

Executive Committee Meeting Minutes

September 28, 2023

Present: Brian Gatus, Andrew Ramirez, Ana Quiles, Leticia Garcia, David Coe, Lilliana Martinez, Rosie Sigala – **Committee Members**

Ruth Janka, Vini Montague, Monike Paz, Cristina Preuss, Parita Burmee, Evelyn McOmie, Liliana Windover, Malorie Lanthier, Kimberly Visokey – **Staff Members**

Minutes Services - **Guests**

Absent:

I. Call to Order

Ana Quiles called the meeting to order at 8:46 pm.

II. Public Input

No public input

III. Consent Items

A. Approval of Agenda

Under Committee Business, Item VI, Item A. Contract was added to the top and all other items were shifted down.

M/S/C (Lilian Martinez/ Andrew) To approve the Revised Agenda as revised.

B. Approval of Minutes of August 31st Meeting

M/S/C (Andrew /Brian) To approve the Meeting Minutes as presented.

IV. Executive Session

M/S/C (L. Martinez/ B. Gatus) To enter the Executive Session at 8:49 pm.

M/S/C (Andrew/Lily) To exit the Executive Session at 9:49 pm.

V. Consumer Advisory Committee – Cristina Preuss

A. CAC Report - Cristina Preuss

Cristina Preuss stated that CAC requested a Board liaison. They were reviewing their goals and would like to revise them. These two items had been the primary focus of the last meeting. Ruth Janka clarified that CAC was interested in changing their bylaws so that their

Chair could later serve on the Board.

Ana Quiles noted that George was the Board representative on the committee. Cristina Preuss stated that the committee felt he could not represent them how they hoped to be represented.

Ana Quiles stated she does not want to undermine their Chair and suggested that George be guided to present items during the next Executive Committee meeting. Cristina Preuss stated that George had not been at the last 2 meetings, but at the next meeting they can work with George to prepare the ideas for the Executive Committee.

Cristina Preuss stated Jose meets with George before the meetings to prepare George. Ana Quiles stated he will need that guidance. She is planning a meeting with all of the Chairs to hear from all of the committees. She suggested they work with George to address potential requests for bylaw changes.

Leticia Garcia stated that while they wanted to give George support and encourage him, the minutes noted that someone else had been chairing the last several meetings, so they may need to reconsider. There were only 3 members on the committee, and they could lose all of them if they didn't provide proper representation. Ana Quiles stated they could support the committee and support George.

Lillian Martinez stated that she spoke with George, and he was unable to connect because he was at work. Board Support will send George an iPad, so he doesn't miss meetings in the future.

Ruth Janka stated the CAC wants a Board member to come to their meeting in order to discuss making a bylaw change. The committee has not yet taken formal action to send the issue to the Board. Jose Rodriguez had shared that the committee was seeking the authority to select their own Chair and expressed concern around the current Chair.

Evelyn McOmie stated she attended the last CAC meeting and George was not present due to connectivity issues. The committee stated it was a reoccurring issue. Jose Rodriguez walks George through actions before every meeting.

Ana Quiles suggested asking the committee to make a motion to bring it to the Board. Evelyn McOmie stated the committee was feeling lost, but she will attend the next meeting and get that item voted on. Ana Quiles said they have a process to address attendance. Evelyn McOmie stated they want a Board member to sit on their committee a couple times a year to learn more about them. Ana Quiles stated sometimes Board members attend the meetings and they don't get a warm welcome, so a request should come from CAC.

Lillian Martinez stated George's support person was very willing to help as well. She suggested staff send George's support person a copy of the Board manual. While Jose helps George a week before, the support person can go over the responsibilities and support George in more detail closer to the meeting.

Action Item: The next CAC Agenda will include a Bylaws Update.

Action Item: Ana Quiles will schedule a Chairs' Meeting.

- B. Self-Advocacy Attendance at ARCA CAC Meetings/Update - Ruth Janka
Ruth Janka clarified that only ARCA Chairs can attend the Statewide ARCA CAC Meeting.
- C. ARCA Statewide Chair Presentation – Ruth Janka
Ruth Janka stated she followed up with Andres to see if he could attend the Statewide ARCA CAC meeting, and he could not.

