

MINUTES OF JULY 13, 2020
Inland Counties Regional Center, Inc.
Board of Trustees Meeting

BOARD PRESENT VIA CONFERENCE CALL: Peter Asten; Kiana Buffington; Carmen Estrada; Alicia Lara; Ted Leonard; Eric Naranjo; Cameron Page; Donita Remington; Rene Rojo; Gizelle Siojo; Joshua Souder; Alva Stewart

BOARD MEMBERS ABSENT: Elvia Sanders

FACILITATORS PRESENT VIA CONFERENCE CALL: Nicole Atkinson; Phillip Botello; Robyn Souder

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

STAFF PRESENT VIA CONFERENCE CALL: Ben Cheng; Kurtis Franklin

RECORDING SECRETARY: Sandra Guzman

CALL TO ORDER: Mr. Page called the meeting to order at 4:06 p.m.

MINUTES OF MAY 11, 2020 ANNUAL BOARD MEETING: 1. Motion made to approve the minutes of the May 11 Annual Board Meeting as presented M/S/C Naranjo/Lara.

PUBLIC INPUT: Mr. Damewood submitted the following written comment.

I know all are very busy. Thanks so much for your time. I want to share the link of the CDC that is specific to DD facilities. It states if a resident is an essential worker the resident can come and go as needed. This should show the CDC support of limited family and friends visits since an essential worker at a store open to the public would encounter many contacts a day. I am confused since freedom has always been the hallmark of California as doors at facilities must not lock on the inside letting a resident leave if they wish.

Staff comes and goes as their shift ends. When with residents only, staff does not wear masks nor gowns. While on break, some staff even smoke cigarettes. When Staff is off duty they go to their spouses, friends, shop, and much more. Therefore, if there are not symptoms of physical temperature the Staff is allowed to go right back to work at the facility, but for residents it is being declared if they go out for Mother's or Father's Day, the 4th of July, or other Family visits that Residents must automatically isolate for 14 days. How does this help the Resident's mental health or provide any infection control?

I do wear a mask when out. I use disposable gloves in certain situations. I do believe in public we must keep up our guard. I would share too for the Inland Valley Health Plan that out of 19,000 members by end of June they had only 21 cases reported. Statistics are a bane to me as LA County saved all their recent data and condensed it to show a spike. For instance 2 people come to visit daily for 14 days so 2 a day, but if totaled on the last day all 28 show up at once. Also, Smalltown-USA has one a person with a stroke and next year there are 2 that is a 100% increase.

Please apply the same rules to Residents as we do Staff. Infections may be more of an isolation issue with staff coming and going, bringing in their lunch - even their family or friends and more. I do not think automatically isolating a Resident for merely being intellectually disabled is either fair or respecting Civil Rights.

PRODUCTIVITY PRESENTATION: Mr. Franklin went over IRC's Productivity Report with the Board. Report was included in July 13th meeting packet.

EXECUTIVE DIRECTOR'S REPORT: Ms. Johnson reported the following: 1. IRC's current number of active cases is 39,894 which is an increase of 14 cases. 2. IRC currently has 494 service coordinators. Current caseloads are 78:1. IRC has implemented a hiring freeze and will not be filling staff vacancies or growth positions for this fiscal year. 3. Staff will continue to work remotely. Staff may come into the office one day per week. A self-assessment check in process has been established, all staff and individuals coming into the building are required to complete prior to entering the building. Everyone is required to wear a mask and practice social distancing. 4. Covid-19 Testing was held on site on June 24 and June 25 for all employees, board and individuals who enter our building. We had 266 participants. Results showed 3 tested positive for Covid and 1 for antibodies. Another testing is scheduled for July 22 and 23. 5. PPE Distribution. Ms. Johnson thanked Vince Toms, Brian Tremain, Gabriel Ortiz, Dalila Balderas and their staff for continuing to pass out PPE to our vendors. 6. California's final budget includes several trigger cuts. DDS system will not face those that were talked about in May. 7. IRC received confirmation from the Department that the 2020 Performance Contract was approved and it is posted on IRC's website. 8. Congratulation to Katherine Orozco for receiving the "Above & Beyond" award for the month of May.

EXPENDITURES RELATED TO COVID 19: Ms. Steuwer reported the additional expenditures for respite, residential support and bed hold due to Covid 19 to be \$5,314,377. We are expecting and addition 1.5 million for the month of July now that state of emergency has been extended through July. The expenditure per service was submitted in her report.

DIRECTOR'S REPORT: The Directors submitted written reports. The Board had no questions.

COMMITTEE REPORTS

1. **ANOTHER WAY:** Ms. Gonzales submitted a written report. No questions from the Board.

