

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

March 29, 2023

**Present:** Ana Quiles, David Coe, Leticia Garcia, Lillian Martinez, Rocio Sigala, Alma Rodriguez  
  
Liliana Windover, Lizeth Chavez, Vini Montague, Ruth Janka, Clarence Foster, Cristina Preuss, Gabriela Eshrati, Malorie Lanthier, Robert Dhondrup, Evelyn McOmie – Staff Members  
  
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

An Executive Session was added as item XII, following Center Operations.

Item V.-H: Sponsorship Requests will be presented by Ana Quiles instead of Leticia Garcia.

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

B. Approval of Minutes of February 22<sup>nd</sup> Meeting

**M/S/C** (D. Coe/L. Garcia) To approve the Meeting Minutes as presented. The motion passed with one abstention from L. Martinez.

**IV. Consumer Advisory Committee – Cristina Preuss**

A. CAC Report

Cristina reviewed the report as presented in the packet. Highlights include: Suzanne Paige will step down as Vice Chair for the Committee, and there was discussion surrounding transportation and housing options. The CAC website will be revised to include more helpful information for visitors. SCDD is looking into the potential for hosting quarterly public presentations; the CAC would like to establish a listening session to hear from self-advocates.

In addition, a survey was sent to Committee Members regarding a return to in-person meetings. Regarding obtaining potential Committee Members, it was noted that guests' attendance was being monitored and that any guest who attends five meetings in 12 months is contacted for potential involvement. Leticia Garcia recommended a change in the time of the meeting for better attendance. Increased promotion for recruiting will be included at upcoming events, including the AV Seed and Grow Egg Hunt. Robert Dhondrup will create marketing material for these events, and will be used at future community events.

## V. Committee Business

### A. Approval of Contracts - Vini Montague

#### 1. FMRC Health Group PL2146

POS Contract – Provides Early Start Specialized Therapeutic Services

5-year contract effective May 1<sup>st</sup> 2023 through April 30<sup>th</sup>, 2028

Projected total contract amount is \$552,096.00

Projected to serve 20 consumers per month.

**M/S/C** (L. Martinez/D. Coe) To approve the FMRC Health Group PL2146 contract as presented

### B. Liaison Reports

#### 1. ARCA Report - Leticia Garcia

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

Updates were heard on upcoming Senate Hearings on the DDS budget increase in funding to revise the Core Staffing Formula. The Little Hoover Commission continues to investigate racial disparities in the Regional Center POS, and ARCA Grassroots Day will occur on Wednesday, March 29<sup>th</sup>. More information and DDS involvement are needed to address the challenges of the Self-Determination Program to standardize services and to approve FMS budgets promptly for participants to attain services. The ARCA Academy will be held on Saturday, May 6<sup>th</sup>, at the San Gabriel/Pomona Regional Center; everyone is encouraged to attend.

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

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

The Committee welcomed a new member, Michael Carey, appointed by SCDD. There was discussion surrounding concerns with IF training and the possibility of hosting a Spanish language training. DVU, The Legacy Center, and Claudia Cares presented their plans for the RFP projects. The center plan for the Best Practice Committee was shared, and the Committee continues to work on improving the program. More participation from Committee Members in NLA Staff training was requested.

##### a. SDLVAC Board Liaison Report out- Ana Quiles

It was determined that the report for this Committee would continue to be provided in the Executive Committee packets; the actual report-out for the report will remain only at the Consumer Services and Board Meetings.

C. Annual Board Retreat - Ana Quiles

There was discussion surrounding the date and location of the potential Board Retreat. After discussion, it was decided that the Committee would like to host a Board Retreat in addition to the Board Dinner. Location considerations were made for the Hyatt Hotel in Santa Clarita, and the date would be July 29<sup>th</sup>, after new Board Members have been installed. The agendas for previous retreats were requested to be sent to the Committee for review. Strategic Planning, Board Governance, and Teambuilding will all be topics addressed; the agenda will be finalized at the next Committee Meeting.

D. POS Data Expenditure - Ruth Janka

Ruth reviewed the information presented in the packet.

1. Presentation

DDS directives require two public meetings on POS expenditure data to be presented to the public before March 31<sup>st</sup> and the other before May 31<sup>st</sup>. NLA will then compile a report to submit to DDS, including how the meetings were advertised and what was done to encourage attendance. The report will also include pos-survey results and what is being done with collected data. The intent of this report would be to understand better how NLA can increase access to services.

2. Survey -Status Update

The last survey data was included in an attachment to the Committee for review. Leticia Garcia requested that the web ID and the link be included in all promotions and flyers for the presentations; Robert will follow up on this item. The data for 2018-2022 was presented in 3 calendar years instead of rolling fiscal year data for accessibility reasons.

3. POS Expenditure Data Review

Requests were made to revise the expenditure data to highlight the disparities identified in the data. The Committee requested more precise slides and bar graphs that present the top 3 most significant expenditures by service code and location to compare what differences are shown by displaying actionable data and actionable resources, including links with titles, community feedback, and discontinuing the use of percentiles.

