

MINUTES OF March 14, 2022
Inland Counties Regional Center, Inc.
Board of Trustee Meeting

BOARD PRESENT VIA CONFERENCE CALL: Jay Connor; Alicia Lara; Eric Naranjo; Cameron Page; Rene Rojo; Gizelle Siojo; Teri Smith; Joshua Souder; April Stewart; Alva Stewart

BOARD MEMBERS ABSENT: Kiana Buffington; Carmen Estrada; Maureen O'Connell

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

GUEST PRESENT VIA CONFERENCE CALL: Carlos Davis and Michelle Gu, Harrington Group Certified Public Accountants, LLP

RECORDING SECRETARY: Sandra Guzman

CALL TO ORDER: Meeting was called to order by Mr. Page at 4:02 pm.

MINUTES OF JANUARY 10, 2022 BOARD MEETING: 1. Motion made to approve the minutes of the January 10, 2022 Board Meeting as presented M/S/C Naranjo/Rojo.

PUBLIC COMMENT: None

EXECUTIVE DIRECTOR'S REPORT: Ms. Johnson reported the following: 1. As of March 1, 2022, IRC serves 42,575 consumers. 2. IRC currently has 765 employees. The average caseload ratio is 82:1. We are understaffed by approximately 77 CSCs. 3. As of February 4, 2022, IRC has reported 3,356 consumer covid positive cases. 117 of those cases resulting in death. IRC continues to disperse PPE to our vendors and staff. 4. IRC will be opening the building to the public July 1, 2022. Staff continue to work remotely and only come in when needed. 5. Mask mandate has been lifted. Staff are no longer required to wear a mask while in the building. 6. IRC continues to provide onsite testing twice a week. 7. Governor Newsom's Executive Orders provisions impacting people with developmental disabilities.

COMMITTEE REPORTS:

1. **ANOTHER WAY:** Ms. Gonzales submitted a written report. There were no questions from the Board.
2. **EXECUTIVE COMMITTEE:** The minutes from the January and February Executive Committee Meetings were submitted. There were no questions from the Board.
3. **LEGISLATIVE COMMITTEE:** Ms. Cummings submitted a written report. 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 summaries from the January and February VAC meetings. No questions from Board.

NEW BUSINESS:

1. **APPROVAL OF ANOTHER WAY OFFICER:** Ms. Johnson stated that the Another Way Committee elected Katie Lee as Co-Treasurer on January 19. The committee is requesting the Board ratify the committee election of Ms. Katie Lee. **2. Motion made to ratify the committee's decision and approve Ms. Katie Lee as Co-Treasurer M/S/C/ Rojo/Souder.**
2. **ANNOUNCEMENT OF UPCOMING ELECTIONS:** Mr. Page announced new officers for Chair, Vice-Chair and Member at Large positions will be elected at the May Annual Board Meeting. Anyone interested in serving in any of these positions contact Sandra Guzman. The following slate of officers will be presented: Carmen Estrada, Chair; Maureen O'Connell, Vice-Chair and Jay Connor, Member at Large. Nominations will also be accepted at the board meeting if anyone else is interested in any of these positions.
3. **BYLAWS:** Mr. Beckett explained that the Bylaws needed to be revised to include facilitators training that was added to IRC's contract for fiscal year 2021-22. Section 3 Training can be found on page 4 of the Bylaws. **3. Motion made to approve the revised Bylaws as presented M/S/C Rojo/Souder.**
4. **IRC AND MASTER TRUST FINANCIAL AUDITS:** Mr. Davis, Harrington Group reviewed the financial audits for Inland Counties Regional Center, Inc., and Master Trust of California. Both financial statements presented fairly in all material respects as of June 30, 2021. Previously audited financial statements for Inland Counties Regional Center, Inc., and Master Trust of California expressed an unmodified audit opinion for year ended June 30, 2020. **4. Motion made to accept financial audits for Inland Counties Regional Center, Inc., and Master Trust of California as presented M/S/C Souder/Rojo. Ms. April Stewart abstained from voting.**
5. **VAC TERM EXTENSION REQUEST:** Ms. April Stewart shared that the VAC Committee agreed to extend officers terms another year which did not require any official motions. No action is required at this time.
6. **INSURANCE RENEWAL FOR FY 2022/23:** Ms. Steuwer reviewed the insurance premium. We received a 4% increase instead of the anticipated 9%. **5. Motion made to approve the renewal policy for fiscal year 2022-23 M/S/C Rojo/Souder.**
7. **UPDATE TO SALARY SCHEDULE:** Mr. Page announced that an Ad-hoc Salary Review Committee was formed to review the current staff salaries. Mr. Page asked Mr. Beckett who provides oversight over the HR Department to explain the purpose of this committee. Mr. Beckett stated due to the increase in minimum wage, some of our nonexempt positions needed to be adjusted causing a salary compression. Salary compression is caused when minimum wage goes up and lower salary positions remain the same. The committee had to look at these positions and make an adjustment. A salary comparison was also made with other regional centers for all positions. Administrative Managers' salaries were aligned with the Case Management Program Managers. Some positions did not require an adjustment because they were already aligned with similar positions. Middle range positions were not changed at this time. **6. Motion made to approve**

the Salary Schedule as presented M/S/C Rojo/Souder. Mr. Beckett requested to include an additional position that was not included in the original list. The Covid 19 Specialist Monitor position. This position is a temporary part-time position at the hourly rate of \$28.00 per hour. Mr. Rojo agreed to adjust his motion to include this added position. Mr. Souder agreed to amend his motion. Motion carried. Ms. April Stewart abstained from voting.

TRUSTEE INPUT:

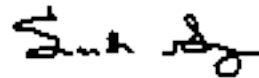
1. Mr. Naranjo announced he recently applied for a position at Chaffey Unified School District. The position was for a 1 to 1 aid to a special needs student. He started this position at beginning of this month. Position comes with great benefits.
2. Mr. Rojo announced that he was recently at Riverside Community Hospital. They found out he had an ulcer and a hernia, but no surgery was required. He is feeling much better now.

Mr. Page adjourned the meeting at 5:02 p.m. to go into Executive Session. Executive Session was called to order at 5:04 p.m.

The Board reconvened at 5:24 p.m. The Board did not take any action during Executive Session. 7. Motion made to adjourn the meeting at 5:23 p.m. M/S/C Rojo/Souder.

Sincerely,

Carmen Estrada
Board Secretary



Sandra Guzman
Assistant Secretary