2. **LEGISLATIVE COMMITTEE:** Ms. Cummings submitted a written report. The Board had no questions.
3. **VENDOR ADVISORY COMMITTEE:** Ms. Remington reported that the VAC is holding monthly meetings via zoom. Vendors expressed a lot of anxiety and concerns. They shared information and offered support to each other in these challenging times. Ms. Remington wanted to thank IRC and Mr. Toms who has been very supportive.
4. **MASTER TRUST COMMITTEE:** Ms. Miller submitted a written report. No questions from the Board.

OLD BUSINESS:

1. **WORKER'S COMP INSURANCE:** Ms. Steuwer shared that the Executive Committee approved IRC's Worker's Comp Insurance policy effective July 1, 2020 Redwood Fire & Casualty Insurance, Co. a Berkshire Hathaway Company. The policy premium for this fiscal year is \$484,918 which is a savings of \$129,052.

NEW BUSINESS:

- 1) **\$250,000 CONTRACTS:** Mr. Toms stated that the Executive Committee reviewed 6 contracts (2 Family Homes Agency, 1 Creative Art Program, 1 Specialized Residential Facility 113 Home, 1 Psych Service and 1 Day Program) in detail that are or have the potential of exceeding the \$250,000 threshold. Mr. Toms is requesting a motion to approve the 6 contracts. **2. Motion made to approve the 6 contracts listed in Mr. Toms report M/S/C Leonard/Stewart.**
- 2) **2021 BUDGET UPDATE:** Ms. Steuwer reported that on June 23, 2020, IRC received its preliminary allocation from DDS for FY 2020-21. The preliminary allocation for this new fiscal year represents 85% of the base allocation for a total of \$507,450,843. POS received \$442,295,798 and OPS received \$65,155,045. The trigger cuts originally planned were included in this allocation but will be returned in the next allocation. Ms. Steuwer also shared that in the new fiscal year she will giving trust updates on a quarterly basis.
- 3) **2020 HEALTH BENEFITS:** Ms. Steuwer stated that the employee new health benefit year starts on October 1, 2020. IRC's broker, Gallagher is looking for the best health and dental plan available. Ms. Steuwer is requesting the Board grant the Executive Committee the authority to approve the employee's health benefits for plan year 2020-21. **3. Motion made to authorized the Executive Committee to approve IRC's health benefits for plan year 2020-21 M/S/C Naranjo/Souder.**
- 4) **BANK LINE OF CREDIT:** Ms. Steuwer shared that the Executive Committee, with the Board's authority, approved IRC's Line of Credit with Union Bank for \$45 million dollars. DDS said that IRC's cash advance may be in the bank on July 15th. If funds are not received,

IRC will have to use the line of credit on Friday. IRC's cash on hand is \$20 million dollars, POS expenditures for July is \$30 million dollars. If we don't receive the cash advance by Friday we will have to borrow additional funds in order to pay our vendors. Ms. Steuwer is requesting the board authorize the Executive Committee the authority to approve additional funds if needed for July, August and September. **4. Motion made to authorize the Executive Committee the authority to approval additional funds for July, August and September if needed M/S/C Naranjo/Leonard.**

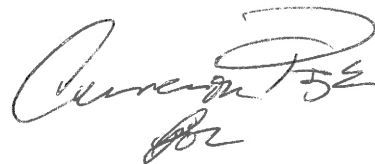
- 5) BANK RESOLUTION RE: SIGNATORY ON BANK ACCOUNTS: Ms. Steuwer stated that due to recent changes in board officers and officer of the corporation it has become necessary to update the names of the individuals who are authorized to sign on behalf of the corporation on various bank accounts. Designated signatories and changes are noted in Exhibit A and B. **5. Motion made to approve the Board Resolution as presented M/S/C/ Leonard/Naranjo.**

TRUSTEE INPUT: None

Mr. Page adjourned the meeting at 5:15 p.m.

Sincerely,

Carmen Estrada
Board Secretary



Alva Stewart
Board Vice Chair

MOTIONS FOR THE JULY 13, 2020 BOARD OF TRUSTEES MEETING:

- 1. Motion made to approve the minutes of the May 11 Annual Board Meeting as presented M/S/C Naranjo/Lara.**
- 2. Motion made to approve the 6 contracts listed in Mr. Toms report M/S/C Leonard/Stewart.**
- 3. Motion made to authorized the Executive Committee to approve IRC's health benefits for plan year 2020-21 M/S/C Naranjo/Souder.**
- 4. Motion made to authorize the Executive Committee the authority to approval additional funds for July, August and September if needed M/S/C Naranjo/Leonard.**
- 5. Motion made to approve the Board Resolution as presented M/S/C/ Leonard/Naranjo.**