

**MINUTES OF NOVEMBER 8, 2021**  
**Inland Counties Regional Center, Inc.**  
**Board of Trustee Meeting**

**BOARD PRESENT VIA CONFERENCE CALL:** Jay Connor; Carmen Estrada; Eric Naranjo; Maureen O'Connell; Cameron Page; Gizelle Siojo; Teri Smith; Joshua Souder; April Stewart; Alva Stewart

**BOARD MEMBERS ABSENT:** Kiana Buffington; Alicia Lara

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

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

**RECORDING SECRETARY:** Claudia Mora

**CALL TO ORDER:** Meeting was called to order by Mr. Page at 4:00 pm.

**MINUTES OF SEPTEMBER 13, 2021 BOARD MEETING: 1. Motion made to approve the minutes of the September 13, 2021 Board Meeting as presented M/S/C O'Connell/Souder.**

**PUBLIC COMMENT:** The following public comments were submitted:

1. Laura Pfister, parent: Hello and thank you for taking the time to address my public comment. I am reaching out regarding the significant issues IRC consumers, my son included, are experiencing in regards to their coordinator's caseloads, resulting in substantial lack of communication and delays in receiving services.

My son's IPP was over 7 weeks ago now, I followed up regularly for updates after regarding the items we requested with no communication back for our coordinator. Almost 2 weeks ago I reached out to my coordinator's supervisor, only to find out he had left IRC over a week before. She stated my son's case is now "unassigned" and she'd get it assigned asap and to send her over all the info I had provided my caseworker. At this time she also stated that their system is overburdened, they are significantly understaffed and she herself has thousands of cases to oversee. I provided her the info requested the same day, along with asking how I can file a formal complaint and I still have not received ANY response from her or any assignment of a new worker.

We are now 7 weeks since our IPP with no responses or direction. The services I requested are instrumental to my son's health, well-being and access to his community. Again, all of this being blamed on overburdened caseloads. IRC has continually not met required caseloads goals as required by the state of California and my son, along with other IRC clients, are suffering because of this. I ask for the IRC Board of Trustees to please investigate the impact this issue is having on IRC consumers and to please find a solution.

Respectfully,  
Laura Pfister

2. Greg Damewood, Parent: If there are residents at facilities that have breathing issues for whatever reason – employees should not smoke within 25' of the facility. I have been advised Title 22 has no policy at this time. Please help residents of facilities – Especially those with breathing issuers – to have

employees of the facilities smoke at least 25 feet from the facility residence. This promotes both health and fire safety.

3. Alejandra Rivera, SCDD: Good afternoon everyone. SCDD San Bernardino Regional Office will be offering Emergency Disaster Preparedness trainings for Self-Advocates on December 8th and 9th from 4 to 5 pm via zoom. Our office has 80 backpacks available for self-advocates who attend the trainings. For more information please email us as sanbernardino@scdd.ca.gov.

**EXECUTIVE DIRECTOR'S REPORT:** Ms. Johnson reported the following: 1. IRC serves 40,442 consumers. 2. IRC currently has 772 employees which 485 are service coordinators. 3. For the period of 4/15/20 – 10/30/21 IRC has had 2,572 COVID positive consumers, 121 resulted in death. 4. Current plan to reopen the building to the public is January 2022. 5. IRC mandates that all vaccinated persons who enter the buildings must have 1 rapid result test per week and unvaccinated have 2 rapid result tests per week with negative results. 5. Trailer Bill Language affecting regional centers were discussed.

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

**REAPPOINTMENT OF BOARD MEMBERS: 2. Motion made to approve the reappointment of board member M/S/C Naranjo/Souder.**

**COMMITTEE REPORTS:**

1. **ANOTHER WAY:** Ms. Gonzales submitted a written report. No questions from the Board.
2. **EXECUTIVE COMMITTEE:** The minutes from the Executive Committee Meetings were included in the board packet. No questions from the Board.
3. **LEGISLATIVE COMMITTEE:** Ms. Cummings submitted a written report. There were no questions from the Board.
4. **MASTER TRUST COMMITTEE:** Ms. Miller submitted a written report. No questions from the Board.
5. **VENDOR ADVISORY COMMITTEE:** Ms. April Stewart submitted a summary from their September and October VAC Meetings. No questions from the Board.

