

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

August 31, 2022

**Present:** Ana Quiles (Chair), Alma Rodriguez, David Coe, Leticia Garcia, Lillian Martinez, Rocio Sigala, Angelina Martinez

Liliana Windover, Lizeth Chavez, Vini Montague, Ruth Janka, Clarence Foster, Evelyn McOmie, Cristina Preuss, Dr. Michael Fernandez – Staff Members

Isabel Romero-Interpreter, Nancy Gallardo- Interpreter, Dolly Sharma-Minutes Services - Guests

**Absent:**

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**I. Call to Order & Introductions**

Ana called the meeting to order at 8:01 pm.

**II. Public Input**

No public input

**III. Consent Items**

A. Approval of Agenda

**M/S/C** (R. Sigala/D. Coe) To approve the agenda as presented.

After the vote, it was decided to add an item under Committee Business. Item: O Jaravata Northridge Home PL2122-109

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

B. Approval of Minutes of July 27<sup>th</sup> Meeting

**M/S/C** (A.Martinez/D.Coe) To approve the July 27<sup>th</sup> Meeting Minutes as presented.

**IV. Consumer Advisory Committee – Dr. Michael Fernandez**

A. CAC Report - Highlights discussed at the August 3<sup>rd</sup> Committee Meeting:

1. Policies and procedures were discussed
2. The Committee would like to request a Vice-Chair position that is not a seated Board Member but is able to help mitigate the duties of the Chairperson as per the bylaws.
3. Training Presentation Calendar
4. The Committee is seeking clarification from the Board on responsibilities related to employment and opportunities

5. Jessica Gould will present on Lanterman Housing Alliance at the November meeting
6. Leisure Meetings, informal social gatherings were discussed and are tentatively planned for December and July

Evelyn McOmie will meet with Dr. Fernandez to discuss information on how the Committee can be supported in their inquiries.

**B. Report-Out Template - Lizeth Chavez/Ana Quiles**

Ana reviewed the template with the Committee Members as presented in the packet. This report is a tool that will allow liaisons between committees to have a framework for what was discussed at the meeting to be able to report out to other committees. This will streamline the communication between committees.

**M/S/C** (R.Sigala/D.Coe) To approve the Report-Out Template as presented.

**V. Committee Business**

**A. Board Support Policy Revision (Credit Monitoring) - Ruth Janka**

The Board Support Policy was amended to include a provision for credit monitoring of Board Members in the event of a breach of personal information.

**M/S/C** (D.Coe/A.Martinez) To approve the Board Support Policy as revised

**B. Board of Trustees Policy Statement Revisions – Ana Quiles**

Statement revisions for Board Officers have been amended to assign each officer to a committee responsibility as listed in the bylaws.

1. President
2. 1<sup>st</sup> Vice President
3. Secretary

**M/S/C** (R.Sigala/A.Rodriguez) To approve the Policy Statement revisions as presented.

**C. Committee Action Log for FY 2021-22 – Ruth Janka**

The action log highlights all of the actions passed by the Committee during the previous fiscal year and is reviewed each August. Ruth reviewed the items as presented in the packet and a recommendation was made to include this item in the Annual Committee Orientation. In order to do this, there will also be a revision to the Committee Critical Calendar needed.

**M/S/C** (D.Coe/A.Martinez) To approve the Committee Action Log for FY 2021-22.

**D. Proposed Critical Calendar Revision**

Ruth outlined the additional revisions to the Critical Calendar as presented in the packet and in addition, to consolidate the review of the Committee Action Log with the Annual Committee Orientation.

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

E. CY23 Performance Contract - deferred

1. Update: Public Input/Meeting - Jennifer Williamson

F. Annual Board Training Plan Update – Lizeth Chavez

Liz has edited this plan to include asterisk on items that are required by DDS. On November 7, the Lanterman Act training will be presented by the State Council at no cost to NLA. Ana recommended maintaining the same specific trainer for multiple trainings to incorporate consistency in information.

**M/S/C** (A.Martinez/L.Garcia) To approve the Board Training Plan as revised.

G. Board and Committee List Update – Ana Quiles

Revisions were made to the Board and Committee List to reflect these changes.

**M/S/C** (R.Sigala/L.Garcia) To approve the Board and Committee List for presentation to the Board at the next Board Meeting.

