

**MINUTES OF MAY 11, 2020**  
**Inland Counties Regional Center, Inc.**  
**Annual Board of Trustees Meeting**

**BOARD PRESENT VIA CONFERENCE CALL:** Peter Asten; Kiana Buffington; Carmen Estrada; Theodore Leonard; Eric Naranjo; Cameron Page; Donita Remington; Rene Rojo; Elvia Sanders; Gizelle Siojo; Joshua Souder

**MEMBER ABSENT:** Alva Stewart; Alicia Lara

**DIRECTORS PRESENT VIA CONFERENCE CALL:** Steve Beckett; Lavinia Johnson; Merissa Steuwer; Vince Toms; Kevin Urtz

**RECORDING SECRETARY:** Sandra Guzman

**BOARD FACILIATORS:** Nicole Atkinson

**STAFF PRESENT VIA CONFERENCE CALL:** Kurtis Franklin

**CALL TO ORDER:** Mr. Page called the meeting to order at 4:10 p.m.

**MINUTES OF MARCH 9, 2020 BOARD MEETING: 1. Motion made to approve the minutes of the March 9, 2020 meeting as presented M/S/C Rene/Kiana.**

**PUBLIC INPUT:** Mr. Greg Damewood submitted a written comment.

Just a quick note for this Monday's meeting - 5-11-2020. I appreciate your time and consideration.

If anything can be done to assist the residents at facilities get time out of the facility for a family member and be with parents it would be appreciated. Even a drive through for a sandwich would be nice. As for me, I was trained at a hospital regarding infection control, so overnight, as in the past for weekends for my adult child would be very appreciated.

To be socially distanced is to be emotionally distanced. As a Commissioner for the County of Riverside, Behavioral Health, we have been advised the next challenge or service wave in all this isolation will probably be mental health. As for my family member living in a facility her life span has always been questioned and deemed short, so this denying of time for parents to be with their adult children of shorter life spans is seen as inhumane.

Furthermore, residential staff is coming and going, therefore, the exposure is no worse than being with a parent. As you know, many facilities - especially Yucaipa - probably had CoVid brought in by staff, so as much infection control training for staff is appreciated. Videos for staff training could be found on the internet and linked to IRC and shared for facilities. At a hospital I worked at even the nurses had to have short nails to avoid contamination and death to newborns as contamination was especially found under artificial fingernails.

I wish all well in this continued struggle. Your ideas for mental health as well as physical health for those you are responsible for is most appreciated. I will continue to support my family member to the best of my abilities as I have done for her since birth.

**EXECUTIVE DIRECTOR'S REPORT:** Ms. Johnson reported the following: 1) Ms. Stark has resigned as Board Chair and she will be greatly missed. Ms. Johnson is pleased to announce that Mr. Page will serve as interim. until elections are approved. 2) In order to comply with the Governor's order to shelter at home, IRC will remain open with staff working remotely. Staff not able to work remotely will be provided a face mask. 3) In April, the VAC held their meeting via Zoom. Thank you to Donita Remington for organizing this. 4) CJ Cook and his team have been very busy keeping IRC's website updated with important announcements and information. Thank you. 5) IRC received Personal Protective Equipment (PPE) from DDS and ASIE. Ms. Johnson thanked Brian Tremain, Gabriel Ortiz, Dalila Balderas and their staff for coordinating the distribution of these supplies. Thank you to Vince Toms for delivering masks, hand sanitizer and gowns to residential providers. 6) There has been constant communications inside and outside the agency. Including weekly teleconference calls with DDS directives, DDS/Surge, statewide Executive Directors Group and ARCA, IRC Directors' Meeting, Managers' Weekly Unit Meetings and IRC's entire management team meetings. Thank you to Kurtis Franklin for setting up Teams which has allowed all IRC staff to meet and communicate. 7) IRC has had 5 consumer deaths related to Covid 19. 8) As of April 30, IRC reports 6,429 Early Start cases and 33,733 Lanterman cases for a total of 40,162 active consumers with a total of 781 staff members. 9) Discussions regarding returning to the office continues.

