

North Los Angeles County Regional Center
Executive Committee Meeting Minutes

July 27, 2023

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

Hailey Lauderdale, Ruth Janka, Lilliana Windover, Elizabeth Alvarez, Eelyn McOmie, Vini Montague – Staff Members

Jasmine Barrios, Minutes Services - Guests

Absent:

I. Call to Order

Ana Quiles called the meeting to order at 9:25 pm.

II. Public Input

No public input

III. Consent Items

A. Approval of Agenda

The agenda was amended to add the following items under Committee Business, the remaining items shifter accordingly:

Item I - Approval of Contracts

Item J- IRS Tax Form 990

Item N- Board Recruitment

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

B. Approval of Minutes of May 31st Meeting

Ruth Janka noted a correction on page 8 of the Minutes, under Item O that states that the Kinetic Flow Questionnaire would be approved by the Executive Committee. The edit would be to change “Executive Committee” to “Strategic Planning Committee”. Also, Ruth requested that the “September 22nd” deadline for the survey to go live and the data to be compiled, be changed to “October”.

M/S/C (D. Coe/L. Garcia) To approve the Meeting Minutes as revised

IV. Consumer Advisory Committee – Cristina Preuss

A. CAC Report

NLACRC Staff has met with George Alvarado and his Service Coordinator, in preparation for his participation at the Consumer Advisory Committee. Scheduling is ongoing, in coordination with his schedule and ILS work. Support has also been arranged for George to attend the ARCA CAC Delegate Meetings. There were questions raised, regarding the continuation of ARCA CAC Delegate meetings. Ruth Janka will reach out to ARCA to confirm the schedule for the ARCA CAC Delegate meetings. Ana Quiles recommended that the ARCA and ARCA CAC Delegate Meetings to the calendar.

Leticia Garcia recommended that the Committee consider having Andres, the Client Access Delegate, give a presentation to CAC about ARCA. Ruth will also ask about this presentation in her communication with ARCA.

B. CAC Meeting Flyers

This item has been completed. The orientation for new Board Members will take place on Wednesday, August 2nd from 3:00-4:30 pm at NLACRC.

V. Annual Committee Orientation

Ana reviewed this information as presented in the packet.

A. Policies and Procedures

B. Officers Policy Statements

C. Critical Calendar

The Critical Calendar will be revised to include the Board Retreat and Dinner Location and Date to be determined at the August Committee Meeting. Additions will also be made to reflect the determined meeting schedule.

M/S/C (A. Ramirez/B. Gatus) To approve the revision to the Critical Calendar

D. Board Audit Section

E. Meeting Schedule

Ana Quiles requested that the schedule be revised for the meetings to be changed to the last Thursday of the month, following the Administrative Affairs Committee Meeting.

M/S/C (D. Coe/L. Garcia) To approve the revision to the Meeting Schedule and Committee meetings will take place on the last Thursday of the month.

F. Board & Committees List

G. Review Action Log

VI. Executive Session

A. Whistleblower Complaint

M/S/C (D. Coe/A. Ramirez) To enter the Executive Session at 9:40 pm

M/S/C (D. Coe/B. Gatus) To exit the Executive Session at 9:54 pm

VII. Committee Business

A. Liaison Reports

1. ARCA Report - Leticia Garcia

Leticia reviewed the information as presented in the packet. Points of discussion included providing a letter of support for AB1147. The Committee requested that the ARCA reports and Minutes be included in the Board packet.

2. Self-Determination Local Volunteer Advisory Committee - Gabriela Eshrati

Gabriela reviewed this information as presented in the packet. Points of discussion include 099 Vendorizations and insurance issues and the selection of a liaison from the Board. The SDP Chairs are requesting to be included in the training and orientation for SDP to the Board. Gabriela will serve as the liaison in the interim.

Ana recommended that this report be included in this packet, but to be reviewed at the Consumer Services Committee meeting and the Board Meeting and to sunset its review at the Executive Committee.

