

**Minutes of Regular Meeting
of
North Los Angeles County Regional Center
Board of Trustees**

The Board of Trustees of North Los Angeles County Regional Center, Inc., a nonprofit corporation, held their regular board meeting at North Los Angeles County Regional Center, 9200 Oakdale Avenue, Chatsworth, California, on February 8, 2017

Trustees Present

Pam Aiona
Dan Becerra
Adelina Castellanos
Jenean Glover
Jessica Gould
Erika Hernandez, Intern
Marcia Leija
Meagan Miller
Caroline Mitchell
Bridget Moss
Debra Newman
Lou Paparozzi
William Rayber
Jeremy Sunderland
Curtis Wang
Todd Withers
Tamar Witmer

Trustees Absent

Michelle Heid
Shant Kotchounian

Staff Present

George Stevens
Diane Ambrose
Michele Marra
Kim Rolfes
Liliana Windover
Sandra Rizo
Elsa Detweiler

Guest Present

Julie Eby-McKenzie
Caleb Logan
Kent Carter
Jann Seymour
Madeleine Lobe
Luis Sayo
Sharoll Jackson
Maria Romero
Steve Nukker
Jaime Favela

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1. Call to Order & Introductions

Lou Paparozzi, president, called the meeting to order at 6:37 p.m. and introductions were made.

2. Public Input & Comments (3 minutes)

- A. Julie Eby-McKenzie, from the State Council on Developmental Disabilities, announced that the “Changes and Choices Endowment” conference will be held on March 2, 2017.
- B. An update on the most recent Self Determination Local Advisory Committee meeting was provided.

3. Consent Items

A. Approval of Revised Agenda (Packet #2, page 51)

Item 11.C.4 was moved to become a committee action as Item 5.C.1.

M/S/C (W. Rayber/C. Wang) To approve the agenda as presented/modified.

B. Approval of January 11th Board Meeting Minutes (Packet #1, page 7)

M/S/C (D. Becerra/W. Rayber) To approve the minutes as presented/modified.

4. Presentation of Draft Audited Financial Statement - Handout

Kim Rolfes distributed the draft audited financial statement for the Board of Trustees' review. She indicated that our auditors, Marcum Accountants and Advisors, are wrapping up a couple of minor issues regarding legal matters and insurance. If there are any changes between the draft and the final version, they will only be minor in nature.

Roger Bulosan, of Marcum Accountants and Advisors reviewed the draft audited financial statement for FY 2015-16 with the Board of Trustees. The statement included 3 audit reports: 1) financial statements; 2) internal controls; and 3) compliance with major federal awards. The center received another excellent financial audit with no material weaknesses or findings. However, Marcum identified one non-compliance audit finding in regards to the fact that out of 40 Individual Family Service Plan (IFSP) records sampled, 2 of them were not in compliance with the statutory six month review requirement.

Julie Eby-McKenzie inquired if the public should have access to the draft audited financial statement, as copies were only provided to the board members. Kim stated that this is a draft report and once this report is approved by the Board, copies will be provided to the public. George reported to Julie that we needed to research her inquiry and that we would follow-up with her in regards to the requirement to release the draft audited financial statement to the public.

A. Acceptance of Audited Financial Statement (Packet #2, page 54)

M/S/C (T. Witmer/M. Miller) Since the audited financial statement had not been finalized by Marcum, acceptance of the audited financial statements was deferred to the Executive Committee for review and recommendation on behalf of the Board of Trustees.

5. Committee Action Items (Packet #1, page 14)

A. Administrative Affairs Committee (Dan Becerra)

1. Approval of Contract: Larry Wong

M/S/C (J. Gould/C. Wang) To approve the contract with Larry Wong, as presented.

B. Government & Community Relations Committee (Tamar Witmer)

1. Approval of Strategy to Implement the Board's SPERV Policy

a. Service Provider Strategy: It was recommended that some members of the center's Vendor Advisory Committee (VAC) come to the board meetings and give presentations on their programs. The board already has presentations scheduled for the February and March meetings, so the presentations would begin with the April 13th board meeting.

b. Legislative Visit to Support Assembly Bill 279 (Holden-D): It was recommended to start a grassroots effort with our board and service providers to support AB 279 which would give DDS the authority to increase certain provider rates to keep pace with local minimum wage increases. These visits would be in addition to our annual legislative visits to be scheduled during Grass Root Week.

M/S/C (T. Witmer/W. Rayber) To approve the strategy to implement the board's Service Provider and Elected Representative Visit policy, as presented, and to do our best to respond to a call to visit our legislators to support Assembly Bill 279.

2. Approval of Plans for the Lanterman Act Anniversary Event

(See Committee Action 5.C.1. below.)

3. Approval of Change to GCR's Section of the Board Audit

The committee is recommending that the reference to the center's "organizational principles" be replaced with the center's "Mission, Vision, and Values Statement."

M/S/C (W. Rayber/J. Gould) To approve the changes to the Government & Community Relations Committee's Section of the Board Audit, as presented.

