



North Los Angeles County Regional Center

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North Los Angeles County Regional Center

Executive Committee Meeting Minutes

November 23, 2021

Present: Lillian Martinez, Angelina Martinez, Marianne Davis, AnaQuiles, Jeremy Sunderland -**Committee Members**

Absent: Leticia Garcia

Ruth Janka, Michele Marra, Kim Rolfes, Dr. Jesse Weller, Alan Darby, Sandra Rizo & Cheryl Blizin – **Staff Members**

Guest: Minutes Services – Seth Tanner
Interpreters – Nancy Gallardo, Isabel Romero

I. Call to Order

Jeremy Sunderland called the meeting to order at 7:42 p.m. in absence of Lety Garcia, committee chair.

II. Public Input

Angelina thanked God for the many blessings, and for being here today having gone through a very difficult year with everything that has occurred amidst the pandemic.

Ana Quiles thanked Dr. Weller for helping with a family that has been in limbo. Appreciates Dr. Weller for interacting with families and taking care of families. His values should be followed throughout the agency. What Dr. Weller did was life changing. NLACRC need to focus on customer service and accountability. Dr. Weller is amazing!

Lilian thanked Dr. Weller for helping her family and for his prompt response to resolving outstanding issues/matters. Customer services needs to be highlighted among the NLACRC.

III. Consent Items

- A. Approval of Agenda – (*Page 2*)

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

- B. Approval of Minutes from the October 27th Meeting - (*Page 3*)

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

IV. Committee Business

- A. Board Budget vs Expenditures for FY 2021-22 (Page 11)

FY 2021-22 – (*Packet 14*)

The FY 2021-22 Board Budget vs Expenditures report was presented to the Committee. The total budget is \$101,500, year-to-date expenditures are 12,351.48, and the remaining balance is \$89,148.52.

- B. Strategic Planning Update

Next mtg. Monday, Dec. 6th. Planning retreat, which will most likely be in Santa Clarita.

- C. Approval of Contracts

1. Software Management Consultants, Inc. (SQL Developer/Network Architect Services) (*Page 13*)

2. Excellence Community Rehabilitation Program LLC (PL2079-055) (*Page 16*)

3. Excellence Community Rehabilitation Program LLC (PL0972-880) (*Page 21*)

Contracts were reviewed by the the applicable committee members during Administrative Affairs.

M/S/C (M. Davis/A. Quiles) To approve all three contracts as presented at this committee due to the board being dark in December.

D. Rocio Sigala Conflict of Interest Resolution Plan (*Page 25*)

Rocio is a newer board member has an identified a COI due to a family member being employed by a vendor to provide services to her son, who is a consumer of NLACRC. Committee approval sought as board is dark in December and Conflict Resolution Plan is due to the department. Proposed Conflict Resolution Plan for R. Sigala provided to the committee for review.

M/S/C (A. Martinez/A. Quiles) To approve the revised resubmission of the COI for Rocio Sigala as presented.

E. Status of Annual Statement Mailing

NLACRC is required to send Annual Statements to consumers and families; statements to be sent by end of November.

F. Status of Annual Zero Tolerance Mailing

DDS contract requires the Center to send disseminate the Center's Zero Tolerance Policy to vendored service providers, who in turn, disseminate to their employees. The policy will be mailed to providers by end of November 2021, which meets our contractual requirement.

G. Finalize January 12, 2022 Board Meeting Agenda

- Approval of contracts will be a report out at Board meeting
- Admin affairs revision
- Board Policy
- Sigala Conflict Resolution Plan

V. **Center Operations**

COVID related

- Booster shots now available for adults over 18+
- Regional Center Statewide COVID positive cases is up to 960, NLACRC is down 21 cases compared to September
- DDS has issued a new directive from DDS extending the expiration date of former directives issued.
- The Center has implemented "hoteling" of new staff in the Santa Clarita and San Fernando valley offices as additional staff are being added and workspace has become limited. All staff assigned to a hoteling workspace will be provided a locker to store personal items

Non-COVID-related

- Revised Service Standards to include the restoration of camping services, social recreation and nonmedical alternative therapies have been approved for recommendation to go to the board in January 2022 and if approved by board, will go to the department for approval.
- RCs are required to create/implement outreach plan on how we will be notifying our consumers/families/community of such restoration, which is due to DDS by Dec. 15th. We have a plan which includes advertising via media, etc.
- Recruitment – bringing onboard important positions that are non-consumer services related.
- Public Information Manager position was posted today, this position will be – responsible for managing the Center’s public facing communications.
- SDP – Katie Hornberger, Acting Ombudsperson, DDS SDP, attended the Center’s SDP local volunteer advisory committee meeting, and provided info on role of ombudsmen person.
- NLACRC will be sponsoring a SDP resource fair with Disability Voices United
- PBC has been finalized and on target to meet submission to DDS by Dec. 1st.
- Diversity, Equity and Inclusion foundational training for staff begins Monday, Nov. 29th. Also, a DEI newsletter is being developed.
- December’s Town Hall will be on Eligibility and Intake.
- November Employment Roundtable with Stanford University
- NLACRC Holiday Gift drive - Gift distribution
- Kim’s virtual retirement event will be held on Dec 9th

VI. Board Meeting Agenda Items

- A. Minutes of the November 23rd Meeting

VII. Announcements / Information Items

- A. Legislative Town Hall, November 30th at 6:00 p.m.
- B. Next Meeting: Wednesday, January 26th a 7:30 pm (December is dark)

VIII. Adjournment

Public Input –

- Jeremy thanked everyone and asked for a prayer for Lety who is having trouble with her health and wished everyone a Happy Thanksgiving.
- Jeremy Sunderland adjourned the meeting at 8:29 pm in absence of Lety Garcia, committee chair.

Submitted by,

Sandra Rizo

Executive Administrative Assistant

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