

AGENDA
INLAND COUNTIES REGIONAL CENTER, INC.
BOARD OF TRUSTEES MEETING and
BOARD OF TRUSTEES ANNUAL MEETING
MONDAY, MAY 11, 2020
Meeting: 4:00 p.m. to 6:00 p.m.
Only Via Live Stream at [Inlandrc.org/live](http://inlandrc.org/live)

Call to Order/Mr. Page

Minutes of March 9, 2020 Board Meeting/Mr. Page Action

Public Input: Comments limited to 3 minutes per person. Action may not be taken on any item that is not on the Agenda. **Due to the existing COVID-19 State of Emergency, all requests for public comment must be submitted in writing prior to the meeting by using the submission form found at inlandrc.org/live. In order to protect the rights of our consumers, comments should not include personal consumer information. If you have a specific issue or comment, contact your CSC or email your comments to Btrustees@inlandrc.org.**

Executive Director's Report/Ms. Johnson Info

Old Business: None

New Business:

- (1) Election of Officers/Mr. Page Action
- (2) Worker's Comp Insurance/Ms. Steuwer Action
- (3) IRC's Line of Credit/Ms. Steuwer Action
- (4) EBSH RFP's – Sycamore and Zuni/Mr. Toms Action
- (5) Signature Authorization on Accounts/Mr. Beckett Action

Trustee Input Info

Adjournment

Next Meeting Date: July 13, 2020

MINUTES OF MARCH 9, 2020
Inland Counties Regional Center, Inc.
Board of Trustees Meeting

BOARD PRESENT: Peter Asten; Kiana Buffington; Carmen Estrada; Alicia Lara; Ted Leonard; Eric Naranjo; Cameron Page; Donita Remington; Elvia Sanders; Gizelle Siojo; Joshua Souder; Sheela Stark; Alva Stewart

MEMBER ABSENT: Rene Rojo

DIRECTORS PRESENT: Steve Beckett; Felipe Garcia; Lavinia Johnson; Merissa Steuwer; Vince Toms; Treva Webster

RECORDING SECRETARY: Sandra Guzman

BOARD FACILIATORS: Nicole Atkinson; Phillip Botello; Laura Castagnola

STAFF PRESENT: Ben Cheng; CJ Cook; Robin Ferguson; Kurtis Franklin; Lilliana Garnica; Gabriel Ortiz; Kimrosha Saterfield

GUEST PRESENT: Shannon Meehan, SCDD; Nikisia Simmons, DDS; Vic Steele, At Home Care 24/7; David Twichell, Peppermint Ridge; Christine White, At Home Care 24/7

CALL TO ORDER: Ms. Stark called the meeting to order at 5:01 p.m.

MINUTES OF JANUARY 13, 2020 BOARD MEETING: 1. Motion made to approve the minutes of the January 13, 2020 meeting as presented M/S/C Buffington/Page.

PUBLIC INPUT:

Shannon Meehan, State Council on Developmental Disabilities (SCDD) shared the following information:
1) Program Development Grant (PDG) Cycle 43 that is available in each Regional Office catchment area. Proposals must be related to SCDD's State Plan Goal of Self-Advocacy. Proposals are due May 20, 2020.
2) SCDD is collaborating with Disabilities Rights of California and Autism Society of America to hold a Legal Intake Clinic on March 24th. The clinic will include issues relating to service access, Individual Program Plans, Competitive Integrated Employment and Developmental disability-based civil rights violations. The presentation is provided as a free community event. RSVP at (909) 890-1259 or via email at sanbernardino@scdd.ca.gov.

SELF DETERMINATION UPDATE: Mr. Meza submitted a written report. The Board had no questions.

