

**Minutes of Regular Meeting
of
North Los Angeles County Regional Center
Board of Trustees**

The Board of Trustees of North Los Angeles County Regional Center, Inc., a nonprofit corporation, held their regular board meeting via Zoom on **November 8, 2023**

Trustees Present

Jenifer Koster
Rocio Sigala
Suad Bisogno
Leticia Garcia
Curtis Wang
Sharmila Brunjes
Ana Quiles
Andrew Ramirez
Brian Gatus
Vivian Seda
George Alvarado
Lillian Martinez
Michael Costa
Cathy Blin
Anna Hurst
David Coe

Guests Present

Nicholas Mendoza - Coach for George A.
Richard Dier - SDLAC
Lori Walker - SDLAC
Gustavo Clerici - Interpreter
Pablo (no last name given) – Interpreter
Cathy Robinson
Diana Chulak - Family Focus Resource Center
Lia Cervantes Lerma - State Council
Kimberly Foster
Juan Hernandez
Miriam Erberich - Parent
Mariano Ponce
MJ Gentry
Regina Ervin
Theresa Quarry
Xochitl Gonzalez
James Henry

Staff Present

Ruth Janka
Vini Montague
Cristina Preuss
Donna Rentsch
Kimberly Visokey
Parita Burmee
Chris Whitlock
Gabriela Eshrati
Evelyn McOmie
Malorie Lanthier

Trustees Absent

- 1. Call to Order & Welcome** – Ana Quiles, Board President
Ana called the meeting to order at 6:30 p.m.

- 2. Housekeeping**
 - A. Spanish Interpretation Available
Ana informed attendees that instructions for Spanish Interpretation are located in the chat.
 - B. Public Attendance
Ana asked public attendants to notate their names and agency in the chat.
 - C. Monthly Submission for Childcare/Attendant Care Billing
 - D. Ana Quiles requested that the Board Members change their name as it appears on the Zoom call to reflect their first/last name and their position on the Board. For example, “Ana Quiles, Board President”. She also asked that NLACRC staff do the same to help attendees identify the speakers.

- 3. Board Member Attendance** – Kimberly Visokey, Executive Administrative Assistant
Kimberly took attendance of Board Members; a quorum was present.

4. Introductions

A. David Coe, 1st Vice President of the Board

David has served on the NLACRC Board for three years and is also the Chair of the Government and Community Relations Committee. He was born and raised in New Orleans and subsequently graduated from Tulane University with a degree in Legal Studies and Business. He and his wife have been married for almost 11 years and have a 5-year-old child who is also a consumer. David also enjoys acting and has acted in a few commercials that are being shown on network television.

B. Vini Montague

Vini has been with NLA since April 2010 and currently serves as the Chief Financial Officer. She feels that she has always had a strong sense of belonging at NLACRC. She has a dual Bachelor's in Advertising and Psychology and a Master's in Business Administration. Vini also shared that she is passionate about animals, specifically her dogs, who she says come first. She has two dogs and one horse.

5. Regional Center Performance Measures Phase 1 Update

Ruth Janka reviewed the document as presented in the packet. She shared that NLA has successfully met all regional Center performance measure categories for Early Start, Equity and Cultural Competency and Person-Centered Planning. NLA received three stars which indicate that NLA were able to bring on additional certified person-centered plan facilitation trainers, which qualified NLA for an additional \$30,000 in incentive funding. She congratulated the staff for a job well done.

6. Public Input

Lia Cervantes-Lerma with the State Council shared that any questions related to Self-Determination, Special Education, or any subject to call the State Council for assistance. There are trainings scheduled throughout the month on various topics to learn strategies and support for those who are going through uncertainty and change.

Lori Walker, co-chair of the Self-Determination Local Volunteer Advisory Committee, referenced the NLACRC bylaws to report that the Board Meeting agenda and packet should be available at least seven days prior to the meeting. She also requested that the Executive Session portion of the meeting be added to the end of the agenda and stated that there were no restrictions in the bylaws that would prevent this change.

Diana Chulak from Family Focus Resource Center shared that the Center recently held a resource fair that was well attended and a great success. Coffee and Conversation will be held at all locations during the week of November 16th to discuss the holidays, including recipes, activities and how to handle stress during the holiday season.

7. Consent Items

A. Approval of Agenda

There were three revisions to the agenda:

Items B: Presentation Board Source and C: ACE Master Survey under Number 8. Presentation of the Executive Director Evaluation process will be deferred.

There will be an addition to the Committee Report Outs with Item 16. Consumer Advisory Committee Being Added.

David Coe noted that the next Government and Community Relations Committee Meeting is in January; however, the next meeting will be held in November, with the exact date being TBD.

M/S/C (A. Ramirez/C. Wang) To approve the meeting agenda as revised.

