

North Los Angeles County Regional Center
Executive Committee Meeting Minutes
October 27, 2021

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

Absent: Jeremy Sunderland

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

Guest: Minutes Services - Mike

I. Call to Order

Lety Garcia, President, called the meeting to order at 9:45 p.m.

II. Public Input

No public input.

III. Consent Items

A. Approval of Agenda – (*Page 2*)

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

B. Approval of Minutes from the September 29th Meeting - (*Page 4*)

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

IV. Committee Business

A. Whistleblower Compliance Activity Follow Up

1. Whistleblower Complaint Process

Based on the feedback received from this committee during the last meeting regarding complaints about professional conduct, the following steps have been taking to ensure investigations pursue all possible sources of information relevant to the complaint:

- Establish monthly cross-departmental meetings to assign complaints to the appropriate venue.
- Assigned investigator will be required to request information from the following sources: Human Resources, DDS complaint log, second director's line, reception call logs, and general call center, in order to determine if there were other prior complaints.

Per counsel's recommendation, only two terms should be used, substantiated and unsubstantiated, meaning not enough evidence to substantiate complaint.

2. Follow-up regarding non consent sexual relations incident report

This incident report was investigated by Adult Protective Services and their conclusion was the allegation was unsubstantiated.

B. Employee Retention Strategies

Our demographics are shifting; therefore, the following steps will be taken to match our retention strategies to match the shifting demographics.

- The center received feedback from recruiters and human resources staff regarding staff compensation and the challenges with competing for candidates in the current employment market. Human Resources and Fiscal Department will be reviewing compensation analysis proposals to determine next steps.
- The center will also solicit feedback from staff regarding longevity starting November 15th to obtain retention recommendations for our organization.
- We are also looking at revising our job descriptions to reflect our values of diversity, equity, and inclusion.

C. Board Member iPads

The center purchased and secured 22 iPads, including a contract for 2 years for internet services or connectivity. However, only 3 iPads are being used by board members. We are looking at ways to deploy and use the remaining iPads.

Going forward, it was recommended when contract for internet services expired, to buy an internet plan individually.

ACTION: Agenda Item for next Board Meeting: Availability of iPads for Board Members including training on how to use them.

D. Diversity, Equity & Inclusion Policy Development Timeline

Once the center obtains the equity report due in mid-December, the center will start working on creating the steering committee and policy development. Timeline: Early 2022.

E. Board Budget vs Expenditures

1. 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 \$9,518.04, and the remaining balance is \$91,981.96.

F. DDS 2021-22 Service Access and Equity Grant

The center is planning to submit two proposals:

1. Workforce & Employment Project.
2. Grassroots Community Outreach and Engagement Project.

We are on target to submit these proposals before the deadline of November 3, 2021.

G. Strategic Planning Update

The Strategic Planning Committee (SPC) met with Ami Sullivan, consultant to discuss the following:

- Reviewing interview questions
- Establishing list of individuals for 1:1 leadership interviews
- Communication process between consultant and strategic planning

committee.

- Proposed Timeline for development of the strategic plan
- Monthly instead of quarterly SPC meetings will occur in order to develop the center's strategic plan. Next meeting: November 1st at 6:00 pm.

H. Annual Strategic Planning Update (*Page 16*)

A PowerPoint presentation with the Five-Year Strategic Plan Year 4 (FY 2021-22) was reviewed with members of this committee.

ACTION: The committee recommended to include a copy of this presentation in the SPC packet for meeting on November 1st.

I. FY 22-23 Board Training Plan (*Page 54*)

The CY2022 Board Training Plan was reviewed with members of this committee. The following is the minimum requirement trainings:

- Board Governance
- Whistleblower Policy
- Conflict of Interest Policy
- Linguistic and Cultural Competency

ACTION:

1. FY 21-22 Board Training Plan: It was recommended to move the date of the Conflict of Interest scheduled in May 2022 to June 2022 (during our board member orientation) in order to comply with DDS annual requirement which is due by August 1st.
2. It was also recommended to establish definitive dates instead of months for the board training programs and to schedule these trainings during the evening or weekends.

J. Ana Quiles Conflict of Interest Resolution (COI) Plan Resubmission (*Page 55*)

Ana Quiles identified a COI in the previous fiscal year. A resolution plan was created and approved by State Council and DDS for one year which will

expire soon, therefore a new COI plan needs to be resubmitted. Since there were no changes to her COI, the COI resolution plan will remain the same as last year.

