

**MINUTES OF NOVEMBER 13, 2017**  
**Inland Counties Regional Center, Inc.**  
**Board of Trustees Meeting**

**BOARD TRAINING:** Intake Process for Early Start and Lanterman Consumer

**MEMBERS PRESENT:** Peter Asten; Tom Cosand; Ted Leonard; Amanda McGuire; Keith Nelson (via conference call); Jack Padilla; Cameron Page; Sheela Stark; Alva Stewart

**MEMBERS ABSENT:** Rene Rojo; Elvia Sanders

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

**RECORDING SECRETARY:** Sandra Guzman

**BOARD FACILIATOR:** Ashwin Gaur, New Living Options

**STAFF PRESENT:** Wasima Alvi; CJ Cook; Kurtis Franklin; Andrea Gonzales; Gabriel Ortiz; Elizabeth Tagle

**GUEST PRESENT:** Kiana Buffington; Consumer; Enrique Camacho, Parent; Enrique Salvador Camacho, Consumer; Cynthia Hernandez, Parent; Amy A. Lee, Consumer; Philip Lee, Parent; Gregory Mathes, OPARC; Alejandra Rivera, Community Member; Alexis Rodriguez, Consumer; Dimpna Rodriguez, Parent; Mario Rodriguez, Parent; Alyse Schwerdt; Denise Thornquist, DDS

**CALL TO ORDER:** Mr. Nelson called the meeting to order at 6:00 p.m.

**MINUTES OF SEPTEMBER 11, 2017:** A request was received to correct the minutes under the Chairperson's Report. Minutes should read "asking the Board to oppose SB18. 1) Motion made to approve the Minutes of the September 11, 2017 with correction M/S/C Page/Stark."

**PUBLIC COMMENT:**

1. Maria Elena Hernandez, Fiesta Educativa. Ms. Hernandez presented IRC with a thank you plaque for the continual support given to Fiesta Educativa. Ms. Hernandez stated she is hopeful she will be able to resume to use IRC's auditorium for the annual conference in the future.

**SELF DETERMINATION:** Mr. Meza reported the remaining questions need to be answered by CMS before the department can resubmit the plan for approval. The department has been more vocal and has been actively encouraging more trainings. In October, IRC Program Managers attended a full day orientation where the main focus was Self-Determination. As an agency, IRC continues to hold SD Advisory meetings. The next advisory meeting is scheduled for November 28, 2017 at 6:00 p.m. in the IRC's Board Room.

**CHAIRPERSON'S REPORT:** Mr. Nelson is reporting from Sacramento as he is there with his son Ryan attending the DDS CAC meeting. Mr. Nelson reports with the holiday season approaching, he would like to see the Board support staff, consumers and Another Way by attending the upcoming events. Mr. Nelson thanked CJ and his staff for another successful Fall Festival. He especially wanted to thank Amelia Maldonado for reaching out to local legislators and inviting them to attend. The Board had our annual retreat in October. Valuable information was exchanged and simple obtainable goals were set

such as better communication between board and staff, keeping a board calendar, working with staff on outreach and striving for 100% board attendance at board meetings.

**EXECUTIVE DIRECTOR'S REPORT:** Ms. Johnson introduced Elizabeth Tagle new Program Manager for the Riverside Transition Unit. Ms. Tagle will be replacing Olivia Gutierrez who will be retiring after 22 years at the end of November. Ms. Johnson reported that as of October 31<sup>st</sup> IRC reports 34,443 active cases. At this rate, IRC anticipates reaching 35,000 by the end of March. The Fall Festival was a success thank you to CJ Cook, his team and the many volunteers that made it all possible. On December 2<sup>nd</sup>, IRC will be holding a private commemoration for IRC staff, Board and invited guests from 10:00 a.m. to 12:00 noon.

**FINANCIAL REPORT:** Ms. Steuwer provided an update on IRC's Operations' budget for fiscal year 2017-18. IRC received the D1 Allocation from DDS on August 31, 2017. The total allocation for Operations including CPP is \$68,887,181. That is an increase of 6.06% from last year. Ms. Steuwer reviewed the standard budget items as well as highlighted the new policy item that was included in the D1 this year.

**2. Motion made to approve the projected expenditure plan for fiscal year 2017-18 M/S/C Page/Leonard.**

**EMPLOYEE RECOGNITION REPORT:** Written Report.

Mr. Nelson requested item #2 under New Business to be moved forward.

**NEW BUSINESS:**

- 2) **APPROVAL OF NEW OFFICERS:** The Board has elected to increase the membership to 15. Ms. Stark reported that the Nominating Committee would like to recommend Joshua Souder, Eric Naranjo, Gizelle Siojo and Kiana Buffington to serve on the Board. **3. Motion made to approve the appointment of Joshua Souder, Eric Naranjo, Gizelle Siojo and Kiana Buffington to the Board M/S/C Page/Alva.**