C. Executive Committee (George Stevens)

1. Approval of Plans for the Lanterman Act Anniversary Event

The board had initially approved holding this even at CSUN on Friday, April 28th, however their venue was not available. It is now being proposed that the event be held on Friday, April 21st at the Airtel Plaza Hotel.

M/S/C (W. Rayber/J. Gould) To approve the plans for the Lanterman Act 50th Anniversary Event, as presented.

6. **Director's Report** (*Packet #2, page 55*)

George Stevens addressed the following areas in his report: allocation methodology; state budget, legislation; and regional center operations. Copies of the director's report were included in the meeting packet along with the center's monthly quality assurance, consumer statistics, and special incident reports. Also attached to George's report was a legislative update which included a copy of AB 279 (Holden), a bill that would adjust service provider rates to compensate for the continuing minimum wage increases.

George announced that we have a tentative date to conduct our purchase of service (POS) expenditure data community meeting at our San Fernando Office in Chatsworth on Thursday, March 23rd. Once the date and time are finalized, that information will be posted on the center's website.

7. **Association of Regional Center Agencies**

A. Report on January 19th & 20th Meetings (Sacramento)

Debra Newman reported that the ARCA Delegates Group did not have an assignment or a special meeting. The issues discussed at the ARCA Board of Directors meeting were already covered by George in his director's report given earlier in this meeting. The next ARCA meetings will be held on March 15th and 16th in Sacramento.

8. **Administrative Affairs Committee** (*Packet #2, page 103*)

A. Minutes of the January 25th Meeting

The minutes were included in the meeting packet; please see Dan Becerra with any questions.

B. Financial Report

The center's operations budget is currently \$48,909,218 with no surplus or deficit projected. The POS budget is \$376,848,143, with a projected deficit of just over \$8 million. Year to date, the center's operating costs are at 13.0%, which is under the 15% cost cap.

C. 2nd Quarter Human Resources Report

During the 2nd quarter of this fiscal year, the center had 0 positions on hold, 18 new hires, 0 promotions, and 12 separations for a quarterly turnover rate of 0.08%.

9. **Consumer Services Committee** (*Packet #1, page 20*)

A. Minutes of January 18th Meeting

The minutes were included in the meeting packet; please see Jessica Gould with any questions.

B. 1st Quarter Exceptions/Exemptions Report

Copies of the report were included in the meeting packet.

The exceptions report lists requests from consumers and families for services that are outside of the center's service standards and whether those services were approved or denied. During the 2nd quarter of this fiscal year, the center approved 280 requests and denied only 9.

The exemptions report lists requests made for services that have been suspended or reduced as a result of the trailer bill language. The report showed that during the 2nd quarter, no exemptions were requested.

C. 1st Quarter Appeals/Hearings Report

Copies of the report were included in the meeting packet. During the 2nd quarter:

1. Eligibility: 267 Notices of Action were sent and 3 were returned (appealed).
2. Service: 185 Notices of Action were sent and 12 were returned.
3. Hearings: 11 fair hearings were held:
 - 5 eligibility hearings (3 denied, 2 dismissed)
 - 6 service hearings (4 denied, 2 dismissed)

D. 1st Quarter Consumer Diagnosis Report

Copies of the report were included in the meeting packet. The report showed diagnostic information about the center's consumers each quarter since July 1, 2014. Of the 23,453 consumers that the center serves, the diagnosis breakdown is as follows:

1. Intellectual Disability: 8,731 (4.3% increase since July 1, 2014)
2. Autism: 9,205 (24.5% increase, but 6.5% less than last quarter)
3. Cerebral Palsy: 544 (2.6% increase)
4. Epilepsy: 241 (8.0% increase)
5. Other developmental disability: 1,126 (14.5% increase)
6. Status 0, 1, 2: 3,606 (17.7% increase)

Status 0 are clients in intake, Status 1 are clients in Early Start (at risk), and Status 2 clients are children over 3 that have been found eligible for regional center services. There are an especially high number of consumers with autism in the Santa Clarita Valley because there are a lot of children living there – as opposed to the Antelope Valley which mainly serves adult consumers.

E. Self-Determination Program Update

DDS has not yet re-submitted the federal waiver application to the Center for Medicaid and Medicare Services (CMS). DDS must first post the waiver application for 30 days before submitting it to CMS; then CMS has 90 days to review and approve the waiver. In the meantime, our Self-Determination Volunteer Advisory Committee continues to meet, but now only every other month until some movement is made with the self-determination program. Agendas and minutes from the meetings are posted on the center's website. Also, Evelyn Chamorro, our self-determination specialist, continues to provide community outreach and fliers about the self-determination program are sent to consumers and families with all of their Individual Program Plans in English and in Spanish.

10. **Consumer Advisory Committee**

- A. Minutes of the February 7th Meeting - Deferred

11. **Executive Committee (Packet #2, page 114)**

- A. Minutes of the January 25th Meeting

The minutes were included in the meeting packet; please see Lou Paporozzi with any questions.