M/S/C (B. Gatus/D. Coe) To discontinue the review of the SDLVAC report at the Consumer Services Committee.

B. Annual Board Retreat Update- Ana Quiles

As of now, there will be 4 Board Members that are expected to be absent from the Board Retreat. Ana shared that goals for the Board will be discussed, regarding community engagement outreach, etc. The Committee was asked to think about potential goals they would like to see the Board accomplish. NLACRC will also provide extra items for Board Member Binders if they would like to work on them.

C. AB1147 Status Update- Ruth Janka

Ruth shared that this bill is currently in Senate Appropriations. ARCA still holds the position to oppose this proposed legislation unless amended. The Committee is being tasked to determine if NLACRC should write a letter of support for this bill.

M/S/C (D. Coe/A. Ramirez) To approve a letter to be drafted in support of AB1147.

Ruth stated that should the contract be approved, Michele Heid will be asked to draft the letter of support.

- D. Draft Board Primary Activities for FY2023-24
Ruth Janka reviewed this information as presented in the packet. The Committee has the right to revisit the document at any point.

M/S/C (D. Coe/B. Gatus) To approve the primary activities for FY2023-24.

- E. Revised Critical Calendar for FY2023-24
This item was addressed under Item A: Committee Orientation

- F. Purchase of Service Annual Report FY2023-24
Ruth reported that all DDS deadlines were met and the report is finalized. This item is informational for the Committee.

- G. FY 2022-23 Board vs Expenditures
Vini Montague proposed a revision that would reallocate \$1000 from Item 9: Board Meeting supplies, to Item A: Board Retreat.

M/S/C (D. Coe/A. Ramirez) To approve the reallocation as presented.

- H. FY 2023-24 Board vs Expenditures
Vini reviewed this information as presented in the packet. There is no action needed from the Committee.

- I. Approval of Contracts - Advanced Behavioral Pathways
Operations Contract – Provides legislative education and engagement services
5-year contract effective: July 1, 2023 to June 30, 2024
Projected total contract amount is \$92,578.00

Vini explained the need to continue with our current legislative education team as another vendor was not selected before the departure of NLACRC's Public Information Officer. In the interim, NLACRC is looking for approval for this new contract that will allow the continuation of services for FY23-24. The rates have not changed for this contract. Ruth Janka also noted that this position will be brought in-house as a long-term solution and that this is an interim solution for legislative services. The Committee requested a breakdown of the contract amount and what it covers for review.

M/S/C (L. Garcia/A. Ramirez) To approve the Advanced Behavioral Pathways contract as presented, on behalf of the Board. The motion passed with 1 abstention from Lillian Martinez.

- J. IRS Tax Form 990
Vini reviewed the information as presented.

M/S/C (L. Martinez/D. Coe) To approve the submission of Tax Form 990 as presented.

- K. Revised Whistleblower Policy Status Update
Ruth shared that the Executive Committee will no longer participate in Whistleblower Investigations. The Committee will be informed any whistleblower reports being filed; investigations will be conducted by NLACRC staff. Whistleblowers received and the progress on the investigation will continue to be reviewed by the Executive Committee.
- L. Succession Plan
Ana shared that Ruth is currently working on a plan of presenting information on succession planning and organization to the Committee. Updates will be relayed as they become available.
- M. Public Input Community Concerns
Ruth explained that a process has been developed for Evelyn McOmie to assign a member of her team to get contact information for public input concerns. The assigned staff member will contact the individual within 24 hours to initiate communication in addressing the concern.
- N. Executive Director Evaluation Process Update
Ana announced that this is the last year of the Executive Director current contract. The Negotiating Committee will work to update the Job Description and to ensure that evaluations are streamlined and updated.
- O. Board Recruitment
Leticia Garcia recommended a mailer be sent to the Community to attract interest in Board Member vacancies. She requested information related to cost and timeframe for Board Recruitment mailers.