**COMMITTEE REPORTS:**

1. **ANOTHER WAY:** Ms. Gonzales shared this time of the year is a busy time for Another Way. Another Way was able to provide \$50 Stater Brother's Gift Cards to 155 consumers in need for Thanksgiving. The annual toy drive that is scheduled for December 13<sup>th</sup> has raised about \$18,000. Ms. Gonzales shared and invited the Board to the upcoming events: Toy Drive, December 13, 2017; Food Drive, December 16, 2017; Bowling, April 14, 2018 and the 20<sup>th</sup> Annual Golf Tournament, June 8-9, 2018.
2. **COMMUNITY ENGAGEMENT REPORT:** Mr. Cook reported that the 2017 IRC Fall Festival was held on November 4<sup>th</sup>. The event was well attended by approximately 1,500 consumers/family members, community members and local legislators. This years was a carnival theme with 75 vendor booths on display. Premier Health Care hired the former President of the CAC as Mario the Monkey Mascot. She will be traveling all over as their official mascot.
3. **CONSUMER ADVISORY COMMITTEE:** Mr. Ryan Nelson stated he was currently in Sacramento attending the DDS CAC meeting. He shared that the CAC BBQ went well and was well attended. On December 16<sup>th</sup>, the CAC will be holding the December CAC Cycle Club 20 Mile Ride. The CAC Winter Ball Dance is scheduled for December 7<sup>th</sup> at Fiesta Village.
4. **VENDOR ADVISORY COMMITTEE:** Ms. McGuire submitted a written report and announced that she will be resigning from the VAC. She has accepted a position at IRC and will be working with Vince Toms. The VAC Nominating Committee is recommending Donita Remington as the VAC

Chair. **4) Motion made to accept Ms. Remington as the VAC Chair M/S/C Asten/Stewart.** Mr. Cosand thanked Ms. McGuire for her service on the Board.

**NEW BUSINESS:**

1. **2018 PERFORMANCE CONTRACT PLAN:** Mr. Cook reviewed the 2018 Performance Contract Plan. The plan went from 5 measures in 2017 to 17 for 2018. 9 measures are on employment. Disparity continues to be an issue and staff will continue visit and reach out to people in those areas. IRC's Employment Specialists are out in the community as well promoting employment fairs, paid internships and job readiness. The 5 standard measures such as minors and adults living in the home will continue to be monitored. Mr. Cook is requesting the Board's approval of the 2018 Performance Contract Plan as presented. **5) Motion made to approve the 2018 Performance Contract Plan M/S/C Stewart/Leonard.**
2. Was addressed earlier.
3. **PURCHASE OF SERVICE POLICY:** Mr. Toms explained IRC received new language regarding its respite policy. The respite policy was updated to reflect these changes. The policy will no longer have a cap on authorized hours. **6) Motion made to accept the revised policy M/S/C Page/Leonard.**
4. **POLICY ON PROCUREMENT:** Mr. Toms reviewed the revised Policy on Procurement and Disbursement of Funds Relative to Resource Development, and General Operations for the Inland Regional Center. The following sections were revised: 1b. To include culturally and linguistically groups but not limited to just them; 1e. To include financial statements of the applicant; 1f. Request for Proposals to look more transparent and to ask the IRC Board's Executive Committee to review and score the submissions; and 3d. If a contract is terminated and the service is needed the Board can award the contract to another vendor that is in good standing with IRC. **7) Motion made to approve the revised language in the Procurement Policy M/S/C Asten/Page.**
5. **ANOTHER WAY NAVIDAD EN EL BARRIO RESOLUTION:** Ms. Gonzales is requesting approval of the Navidad En El Barrio Resoultion. **8) Motion made to adopt the resolution and partner with Navidad En El Barrio M/S/C Page/Padilla.**

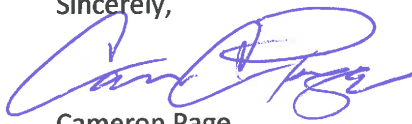
**TRUSTEE INPUT:** None

Mr. Nelson adjourned the meeting at 6:53 p.m. to go into Executive Session. Executive Session was called to order at 7:01 p.m.

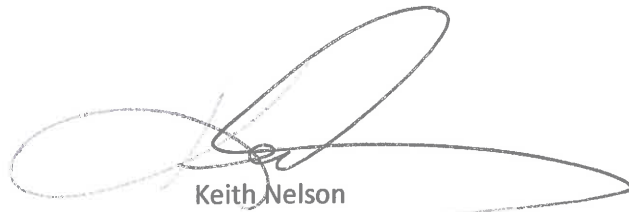
The Board reconvened at 7:33 p.m. The Board approved an audit item and acted on some ligations matters.

Mr. Nelson adjourned the meeting at 7:34 p.m.

Sincerely,



Cameron Page  
Board Secretary



Keith Nelson  
Board Chair

**Motions for November 13, 2017**

- 1) Motion made to approve the Minutes of the September 11, 2017 with correction M/S/C Page/Stark.**
- 2. Motion made to approve the projected expenditure plan for fiscal year 2017-18 M/S/C Page/Leonard.**
- 3. Motion made to approve the appointment of Joshua Souder, Eric Naranjo, Gizelle Siojo and Kiana Buffington to the Board M/S/C Page/Alva.**
- 4) Motion made to accept Ms. Remington as the VAC Chair M/S/C Asten/Stewart.**
- 5) Motion made to approve the 2018 Performance Contract Plan M/S/C Stewart/Leonard.**
- 6) Motion made to accept the revised policy M/S/C Page/Leonard.**
- 7) Motion made to approve the revised language in the Procurement Policy M/S/C Asten/Page.**
- 8) Motion made to adopt the resolution and partner with Navidad En El Barrio M/S/C Page/Padilla.**