

North Los Angeles County Regional Center
Executive Committee Meeting Minutes

May 31, 2023

Present: Ana Quiles, David Coe, Leticia Garcia, Lillian Martinez, Rocio Sigala,
Liliana Windover, Lizeth Chavez, Vini Montague, Malorie Lanthier, Evelyn McOmie, Chris Whitlock – Staff Members
Dolly Sharma-Minutes Services - Guest

Absent: Alma Rodriguez

I. Call to Order

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

II. Public Input

No public input

III. Consent Items

A. Approval of Agenda

M/S/C (L. Garcia/D. Coe) To approve the agenda as presented

B. Approval of Minutes of March 29th Meeting

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

IV. Consumer Advisory Committee – Cristina Preuss

A. CAC Report

This item was deferred as Cristina was absent

B. CAC Meeting Flyers

Per Ruth, Cristina previously stated that Pam Iona has stepped in to chair meetings with Jose Rodriguez in a supporting role. The listed Chair for the next FY will take over after the June 7th meeting. The flyer with locations will be determined next week and Ruth will follow up with Cristina. Ana requested that the flyer be updated by the CAC with the appropriate locations in order to present the flyer at the June Board meeting.

V. Executive Session

M/S/C (D. Coe/L. Martinez) To enter the Executive Session at 6:18 pm

- M/S/C** (D. Coe/L. Martinez) To exit the Executive Session at 6:49 pm
- A. Whistleblower Complaint
 - B. FY 2-23-24 Slate

VI. Committee Business

A. Liaison Reports

1. ARCA Report - Leticia Garcia

This item was deferred as the group's next meeting will take place in June.

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

This item was deferred as the update was not included in the packet as Gabriela is not present.

B. Annual Board Retreat - Ana Quiles

1. Board Retreat RFP Proposals - Ruth

Ruth was in contact with 7 different entities to seek proposals. There were 3 proposals received were from Saddler Consulting, Workforce Development Solutions and the Center for Nonprofit Management. The proposals vary in cost and focus.

- Center for Nonprofit Management: 7-hour day with 4 hours dedicated to Board Governance and a 3-hour offsite teambuilding activity. Cost: \$5,000 plus coaching costs \$2,000 for a total of \$7,000.

- Workforce Development Solutions: seeks to develop the actual curriculum and training after being awarded contract. Cost: \$15,500.

- Saddler Consulting - teambuilding focus. Cost: just under \$22,000

Ruth also mentioned that ARCA will provide Board Governance Training to NLACRRC at no cost. This could allow a team building training and then the inclusion of the Board Governance training from ARCA.

The Committee discussed the various proposals. It was noted that the attendees will include the incoming Board, staff that supports the Board and Executive Leaders for a total of a 30-person max.

The previous goals that were determined by the Committee for the Board Retreat would be: board governance training, team building, to determine a Board Goal and coaching support to Board members.

M/S/C (L. Martinez/ D. Coe) To approve the Workforce Development Solutions proposal for the July 29th Board Retreat.

Ruth will make the appropriate notifications and will schedule a time to develop the meeting curriculum. A Save-the-Date will be sent out to the Board.

2. Robert's Rules of Order Training for next Fiscal Year

The Committee noted that an introduction on Robert's Rules of Order should be included in the retreat. Ruth will follow up with ARCA and the attorney to coordinate the inclusion of a 1-hour course.

C. New Board Member Orientation – Ana

1. Wednesday, July 12th, 6pm to 8 pm, In-Person
2. Attendees

Invitations were sent to incoming Board Members.

Agenda for the evening will include the roles of Board Officers, Committees, will review forms and to orient the members on how the Board functions. Ana also recommended that the Executive staff members attend and introduce themselves to the group.

D. Proposed Committee Assignments for next Fiscal Year – Ana Quiles

Ana reviewed the Committee assignments as presented. It was noted that Alma Rodriguez would be serving only on the Consumer Services Committee and will no longer serve on Executive, PRMT and Nominating Committees.

This item will be presented at the next Board Meeting and Board Support will follow up with Board Members on requirements for the Committees on which they serve.

New Board Members typically serve on the Consumer Services and Government and Community Relations Committees to orient them to the processes.

As it relates to composition, there must be made up of a minimum of 60% board members.

E. Proposed Board Budget for next Fiscal Year – Vini

Vini reviewed the information as presented in the packet. Ana noted that she was not sure if \$4,000 would be sufficient for the amount needed for that category. After discussion, the determination was made to leave the category at \$4,000 and to re-evaluate if more money is needed.

