

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

BOARD PRESENT VIA CONFERENCE CALL: Peter Asten; Kiana Buffington; Carmen Estrada; Eric Naranjo; Cameron Page; Donita Remington; Elvia Sanders; Alva Stewart; Gizelle Siojo; Joshua Souder

BOARD MEMBERS ABSENT: Alicia Lara

FACILITATORS PRESENT VIA CONFERENCE CALL: None

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

STAFF PRESENT VIA CONFERENCE CALL: Kurtis Franklin

RECORDING SECRETARY: Sandra Guzman

CALL TO ORDER: Mr. Page called the meeting to order at 4:05 p.m.

MINUTES OF SEPTEMBER 14, 2020 BOARD MEETING: 1. Motion made to approve the minutes of the September 14, 2020 Board Meeting as presented M/S/C Asten/Remington.

PUBLIC INPUT: None

EXECUTIVE DIRECTOR'S REPORT: Ms. Johnson reported the following: 1) IRC's current number of active cases is 39,832. 2) Covid-19 Stats which gets reported to DDS daily. 3) IRC currently has 769 employees of which 509 are service coordinators. Although IRC has implemented a hiring freeze, we are hiring essential positions. 4) IRC staff continue to work remotely for the month of November and continue to keep the amount of people entering the building at a minimum. Two temperature kiosk devices were purchased for building 1 and 2. IRC also purchased and installed a mailbox at the entrance of the building for anyone wishing to drop off documents. 5) COVID-19 on-site testing was held on October 28th and 29th. Next testing date is scheduled for November 18th. 6) Ms. Johnson thanked staff who continue to pass out PPE to our vendors and families. 7) IRC received correspondence from the Department approving IRC's Performance Contract and it is posted on IRC's website.

EXPENDITURES RELATED TO COVID 19: Ms. Steuwer submitted a written report.

DIRECTOR'S REPORTS: Written reports were submitted. The Board requested clarification on a couple of acronyms used in the Adult Services Report. Interdisciplinary Team (IDT) Meeting and Centers for Medicare & Medicaid Services (CMS). The Board also requested clarification on the number of consumers in the Transition and School Age Report.

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 shared that the committee continues to meet monthly. The VAC and Regional Center staff continue to keep open communication which is crucial during these challenging times. The committee is currently considering extending the officers' terms.
- 4) **MASTER TRUST COMMITTEE:** Ms. Miller submitted a written report. There were no questions from the Board.

OLD BUSINESS:

- 1) **BOARD TRAINING:** IRC's contract requires the Board provide a training schedule to DDS. The list must contain the topic and who the trainer will be. The Board will need to decide when these trainings will take place. Mr. Page is open for suggestions or Kurtis Franklin can work with Sandra to send out a survey if that would be more helpful.
- 2) **ARCA ACADEMY:** ARCA Academy hosted an Academy training in February. The one-day training consisted of various topics related to regional center's boards. For planning purposes, a survey was sent out to regional center board members in September. A zoom training is scheduled for Saturday, November 14 on the Functions of the Board in the Community. You must register to attend. Mr. Page encourage the Board to register for this training. Mr. Page will keep the Board updated on any new upcoming trainings offered by ARCA Academy.

NEW BUSINESS:

- 1) **AB 1867 SUPPLEMENTAL PAID LEAVE:** Mr. Beckett reviewed AB 1867 with the Board. AB 1867 requires private employers with 500 employees or more to provide COVID-19 paid sick leave. Employees will be eligible for 80 hours of supplemental paid leave effective September 19, 2020.
- 2) **FINANCIAL CONSULTANT FOR MASTER TRUST:** The Executive Committee is requesting approval from the full board to hire Mr. Fitzgerald from Glass Onion as the Financial Consultant for Master Trust and to switch from Clifford Swan to Glass Onion effective January 1, 2021. **2. Motion made to hire Mr. Fitzgerald as financial consultant and replace Clifford Swan with Glass Onion for Master Trust effective January 1, 2021 M/S/C Stewart/Asten.**
- 3) **\$250 CONTRACTS:** Mr. Toms shared he reviewed the 7 contracts listed in the board packet in detailed with the Executive Committee. 4-113 LDC Enhanced Homes and 3-999 Start Up contracts. The Executive Committee is recommending the Board approve the 7 contracts. **3. Motion made to approve the 7 contracts listed M/S/C Souder/Buffington.**
- 4) **2021 PERFORMANCE CONTRACT:** Mr. Toms reviewed all 23 measures of IRC's 2021 Performance Contract with the Board. **4. Motion made to approve IRC's 2021 Performance Contract as presented M/S/C Buffington/Souder.**
- 5) **AD HOC NOMINATIONS COMMITTEE:** Mr. Page announced the Board has two vacancies now that Mr. Leonard and Mr. Rojo termed out. The Board will need to fill these vacancies, therefore, will

need to create an Ad Hoc Nominations Committee. Mr. Page asked for volunteers to serve on this committee. Ms. Sanders, Mr. Souder and Mr. Page volunteered. **5. Motion made to form an Ad Hoc Nominations Committee consisting of the following members Ms. Sanders, Mr. Souder and Mr. Page M/S/C Stewart/Asten.**

- 6) **QUARANTINE HOMES PROTOCOL:** Ms. Steuwer reviewed the new Quarantine Homes Protocol. Care providers have faced a lot of challenges due to COVID-19. If a residential home needs to quarantine, this protocol will provide them additional support such as an enhance rate, incentive pay or a daily rate for personal protective equipment (PPE). **6. Motion made to approve the Quarantine Residential Home Protocol and rate determination M/S/C Stewart/Naranjo.**

TRUSTEE INPUT:

1. Mr. Asten requested information on Another Way's upcoming Golf Tournament. Staff will provide information to the Board via email.
2. Ms. Sanders inquired if there were any plans for the holiday. Due to COVID-19, IRC will not be hosting a holiday party this year.

Mr. Page adjourned the meeting at 4:47 p.m.

Sincerely,



Carmen Estrada
Board Secretary

Alva Stewart
Board Vice Chair

MOTIONS FOR THE NOVEMBER 9, 2020 BOARD OF TRUSTEES MEETING:

1. Motion made to approve the minutes of the September 14, 2020 Board Meeting as presented M/S/C Asten/Remington.
2. Motion made to hire Mr. Fitzgerald as financial consultant and replace Clifford Swan with Glass Onion for Master Trust effective January 1, 2021 M/S/C Stewart/Asten.
3. Motion made to approve the 7 contracts listed M/S/C Souder/Buffington.
4. Motion made to approve IRC's 2021 Performance Contract as presented M/S/C Buffington/Souder.
5. Motion made to form an Ad Hoc Nominations Committee consisting of the following members Ms. Sanders, Mr. Souder and Mr. Page M/S/C Stewart/Asten.
6. Motion made to approve the Quarantine Residential Home Protocol and rate determination M/S/C Stewart/Naranjo.