Concerns were raised regarding the length of time it has taken for requests to be addressed; the Committee proposed a few solutions, including the creation of a Disparity Committee to address these issues directly, to present a summary of the data at the Strategic Planning Committee Meeting to drive recommendations and to add the data review to the Executive Committee Critical Calendar. Therefore, this item will be added to the following Strategic Planning Committee Meeting, to be held on April 3<sup>rd</sup>.

E. Health Care Resolution - Ruth Janka

As part of union negotiations, NLA has agreed to increase the contribution amount for staff health insurance, including contributions of \$725 per individual employee, \$750 per individual plus one dependent, and \$750 per individual plus family.

**M/S/C** (D. Coe/R. Sigala) To approve the execution of the Health Care Resolution on behalf of the Board of Trustees. The motion passed with one abstention from L. Martinez.

This item will be added to the next Board Meeting Agenda

- F. FY2022-23 Board vs. Expenditures – Vini Montague  
Vini reviewed this information as presented in the packet.  
Approved Budget: \$101,500.00  
YTD Expenses: \$22,012.47  
Budget Remaining: \$79,487.53  
% of Budget Utilized: 21.69%

Vini also shared that the Committee is being asked to approve a reallocation of funds from the Budget vs. Expenditures Approved Budget Item 3: ARCA Meetings to Item 10: Sponsorships in the amount of \$1000.

**M/S/C** (L. Martinez/R. Sigala) To approve the reallocation from Item 3 to Item 10 on the Approved Budget.

- G. Strategic Plan: Individual Family Satisfaction Survey - Robert Dhondrup
1. RFP Status Update  
An additional 2 participants joined the recent application conference, but neither submitted a proposal. Robert shared that the RFP deadline was extended and was posted on the Valley Intercommerce Association website and publication and elected official offices to continue to solicit proposals.  
  
Regarding the Kinetic Flow RFP, a revision was included that will allow out-of-state vendors to apply. Ruth will inform Ami Sullivan that as she has already submitted her proposal, an additional application will not be needed from Kinetic Flow for this RFP. Ruth will confirm the necessity for her upcoming meeting with Ami on April 15<sup>th</sup>.

- H. Sponsorship Requests - Ana Quiles
1. Board Sponsorship Policy  
Ana reviewed the policy as presented in the packet. During the discussion, the following revisions were made:
    - Policy Rules A - to amend this item to allow for sponsorship consideration until the end of the 1<sup>st</sup> quarter of the FY.
    - Policy Rules G- to identify sponsorship levels of \$250, \$500, and \$1000
    - VII. Sponsorship Requirement - to create an application form for sponsorship that can be submitted online. Board Support would pass along the submission to the Committee
    - Including an advertisement for sponsorship opportunities on the Board Governance website
    - Application to include requirements for sponsorship, such as W-9
    - Sponsorship Procedures- the addition of items:

- E: the inclusion of events on the NLA Calendar of Events,
- F: NLA representation and advertising at the event itself (Community Outreach)
- G: timeline for Sponsorship Requests

Updates will be made to the document and sent to the Committee as soon as completed for review, and the Committee will vote on the revisions in May.

I. Revised Critical Calendar for FY22-23 - Ruth Janka

Ruth reviewed the calendar in the packet to reflect the changes made due to the new bi-monthly meeting format. The inclusion of Board Dinner and Retreat Planning will also be added to the Critical Calendar in May.

**M/S/C** (R.Sigala/D. Coe) To approve the Critical Calendar as revised.

**VI. Center Operations – Ruth Janka**

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

Recruitment and Retention

Ruth shared that Clarence Foster will leave NLA on April 14<sup>th</sup>, 2023, for a new opportunity. NLACRC's "Fall in Love with North LA" Career Day/Job Fair resulted in 15 new hires. A career day will be held in the Antelope Valley at our Lancaster office on Saturday, April 29<sup>th</sup>. Additionally, NLACRC is participating in the American Job Centers of California Career Day at College of the Canyons on Friday, April 28<sup>th</sup>. Effective March 13, 2023, new hires included 7 Consumer Services Coordinators (3 in Bilingual Spanish), Floater Specialist-Bilingual Spanish, Community Services Supervisor, Community Living Specialist, and Office Assistant II - Bilingual Spanish. Effective March 27, new hires include 11 Consumer Services Coordinators (3 in Bilingual Spanish), Office Assistant II-Bilingual Spanish, Administrative Assistant, Payroll Specialist, and Emergency Management Coordinator. Total of 26 new hires for March!

NLACRC held "Ice Cream Socials" for each office this month to show appreciation for their hard work and create an opportunity for staff to connect in person and with leadership.

Social Recreation Grants

DDS has awarded grant funding to entities directed toward improving accessibility of integrated social and recreational programs or utilizing/leveraging existing community resources to enhance and develop an integrated and inclusive social and recreational program that is safe and age-appropriate or to increase the number of RC vendored providers that offer integrated and inclusive social and recreational services to people with developmental disabilities.

Ana requested that Social Rec grantees present a summary of their proposals within a 10 minutes segment on the agenda at the Board Meetings to inform the Community of potential services, including POS for disparities. Ruth will contact the grantees to see how to facilitate these presentations.

