 at 7:30 pm.

B. Committee Attendance (Page 166)

C. Self-Determination Orientation, December 4, 2023 at 9:00 am

D. NLACRCCRC LVAC Virtual Training / NLACRCCRC LVAC reunión virtual, December 4, 2023 at 4:30 pm

E. Filipino Support Group, December 4, 2023 at 6:30 pm

F. Support Group for Self Determination Program at NLACRCCRC - Grupo de apoyo de NLACRCCRC para el programa de autodeterminación, December 6, 2023 at 4:30 pm

G. Black & African American Support Group, December 4, 2023 at 6:30 pm

H. Armenian Parent Circle of Support Holiday Gathering, December 7, 2023 at 5:00 pm

I. Cultivar y Crecer, December 8, 2023 at 6:30 pm

J. SSI/SSDI Benefits and Working Workshop, December 13, 2023 at 11:00 am

K. SSI/SSDI Benefits and Working Workshop, December 14, 2023 at 6:00 pm

L. Orientaciones de autodeterminación, December 18, 2023 at 9:00 am

M. Virtual Cafecito Entre Nos, January 11, 2024 at 11:00am

N. SDP Independent Facilitator Round Table, January 11, 2024 at 2:00 pm

XII. Adjournment

Ana Quiles, Committee Chair, adjourned the meeting at 9:37 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.*