M/S/C (L. Martinez/A. Martinez) To approve the resubmission of the COI for Ana Quiles as presented.

K. ARCA Delegate and ARCA Alternate Nomination Process

The two years term for NLACRC ARCA delegate and alternate will expire by the end of this fiscal year. Questions were discussed as of what the process is to solicit new ARCA delegates.

ACTION: Information will be obtained from ARCA regarding the recruitment process and then the policy should be updated to reflect the process for soliciting a delegate and alternate.

V. **Center Operations**

A. COVID-19

1. COVID-19 Vaccine Mandate for Services Providers

The California State extended its order mandating the regional centers provider to have proof of vaccination by November 30, 2021. Requests have been received from consumers and families to demonstrate proof of vaccination. Our services coordinators are also required to comply with vaccination mandate.

2. COVID-19 Vaccine Booster Shots

Vaccine booster shots are now available for both Pfizer and Moderna. These are recommended however are not required as part of the public health vaccine mandates.

B. Northeast Valley health Corporation (NEVHC) Grant of \$250,000

NEVHC received a grant of \$250,00 to help increase developmental screenings. NEVHC's mission is to provide quality safe and comprehensive primary health

care to medically underserved residents in the San Fernando and Santa Clarita Valleys.

C. Communications

Feedback regarding the number of communications sent suggests oversaturation. We are revising our strategy during an interim period to provide a weekly bulletin until we develop a yearly communication plan to meet the needs of our community

D. Staffing

The following position has been created:

- Deaf Services Specialist Position under the Community Services Department.
- Emergency Management Coordinator
- 6 positions including a supervisor under the Enhance Service Coordination Unit.

E. Self Determination Program

- The center is number one in the State for enrollment in the SDP program. Ruth and Dr. Weller met with SDP Local Advisory chair to talk about program implementation and coordinating an SDP fair.
- SDP workbook is available as of September 30th.
- DDS announced the appointment of Katie Hornberger as the Acting Ombudsperson for SDP. Katie will be attending the SDP Local Volunteer Advisory Committee in November.
- Next SDP Local Advisory Committee will be on November 18th at 6:30 pm.

F. Performance Contract

Staff have developed metrics for Performance Contract to be reviewed at Strategic Planning Committee next Monday. Any needed updates will be made and then contract will be reviewed by the board at the November 10 meeting, and if further updates are needed, we will seek board approval for the Executive Committee to approve at the November 23rd meeting.

G. Diversity, Equity and Inclusion Initiative

Completed their listening session on October 14th with 57 participants for public, October 25th with 54 participants for staff, and the consumer event is scheduled November 2nd with 24 registered.

H. Community Engagement

- Town Hall scheduled on Thursday, October 21st has been rescheduled to Friday, October 29th at 12:00 pm. This town hall will be regarding “Personal Safety & Disaster Preparedness” by L. Vance Taylor, Chief, Office of Access & Functional Needs at California Governor’s Office of Emergency Services.
- November 18th Town Hall will be on the topic of employment services presented by the Department of Rehabilitation.
- NLACRC will also host an employment roundtable with Stanford University on November 17th.

I. Legislative Town Hall

Legislative Town Hall has been scheduled on November 30th from 6:00 pm to 7:30 pm. Topics include affordable housing, mental health awareness and increasing regional center service access and equity.

J. DDS Call for Ornaments for Annual Capitol Tree Lighting

Reminder that the deadline for sending ornaments to DDS for the annual Capitol Tree Lighting Ceremony is Friday, November 12.

VI. Board Meeting Agenda Items

- A. Minutes of the October 27th Meeting
- B. Board Members' iPads and Training
- C. Board Budget vs Expenditures for FY 2021-22
- D. Annual Strategic Plan Update
- E. Ana Quiles Conflict of Interest Resolution Plan Resubmission
- F. FY 2021-22 and FY 2022-23 Board Training Plans

VII. Announcements / Information Items

- A. Next Meeting: Wednesday, November 23rd at 7:30 pm

VIII. Adjournment

Lety adjourned the meeting at 11:24 pm.

Submitted by,

Liliana Windover

Liliana Windover

Executive Administrative Assistant

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