



North Los Angeles County Regional Center

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North Los Angeles County Regional Center Executive Committee Meeting Minutes February 23, 2022

Present: Leticia Garcia, Lillian Martinez, Marianne Davis, Ana Quiles, Angelina Martinez - **Committee Members**

Ruth Janka, Michele Marra, Dr. Jesse Weller, Alan Darby, Liliana Windover, and Liz Chavez – **Staff Members**

Guest: David Coe, Board Member
Christianah Adeyemi - Minutes Solutions
Nancy Gallardo & Isabel Romero - Interpreters

Absent: Jeremy Sunderland, Committee Member

I. Call to Order

Leticia Garcia, Chair called the meeting to order at 7:37 p.m.

II. Public Input

No public input.

III. Consent Items

A. Approval of Agenda

M/S/C (A. Quiles/A. Martinez) To approve the agenda as presented.

B. Approval of Minutes from the January 26th Meeting

M/S/C (A. Martinez/M. Davis) To approve the minutes as presented.

IV. **Executive Session**

A. Executive Session

1. Executive Director Performance

M/S/C (A. Quiles/M. Davis) To go into executive session at 7:38 p.m.

M/S/C (L. Martinez/A. Martinez) To end executive session at 8:16 p.m.

V. **Committee Business**

A. Executive Director Evaluation Process – Michelle Marra

1. Timeline

Michele highlighted the revisions made to the executive director's performance evaluation timeline. She explained that capitalization errors had been fixed and format corrected to include verbiage taken directly from Executive Committee policy that identifies the individuals who comprise the Negotiating Committee.

She discussed the composition of the Negotiating Committee and Legal Counsel Leah Rangel meeting with the Board President to review the Performance Evaluation and compensation process.

She advised that failure to submit a signed evaluation to Lea Rangel may lead to resignation from the Board unless a prior agreement has been made with the Board President.

M/S/C (A. Martinez/A. Quiles) To present the Executive Director Evaluation to the board for approval.

ACTION: Michele Marra will draft a weekly reminder notice for Board members to sign and submit their evaluation forms.

2. Executive Director Evaluation Policy Revision – Michele Marra

Michele Marra advised that legal counsel will review the forms and create a summary report upon receipt of evaluation forms.

ACTION: Michele Marra will amend the executive director evaluation policy to reflect when the Board President meets with the Executive Director.

M/S/C (A. Martinez/A. Quiles) To present the Executive Director Evaluation Policy to the board with revisions as indicated by Lety.

3. Executive Director Evaluation – Michele Marra

Michele Marra advised that the evaluation form was edited per Leah Rangel's recommendations.

M/S/C (A. Quiles/A. Martinez) To present the Executive Director Evaluation Policy to the board for approval.

B. Strategic Planning Update – Ruth Janka

Ruth shared a proposed Agenda from Ami Sullivan and indicated that the agenda will be further developed prior to the strategic planning retreat scheduled for March 11 to 12, 2022. Ruth confirmed that the current priorities for the strategic planning committee were provided to Ami Sullivan and will be discussed at the next strategic planning committee meeting on Monday, February 28th. Ana Quiles suggested using breakout groups during the retreat to enhance conversations. Lety responded and suggested that topic be added to the strategic committee agenda for further discussion.

ACTION: Ruth will discuss using breakout groups at the next Strategic Planning Committee meeting.

C. Board Meeting Packets – Content and Timeline – Ruth Janka

Ruth reported that the Center will seek to provide all reports and documents in one meeting packet for Board meetings, though explained that the special incident report data may not be ready and available for the Executive Director's Report and thus, sought feedback regarding excluding this information from the Executive Director's Report so that the report may be provided in Packet 1 on Friday (and then the Special Incident Report will be provided in Packet 2 the following Tuesday). The Committee agreed to exclude SIR information from the director's report in favor of having the report provided on the Friday before the board meeting. The committee also agreed that first version of the meeting packet may be sent electronically, and the revised copy will be sent the following Tuesday as both hardcopy and softcopy (electronic copy).

Also, Ruth clarified that the highlighted items in the special incident data are for incidents of alleged abuse, neglect and victims of crime.

ACTION: The Center's Risk Assessment Unit to include footnotes regarding which incident type is highlighted.

ACTION: The Center's Risk Assessment Specialist will highlight items

consistently in the SIR report.

ACTION: All committees will be notified of the change in the schedule for providing committee meeting packets.

D. Draft Policy Development Process – Ruth Janka

The Draft Policy Development Process was reviewed with the committee; suggestions were solicited from the Committee on the draft policy development process. Ana Quiles recommended including notes about each committee in the draft policy. David Coe noted that a staff from each committee should serve as a primary point of contact to confirm the item or issue is listed for the appropriate Committee. All issues should be emailed to Liz and the board support email.

M/S/C (A. Quiles/A. Martinez) To approve the Policy Development Process as amended.

E. Diversity, Equity, Inclusion, and Belonging Equity Report & Executive Summary – Jesse Weller

Dr. Weller emphasized the relevance of the DEIB report in promoting an inclusive and respectful environment. He stated that the report highlighted areas of improvement which will help with project plans and policy development and advised on conversations with the different committees to determine priority areas. Goal is to take the equity report and assess all policy project plans as applicable and capture all areas identified to prioritize and develop the timeline of completion for those areas.

F. Board Budget vs Expenditures for FY 2021-22 – Alan Darby

Alan Darby reported that NLACRC's the Board's total expenditure Budget for the current FY is \$101,500. As of February 17th, 2022, the Board had spent a total of \$26,852.91 - which is 26.46% of the total expenditure budget. The remaining amount available is \$74,647.09.