**OLD BUSINESS:** None

**NEW BUSINESS:**

- 1) **ELECTION OF OFFICERS:** Proposed Slate of Officer are Cameron Page, Chair; Alva Stewart, Vice Chair; Carmen Estrada, Secretary; Ted Leonard and Kiana Buffington, Members at Large. Mr. Page asked if anyone wanted to bring forward any nominations. Hearing none he requested a motion to approve the Slate of Officers. **2. Motion made to approve the Slate of Officer as presented M/S/C Naranjo/Rojo.**
- 2) **WORKER'S COMP INSURANCE:** Ms. Steuwer is asking the Board to authorize the Executive Committee the authority to approve IRC's Worker's Comp Insurance when quote becomes available in June. Last year's insurance was \$645,000. **3. Motion made to authorize the Executive Committee the authority to approve IRC's Worker's Comp Insurance not to exceed 1 million dollars M/S/C Rojo/Asten.**
- 3) **IRC'S LINE OF CREDIT:** Ms. Steuwer is requesting the Board authorize the Executive Committee to approve IRC's line of credit with Union Bank. The line of credit will be for the months of July, August, September and October. The request will be increased from 42 million to 50 million. If additional funds are necessary, she will return to the Board in September. **4. Motion made to authorize the Executive Committee to approve IRC's line of credit at their June meeting M/S/C/ Rene/Asten.**
- 4) **EBSH RFP'S – SYCAMORE AND ZUNI:** Mr. Toms is seeking the Board's approval to award People's Care the contract for Sycamore and Zuni. Sycamore and Zuni were the top applicants based on the scoring sheets from the Selection Committee **5. Motion made to award People's**

**Care' the Sycamore and Zuni contracts based on the recommendation Selection Committee M/S/C Naranjo/Rojo.**

- 5) **SIGNATURE AUTHORIZATION ON ACCOUNTS:** Mr. Beckett is requesting a motion from the board to confirm Ms. Stark's signature validity on Union Bank, City National and Master Trust Accounts effective April 16. Ms. Stark's signature will be utilized until a new signatory is established. If approved, a Board Resolution to that affect will need to be signed. **6. Motion made to confirm the validity of Ms. Stark's signature on the Union Bank, City National and Master Trust accounts M/S/C Rojo/Asten.** Mr. Beckett will prepare a resolution for Mr. Page and Ms. Stewart to sign.

**TRUSTEE INPUT:**

Mr. Rojo shared that he really misses going to work and looks forward in returning soon.

Mr. Asten was wondering what are the chances of meeting in person in July? We will have to wait and see what direction we receive from DDS.

Mr. Page shared that he took a look at IRC's website and wanted to commend Ms. Johnson, Mr. Urtz and staff for all the helpful information that is posted on the site.

Mr. Page adjourned the meeting at 4:49 p.m.

Sincerely,

Carmen Estrada  
Board Secretary



Alva Stewart  
Board Vice Chair

**MOTIONS FOR THE MAY 11, MEETING:**

**1. Motion made to approve the minutes of the March 9, 2020 meeting as presented M/S/C Rene/Kiana.**

**2. Motion made to approve the Slate of Officer as presented M/S/C Naranjo/Rojo.**

**3. Motion made to authorize the Executive Committee the authority to approve IRC's Worker's Comp Insurance not to exceed 1 million dollars M/S/C Rojo/Asten.**

**4. Motion made to authorize the Executive Committee to approve IRC's line of credit at their June meeting M/S/C/ Rene/Asten.**

**5. Motion made to award People's Care' the Sycamore and Zuni contracts based on the recommendation of the Selection Committee M/S/C Naranjo/Rojo.**

**6. Motion made to confirm the validity of Ms. Stark's signature on the Union Bank, City National and Master Trust accounts M/S/C Rojo/Asten.**