B. Executive Director Evaluation Forms (*Will be mailed out*)

Each year at this time, the board is provided with the executive director evaluation form for their completion. Board members are required to complete the evaluation form. The completed forms should be considered confidential information and should be mailed directly to Lou Paparozzi prior to the March 15th deadline. Any questions should be directed to Michele Marra at (818) 756-6125 or e-mailed to her at mmarra@nlacrc.org. Jennifer Kaiser will be mailing out the evaluation forms with stamped, addressed envelopes to the board next week.

C. Actions Taken on Behalf of the Board of Trustees

The Executive Committee took action, on behalf of the Board of Trustees, on the following:

1. Approval of Contract: Le Foyer
2. Support of Legislation to Address Minimum Wage Increases
3. Approval of Board Member Participation at The Arc/UCP Conference
4. Approval of Date for Legislative Event: Friday, April 21st (Airtel Plaza)

D. Board Retreat and Board Dinner

Lou reported that the committee decided they would like to have the June 2nd and 3rd board retreat held at the Universal Sheraton and the June 24th board dinner held at the Valencia Hyatt. Jennifer Kaiser is making the necessary arrangements.

12. **Government & Community Relations** (*Packet #1, page 38*)

A. Minutes of the January 18th Meeting

The minutes were included in the meeting packet; please see Tamar Witmer with any questions.

B. Legislative Update

1. Minimum Wage Legislation [This was addressed in George's director's report in Section 6 above.]
2. Legislative Advocacy Training: Steve Miller and Michelle Heid will be holding ongoing legislative trainings for our community. The next one will be held from 1:00 to 3:00 p.m. on Saturday, February 18th, at Tierra del Sol's Van Nuys campus. A copy of the flier was included in the meeting packet.

3. Weekly conference calls: The committee agreed to hold weekly conference calls with Steve Miller and Michelle Heid so they could be kept updated on what's going on legislatively. Board members who would like to participate in these weekly conference calls should see Tamar Witmer.

13. **Nominating Committee** (*Packet #2, page 132*)

A. Minutes of the February 1st Meeting

The minutes were included in the meeting packet; please see Bridget Moss with any questions.

B. Status on Recruitment

The committee held group orientations for the board and Vendor Advisory Committee (VAC) applicants on Tuesday, January 24th. The committee has identified 10 board candidates and 10 VAC candidates to be interviewed. Board applicants interviews will be held on the evenings of March 1st and 2nd; interviews with VAC applicants will be held on the evenings of March 21st and 22nd. Also, the committee has developed a tentative slate of officers for next fiscal year.

14. **Post-Retirement Medical Trust Committee** (*Packet #2, page 136*)

A. Minutes of the January 25th Meeting

The minutes were included in the meeting packet; please see Lou Paporozzi with any questions.

B. Statement on Current Trust Value

The value of the trust assets as of January 24, 2017 was \$20,481,132, an increase of \$19,823,875 since the last quarterly report. The increase was due to a gain in investments in the amount of \$633,512 and a contribution made by the center in the amount of \$23,745. The rate of return for the quarter was 1.18% (net of fees). The annualized rate of return since the trust's inception, 146 months ago, was 5.77% (gross of fees).

C. Presentation of Proposed Change to Policy/Procedure

The center is part of the California Public Employees' Retirement System (CalPERS) which has announced that they have fallen short of their projected earnings. As such,

the employer contributions will increase to cover this shortfall, which will continue to grow over the next several years. This unfunded retirement liability will have an impact on the PRMT and how much the center will be able to contribute to the PRMT on an annual basis. As such, the committee would like to expand its oversight to include the employees' retirement program. One policy change was proposed; the addition of another duty: "Review periodic annual retirement valuation reports." This policy change will be presented again at next month's board meeting for approval.

15. **Strategic Planning Committee** (*Packet #2, page 143*)

- A. Minutes of the February 6th Meeting - Deferred
- B. DDS Approval of NLACRC's 2017 Performance Contract

DDS approved the center's 2017 performance contract, as presented. A copy of the approval letter was included in the meeting packet.

- C. Quarterly Report on Program Closures

A copy of the quarterly program closure report was included in the meeting packet. Since FY 2008-09, 210 programs have closed which impacted 2,236 consumers.

16. **Vendor Advisory Committee** (*Packet # 2, page 154*)

- A. Minutes of the January 5th Meeting
- B. Minutes of the February 2nd Meeting

The minutes were included in the meeting packet; please see Michelle Heid with any questions.

17. **Old Business / New Business** (*Packet #1, page 46*)

- A. Attendance Sheets

The board and board committee attendance sheets are always included in the meeting packet. Board members cannot miss 3 meetings in a row or 5 meetings in a 12-month period.

- B. Complete Meeting Evaluations

Lou asked the board members to please complete evaluation forms after the meeting and submit them to him with any comments.

C. Visitation Reports – No visitations were reported.

18. Announcements / Information / Public Input

A. Next Board Meeting: Wednesday, March 8th, at 6:30 p.m. (Chatsworth Office)

19. Adjournment

Lou adjourned the meeting at 7:50 p.m.

Submitted by,



Liliana Windover
Executive Administrative Assistant

for:



Debra Newman
Board Secretary

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