The Committee discussed organizing an in-person Board dinner for the summer of 2022.

The Committee discussed opening a leadership book club for Board members and executive staff members that would like to join. Book club will be held twice a month on a Friday afternoon for 1 hour. Ana Quiles welcomed all suggestions.

M/S/C (A. Martinez/A. Quiles) To approve an allocation budget for the book club and present to the board.

ACTION: The Center will obtain possible dates of availability and locations for the Annual Board of Trustees Dinner.

VI. Center Operations

1. COVID Related

- Ruth informed the Committee that California had modified its masking rule to no longer require masks in outdoor spaces effective February 16, 2022.
- NLACRC had secured COVID-19 home testing kits for its employees. NLACRC employees would transition to working on-site once a week, effective March 14, 2022, and then two days per week, effective April 11, 2022.
- Additionally, employers in California are requested to offer workers up to 80 hours of COVID-19-related paid sick leave as a result of recent legislation; retroactive to January 1 and effective through September 30, 2022.
- 01/21/2022 Directive: Extension of Waivers, Modifications, and Directors due to COVID-19: Directive extends the provisions within several former directives into March of 2022. The extensive of timelines allow for continued virtual intake assessments and presumptive eligibility; the continued provision of PA, SEP, and ILS under PDS, extension of Early Start services for kids aging out and transitioning to special education preschool, waiver of the half day billing requirement for day programs, and continued repurposing of waived FMS fees toward the purchase of additional self-determination services.

2. Non-COVID-Related

- Supporting Living Providers: Supportive living providers are struggling with staffing issues which impacts their ability to serve individuals. A meeting with a group of supportive living providers has been coordinated to address their concerns.
- Workforce and Employment Project: NLACRC has successfully been awarded \$90,000 for the workforce and employment project.
- Self-Determination: 81 individuals fully transitioned into the program (signed

IPPs, completed spending plans and FMS services in place). 394 individuals have completed orientation since the program became available; this is an increase of 158 individuals since our last meeting in January. 95 Certified Budgets, and additional 21 in progress. 81 approved spending plans with an additional 14 in progress.

- Individual Budget Development and Certification Tool and Spending Plan FAQs: DDS updated the SDP Individual Budget Development and Certification Tool and the Individual Budget and Spending Plan FAQs, which identify those services that can be authorized separate from the SDP Individual Budget and Spending Plan. This includes SSI and SSP payments, CIE, PIP, costs for insurance copayments, deductibles, rental assistance consistent with 4689.
- Awardee Partnership Meetings: NLACRC staff and the awardees (DVU, ICC, ASLA, Claudia Wenger) to discuss referrals and the status of their programs. First meeting was today.
- Self Determination Support Group – meets 1st Wednesday of every month, facilitated by Claudia Wenger (a contractor supporting implementation of SDP)
- Purchase of Services Expenditure Data Meetings: DDS issued guidance today to ensure regional centers comply with the statutory requirement for presenting Purchase of Service Expenditure Data; NLACRC has posted our data and notified the department of our public meetings, we are also promoting the meetings through emails and social media posts, the meetings are scheduled for March 10th at 12 noon, and March 15 at 7:00 PM. Our report to DDS is due May 31, 2022 and must be posted on our website by August 31.
- Cultural Competency/Diversity Equity & Inclusion Initiative: Diversity Equity Inclusion and Belonging Policy Steering Committee met on January 27th and agreed to be a working committee, that will meet monthly and work between meetings via email. At the initial meeting, the committee reviewed norms of engagement, and established April 30 as the timeline for completing the draft policy, for review by EC at the May 25 and presentation to the board in June. Subsequent to the meeting, Dr. Weller submitted a proposed committee charter that outlines the purpose of the committee as well as proposed mission,

vision and values, and also provided the committee with a sample DEI policy. The next policy committee meeting is tomorrow, February 24th.

- Community Engagement
 - Saturday, February 12, 2022 – Dr. Weller and I volunteered for Superfest, an event sponsored by the Matthew Foundation, was an inclusive cheerleading and football clinic facilitated by the LA Rams, Rams and Bengal cheerleaders conducted the cheerleading clinic. Sponsors included our community partner ICC and DRLC. I was able to meet the Executive Director of DRLC who has expressed interest in doing advocacy in our area, including reviewing IHSS.
 - Thursday, February 17, 2022 – Social Emotional Development in Children with ASD – by Dr. Reina Factor, a Postdoctoral Clinical Psychology Fellow at the Geffen School of Medicine at UCLA. She has expertise working with individuals with autism across the lifespan. We had 6 attendees for this event.
 - Office of Clients Rights Advocacy – Bebo Saab, and NLACRC’s CRA, Stephanie Hou, have agreed to provide a IHSS Training for our community, in a two-part series. It is being coordinated now.

VII. Board Meeting Agenda Items

- A. Minutes of the February 23rd Meeting
- B. Board Budget Leadership Book Club
- C. Amended Policy Development Process
- D. Executive Directors Evaluation Timeline, Policy and Evaluation

VIII. Announcements / Information Items

- A. Next Meeting: Wednesday, March 30th at 7:30 pm
- B. Cafecito Entre Nos: Thursday, March 10, 2022, at 9:30 a.m.
- C. Purchase of Service Data Public Meeting: Thursday, March 10, 2022, at 12 p.m.
- D. Purchase of Service Data Public Meeting: Tuesday, March 15, 2022, at 7:00 p.m.
- E. Family Focus Resource Center: Generic Services Workshop Series, CalABLE: Wednesday, March 16, 2022, at 10:00 a.m.

IX. Adjournment

Meeting was adjourned at 9:46 pm.

Submitted by,

Liliana Windover

Executive Administrative Assistant

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