B. Approval of August 9, 2023 Board Meeting Minutes - deferred

This item will be deferred and will be revised to include accurate attendance information. Ruth Janka will follow up on this item.

C. Approval of October, 2023 Board Meeting Minutes

M/S/C (A. Ramirez/C. Wang) To approve the meeting agenda as presented.

8. Presentation of Executive Director Evaluation Process

A. ED Evaluation Process Timeline - Parita Burmee

Parita reviewed the information as presented in the packet.

M/S/C (G. Alvarado/B. Gatus) To approve the timeline as presented.

B. Presentation Board Source - *deferred*

C. ACE Master Survey - *deferred*

9. Committee Action Items

A. Executive Committee - Ana Quiles

1. Proposed Amendment to Bylaws

The Consumer Advisory Committee has requested a bylaw change that would allow the CAC to elect their own Committee Chair. Currently, the Board elects a CAC chair who is also a Board Member. If allowed to elect their own chair, NLACRC would select a Board Liaison to serve on the Committee as the NLACRC representative. Ana shared a draft of the proposed revisions.

George Alvarado, Chair of the CAC requested that other Board Members consider attending the CAC Meeting to connect with the group when available.

Brian Gatus made the recommendation to include “elected by a majority of the Committee” to Paragraph 8. After review, it was decided to edit all committee sections to ensure that there is consistency in how the Committee conducts elections in regards to the inclusion of NLACRC staff member and the Board having the authorization to rotate the CAC Liaison position among interested Board Members. Ruth Janka will reach out to NLACRC legal counsel to determine the correct verbiage and to revise the bylaws according to recommendations. Those revisions will be presented to CAC Committee for review and then will be presented to/voted on by the Board to take effect for the FY24-25 session.

2. ARCA Membership Agreement Form - Leticia Garcia

Leticia shared that this is an annual agreement incorporated in the structure with participating regional centers. She requested that the Board review Section 11 of the agreement with NLACRC legal counsel. It indicates that NLACRC would not file class action lawsuits against ARCA. Michael Costa clarified that in the instance of disputes, the agreement stipulates that disputes would be handled in arbitration or mediation and would be addressed outside of the courtroom, which is considered standard for most contracts. Ruth Janka will consult with legal counsel to review and clarify the agreement before signing.

B. Administrative Affairs Committee – Brian Gatus

1. Board Resolution for Workers Comp Insurance

Vini Montague reviewed the information as presented in the packet. The board resolution is seeking for approval to secure Worker’s Compensation for calendar year 2024 and is seeking approval from the Board to allow NLACRC to appoint an officer to secure the insurance. It was highlighted that the Worker’s Compensation Insurance is the only insurance that renews on a calendar year basis.

M/S/C (L. Martinez/D. Coe) To approve the Board Resolution as presented.

C. Consumer Services Committee - Rosie Sigala

1. No Meeting in October

D. Government & Community Relations – David Coe

Ana reminded this Committee to check their emails for information on the November Committee meeting that is to be scheduled.

E. Vendor Advisory Committee – Suad Bisogno

No action items

F. Strategic Planning Committee – Leticia Garcia

1. SPC Critical Calendar

The revised calendar was reviewed as presented in the packet.

M/S/C (G. Alvarado/C. Blin) To approve the Critical Calendar as presented.

2. Employee Satisfaction Survey RFP

This information was reviewed as presented in the packet.

M/S/C (G. Alvarado/C. Wang) To approve the RFP as presented.

10. Executive Session

A. Personnel

Ana shared that the issue of where the Executive Session should be placed in the agenda is something that has been mentioned before. It was determined that if there is a guest who will be part of the Executive Session, the session will be placed at the beginning of the agenda in order to allow the guest to leave the meeting if necessary. In instances where a guest is not part of the Executive Session, the session will be placed after the Committee Action Items are reviewed.

M/S/C (L. Martinez/B. Gatus) To enter the Executive Session at 7:36 pm.

M/S/C (G. Alvarado/J. Koster) To exit the Executive Session at 7:57 pm.

11. Executive Director's Report - Ruth Janka

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

Legislation AB447 (Arambula)

This expressly authorizes California States Universities, and requests the University of California system, to establish and maintain inclusive college programs for students with intellectual and developmental disabilities at 4-year postsecondary educational institutions. The programs will provide training to faculty, scholarships for student tuition, fees, and living expenses, additional student supports such as

counseling, residential needs, and transportation, person-centered planning process and the opportunity to pursue an educational credential, including a degree, certificate or nondegree credential issued by the institution. The programs must seek funding from Department of Rehabilitation and regional centers to sustain programs long term. The Board of Trustees provided a letter of support for this bill; pleased to announce it has passed and has been chaptered into law.