H. Board and Committee Time and Attendance Requirements

There is not a policy in place at this time. Current practice states that attendance is considered met if the Member is in the meeting for at least 15 minutes. Ana is bringing this issue to the Committee to define the amount of time a member must be at a committee meeting in order to be counted as “present”. After much discussion, it was determined that attendance credit at Board and Committee Meetings would be given for members who attend at least half of the scheduled duration of the meeting.

**M/S/C/O** (A.Rodriguez/R.Sigala/L.Garcia) To approve the creation of a policy for Committee Time and Attendance Requirements. The motion passed with 1 opposition from Leticia Garcia.

Lizeth will collect data related to meeting times and actual duration to determine a baseline for scheduled meeting times to report back at the next Committee Meeting for further discussion.

I. ELARC Boardmanship Manual

Ana presented a draft of the Boardmanship Manual from East LA Regional Center that can be tailored for NLA to have available as a resource for incoming Board Members. The Manual outlines basic policies as it relates to Board participation and regulations. The Committee will recommend this item to be reviewed by the Nominating Committee.

J. FY2021-22 Board vs Expenditures – Vini Montague

Vini reviewed this information as presented in the packet. This is only an update, there are no action items for the Committee on this item.

K. FY2022-23 Board Budget – Vini Montague  
Vini reviewed this information as presented in the packet. This is only an update, there are no action items for the Committee on this item.

L. POS Expenditure Data Report – Ruth Janka  
This is a duplicate agenda item on this Committee as well as the Consumer Services Committee. It is for the Committee to decide to keep this item at both meetings, to keep this report as an item on the agenda or to leave it for the Consumer Services Committee to review. Considerations were made for all options.

**M/S/C/O** (A.Quiles/D.Coe/L.Garcia) To approve the removal of the POS Expenditure Data Report as an agenda item on the Executive Committee agenda. The motion passed with 1 opposition from Leticia Garcia.

M. California State Auditor's Report/June 2022 – Ruth Janka  
Ruth briefly reviewed the Summary presented in the packet.

1. DDS Quality Incentive Measures

DDS has determined measures in different priority areas to ensure compliance with DDS directives. The areas include; Prevention and Wellness, Employment, Service Access and Workforce Capacity. Desired outcomes and metrics were identified to support the improvement of the measures.

After discussion, it was determined that Ruth Janka would create a summary of all of the actions taken by NLA in response to the findings listed in the Audit Report.

N. ARCA Report Template – Ana Quiles

Ana reviewed the template presented in the packet. This report is a tool that will allow liaisons between the Board and ARCA to have a framework for what was discussed at the meeting to be able to report out at Board Meetings.

Angelina Martinez, ARCA Delegate, stated that her preference would be to write her own report (similar to the report she provided the committee).. A committee member shared concerns that the current reporting does not provide all of the pertinent information from the ARCA meetings.

After much discussion, Ruth Janka summarized the options before the committee, which included a committee member to motion on the proposed ARCA template, a second and then put the issue to vote.

**M/S/C/O** (D.Coe/R.Sigala/) To approve the Report-Out Template as presented for ARCA Meetings for presentation to the Board. The motion passed with 1 opposition from Angelina Martinez.

During the discussion, Angela Martinez raised an issue concerning her position as an ARCA delegate which she feels entailed retaliation. A separate meeting will be scheduled to address these concerns in a more appropriate forum.

- O. Jaravata Northridge Home PL2122-109 - Vini Montague  
POS Contract – Provides Supplemental Residential Services Program Support  
5-year contract effective September 1, 2022 through August 31, 2027  
Projected total contract amount is \$1,860,736.20  
Projected to serve 3 consumers per month.

**M/S/C** (D.Coe/A. Rodriguez) To approve POS Contract PL2122-109 as presented.

## **VI. Center Operations – Ruth Janka**

COVID. Updates- COVID numbers are trending downward. Currently, there are 796 hospitalizations since July, positivity rate is at 8.4% on a 7-day average. Masking is still being recommended in indoor spaces.

Route Fire- The route fire is currently at 12% containment and evacuation orders have been lifted. There were 6 Consumers and 8 Employees who live within 10 miles of the Evacuation Zone. Frazier Mountain High School and West Ranch High School are currently serving as Evacuation Centers and NLA will continue to monitor the situation. The fire is not moving towards the area currently.

