

MINUTES OF SEPTEMBER 12, 2016
Inland Counties Regional Center, Inc.
Board of Trustees Meeting

BOARD TRAINING: Internal IT Training/Mr. Franklin

MEMBERS PRESENT: Peter Asten; Tom Cosand; Ted Leonard; Amanda McGuire; Keith Nelson; Jack Padilla; Sheela Stark; Alva Stewart

MEMBERS ABSENT: Cameron Page; Rene Rojo; Elvia Sanders

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

RECORDING SECRETARY: Sandra Guzman

STAFF PRESENT: Giuseppe Ancona; Robert Britton; CJ Cook; Jennifer Cummings; Robin Ferguson; Kurtis Franklin; Edyth Gallardo; Andrea Gonzales; Greg Harrison; Gabriela Hernandez; Demetria Lee; Katie Lee; Debra Mannon; Hoang Nguyen; Felicia Valencia;

GUEST PRESENT: Carol Aspe, Consumer; Lizette Ceja, 24 Hr Homecare; Ashwin Gaur, New Living Options; Sharon Jimenez, DDS; Gregory Mathes, OPARC; Shannon Meehan, SCDD; Ryan Nelson, Consumer

Mr. Nelson called the meeting to order at 6:12 p.m.

MINUTES OF JULY 11, 2016 BOARD MEETING: 1) Motion made to approve the minutes of the July 11, 2016 Board of Trustees Meeting as written M/S/C Cosand/Stark. Mr. Padilla abstained.

PUBLIC INPUT: None

SELF DETERMINATION UPDATE: Mr. Meza reported that the Self Determination Committee continues to meet monthly. The committee has been focusing on training as things continue to move forward. DDS continues to work on the guidelines that will be provided to staff. There is hope that the program will be approved by the end of November. There has been some debate on how Person Centered Planning is interpreted. Person Centered Plan is going to be a large part of Self Determination. There are now 262 consumers and families that have expressed interest in the program. IRC will be allotted 244 spots to participate in the pilot program. The next committee meeting is scheduled for 6:00 p.m. on September 17 at the State Council San Bernardino office.

CHAIRPERSON'S REPORT: Mr. Nelson thanked IRC's staff, leadership team and Directors for doing such a good job handling the day to day tasks. He is happy to report that the Board's Inbox has been free of complaints which is an indication that IRC is moving in a positive direction. Mr. Nelson shared he has been attending the CAC meeting with his son and would like to encourage the Board to attend a CAC dance or upcoming event. He is also looking forward to the Another Way Toy and Food Drive. He would like to see the Board more involved in these events.

EXECUTIVE DIRECTOR'S REPORT: Ms. Johnson asked the Directors to introduce their new program managers. Ms. Webster introduced Mr. Giuseppe Ancona, Early Start Clinic. Mr. Meza introduced two new program managers: Ms. Demetria Lee, Riverside Adult Central and Hoang Nguyen, San Bernardino Foothill Mountain Adult. Mr. Garcia introduced three new program managers: Katie Lee, Riverside School Age Southeast, Felicia Valencia, Riverside School Age West and Gabriella Hernandez, West End School Age.

Ms. Johnson reported as of August 30, 2016 IRC had 32,245 active cases. This is a growth of 531 cases since June 1, 2016. Managers continue to interview for CSC positions and have hired 20 new employees as of July. Ms. Johnson thanked Mr. Urtz for taking the lead on building security. Mr. Urtz walks around the buildings, talks to staff and keeps in touch with the security team. Management received positive feedback after the front fence was removed. The next phase is to open the back gates then eventually take down the back fence. Restoration of building 3 has begun and contractor is hoping to have everything completed by the end of December. IRC had visits from two legislators. Senator Connie Leyva on July 7 and Assembly Member Cheryl Brown on August 12. Open Enrollment was held on August 30, 2016 at the Rock Church. Staff expressed their gratitude to the Board for offering such a generous benefit package. Ms. Johnson thanked Ms. Steuwer for all the work she did in preparing for Open Enrollment.

FINANCIAL REPORT: Ms. Steuwer stated that she did not prepare a Financial Report due to IRC receiving its C1 allocation at the end of August. Ms. Steuwer provided a summary of the new components in the Fiscal Year 2016-17 budget. 1) ABX 2 1 Section §4639.5 funding for staff. These funds are to be used to enhance staff salaries and/or benefits. These funds cannot be used to increase Executive Staff salary and/or benefits. They cannot be used to pay for unfunded retirement liabilities. 2) Allocation to improve Service Coordinators (CSC) caseload ratios. The allocation is estimated to pay for 28 CSC positions at base level. 10 have already been filled. The remaining 18 positions will be allocated to between the Children and Transitions Units and Adult Services Units. Children and Transition units will receive 8 and Adult Services will receive 10 of these positions. 7 new managers have been hired this year.