M/S/C (L. Martinez/A. Ramirez) To approve the draft of an updated Board Recruitment mailer.

VIII. Center Operations – Ruth Janka

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

Recruitment

July 5th new hires included 7 Consumer Services Coordinators (3 Bilingual Spanish), 1 Accounting Specialist, 1 Executive Administrative Assistant – Board, 1 Information Technology Specialist, 1 Administrative Assistant, 1 Community Services Specialist. July 17th new hires included 3 Consumer Services Coordinators (1 Bilingual Spanish), 1 Floater Specialist, and 1 Public Information Specialist.

Retention

Recent retention activities include the provision of an employment incentive, a “Loyalty Award”, to all staff employed as of 6/23/23. All employees with less than a full year of service received \$500, employees with a full year of service as of 5/31/23 and less than 2 years of service received \$1,000, and employees with 2 or more full years of service as of 5/31/23 received \$1,000 plus \$175 per each full year of service.

Coordinated Employment Supports Pilot Program

DDS will be launching a Coordinated Employment Supports Pilot Program, similar to the Coordinated Family Supports Program; this program will be available to individuals graduating from high school or transitioning out of a Work Activity Program (sub-minimum wage program).

Tuition Reimbursement Program

The Center is implementing the Tuition Reimbursement Program for eligible employees to continue their education to enhance services received by consumers, increase their subject matter expertise and support career advancement. The program will be promoted on the employee intranet site, the employee ADP portal, and all newly hired staff will be informed as part of their orientation. Participants are eligible for up to \$10,000 each fiscal year for up to three years and must agree to work no less than one year for each year of tuition reimbursement received; following the last year of reimbursement. Participants must agree to repayment or partial repayment of the tuition reimbursement if concurrent or postgraduation work requirements are not completed.

Social Recreation

Additional Awardees On July 14, 2023, DDS informed regional centers that funds have been awarded to the California Alliance of Boys & Girls Clubs and California State Alliance of YMCAs. The alliances will work with their local Boys & Girls Clubs and YMCAs to enhance social recreation programs for individuals served by regional centers across the state. The alliances will assist their affiliates with vendorization with regional centers statewide.

IX. Review of Meeting Action Items

- A. Amend the meeting minutes (Board Support)
- B. Communicate with Andres regarding ARCA CAC Meeting, needs for George Alvarado and to discuss presenting at CAC Meeting (Ruth Janka)
- C. Update the EC Meeting Schedule and Critical Calendar to include new meeting dates and determination of Board Retreat/Dinner location and date. (Board Support)
- D. Assign Michelle Heid to draft letter of Support for AB1147 (Ruth Janka)
- E. SDLVAC Report to be removed from the agenda. (Board Support)
- F. Draft mailer for Board Recruitment (Public Information Department)

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 July 26th Meeting
- B. FY2023-24 Board vs Expenditures
- C. FY2022-23 Board vs Expenditures
- D. Executive Committee Critical Calendar for FY2023-24
- E. Board Primary activities for FY2023-24

XI. Announcements / Information Items / Public Input

- A. Next Meeting: Thursday, August 31, 2023
- B. Committee Attendance
- C. Board Member Check-in Mtgs with Executive Committee
- D. Self-Determination Orientation, August 2nd at 4:30 pm
- E. Caseload Ratio Public Meeting, August 3rd, 1:00 pm
- F. Virtual Alianza de Hombres, August 8th, 7:00 pm
- G. ARCA Family Support Services Webinar, August 10th, 2:00 pm
- H. Parents of Adult Consumers Support Group, August 16th, 6:30 pm
- I. Self-Determination Local Advisory Committee, August 17th, 6:30 pm
- J. Filipino Support Group, August 21st at 6:30 pm
- K. Cultivar y Crecer, August 25th, 6:30 pm

XI. Adjournment

Ana Quiles, Committee Chair, adjourned the meeting at 10:47 p.m.

Submitted by:

() Lilitiana Windover*

Executive Administrative Assistant

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