DDS Directives - A new DDS Directive was received August 26<sup>th</sup> that provides notice that the extension of Early Start services for children over the age of three, will be rescinded October 3<sup>rd</sup>. Children will need to make the transition with the support of NLA and any children eligible for services under the Lanterman Act can receive early intervention services as an educational service. This directive also states that alternative service delivery ends December 31, 2022 and will not be extended. Any virtual service delivery that is not allowed by statute will need to re-evaluate.

Staffing - Vini Montague has accepted the permanent CFO position at NLA. Recruiting for the Director of Finance position will begin promptly. Arshalous Garlanian has been promoted to Consumer Services Director and recruiting has begun for her previous role, Consumer Services Manager. Jennifer Williamson has accepted the Quality Improvement and Outcomes Manager position. This role designed to support NLA by analyzing areas for quality improvement and outcomes in Case Management.

CA Early Childhood Special Education has put out an application for their Exemplar Lead Program that will provide support throughout the state to agencies involved in the transition of children from Early Start Programs (Part B) to special education preschool (Part C) services. Under the direction of Cristina Preuss, NLA applied for the program and participated in an interview; NLA is currently waiting for the results.

Cultural Competency and Implicit Bias Training - The Lanterman Act was amended to require all Regional Centers to hold implicit bias training for all NLA staff. Currently, NLA is conducting the 2<sup>nd</sup> round of training. DDS has approved the curriculum, a requirement in order for regional centers to be found in compliance with this requirement.

DDS has completed their audit of NLACRC's compliance with the Medicaid Waiver program and NLACRC is currently awaiting results.

DDS Employment Grants – A significant number of providers have submitted grant proposals to the department, who will assemble a panel to review all of the applications and select finalists.

Town Halls continue to be held the 3<sup>rd</sup> Thursday of the month.

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

- A. Obtain clarity on Committee Priorities, confirm appointment of the Vice-Chair (Dr. Michael Fernandez, due by next Committee Meeting)
- B. Collect past meeting times for Time and Attendance benchmark (Lizeth Chavez, due by next Committee Meeting)
- C. Add the Boardmanship Manual to Nominating Committee Agenda (Lizeth Chavez, due by next Committee Meeting)
- D. Create a comprehensive list of all NLA's action items regarding the CA State Auditor's Report (Ruth Janka, due by next Committee Meeting)
- E. Schedule a time to address concerns brought up by Angelina Martinez (Ruth Janka, as soon as able)

## **VIII. Board Meeting Agenda Items**

The following items were identified for the committee's section of the September Board Meeting Agenda:

- A. Minutes of the August 31<sup>st</sup> Meeting
- B. Annual Board Training Plan
- C. FY2021-22 Board vs. Expenditures
- D. FY2021-23 Board Budget

## **IX. Announcements / Information Items / Public Input**

- A. Next Meeting: Wednesday, September 28<sup>th</sup> at 7:30 pm
- B. Committee Attendance (*Page 106*)
- C. FFRC Taller Basico de IEP, September 6<sup>th</sup> at 11:00 am
- D. Self Determination Support Group, September 7<sup>th</sup> at 6:00 pm
- E. Black & African Support Group, September 7<sup>th</sup> at 6:30 pm
- F. Cafecito Entre Nos, September 8<sup>th</sup> at 11:00 am
- G. Virtual Alianza de Hombres, September 13<sup>th</sup> at 7:00 pm
- H. Virtual Town Hall: Parent Perspective/Early Start, September 15<sup>th</sup> at 1:30 pm
- I. Community Based Organization Roundtable, September 15<sup>th</sup> at 1:30 pm
- J. Filipino Support Group, September 19<sup>th</sup> at 6:30 pm
- K. Self-Advocacy Group Meeting, September 20<sup>th</sup> at 10:45 am
- L. Performance Contract Public Meeting, September 20<sup>th</sup> at 1:00 pm
- M. FFRC Advance IEP, September 21<sup>st</sup> at 11:00 am
- N. Performance Contract Public Meeting, September 22<sup>nd</sup> at 1:00 pm

O. Cultivar y Crecer, September 23<sup>rd</sup> at 6:30 pm

**X. Adjournment**

Ana Quiles, Committee Chair, adjourned the meeting at 10:23 p.m.

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 NLACRC staff.*