### Changes to the Appeals Process

#### Good Faith Letters

Mutual consent of a service denial, change, reduction, or termination must be documented; either in a signed IPP that includes the denial, change, reduction, or termination, a signed list of services that includes the proposal or denial, or written communication from a consumer, parent, authorized representative, or a good faith letter from the regional center to the consumer, parent, authorized representative regarding the agreed upon proposal or denial of service.

#### Position Statements and Evidence Exchanges

All regional centers must provide a claimant with a position statement, in the claimant's preferred language, two business days prior to the hearing; the position statement must summarize facts, set forth justification for the regional center's action, list witnesses and their testimony, and provide copies of evidence to be used. If a position statement cannot be provided in a preferred language, the regional center must notify the claimant and the hearing office and apply for a continuance. Claimants not represented by an attorney must provide a list of witnesses and a copy of professional reports or assessments two business days prior to the hearing. Claimants with an attorney must comply with the exact requirements of the regional center.

#### ADA Requirements to Provide Effective Communication to Individuals who are Deaf/HOH

NLA will implement auxiliary aids and assistance to ensure staff can effectively communicate with individuals from the deaf/hard of hearing Community. Examples of aids and assistance include closed captioning (real-time captioning), sign language interpreters, text telephones, and apps. Additionally, NLACRC will not rely on family members/caregivers to interpret in lieu of providing aid or assistance (such as coordinating a qualified interpreter), and staff will be trained regarding the ADA requirements and aids/assistance available to provide effective communication to individuals from the deaf/HOH community.

## **VII. Executive Session**

**M/S/C** (R. Sigala/L. Martinez) To enter the Executive Session at 8:35 pm

**M/S/C** (L. Martinez/D. Coe) To exit the Executive Session at 8:55 pm

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

- A. To update the website with content to encourage participation and interest for the CAC to complete interest targeting within four weeks (Robert Dhondrop)
- B. To review marketing materials to be sent to group homes, and other outlets for Community Events (Robert Dhondrop)
- C. To work with Cristina to develop marketing materials for the AV Seed and Grow Egg Hunt (Robert Dhondrop)
- D. To reach out to day programs for CAC meetings on-site to increase participation (Ruth Janka)
- E. To determine transportation availability for CAC Meetings (Ruth Janka)
- F. SDP Report to be included in the packet, report-out to be removed from Executive Committee agenda (Lizeth Chavez)

- G. To send out the past Board Retreat information to Committee, draft an agenda for the retreat to be finalized at the next Committee Meeting (Lizeth Chavez)
- H. To revise the Sponsorship Policy and send out the revised draft to the Committee for approval at the May meeting (Ruth Janka)
- I. To speak to Ami Sullivan at Kinetic Flow to establish the need for an April 15<sup>th</sup> meeting to inform her that an additional application for RFP is not required for Kinetic Flow (Ruth Janka)
- J. Provide the updated status of the Expenditure report with the top 3 services by ethnicity, age, and office locations to the Strategic Planning Committee (Lizeth Chavez)
- K. Disparity Committee to review the presentation for feedback prior to being shared with the Community and solicit Board Members to participate in the Disparity Committee at the next Board Meeting (Cristina Preuss/Lizeth Chavez)
- L. Social Recreation grantees are to present a summary at upcoming Board Meetings and send out invitations (Lizeth Chavez)

**IX. Board Meeting Agenda Items**

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

- A. Minutes of the February 22<sup>nd</sup> Meeting
- B. FY2022-23 Board vs. Expenditures
- C. Health Care Resolution
- D. Board Invites for Disparity Committee

**X. Announcements / Information Items / Public Input**

Ana shared that NLA is participating in the Little Rock Christmas parade.

- A. Next Meeting: Wednesday, May 31<sup>st</sup> at 6:00 pm
- B. Committee Attendance
- C. Board Member Check-in with Executive Committee: Tuesday, March 28th at 5:00 pm
- D. ARCA Free Self-Determination Program, March 22nd at 4:30 pm
- E. Self-Determination Orientation, April 3rd at 9:00 am
- F. Black & African American Support Group, April 5th at 3:00 pm
- G. Virtual Alianza de Hombre, April 11th at 7:00 pm
- H. LAUSD Parent Partners, April 12th at 6:00 pm
- I. Virtual Cafecito Entre Nos, April 13th at 11:00 am
- J. Filipino Support Group, April 17th at 9:00 am
- K. Support Group Self Determination Program April 19th at 4:30 pm
- L. Virtual Aprendiendo Entre Nos/Learning Amongst Us, April 20th at 10:00 am
- M. Parent of Adult Consumers Support Group, April 26th at 6:30 pm
- N. SFV Life After High School, April 27th at 6:00 pm
- O. Cultivar y Crecer, April 28th at 6:00 pm
- P. Annual Board of Trustees Dinner Event, June 3rd at 6:00 pm

**XI. Adjournment**

Ana Quiles, Committee Chair, adjourned the meeting at 9:03 pm.

Submitted by:

(\*) *Lizeth Chavez*

Executive Administrative Assistant

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