M/S/C (L. Martinez/L. Garcia) To approve the Board Budget as presented

F. FY 2022-23 Board vs Expenditures – Vini

Vini reviewed the information as presented in the packet. She proposes that \$15,500 be moved to the Board Dinner category as there will not be enough funds to cover the upcoming expenses. The funding would take \$15,500.00 from Board Meetings and transfer to the Board Dinner category.

M/S/C (L. Martinez/L. Garcia) To approve the revised budget as presented

G. Draft Board Master and Critical Calendar for next Fiscal Year

The Committee reviewed the information as presented in the packet.

M/S/C (L. Martinez/L. Garcia) To approve the Board Master and Critical Calendar as presented

- H. Discussion of Meeting Schedule & Commencing Hybrid Meetings for FY2023-2024
Ana proposed 3 quarterly in-person meetings at each location. The option to be hybrid in in the bylaws but each community will allow to be connected to the meetings. The inaugural in-person meeting would take place October in Antelope Valley and subsequently; January in San Fernando Valley and April in Santa Clarita. Ruth updated the Master calendar with the revisions. Ruth will also make further revisions to include Jewish holidays.

M/S/C (L. Martinez/D. Coe) To approve the Calendar as revised for presentation to the Board.

- I. Draft Critical Calendar for next Fiscal Year
This item would be changed to reflect the same items as discussed in the previous item. Ruth requested that this item be deferred as the Committee has to determine the meeting frequency for the next FY. Ana proposed a monthly meeting in order to facilitate the amount of work for the Committee.

M/S/C (L. Martinez/D. Coe) To approve a monthly meeting format for the next FY.

M/S/C (D. Coe/L. Martinez/) To approve draft critical calendar as presented.

- J. Committee Reports – Ana Quiles
1. Identify Reports that Support the Committee’s Purpose
Ana stated that reports are being compiled from each Committee on a list for review to determine what objectives are covered and an example of each report. In addition, Ruth stated that reports should be reviewed for report-out frequency.

- L. National Core Indicators Report FY21-22 Adult Family, Child Family and Family Guardian Survey- Evelyn McOmie
1. Select board meeting to present data
The Committee is being asked to determine which Committee and in which month the applicable data will be presented. After discussion, it was decided to present the information at the October Board meeting.

- M. Code of Conduct Policy– Ana Quiles
1. Policy Amendment
Ana presented the document as presented in the packet. The revisions are highlighted in red.

M/S/C (L. Martinez/D. Coe) To approve draft critical calendar as presented.

2. Draft Complaint Template Form
Ana reviewed the draft as presented in the packet. Ana requested that the form be converted to a fillable PDF. Leticia recommended the option for the submission of an anonymous complaint. Ruth

recommended the inclusion of a mailing address for those to submit complaints who would like to remain anonymous. Ruth will revise the draft accordingly.

N. Bylaws Update – Ana Quiles

1. Article VII, Section 5. Nominating Committee re: Committee Membership and Terms for Trustees

Based on feedback from the Nominating Committee, it was recommended to include Committee Membership and Terms of Trustees determination for the recommendations of the terms and Committee assignments thought the Nominating Committee for presentation to Board Members in May. Leticia shared her reservations as it pertains to giving the Nominating Committee too much responsibility and power to make additional determinations. She also mentioned that this practice has allotted the Board President to maintain a connection with the members.

After discussion on both sides, it was determined to table this item for now, pending further review from the Committee Members.

O. Strategic Plan: Individual Family Satisfaction Survey - Ruth

1. Kinetic Flow Timeline

Ruth reviewed this item as presented in the packet. After speaking to Ami Sullivan from Kinetic Flow, she would have the questionnaire reviewed, revised and approved by the Strategic Planning Committee by October. In addition, survey will go live and data collection would be completed in October. By November, the analysis will be developed, and reports would be sent to NLACRCCRC by December for presentation to the Strategic Planning Committee by the January Committee Meeting. Ruth will facilitate updates until the open Public Manager position is filled.

VII. Center Operations – Ruth Janka

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

Recruitment

May 8, 2023 new hires included 6 Consumer Services Coordinators (4 Bilingual Spanish), 3 Office Assistant II Bilingual (Spanish), and 2 Accounting Specialists. New hires effective May 22, 2023 included 3 Consumer Services Coordinators (1 Bilingual Armenian), and 1 Health & Safety Waiver Specialist (Bilingual Spanish). 16 new hires for May. The Center is actively recruiting for all open positions including a Human Resources Director (posting for Public Information Manager will be made this week).