EXECUTIVE DIRECTOR'S REPORT: Ms. Johnson reported the following: 1) IRC's current active cases is 39,930 which is an increase of 271. 2) IRC currently has 774 employees and managers continue to interview and hire for vacancies and growth positions. 3) Ms. Johnson and Mr. Urtz attended the Inland Empire Caucus 16th Annual Legislative Breakfast on February 7th at the Doubletree in Ontario. 4) On February 7th, Ms. Johnson, Mr. Urtz, Eric Hamler and Lilliana Garnica met with Assembly Member Reyes and her staff to discuss staffing ratios, rates and meeting the needs of our culturally diverse population. 5) Congratulations to Juanita Aguilar for being selected Hercules of the Month and to Marie Harris for being selected as the Positively Contagious recipient for the month of January. 6) On February 18th, Mr.

Anthony Hill the new Executive Director for San Gabriel/Pomona Regional Center visited IRC. He met with the directors and toured our campus. 7) On February 22, 8 IRC's Board of Trustees traveled to Sacramento to participate in the ARCA Academy Training. 8) Ms. Johnson provided an update on the challenges regional centers are facing with the Covid-19 and current measures taking place to keep consumers, vendors and staff safe. Statewide level information is posted on DDS' website as well as IRC's.

DIRECTORS REPORT: Directors submitted written reports. The Board had a question regarding the Loma Linda physicians. IRC has a contract with Loma Linda. A group of physicians provide assessments in our Intake Department. Loma Linda physicians get the opportunity to learn about our populations and IRC is very pleased with the service they provide.

COMMITTEE REPORTS:

- 1) **ANOTHER WAY:** The Board had no questions.
- 2) **CONSUMER ADVISORY COMMITTEE:** No questions from the Board.
- 3) **LEGISLATIVE COMMITTEE:** No questions.
- 4) **VENDOR ADVISORY COMMITTEE:** Ms. Remington shared a presentation by Creating Behavioral Educational Momentum which was well received. Vendors interested in this presentation are encouraged to contact Lynn De Anda. Vince Toms informed the vendors about the CMS Final Rule. The State approved survey is available for Residential and Day Program vendors. Survey must be completed by mid to late March. DDS will be conducting site visits for approximately 50% of the vendors. Mr. Toms stressed the importance of being collaborative and working together.
- 5) **MASTER TRUST COMMITTEE:** There were no questions from the Board.

NEW BUSINESS

- 1) **CPA DRAFT AUDIT:** Ms. Steuerer presented the draft CPA Audit to the Executive Committee. IRC received a modified opinion which is a clean audit. It is the Executive Committee's recommendation that the Board accept the CPA Audit as presented. **2. Motion made to accept IRC's CPA audit as presented M/S/C Stewart/Souder.**
- 2) **\$250,00 CONTRACTS:** Mr. Toms stated the contracts were discussed in detail with the Executive Committee and is now requesting a motion to approve the contracts listed. **3. Motion made to approve the contracts listed in the board packet M/S/C Page/Stewart. Mr. Asten abstained.** Ms. Stark requested a list of service codes. Mr. Toms will provide the list to Sandra who will email it to the Board.
- 3) **REVISED DRESS CODE POLICY:** Mr. Beckett explained the old policy was outdated and it was divided by male and female. He with the help of Maria Harkin rewrote the entire policy. Staff input was received and considered when updating this policy. Specific hair styles and tattoo specifications were removed. **4. Motion made to approve the revised Dress Code Policy M/S/C Souder/Naranjo.**

