

**MINUTES OF JULY 11, 2016**  
**Inland Counties Regional Center, Inc.**  
**Board of Trustees Meeting**

**MEMBERS PRESENT:** Peter Asten Tom Cosand; Ted Leonard; Amanda McGuire; Keith Nelson; Cameron Page; Rene Rojo; Elvia Sanders; Sheela Stark; Alva Stewart; John Weeks

**MEMBERS ABSENT:** Jack Padilla

**DIRECTORS PRESENT:** Steve Beckett; Felipe Garcia; Don Meza; Merissa Steuwer; Vince Toms; Kevin Urtz

**RECORDING SECRETARY:** Sandra Guzman

**STAFF PRESENT:** Kenneth Armstrong; Coby Carwile; CJ Cook; Robin Ferguson; Kurtis Franklin; Edyth Gallardo; Andrea Gonzales; Maia Lawrence; Debra Mannon; Sheri Staggers-Doswell

**GUEST PRESENT:** Atif and Hanieh Fakhoury, There is Hope Behavioral Management Services; Ashwin Gaur, New Living Options; Gregory Mathes, OPARC; Shannon Meehan, SCDD San Bernardino; Douglas Perkins, Regional Advisory Committee 12

Mr. Nelson called the meeting to order at 6:03 p.m. A quorum was established.

**MINUTES OF MAY 9, 2016 BOARD OF TRUSTEES MEETING: 1) Motion made to approve the minutes of the May 9, 2016 Board of Trustees Meeting as written M/S/C Cosand/Rojo.** Ms. Sanders abstained.

**PUBLIC INPUT:** None

**SELF-DETERMINATION UPDATE:** Mr. Meza stated the minutes to the last three meetings were provided in the Board Packet. The Department of Developmental Services (DDS) needs to report back to the Center of Medicare and Medicaid Services (CMS) no later than mid-August. Once CMS receives the DDS' response they will have 90 days to approve the plan. There is hope that by November the plan will be approved. The advisory committee continues to meet monthly. DDS will be providing guidelines for training staff later on this month and shortly after for the community. Each regional center received an allotted amount to participate in the pilot program for the first 3 years. IRC's amount is 244. At the last count, IRC has received 244 requests to participate. There is no guarantee that everyone requesting interest will be able to participate. Mr. Meza thanked CJ Cook and his team who have been instrumental in setting up trainings for staff. The next advisory committee meeting is scheduled for July 26 at 6:00 p.m. at the State Council local office.

**CHAIRPERSON'S REPORT:** Mr. Nelson reported the following: the Executive Committee met on June 22 and with the Board's authorization, approved IRC's Worker's Comp Insurance. The committee also discussed the duties of the committee, received an update on the building's security, went over some training topics for the Board and discussed board vacancies. The Board currently has 3 vacancies. 1 is for a consumer representative and 2 community members. Mr. Nelson shared he attended the ARCA Consumer Advisory Committee meeting with his son. They worked on goals for the committee and came up with 30 of them. It was inspiring the way they all expressed their needs and wants.

**EXECUTIVE DIRECTOR'S REPORT:** Mr. Urtz welcomed three new additions to the management team. Ms. Maia Lawrence, Ms. Amy Clark and Mr. Kenneth Armstrong. IRC is fortunate and happy to have them. Ms. Alma Gonzales decided to leave IRC. She is moving to the San Diego area to be closer to her family. IRC submitted a plan of correction in response to IRC's caseload ratio data. The plan addressed two areas where IRC fell below the Welfare & Institutions Code requirements. The areas were consumers enrolled in the Home and Community Based Waiver and consumers who have not moved from the developmental centers to the community since April, 1993. Staff continue to interview and hire for vacant positions. However, IRC continues to grow at such a fast pace, meeting ratio requirements can be difficult. Staffing issues is a common problem amongst most regional centers. Staff recently completed a security survey. 52% indicated they wanted no fence around the complex. An additional 25% indicated they only wanted a fence around the back parking lot. There was a strong support for surveillance cameras around the building and parking lot. Next phase is to remove the fence around the front parking lot in late July or early August. Lastly, Senator Connie Leyva attended a training at the center and stopped by to view the memorial items. She visited for a while, took pictures and signed one of the banners

**FINANCIAL REPORT:** Ms. Steuwer submitted a written report and explained the expenditures for the Operations and Purchase of Services budgets. **2) Motion made to accept the financial report as presented M/S/C Rojo/Stewart.** Ms. Steuwer stated that the benefit package for staff will not be available for the Board's review and approval until August 10-11. Ms. Steuwer is requesting the Board authorize the Executive Committee to review and approve the benefit package at the August committee meeting or to call for a Special Board Meeting on August 11. Mr. Nelson polled the Board. **3) Motion made to authorize the Executive Committee to review and approve the benefit package on behalf of the Board M/S/C Rojo/Page.** Mr. Page requested the Executive Committee meet on August 10. Executive Committee will meet on August 10 at 4:00 p.m.

#### **COMMITTEE REPORT:**

**1) Another Way:** Ms. Andrea Gonzales reported the 2016 Golf Tournament was held on May 20-21. The tournament raised \$122,000 and netted \$69,000. Master Sergeant Wayman made the Hole-in-One and won \$25,000. A survey went out to all the golfers. Results from the survey indicated the desire to return to Temecula Creek Inn in 2017. The Annual Toy Drive is scheduled for December 14 at the Event Center in San Bernardino. Ms. Gonzales was happy to announce Another Way received the Kaiser grant in the amount of \$10,000 for consumer's emergency unmet needs. The committee continues to work on fund raising ideas.

