

**MINUTES OF SEPTEMBER 14, 2020**  
**Inland Counties Regional Center, Inc.**  
**Board of Trustees Meeting**

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

**BOARD MEMBERS ABSENT:** Kiana Buffington

**FACILITATORS PRESENT VIA CONFERENCE CALL:** Phillip Botello; Robyn Souder

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

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

**RECORDING SECRETARY:** Sandra Guzman

**CALL TO ORDER:** Mr. Page called the meeting to order at 4:03 p.m.

**MINUTES OF JULY 13, 2020 BOARD MEETING:** 1. Motion made to approve the minutes of the July 13, 2020 Board Meeting as presented M/S/C Naranjo/Rojo.

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

Would the trustees or Director be able to discuss Day Programs - if they will reopen, any timelines? Any alternatives like computer visits to facilities or virtual outings for consumers?

When will the 14 day isolation be ended or altered for those living in facilities? I was seeing my daughter for a walk and an outing every Tuesday. She has put on weight and her vitals like cholesterol are up.

Isolation with staff coming and going for shifts then no wearing masks behind the scenes when alone. Finding staff unmasked was the experience of a court investigator a couple of months ago, but hopefully this has been resolved.

Thanks for your help and that of IRC too.

**EXECUTIVE DIRECTOR'S REPORT:** Ms. Johnson reported the following: 1) IRC's current active cases are 39,832. 2) IRC has had 200 consumers test positive and has had 7 consumer deaths where the cause was related to COVID-19. 3) IRC currently has 769 employees of which 509 are service coordinators. There is currently a hiring freeze in place due to the challenges associated with new staff training. Caseload ratios continue to be at an average of 78:1. 4) Staff re-entry plan for the month of September is to continue to work remotely with the option to come in once a week or as needed. Managers and Directors may come in 2 to 3 times a week or as needed. Goal is to continue to keep the number of

people entering the building at a minimum for health and safety. 5) IRC partnered with Wellness Group and PMH Laboratory to offer free COVID-19 testing. Although the test are not mandatory, they are recommended. In August, we had 213 participants. Another testing is scheduled for September 23<sup>rd</sup> and 24<sup>th</sup>. 6) Ms. Johnson thanked Vince Toms, Brian Tremain, Gabriel Ortiz, Dalila Balderas, CJ Cook and all their staff who continue to pass out PPE to our vendors and families. 7) IRC received notification from the Department that the FY 2020 Performance Contract was approved. You can find the Performance Contract on IRC's website.

Mr. Johnson announced that tonight was Kevin Urtz's last Board Meeting. Mr. Urtz will be retiring after servicing 30 years on September 30. Ms. Johnson shared the following:

For the past 30 years, Kevin has been a co-worker and a friend. I met Kevin in 1990 when he was a new hire at IRC. He was working in the Medicaid Waiver (MW) Unit and shared an office with two other MW service coordinators. Kevin came to IRC from San Gabriel Pomona Regional Center where he had worked for several years in their Residential Service Unit. Prior to that, he was the administer for three residential facilities in LA and Orange County. Kevin also worked as a Behavior Specialist at College Hospital in Cerritos and a counselor at the Long Beach Youth Home. He came to IRC with a wealth of experience and education. Kevin earned his Bachelor's in Psychology at Notre Dame University and his Master's in Social Work at Cal State University Long Beach.

Mr. Urtz thanked the Board for all the support they have given IRC and him the past years. He shared that it has been a pleasure and privilege working with the clients, families and staff. He stated that he still lives in the area and will visit. The Board all thanked Mr. Urtz, wished him well and stated they will miss him.

**EXPENDITURES:** Ms. Steuer provided an overview of expenditures related to COVID-19.

**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 submitted a written report. The Board had no questions.
4. **MASTER TRUST COMMITTEE:** Ms. Miller submitted a written report. No questions from the Board.

**OLD BUSINESS:** None

**NEW BUSINESS:**

1. **VAC MEMBER APPROVAL:** Ms. Donita stated that the Vendor Advisory Committee is seeking approval for two new members of the VAC. Audrey Andrade and Jasmin Botello. **2. Motion**

**made to approve Audrey Andrade and Jasmin Botello as requested by the VAC Committee M/S/C Rojo/Souder. Ms. Donita abstained from voting.**

2. **EMPLOYEE BENEFITS:** Ms. Steuwer reviewed the employee's health, dental and vision benefit package approved by the Executive Committee with the Board. Ms. Steuwer requested the Board ratify the Executive Committee's decision. **3. Motion made to approve the Executive Committee's selection of benefits M/S/C Rojo/Souder.**
3. **DDS AUDIT:** Ms. Steuwer summarized the past 5 years of audits. She was happy to report IRC is no longer on a yearly audit schedule. Mr. Page shared that on September 2, 2020 DDS sent a letter stating IRC's Special Contract Language has been cancelled and IRC is no longer on probation.

**TRUSTEE INPUT:**

Mr. Rojo announced two weeks ago he spent the day at the beach. He sat in on the sand watching the waves. He had a nice and relaxing time.

Ms. Remington wanted to thank IRC and Vince Toms for being so supportive of the vendors.

Ms. Stewart thanked Kevin Urtz and wished him the best on his retirement.

Mr. Page announced the November 9<sup>th</sup> meeting will be a virtual meeting.

**4. Motion made to adjourn the meeting M/S/C Rojo/Stewart.**

Mr. Page adjourned the meeting at 5:08 p.m.

Sincerely,



Carmen Estrada  
Board Secretary

Alva Stewart  
Board Vice Chair

**MOTIONS FOR THE SEPTEMBER 14, 2020 BOARD OF TRUSTEES MEETING:**

**1. Motion made to approve the minutes of the July 13, 2020 Board Meeting as presented M/S/C Naranjo/Rojo.**

**2. Motion made to approve Audrey Andrade and Jasmin Botello as requested by the VAC Committee M/S/C Rojo/Souder. Ms. Donita abstained from voting.**

**3. Motion made to approve the Executive Committee's selection of benefits M/S/C Rojo/Souder.**

**4. Motion made to adjourn the meeting M/S/C Rojo/Stewart.**