- 4) **REVISED TRAVEL EXPENSE REIMBURSEMENT POLICY:** Mr. Beckett reviewed the changes made to the Travel Expense Reimbursement Policy. Vicinity travel was added to the policy and the carpool section was clarified. **5. Motion made to approve the revised Travel Reimbursement Policy M/S/C Leonard/Souder.**
- 5) **REVISED FISCAL SPONSORSHIP AGREEMENT:** Mr. Beckett stated that this agreement is for Another Way. Typically, when you have an organization that is not separate from the corporation it needs a sponsorship agreement. This agreement is usually submitted with all grant applications. Just recently one of the grantors requested an updated agreement. **6. Motion made to approve the revised Fiscal Sponsorship Agreement for Another Way M/S/C Souder/Page.**
- 6) **APPROVAL OF VAC NEW COMMITTEE MEMBERS:** Ms. Remington is requesting the Board to ratify the committee's decision to appoint Tim Heaslip as the new Health/ICF Representative. **7. Motion made to ratify the committee's decision to appoint Tim Heaslip as the new Health/ICF Representative for the VAC M/S/C Buffington/Souder.**
- 7) **APPROVAL OF VAC NEW OFFICERS:** Ms. Remington stated the Vendor Advisory Committee is requesting approval for the officers: Donita Remington for Chair; April Stewart for Vice Chair and Jean Delgado for Secretary and Donna Grimm as Membership Committee Chair. **8. Motion made to approve the slate of officers as presented M/S/C Leonard/Naranjo.**
- 8) **CHANGE IN TERM OF MEMBERSHIP:** Ms. Remington is requesting the Board's approval in changing the terms of office for VAC representatives so they can be in line with the revised By Laws. New term date will be from March 1 to February 28. **9. Motion made to approve the new terms of office for the VAC's representatives M/S/C Page/Naranjo.**

TRUSTEE INPUT:

Mr. Leonard shared that he attended the ARCA Academy Training and he learned a lot. They learned about serial meeting and where the money goes.

Mr. Souder shared he attended as well. He also learned a lot and felt the time went by quickly. He now knows how he can help others.

Ms. Sanders attended the training and found it to be very interesting but a little rushed.

Ms. Lara felt the training was very informative. It was a good experience and learned a lot.

Ms. Stewart enjoyed the training. She stated they were given the opportunity to grade themselves and gaged where they are. Very insightful.

Ms. Remington felt the training was well designed and very informative.

Mr. Page thanked everyone for attending and agreed that the training was very beneficial and well attended. There were approximately 140 people in attendance. Although it was a bit rushed, it was very informative. A survey will be coming out soon as possible.

Ms. Stark felt the training was a bit rushed but was very informative. She gained lots of ideas and hopes they'll have another one next year. She thanked everyone who attended.

Ms. Stark adjourned the meeting at 5:37 p.m. to go into Executive Session. Executive Session was called to order at 5:45 p.m.

The Board reconvened at 6:36 p.m. The Board took actions on insurance matters.

Ms. Stark adjourned the meeting at 6:37 p.m.

Sincerely,

Alva Stewart
Board Secretary

Cameron Page
Board Vice Chair

MOTIONS FOR THE JANUARY 13, 2020 MEETING:

1. **Motion made to approve the minutes of the January 13, 2020 meeting as presented M/S/C Buffington/Page.**
2. **Motion made to accept IRC's CPA audit as presented M/S/C Stewart/Souder.**
3. **Motion made to approve the contracts listed in the board packet M/S/C Page/Stewart. Mr. Asten abstained.**
4. **Motion made to approve the revised Dress Code Policy M/S/C Souder/Naranjo.**
5. **Motion made to approve the revised Travel Reimbursement Policy M/S/C Leonard/Souder.**
6. **Motion made to approve the revised Fiscal Sponsorship Agreement for Another Way M/S/C Souder/Page.**
7. **Motion made to ratify the committee's decision to appoint Tim Heaslip as the new Health/ICF Representative for the VAC M/S/C Buffington/Souder.**
8. **Motion made to approve the slate of officers as presented M/S/C Leonard/Naranjo.**
9. **Motion made to approve the new terms of office for the VAC's representatives M/S/C Page/Naranjo.**

Dear Board Members -

Our Annual Meeting is coming up on May 11. We elect officers as part of that meeting. Also, as most of you may know, our Chairperson, Sheela Stark, has resigned from the Board.

The proposed Slate of Officers is:

Chair - Cameron Page

Vice Chair- Alva Stewart

Secretary- Carmen Estrada

Member at Large,
Executive Committee Ted Leonard

Member at Large,
Executive Committee Kiana Buffington

If you would like to nominate yourself, or any other board member, for any of the positions listed above, please provide that information to Sandra Guzman no later than close of business April 29, 2020.

Thank you for your service, and be well,

Cameron