COMMITTEE REPORTS

- 1) **ANOTHER WAY:** Ms. Gonzales provided a written report and highlighted the following upcoming events: 1) The Annual Food Drive is scheduled for December 10th from 12:00 p.m. to 2:00 p.m. 2) 350 kids have been signed up for the Toy Drive scheduled for December 14th. The Christmas Tree with the kids wishes will be set up on November 1 in building 2 employee lounge. Sandals Church will be honored during the Toy Drive. 3) Strategic Planning & Team Building Retreat will be held on March 10, 2017. Another Way has invited IRC's Executive team and Board's Executive Committee to participate. 4) Walk & Rock 2017 is tentatively scheduled for September 23, 2017. The Board's attendance to any or all of these events is welcome.
 - a) **ANOTHER WAY RESERVE FUNDS:** The Another Way Committee is requesting the Board's approval to withdraw \$30,000 from the Another Way's investment account. Funds will be used for the Strategic Planning Retreat, update the Another Way website and replacing Christmas decorations lost due to the December 2 attack. **2) Motion made to approve withdrawing \$30,000 from the investment account M/S/C Stewart/Cosand.**
- 2) **VENDOR ADVISORY COMMITTEE:** Ms. McGuire provided a written report and announced that the VAC Committee has an opening for a Residential Level 4 and Behavior Mod representatives. The committee decided to eliminate the Behavior Mod position and have a Member at Large specializing in Behavior Mod attend join the Day Program subcommittee. The committee will also be working on revising the VAC Bylaws. Anyone interested in helping can contact Ms. McGuire for more information. The VAC voted to go dark in December. The next VAC meeting is scheduled for 10:00 a.m. on October 17, 2016 at Salem Christian Homes in Chino.
- 3) **LEGISLATIVE REPORT:** Ms. Cummings provided a summary of pending legislation that may be of interest to the Board and vendors.
- 4) **CONSUMER ADVISORY COMMITTEE:** Mr. Ryan Nelson provided a written overview of the events from the past 8 months and shared information on some future events. Mr. Ryan Nelson invited the Board to attend a CAC meeting and/or event.
- 5) **MASTER TRUST COMMITTEE:** Mr. Britton announced Achieving a Better Life Experience (ABLE) Act has made it to California. California had their first meeting in August. ABLE is not expected to be available until 2017. Master Trust role would serve more of an agency and charge maintenance fee. There is no back end processing.

- a) **APPROVAL OF NEW MEMBER:** Mr. Britton requested the Board's ratification of new voting member of the Master Trust Committee, Hon. J. Michael Welsh. Mr. Welch's biography was included in the Board's packet. **3) Motion made to accept Honorable J. Michael Welsh as a member of the Master Trust Committee M/S/C Asten/Padilla.**

OLD BUSINESS: None

NEW BUSINESS:

- 1) **2017 PERFORMANCE CONTRACT PLAN:** Mr. Cook reported that in addition to the required public meeting that was held on August 31 at the Molina office in San Bernardino. A Survey Monkey was also set up to collect input. Both the meeting notice and survey link was posted on IRC's website. The 2017 Performance Contract Plan was reviewed. **4) Motion to approve the 2017 Performance Contract M/S/C Cosand/Stark.**
- 2) **ABX 2 1 SALARY ENHANCEMENT:** Ms. Steuerer mentioned as explained during her Financial Report, ABX 2 1 funds are to be used to enhance salaries and/or benefits. With the Board's approval, the employee's benefit package for this year's Open Enrollment was enhanced. Ms. Steuerer will have a draft budget of the remaining funds for the Board's approval at the November meeting.
- 3) **FORMING BOARD COMMITTEES:** Mr. Nelson announced the Board needs to establish the following ad-hoc committees: Nominating, Micro Enterprise and Orientation. The following Board Members volunteered to serve on these committees:
- a) **NOMINATING COMMITTEE:** Ms. Stark, Mr. Padilla, Mr. Leonard and Mr. Page will serve as an alternate.
- b) **MICRO ENTERPRISE COMMITTEE:** Mr. Nelson, Ms. Stark and Ms. Stewart.
- c) **ORIENTATION COMMITTEE:** Mr. Nelson, Ms. Stark, Ms. Stewart and Mr. Page. Mr. Kurtis Franklin, IT Manager will be assigned to assist this committee.

TRUSTEE INPUT:

Mr. Nelson shared that in the past two months he has met with State Controller Chiang and Senator Connie Leyva.

Ms. Stark announced that she and some of her colleagues offer pro bono work to two individuals per month. Please let her know if there is a consumer in need.

Mr. Nelson announced that the November Board meeting will be held at the Rock Church and adjourned the meeting at 7:06 p.m. to go into Executive Session to discuss legal and personnel matters.

The Board went into Executive Session at 7:16 p.m. and reconvened at 7:46 p.m. No action was taken by the Board during Executive Session.

The meeting was adjourned by Mr. Nelson at 7:48

Respectfully Submitted,


for Cameron Page
Board Secretary


Keith Nelson
Board Chair

MOTION FOR SEPTEMBER, 2016

1) Motion made to approve the minutes of the July 11, 2016 Board of Trustees Meeting as written M/S/C Cosand/Stark.

2) Motion made to approve withdrawing \$30,000 from the investment account M/S/C Stewart/Cosand.

3) Motion made to accept Honorable J. Michael Welsh as a member of the Master Trust Committee M/S/C Asten/Padilla.

4) Motion to approve the 2017 Performance Contract M/S/C Cosand/Stark.