Retention

The Center is engaging in multiple activities to increase staff retention and demonstrate appreciation of staff for their efforts and dedication while we continue to recruit to fill open positions. Please see the following: The Center will provide an employment incentive again this year; we are evaluating the year-end surplus to determine the amount. The amount will be equitable across positions. The Center has authorized six (6) 8-hour days of overtime for staff in May and June; staff may work overtime, up to 8 hours per day, on designated flex Fridays

and Saturdays. The Center is hosting unit lunches to facilitate team building for units and departments and demonstrate appreciation for the work and dedication of staff across the organization. The Center is researching fresh food vending for installation in lunch rooms in each office in response to staff feedback for more food choices beyond the current vending machines (which include snack items and beverages).

DDS Direct Service Professional Training Stipend and Incentive Program Pilot

NLACRC has launched the DSP Training Stipend Program Pilot; direct service professionals may take up to two courses and receive \$500 stipend for completion of each course. NLACRC has three service providers, 2 from the San Fernando Valley and 2 from the Antelope Valley, who have volunteered to pilot the program and DSP staff have begun taking the online courses. Service provider staff eligible for the program must work directly serving consumers for at least 50% of the time; staff ineligible for the stipend may also take the courses.

Lanterman Act Training for Staff

5 of 6 “Lanterman Act and System Reform” trainings have been conducted; last training is scheduled for June 5th in our Chatsworth office.

NLACRC Performance Measures

The Person-Centered Planning Certifications have been completed for 6 Case Management Staff plus the Supervisor, qualifying NLACRC for the incentive. The training plan for Service Coordinator Competencies in equity and cultural diversity.

VIII. Review of Meeting Action Items

- A. Schedule a meeting with Angela Gardner, Ana Quiles, Lillian Martinez and Ruth Janka before June 13th regarding the Board Retreat. (Ruth Janka)
- B. SDP Report for May will be obtained and included in Board packet (Ruth Janka)
- C. Whistleblower Policy will be reviewed for compliance with the DDS directive from 2010, amended and reported back to the Executive Committee (Ruth Janka)
- D. Contact Don Wood for Robert’s Rule of Order course to be included in Board Retreat (Ruth Janka)
- E. Follow up with Cristina and Jose regarding CAC meeting locations and to identify that audio/visual resources will be available (Ruth Janka)
- F. Update CAC flyer with updated information (Ruth Janka)
- G. Update the Complaint for with the option to be submitted anonymously. (Ruth Janka)
- H. To schedule an in-person meeting with Jordan Feinstock, Ana Quiles and Lillian Martinez for Monday, June 12th. (Ruth Janka)
- I. Send out the Save-the -Date for Board Retreat on July 20th and the Board Member Orientation on July 12th. (Ruth Janka)
- J. Work with Liliana for the final Committee report list to be presented at the next Board Meeting (Ana Quiles)
- K. Present the Committee reports with compilations, will be emailed out to Committee prior to the Board meeting. (Ruth Janka)

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 May 31st Meeting
- B. FY2022-23 Board vs Expenditures
- C. Board Master and Critical Calendars
- D. CAC Flyer
- E. Executive Session to be added to agenda

X. Announcements / Information Items / Public Input

- A. Next Meeting: Wednesday, August 30th at 6 pm.
- B. Committee Attendance
- C. Board Member Check-in with Executive Committee: Tuesday, June 27th at 5:00 pm
- D. Self-Determination Orientation, June 5th at 9:00 am
- E. Support Group for Self Determination, June 7th at 4:30 pm
- F. Virtual Alianza de Hombres, June 13th at 7:00 pm
- G. Virtual Aprendiendo Entre Nos – June 15th at 3:00 pm
- H. SLS Orientation, June 15th at 3:00 pm
- I. SDLAC, June 15th at 6:30 pm
- J. Cultivar and Crecer, June 23rd at 6:30 pm
- K. Parents of Adult Consumers Support Group, June 28th at 6:30 pm.

XI. Adjournment

Ana Quiles, Committee Chair, adjourned the meeting at 9:09 p.m.

Submitted by:

(*) *Liliana Windover*

Executive Administrative Assistant

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