**OLD BUSINESS:** None.

**NEW BUSINESS:**

1. **APPROVAL OF NEW BOARD MEMBER:** Mr. Page asked for the Board's approval in appointing Mr. Rene Rojo to the Board. **3. Motion made to approve Mr. Rene Rojo as new board member effective immediately M/S/C Souder/Connor.**
2. **2022 PERFORMANCE CONTRACT:** Mr. Hamler presented IRC's 2022 Performance Contract. **4. Motion made to approve the 2022 Performance Contract M/S/C Souder/O'Connell.**

3. **\$250,000 CONTRACTS:** Mr. Hamler stated the 3 contracts listed in the board packet were discussed in detailed with the Executive Committee. It is the committee’s recommendation that the Board approve the 3 contracts. **5. Motion made to approve the 3 contracts presented M/S/C Souder/Connor. Ms. April Stewart abstained from voting.**
  
4. **2022 BOARD TRAINING SCHEDULE:** Mr. Page shared the changes for the 2022 Board Training schedule and mentioned that some might be in person and some remote. **6. Motion made to approve the 2022 Board Training schedule as presented M/S/C Connor/O’Connell.**
  
5. **SALARY REVIEW COMMITTEE:** Mr. Page expressed it was not clear and would let Ms. Steuwer explain it to the Board. Ms. Steuwer explained that staff’s salaries have not been reviewed since 2008. Only changes that have been made are COLA’s and minimum wage increased in 2021 and 2022. Staff is recommending creating an ad-hoc committee to review salaries and keeping the process transparent. Staff would like to invite 2 Board Members to serve on this committee. **7. Motion made to form ad-hoc committee and recommend Mr. Souder and Mr. Page to serve on committee M/S/C Stewart/Souder.**
  
6. **2021/22 OPS BUDGET POLICY ITEMS:** Ms. Steuwer went over the specialized positions that will be included in the Ops Allocation for fiscal year 2021-22. **8. Motion made to accept all items for the 2021/22 OPS Budget Policy M/S/C Naranjo/O’Connell. Ms. April Stewart abstained.**
  
7. **CASE MANAGEMENT PLATFORM:** Ms. Steuwer shared the new Case Management Platform called Neudesic. IRC with Neudesic will work to create a comprehensive case management platform. This platform will help to manage the day-to-day case management activities. It will also include vendor portal and consumer/family portal. Theses portals will be accessible on any mobile device. This project has the full support of the Directors and IT Department. This project will be over \$250,000 and will take approximately 9 months from development to implementation. Ms. Steuwer is requesting the Board’s approval to move forward with this platform. **9. Motion to approve the Case Management Platform Neudesic as presented M/S/C Souder/Naranjo.**
  
8. **REVISED IRC BYLAWS:** Mr. Beckett reviewed the changes to the Bylaws. Most were correcting formatting, grammatical errors or updating job titles. More explanation was added to Section 11 Execution of Contracts and Other Documents **10. Motion made to accept the revised IRC Bylaws as presented M/S/C Souder/Naranjo.**

**TRUSTEE INPUT:** None

Mr. Beckett said there was nothing for Executive Session. Mr. Page adjourned the meeting at 5:07 pm. **11. Motion made to adjourn the meeting at 5:07 pm. M/S/C Naranjo/Souder.**

Sincerely,

Carmen Estrada  
Board Secretary



Sandra Guzman  
Assistant Secretary

**Motions for the November 8, 2021 Board of Trustees Meeting:**

- 1. Motion made to approve the minutes of the September 13, 2021 Board Meeting as presented M/S/C O'Connell/Souder.**
- 2. Motion made to approve the reappointment of board member M/S/C Naranjo/Souder.**
- 3. Motion made to approve Mr. Rene Rojo as new board member effective immediately M/S/C Souder/Connor.**
- 4. Motion made to approve the 2022 Performance Contract M/S/C Souder/O'Connell.**
- 5. Motion made to approve the 3 contracts presented M/S/C Souder/Connor. Ms. April Stewart abstained from voting.**
- 6. Motion made to approve the 2022 Board Training schedule as presented M/S/C Connor/O'Connell.**
- 7. Motion made to form ad-hoc committee and recommend Mr. Souder and Mr. Page to serve on committee M/S/C Stewart/Souder.**
- 8. Motion made to accept all items for the 2021/22 OPS Budget Policy M/S/C Naranjo/O'Connell. Ms. April Stewart abstained.**
- 9. Motion to approve the Case Management Platform Neudesdic as presented M/S/C Souder/Naranjo.**
- 10. Motion made to accept the revised IRC Bylaws as presented M/S/C Souder/Naranjo.**