

MINUTES OF July 11, 2022
Inland Counties Regional Center, Inc.
Board of Trustee Meeting

BOARD PRESENT VIA CONFERENCE CALL: Jay Connor; Alicia Lara; Theodore Leonard; Eric Naranjo; Maureen O’Connell; Rene Rojo; Teri Smith; Joshua Souder

BOARD MEMBERS ABSENT: Kiana Buffington; Carmela Garnica; Gizelle Siojo; April Stewart

BOARD FACILITATOR: Robyn Souder

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

STAFF PRESENT VIA CONFERENCE CALL: Kurtis Franklin

RECORDING SECRETARY: Sandra Guzman

CALL TO ORDER: Meeting was called to order by Ms. O’Connell at 4:01 pm.

MINUTES OF May 9, 2022 BOARD MEETING: 1. Motion made to approve the minutes of the May 9, 2022 Annual Board Meeting as presented M/S/C Souder/Connor.

PUBLIC COMMENT: None

EXECUTIVE DIRECTOR’S REPORT: Ms. Johnson reported the following 1) IRC serves 43,944 active consumers 2) IRC currently has 832 employees which included 508 service coordinators. The average caseload is 84 to 1. 3) Managers continue to interview. IRC is projecting to hire approximately 110 more service coordinators. 4) IRC building was opened to the public by appointment only on July 5th. A guard is stationed up front to assist with screening and checking in. 5) Staff continue to work remotely but are required to come into the office at least once a week. Directors, Managers and their CST3s are required to come into the office twice a week. 6) COVID testing continues to be provided at the San Bernardino and Riverside offices.

DIRECTOR’S REPORT: Written reports were submitted. Mr. Connor inquired if day programs will open before December 2022? Mr. Toms stated it all depends on COVID. Some programs are operating at about 75%. 25% is in person. The health and safety of our consumer is everyone’s #1 goal.

COMMITTEE REPORTS:

- 1) **ANOTHER WAY COMMITTEE:** Ms. Gonzales submitted a written report. No questions from the Board.
- 2) **EXECUTIVE COMMITTEE:** The minutes from the May and June meetings were submitted. There were 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 question from the Board.
- 5) **VENDOR ADVISORY COMMITTEE:** Ms. Stewart submitted a summary from the May and June VAC meetings. No question from the Board.

OLD BUSINESS:

- 1) **SALARY SCHEDULE CORRECTIONS:** Ms. Steuwer presented the corrections made to the Salary Schedule. **2. Motion made to approve the corrections to the Salary Schedule as presented M/S/C Connor/Rojo.** Ms. Steuwer requested the Board authorize the Executive Committee the authority to approve minor corrections such as this if they arise. **3. Motion made to authorize the Executive Committee to approve minor corrections to the Salary Schedule whenever necessary M/S/C Connor/Souder.**

NEW BUSINESS:

- 1) **APPROVAL OF NEW BOARD MEMBERS:** Ms. Lara stated that the Nominations Committee interview two applicants. Theodore Leonard and Carmela Garnica are both very knowledgeable and both come with prior board experience. It is the committee's recommendation that the Board approve Theodore Leonard and Carmela Garnica to serve on the Board. **4. Motion made to approve Carmela Garnica and Theodore Leonard to serve on the Board M/S/C Connor/Naranjo.**
- 2) **POS POLICY:** Mr. Toms presented 5 changes to the Purchase of Service Policy. One was an addendum the Respite Services found on page 8 and 4 additions. Camp and Associated Travel Expenses, page 12; Nonmedical Therapies, page 12; Social Recreation, page 13 and Educational Services, page 14 were added to the Purchase of Service Policy effective July 1, 2022. **5. Motion to approve the revisions as presented M/S/C Souder/Connor.**
- 3) **BANK SIGNATORIES FOR NEW BOARD OFFICERS:** Ms. Steuwer stated due to the Board Chair resigning, this item will need to be tabled until a new Chair is named.
- 4) **EMPLOYEE HEALTH BENEFITS FOR PLAN YEAR 10/1/2022:** Ms. Steuwer shared that the health plan year for employees begins on October 1. She just received the marketing proposal from the broker and have not had time to review. Open Enrollment begins the 3rd week in August. Ms. Steuwer is requesting the Board authorize the Executive Committee the authority to review and approve the health benefits effective October 1st. **6. Motion made to authorize the Executive Committee to review and approve the health benefits M/S/C Connor/Souder.**
- 5) **MASTER TRUST INVESTMENT OBJECTIVES AND POLICIES:** Mr. Beckett shared that the Master Trust Investment Objectives and Policies was updated to include types of investments we want or don't want to invest in, review asset allocations and appropriate benchmarks and basically bring the policy up to date. **7. Motion made to approve the Master Trust Investment Objectives and Policies M/S/C Souder/Naranjo.**

TRUSTEE INPUT:

Mr. Naranjo shared that his mother passed away on June 3rd of a heart attack. She was very special and of everything he did. He would not be on this Board if it wasn't for her.

Ms. Johnson was inquiring if the Board would prefer to move the Board Meetings to 5:00 p.m. to accommodate everyone's work schedule? Board Trainings can also be changed to 5:00 p.m. or 5:30 p.m.? The Board agreed to move Board Meetings to 5:00 and Board Trainings to 4:00 for the hour-long trainings and 4:30 for the half hour trainings. These time changes will begin with the August training and September Board Meeting.

Executive Committee meetings can also be moved to a later time. The Executive Committee decided to change the meeting time to 4:30 p.m. beginning in July.

Ms. Johnson stated we really wanted to acknowledge the Board's time and all the support they provide. Years ago, the Board was provided a per diem. Starting in July, we would like to offer each Board Member a \$200 per diem for participating in Board Trainings/Meetings. We want to thank you for all you do for the IRC. Merissa will work out the details with Sandra who will be in contact with you.

Ms. O'Connell adjourned the meeting at 4:49 p.m. and reminded everyone of the new training and meeting time.

Sincerely,

Alicia Lara
Board Secretary



Sandra Guzman
Assistant Secretary

MOTIONS FOR THE JULY 11, 2022 BOARD OF TRUSTEES MEETING

1. Motion made to approve the minutes of the May 9, 2022 Annual Board Meeting as presented M/S/C Souder/Connor.
2. Motion made to approve the corrections to the Salary Schedule as presented M/S/C Connor/Rojo.
3. Motion made to authorize the Executive Committee to approve minor corrections to the Salary Schedule whenever necessary M/S/C Connor/Souder.
4. Motion made to approve Carmela Garnica and Theodore Leonard to serve on the Board M/S/C Connor/Naranjo.
5. Motion to approve the revisions as presented M/S/C Souder/Connor.
6. Motion made to authorize the Executive Committee to review and approve the health benefits M/S/C Connor/Souder.
7. Motion made to approve the Master Trust Investment Objectives and Policies M/S/C Souder/Naranjo.