

**MINUTES OF May 9, 2022**  
**Inland Counties Regional Center, Inc.**  
**Annual Board of Trustee Meeting**

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

**BOARD MEMBERS ABSENT:** Kiana Buffington; Eric Naranjo

**BOARD FACILITATOR:** Robyn Souder

**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; Claudia Mora

**GUEST PRESENT VIA CONFERENCE CALL:** John Fitzgerald, Glass Onion PMC, LLC

**RECORDING SECRETARY:** Sandra Guzman

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

**MINUTES OF March 14, 2022 BOARD MEETING: 1. Motion made to approve the minutes of the March 14, 2022 Board Meeting as presented M/S/C Rojo/Connor.**

**PUBLIC COMMENT:** From Mr. Greg Damewood

Two Issues please:

1 - Many in facilities are in their room or bed up to 20 hours a day. The way this can be calculated is being encouraged or put in bed by 6PM and up at **7AM alone is 13 hours.**

3 meals and a shower maybe 2-3 or 4 hours out of bed and bedroom leaving 20 hours in bed or bedroom alone. Can this be surveyed by some means?? I have made phone calls to someone I know very well and in bed by 6PM with no options, so it seems apparent that residential staff is not providing motivation or opportunity to be up and about enjoying life. Joint activities, hobbies, crafts, games and more at joint time to promote community.

2 - I have heard the Day Programs are open 2 days a week. How can we promote the use of this option? I have heard that Day Programs are going to fully reopen July 1, 2022, is this true? How can we promote residents getting back out into the community??

I attended a ZOOM meeting where it was presented that **abuse in general is way up** - somewhat due to isolation - this does make sense. Please let the community know what the IRC is going to do about Community Care Facilities especially at higher levels like 4I that is paid at least 8 thousand a month to provide activities, medical care and more.

Being in bed is as bad as sitting which is seen as the new smoking -- there are many articles about the ills of being inactive ---

- Sitting or lying down for too long increases your risk of chronic health problems, such as heart disease, diabetes and some cancers.
- Too much sitting can also be bad for your mental health.
- Being active is not as hard as you think. There are lots of simple ways to include some physical activity in your day

[The dangers of sitting: why sitting is the new smoking - Better Health Channel](#)



How would anyone want their loved one cared for in this times of working from homes and less interfacing with the services to be provided.

Thanks for your time and care -

Greg Damewood

**EXECUTIVE DIRECTOR’S REPORT:** Ms. Johnson reported the following: 1. As of April 1, 2022, IRC serves 43,258 consumers. 2. IRC currently has 765 employees which includes 505 Service Coordinators. 3. IRC continues to disperse PPE to our community vendors and to our staff. 4. IRC plans to open to the public in July. Staff will continue to work remotely and come in as needed. 5. Onsite testing continues in our San Bernardino and Riverside offices. 6. Salary adjustments will be presented later on but wanted to address the questions regarding the Salary Review Committee. The Salary Review Committee consisted of Board Members Cameron Page and Josh Souder, staff members Ben Cheng, Luciano Paz, Maria Harkin, Merissa Steuwer, Steve Beckett and Lavinia Johnson. The purpose of the committee was to address minimum wage and compression issues as well as review of the equity of the salary schedule for all categories of employees. The committee took a global view of the salary schedule and did not pit one category or group of employees against another. Salaries were reviewed with comparable positions at other regional centers, cities and counties. The committee did not consider the person in the current position but rather the duties and responsibilities of the positions. Ms. Johnson thanked the committee for their dedication and transparency on this project.

**DIRECTOR’S REPORT:** Written reports were submitted. No questions from the Board.

**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 April and May meetings were submitted. 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 a summary from the March and April VAC meetings. No questions from the Board.