Staffing

Preliminary September data: 67 CSC Vacancies (replacement), (SFV – 42, AV – 20, and SCV – 5), 62 CSC Vacancies (growth); 55 Other open position vacancies, 76 positions on hold. 659 positions filled: 919 authorized. October New Hires: 1st cycle: 1 Office Assistant II (AVO) and 1 Intake Associate (AVO), both Bilingual Spanish. 2nd cycle: 5 Consumer Services Coordinators (3 AVO, 2 SFV and 1 Bilingual Spanish-SFV), 1 Consumer Services Coordinator – Early Start Intake, Bilingual Spanish, and 1 Accounting Supervisor.

NLACRC's Individual and Family Satisfaction Survey

NLACRC's consultant, Kinetic Flow, reports that the response to Online, SMS/Text, and Live Telephone Interviews has resulted in 3,395 completed surveys (minimum needed is 2,149). The survey closed Monday, October 23, 2023. Kinetic Flow will now conduct data analysis and create written reports, due to NLACRC on December 18th, and to be presented at SPC in January.

NLACRC Tuition Reimbursement Program

At this time, NLACRC has 8 individuals participating; statewide there are 104 staff across the 21 Centers. This program is promoted as a benefit in our recruitment efforts, new hires are provided information regarding the program as part of their onboarding and internal staff have been informed of the opportunity!

NLA's FY2023 -24 DDS Fiscal Audit

Pursuant to our contract with the Department of Developmental Services, DDS has concluded a fiscal audit of the Center; a date when the department will issue a written draft audit report has not yet been provided.

NLA's FY2023 Independent Audit – Lindquist, Von Husen & Joyce, LLP

NLACRC's independent financial audit by Lindquist, Von Husen & Joyce, LLP began September 11, 2023 and will conclude in February of 2024.

DDS Direct Service Professional Training Stipend and Incentive Program Pilot

DDS reported at the ARCA Statewide Meeting that there were 13,581 registrants statewide; and as of 10/18/2023, 10,849 DSPs completed at least one course and of those, 7,274 have completed two courses. Of the two courses, DSP Code of Ethics is a required course, while Informed Decision-Making, Person-Centered Planning and the HCBS Final Rule are elective courses. Additional courses being added are Cultural Competency and Supporting Individuals who identify as LGBTQIA+.

DDS Internship Program

This is a three-month training and internship program that provides standardized, new direct care workforce entry-level training and practical work experience for up to 2,500 interns. DDS' Contractor, All's Well, is a full-scope internship recruitment, readiness, placement and retaining entity, who will also serve as employer of record for both the paid internships and the retainage stipends. The program will be rolled out in three phases with Phase I split between groups A and B. The contractor will be sourcing individuals for the program from churches, community colleges and self-advocate groups. Phase IA regional centers include ACRC, VMRC, FNRC, and SDRC. NLACRC has volunteered to participate in Phase IB.

Paid Internship Program Statewide Participation

Participation in the PIP has grown significantly with 2,146 participants currently (compared to FY19-20, where enrollment was 1,679.)

Agenda Posting

Ana Quiles shared that as mentioned previously, the NLACRC bylaws and the Lanterman Act require that regional centers post board/committee meeting agendas at least 7 days in advance of the meeting and that once posted, the only changes to the agenda would be permitted under emergent circumstances and that DDS will be informed of the change. In order to accomplish this requirement, Ana encouraged NLACRC staff and Committee Chairs to work diligently to complete their sections and Committee's agendas 9 days in advance, to give Board Support 2 days to prepare for the meeting. Any agenda items that do not make the 9-day cutoff for any public meeting will be deferred to the following meeting date.

The inclusion of the meeting packet being posted within 7 days is still under consideration as well as possibly posting the meeting action items in lieu of the meeting packet. This will be determined within the remainder of the calendar year and the goal is to have a streamlined process by January.

12. Self Determination Program (SDP) – Gabriela Eshrati

Ana reviewed the information as presented in the packet.

A. SDLVAC Liaison October Report

B. Next Self Determination Local Advisory Committee Meeting scheduled for November 16, 2023, at 6:30 pm

13. Association of Regional Center Agencies - Leticia Garcia

Ana reviewed the information as presented in the packet.

A. ARCA Liaison Report

1. Membership Standards and Practices Framework

Leticia shared that the newly created Membership Standards and Practices Committee, consists of 7 members who are regional directors and Board delegates abiding to the standards, code of conduct and ARCA bylaws.