VI. Committee Business

Ana reviewed this information as presented in the packet.

A. Contracts

Vini Montague recommended, on behalf of management, the contract for a clinical psychologist to do intake evaluations. Due to volume of intake, approving the vendor would be helpful.

Lillian Martinez asked if the vendor was willing to drive to Antelope Valley. Vini Montague stated they were based in San Fernando as was specified in the contract.

M/S/C (L. Martinez/D. Coe) To approve the contract presented on behalf of the Board.

Action Item: The motion will be noted on the Board Agenda, as the decision was made on behalf of the Board.

B. Liaison Report – deferred

C. Annual Report on Whistleblower Compliance Activity

1. Employees Report

Allegations were reported in Antelope Valley about discrimination and retaliation. After thorough investigation, these allegations were not substantiated. Opportunities to address work culture, employee engagement, improve training and work efficiencies, etc. were taken. Other allegations against an SDP were reported around intimidation, racial discrimination, and disrespect. These allegations were not substantiated.

2. Providers Report

There were 11 whistleblower reports. Information was redacted and shared with the Executive Committee. One of the complaints referred to contracts administration and a client's rights violation was found and referred to Department 8. A few investigations were unsubstantiated, meaning no evidence was found. For those that were substantiated, the vendor was addressed, and corrective action was taken. More details will be shared during the Executive Report on oversight and quality assurance.

Rosie Sigala expressed concern about the cases of violence. Evelyn McOmie stated that they drop in randomly and check for evidence so that things cannot be fabricated or hidden.

D. Conflict of Resolution Plan for Michael Costa- Parita Burmee

M/S/C (L. Garcia/A. Ramirez) To approve the Conflict Resolution.

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

Ruth Janka presented the revisions to the Board/Staff Interaction Policy. This policy provides guidance on when a Board member should contact staff or go through the typical escalation process. Management suggested a motion to approve to recommend it to the Board.

Leticia Garcia suggested a month to review and that other options should be considered to address Board Member Concerns.

Action Item: Committee members will review the policy revisions for the next Executive Committee Meeting.

F. Proposed Service Provider Visit Validation for in-house services – Ruth Janka

M/S/C (A. Ramirez/R. Sigala) To recommend that the proposed Service Provider Visit Validation for in-house services be directed to VAC.

Action Item: The motion will be noted on the Board agenda, as the decision was made on behalf of the Board.

G. Succession Plan Update - Ruth Janka

1. Management Staff Professional Development Plan by Position
2. Leadership Academy
3. Standard Operating Procedures

Leticia Garcia stated all the topics were good for consideration, but stated they might be too ambitious. She suggested focusing on the Executive Director Succession Plan rather than succession plans for the entire staff. Ana Quiles agreed that the items were all important, but prioritizing could help streamline the most important section which was getting a replacement for Ruth.

Ruth Janka stated it was too much work to prepare all of these items. The work she had completed would require RFPs for consultants and she was slowly learning how it all worked. She stated she would narrow her work to the Executive Director and gather information on process, timeline, and cost. She had learned this topic was called 'Management Succession Echo Systems.' While it was all important, more time was needed to complete the macro-level work.

M/S/C (D. Coe/L. Martinez) To defer the Succession Plan Update to the next committee meeting with a specified focus on the Executive Director Succession Plan.

H. FY23-24 Annual Board Dinner/DDS Audit

Ruth Janka stated DDS did an Audit had also been conducted on the Annual Board Dinner. It was suggested to develop a policy for the dinner and to consider the costs of the dinner, as it could bring negative media attention to the center. It was left to NLACRC's discretion to determine reasonable expenditures for the dinner.

Ana Quiles asked if they needed a policy in place for the next Annual Board Dinner. Ruth Janka suggested policies and guidelines be developed. Since the dinner promotes NLACRC work, it is possible to use public funds from government spending, as they were a government entity. That could potentially be reflected in the policy. A dinner would still be held this year without a policy, as it is not required but simply a recommendation.