**a) Approval of Another Way Operating Manual:** Ms. Andrea Gonzales stated that under the direction of Mr. Urtz, Mr. Beckett and Mr. Meza, Another Way has revised its operating manual. Ms. Gonzales is requesting the Board's approval of the revised manual. **4) Motion made to approve the revised operating manual M/S/C Rojo/Leonard.**

**2) Vendor Advisory Committee:** Mr. Nelson thanked Ms. Simpson for serving on the Board as the VAC Representative and welcomed Ms. McGuire to the Board.

Ms. Simpson and Ms. McGuire submitted a written report. Ms. Simpson stated the May Revise was approved however, the details are not available yet. Vince Toms, Director of Community Services attended the June Day Program Pre-VAC meeting to discuss the changes that are coming with the Workforce Innovation and Opportunity Act (WIOA) requiring all consumers ages 18 to 24 to have a two page assessment prior to being referred to a day program. Since the assessment has not been approved by the state, business will continue as usual until further notice. The Centers for Medicare and Medicaid Services (CMS) guidelines were also discussed.

The topic of the MCO tax was discussed as well. DDS sent out a survey to random vendors to complete. Vendors are not sure how to utilize these funds and are waiting on DDS to provide them with some instructions.

**a) Approval of New Members:** The Membership Committee is requesting the Board's approval for the following members: Victor Sanchez, Salem Christian Homes as the Residential for all level homes. **5) Motion made to approve the appointment of Victor Sanchez to the Vendor Advisory Committee M/S/C Rojo/Cosand;** Lynn Vizcarra, DesertArc for Adult Day Programs. **6) Motion made to approve Lynn Vizcarra as the Day Program Representative M/S/C Rojo/Stark;** Gregory Mathes, OPARC for Vocational Services. **7) Motion made to approve Gregory Mathes as the Vocational Services Representative M/S/C Rojo/Stewart;** Johana Cacido, Creative Home Programs for Infant/Children Representative. **8) Motion made to approve Johana Cacido as the Infant/Children Representative M/S/C Rojo/Page;** Donita Remington, UCDD as the Member at Large. **9) Motion made to approve Donita Remington as the Member at Large M/S/C Rojo/Cosand.**

**3) Legislative Report:** Ms. Cummings submitted a written report on current legislative issues. Ms. Cummings will be invited to Executive Committee to discuss current legislative issues.

**Old Business:** None

**New Business:**

- 1) Ratify 2016-17 DDS Contract:** Mr. Nelson reported that he signed the 2016-17 Contract on June 9 and is requesting the Board to ratify the contract. **10) Motion made to ratify the DDS contract M/S/C Cosand/Rojo.**
- 2) Review and Approval of Whistleblower Policy:** Mr. Nelson stated at the exit audit meeting the auditors mentioned they did not see the Board's review of the Whistleblower Policy in the minutes. The policy was updated and needs to be approved by the Board. **11) Motion made to approve the amended Whistleblower Policy M/S/C Cosand/Rojo.**

**Trustee Input:**

Mr. Cosand apologized for not attending the ARCA meeting in June. Some of the items discussed at the meeting were the housing needs for consumers, proposed closure of SDC, integrated employment and the National Core Indicator data.

Mr. Nelson shared that the National Core Indicator data was discussed at the ARCA CAC meeting as well.


Mr. Nelson thanked IRC's leadership, Directors and staff on the new and positive attitude of moving forward.


Mr. Nelson adjourned the meeting at 7:19 p.m. to go into Executive Session to discuss legal and personnel matters.

The Board went into Executive Session at 7:41 p.m. and reconvened at 8:38 p.m. No actions were taken during Executive Session.

The meeting was adjourned by Mr. Nelson at 8:40 p.m.

Respectfully Submitted,

  
for Cameron Page  
Board Secretary

  
Keith Nelson  
Board Chair

## **MOTIONS FOR JULY, 2016**

- 1) **Motion made to approve the minutes of the May 9, 2016 Board of Trustees Meeting as written M/S/C Cosand/Rojo.**
- 2) **Motion made to accept the financial report as presented M/S/C Rojo/Stewart.**
- 3) **Motion made to authorize the Executive Committee to review and approve the benefit package on behalf of the Board M/S/C Rojo/Page.**
- 4) **Motion made to approve the revised operating manual M/S/C Rojo/Leonard.**
- 5) **Motion made to approve the appointment of Victor Sanchez to the Vendor Advisory Committee M/S/C Rojo/Cosand.**
- 6) **Motion made to approve Lynn Vizcarra as the Day Program Representative M/S/C Rojo/Stark.**
- 7) **Motion made to approve Gregory Mathes as the Vocational Services Representative M/S/C Rojo/Stewart.**
- 8) **Motion made to approve Johana Cacido as the Infant/Children Representative M/S/C Rojo/Page;**
- 9) **Motion made to approve Donita Remington as the Member at Large M/S/C Rojo/Cosand.**
- 10) **Motion made to ratify the DDS contract M/S/C Cosand/Rojo.**
- 11) **Motion made to approve the amended Whistleblower Policy M/S/C Cosand/Rojo.**