B. Next Meeting Scheduled for January

- 14. Administrative Affairs Committee** -David Coe
Ana reviewed the information as presented in the packet.
A. Minutes of the September 28, 2023 Meeting - deferred
B. Next Meeting Scheduled on November 30, 2023, at 6:00pm
- 15. Consumer Services Committee** – Rocio Sigala
Ana reviewed the information as presented in the packet.
A. Next Meeting Scheduled on November 15, 2023, at 6:00pm
- 16. Consumer Advisory Committee** – George Alvarado
Ana reviewed the information as presented in the packet.
A. Next Meeting Scheduled on November 15, 2023, at 6:00pm
- 17. Executive Committee** – Ana Quiles
Ana reviewed the information as presented in the packet.
A. Minutes of the September 28, 2023 Meeting
B. Minutes of the October 26, 2023 Meeting - deferred
C. Approved W & W Joint Ventures approved on behalf of the Board
D. Approved W & W Joint Ventures approved on behalf of the Board
E. DDS FY24-25 Contract Presentation – (Contract Pending)
F. Next Meeting Scheduled on November 30, 2023, at 7:30 pm
- 18. Government & Community Relations** – David Coe
Ana reviewed the information as presented in the packet.
A. Minutes of the October 18, Meeting - deferred
B. Next Meeting Scheduled on January 17, 2024, at 6:00 pm.
- 19. Nominating Committee** - Lillian Martinez
Ana reviewed the information as presented in the packet.
A. Application to Serve an Additional Term
 1. Due to boardsupport@nlacrc.org by Dec. 15th
B. Next Meeting Scheduled on January 3, 2024, at 5:30 pm.
- 20. Post-Retirement Medical Trust Committee** – Ana Quiles
Ana reviewed the information as presented in the packet.
A. Next Meeting Scheduled on January 25, 2024, at 5:30 pm
- 21. Strategic Planning Committee**- Leticia Garcia
Ana reviewed the information as presented in the packet.
A. Strategic Plan Annual Update for FY 22-23
B. 1st Quarter Report on New Vendorizations
C. Minutes of the August 7, 2023 Meeting

- D. Minutes of the November 6, 2023 - deferred
- E. Next Meeting Scheduled on February 5, 2024, at 6:00pm

22. Vendor Advisory Committee – Suad Bisogno

Ana reviewed the information as presented in the packet.

A. Board of Directors Service Provider Message

Suad Bisogno shared a recommendation from the VAC to the Board to “encourage an ‘all hands on deck’ approach to supporting the regional centers case management team. During this time of unprecedented labor shortages, service providers want to encourage a focus on ‘back to basics’ on case management. VAC would like the board to consider limiting additional activities that may be considered outside of the scope of NLACRC’s core duties to provide service coordination to individuals and families. This is to ensure that NLACRC leadership staff have the time to dedicate to training, supporting and developing personnel. During this critical time, it is imperative that NLACRC’s most knowledgeable staff, NLACRC’s leadership team, are available and focused on ensuring job knowledge can rapidly move through the organization, given the amount of turnover and number of new staff hired each month. Limiting projects that are not focused on improving infrastructure and organizational development could help overall quality of service delivery.

- B. DDS Provider Rate Reform Plan of Action Committee
- C. Minutes of the October 5th Meeting
- D. Minutes of the November 2, 2023 - deferred

23. Old Business/New Business

Ana reviewed the information as presented in the packet.

- A. Board and Committee Meeting Attendance Sheets
- B. Board and Committee Meetings Time Report
- C. Updated Acronyms Listing
- D. Meeting Evaluation Form – Emailed separately

24. Announcements/Information/Public Input

- A. Next Meeting: Wednesday, January 10, 2024, at 6:30 pm
- B. Public Meeting Attendance
- C. SDP Independent Facilitator Round Table: Thursday, November 9, 2023, 2:00 pm
- D. 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: Tuesday, November 14, 2023, 9:00 am
- E. Consumer Services Committee Meeting: Wednesday, November 15, 2023, 6:00 pm
- F. Parents of Adult Consumers Support Group: Wednesday, November 15, 2023, 6:30pm
- G. Supported Living Services (SLS) orientation: Thursday, November 16, 2023, 3:00 pm

- H. Self Determination Local Advisory Committee Meeting, Thursday, November 16, 2023, 6:30 pm
- I. Cultivar y Crecer: Friday, November 17, 2023, 6:230 pm
- J. Orientaciones de autodeterminación, Monday, November 20, 2023, 9:00 am
- K. Filipino Support Group: Monday, November 20, 2023, 6:30 pm
- L. Administrative Affairs Committee Meeting: Thursday, November 30, 2023, 6:00 pm
- M. Executive Committee Meeting: Thursday, November 30, 2023, 7:30 pm

George Alvarado shared that he participated in the Special Olympics and got both second and first place 2 weeks ago in softball. He thanked his coach, Nicholas Mendoza for attending his games and stated that he looks forward to sharing photos with the Board.

Curtis Wang asked for clarification on the deadline for the application on December 15th. It was noted that the deadline would only apply to Board Members whose terms are ending at the end of the FY.

25. Adjournment

Ana Quiles, Board President, adjourned the meeting at 8:42 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.*