Leticia Garcia asked if all Regional Centers were audited for their Board Dinners. Ruth Janka stated the auditors randomly select which areas of operation to review. She stated they had brought this information to DDS to understand what they were allowed to do.

Ana Quiles asked if a policy could be created this fiscal year. Ruth Janka stated it would be possible.

M/S/C (L. Martinez/A. Ramirez) To develop a policy for the Board Dinner.

I. FY23-24 Annual Board Retreat – Locations, Dates, and Cost - deferred

J. Advanced Legislative Advocacy Training/Update

Ruth Janka stated there had been a request to include Advanced Legislative Advocacy Training. On October 18, regular training will be held for the first hour for the new Board members and an advanced training would be held the second hour for current Board members. Amy volunteered to lead the advanced training. This training would replace the GCR meeting scheduled for that day.

K. Code of Conduct Policy for Individuals, Families Served, and Staff - deferred

Action Item: Ruth will write the Code of Conduct Policy.

L. AB447 CSUN Support Letter

M/S/C (R. Sigala/B. Gatus) To approve the AB447 CSUN Letter.

Ruth noted that Ana Quiles would need to sign the letter.

Action Item: Ana Quiles will sign the CSUN Letter.

VIII. Center Operations – Ruth Janka

Ruth Janka presented the Center Operations Report. Kimberly Visokey was hired as the new Admin Assistant. Hailey Lauderdale was hired as the Executive Administrative Assistant-Projects. Postings for Lily's job were placed, and interviews would begin on Monday. Interview for the Deputy Director will begin the following week. Provider engagement is ongoing. 4,370

individuals had registered for the DSP Training with stipend and just under 2,000 people had taken the course. The goal of this training was to increase DSP skill and knowledge. Tuition reimbursement was launched for qualifying employees wanting to get a certificate or degree for up to \$30,000 for 3 years.

Ana Quiles asked if they would be informed about those who graduate using the tuition program. Ruth Janka stated they will collect that information. There is a post-graduation work requirement with NLACRC after using the funds. Ana Quiles suggested those who graduate be congratulated at the Board Dinner.

Lillian Martinez asked if recruiters were promoting the tuition program. Ruth Janka stated they absolutely were.

Ruth Janka stated that the Parental Fee Program resumed for children in 24-hour out-of-home care for medical needs. The program had been suspended due to Covid and was now being reimplemented. Last quarter, no children were placed into this program.

IX. Review of Meeting Action Items

- A. The next CAC Agenda will include a Bylaws Update.
- B. Ana Quiles will schedule a Chairs' Meeting.
- C. The Contracts motion will be noted on the Board Agenda, as the decision was made on behalf of the Board.
- D. Committee members will review the policy revisions for the next Executive Committee Meeting.
- E. The motion will be noted on the Board agenda, as the decision was made on behalf of the Board.
- F. Ruth will write the Code of Conduct Policy.
- G. Ana Quiles will sign the CSUN Letter.

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 September 28th Meeting
- B. Contract Approval on behalf of the Board.

XI. Announcements / Information Items / Public Input

- A. Next Meeting: Thursday, October 26th at 6:00 pm.
- B. Committee Attendance
- C. Supporting Japanese and Vietnamese RC Clients, September 29th at 9:00 am
- D. Self Determination Orientation, October 2nd at 9 am.
- E. Support Group Self Determination, October 4th at 4:30 pm
- F. Black & African American Support Group, October 4th at 6:30 pm
- G. Virtual Alianza de Hombres, October 10th at 7:00 pm

- H. Virtual Cafecito Entre Nos, October 12th at 11:00 am
- I. Virtual Town Hall, Ayuntamiento Virtual, October 12th at 1:00 pm
- J. Parents of Adult Consumers Support Group, October 18th at 6:30 pm
- K. Virtual Aprendiento Entre Nos, October 19th at 10:00 am
- L. Cultivar y Crecer, October 27th at 6:30 pm

XI. Adjournment

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