**OLD BUSINESS:** None

**NEW BUSINESS:**

1. **AD HOC NOMINATIONS COMMITTEE:** Mr. Page announced the need to create an Ad-hoc Nominations Committee to fill the two upcoming vacancies. Mr. Connor and Mr. Souder volunteered to serve on the committee. We need one additional Board Member to serve on committee. The motion will be tabled until a third member volunteers. The Board was instructed to inform Sandra Guzman if they would like to serve on committee. **2. Motion made to table this action until a third members volunteers M/S/C Rojo/Connor.**
2. **APPROVAL OF BOARD OFFICERS:** Mr. Page opened the floor to accept any new nominations. Hearing none, Mr. Page announced the following nominations: Ms. Estrada, Chair; Ms. O'Connell, Vice-Chair; Ms. Lara, Secretary; Mr. Connor, Member-at-Large. **3. Motion to approve the slate of officers as presented M/S/C Souder/Rojo.**
3. **INDEPENDENT COUNSEL FOR BOARD:** Mr. Page shared that the Executive Committee had a meeting with the DDS regarding their concern as to where the Board obtains their legal advice. It is the Executive Committee's recommendation that the Board seeks to hire independent counsel for the Board in the need they need legal advice. The Board will form an Ad-hoc Committee to explore hiring independent counsel in order to comply with W&I Code 4625.6. **4. Motion made to form an Ad-hoc Committee to seek legal counsel for the Board M/S/C Rojo/Souder.** Once the committee is formed, the committee will meet with management.
4. **\$250,000 CONTRACTS:** Mr. Toms reviewed 52 vendor contracts. 24 Supported Living Skills, 2 Education related; 1 Family Home Agency; 1 Pharmaceutical Services; 8 Specialized Assessment; 10 Clinical Psychologist Services; 2 Physician Services; 4 LVN/RN; 1 Psychiatric Services. These contracts were reviewed by the Executive Committee. It is the committee's recommendation that the Board approve these contracts as presented. **5. Motion made to approve the 52 contracts as presented M/S/C Connor/Souder. Ms. April Stewart abstained from voting.**
5. **2020/21 PURCHASE OF SERVICE DISPARITY REPORT:** Mr. Toms presented the 2020/21 Purchase of Service Disparity Report and thanked CJ Cook and Lillian Garnica for all their hard work in putting this report together. **6. Motion made to approve IRC's 2020/21 Purchase of Service Disparity Report as presented M/S/C Rojo/Connor.**
6. **SALARY SCHEDULE ADJUSTMENT:** Ms. Steuwer shared that the Board approved the first round of adjustment in March addressing the minimum wage and salary compression. A lot of work went into this project. The Committee's overall goal was to be fair to all employees and to recognize the value of each position and compensate it appropriately. Prior to this adjustment, staff have received lots of incentives such as \$500 in June, 2021, \$750 in December, 2021, \$200 if you received your booster, Covid personal holiday and a another cash incentive of

approximately \$1,100 coming in June, 2022. Also would like to point out IRC offers 16 holidays in a calendar year which is attached to one's salary. Before asking for the Board's approval, Ms. Steuwer would like to add 3 positions that were omitted from the list: Systems of Care Coordinator, 1:25 Specialized Caseload Service Coordinator and 1:40 Enhanced Service Coordinator. **7. Motion made to include the 3 positions that were omitted to the salary schedule M/S/C Rojo/Page.** Ms. April Stewart abstained from voting. **8. Motion made to approve the salary schedule as presented effective July 1, 2022 Rojo/Souder.** Ms. April Stewart abstained from voting.

7. **COST OF LIVING ADJUSTMENT:** Ms. Steuwer announced after careful consideration and reviewing budget projections, she is seeking the Board's approval in awarding staff a 3% COLA effective on the June 3 pay period. **9. Motion made to approve a 3% COLA effective on the June 3 pay period M/S/C Souder/Rojo. Ms. April Stewart abstained from voting.**
8. **CYBER SECURITY CONTRACT:** Ms. Steuwer shared due to remote working, IRC has had to upgrade some of our system. Kurtis Franklin will explain in more detail. Mr. Franklin shared that it has been a tough couple of years with cyber attacks. The cost of a breach is very costly. In 2021 the average cost was about 4 million. At IRC, a variety of things are in place to prevent such a breach therefore the need to increase our visibility in cyber security is crucial. Artic Wolf provides 24/7 overview. IRC would like to partner with them and enter into a 3-year contract with them. The cost would be \$145,000 per year for 3 years. **10. Motion made to approve entering into a 3-year contract with Artic Wolf M/S/C Rojo/Souder.**
9. **BANK SIGNATORY:** Ms. Steuwer stated with Mr. Page terming from the Board and as Board Chair, we need to set up the new bank signatories up. This process takes about 3-4 months. Ms. Steuwer is requesting the Board's approval in keeping Mr. Page as bank signatory until the new signatory is in place. **11. Motion made to keep Mr. Page as signatory until the new Chair signature is in place M/S/C Connor/Rojo.**

#### TRUSTEE INPUT:

Mr. Rojo stated that with his past board experience he is more than willing to help anyone if they need some help

Ms. Alva Stewart stated it was truly an honor to serve on the Board and appreciates everyone she has encountered. This experience has truly been a blessing.

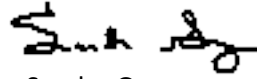
Mr. Page thanked IRC staff and Board for the opportunity to serve on the Board. It was a pleasure and honor. Grateful for given the opportunity to with ARCA as well. Thank you.

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 5:06 p.m. The Board did not take any action during Executive Session. **12. Motion made to adjourn the meeting at 5:07 p.m. M/S/C Rojo/Souder.**

Sincerely,

Carmen Estrada  
Board Secretary



Sandra Guzman  
Assistant Secretary

#### **MOTIONS FOR THE MAY 9, 2022 BOARD OF TRUSTEES MEETING**

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