

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

**BOARD PRESENT VIA CONFERENCE CALL:** Jay Connor; Carmela Garnica; Alicia Lara; Theodore Leonard; Eric Naranjo; Maureen O'Connell; Gizelle Siojo; Teri Smith; Joshua Souder

**BOARD MEMBERS ABSENT:** Kiana Buffington; Rene Rojo; April Stewart

**BOARD FACILITATOR:** Robyn Souder

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

**STAFF PRESENT VIA CONFERENCE CALL:** CJ Cook; Kurtis Franklin; Maria Rodriguez

**RECORDING SECRETARY:** Sandra Guzman

**CALL TO ORDER:** Meeting was called to order by Ms. O'Connell at 5:00 pm.

**MINUTES OF SEPTEMBER 12, 2022 BOARD MEETING: 1. Motion made to approve the minutes of the September 12, 2022 Board Meeting as presented M/S/C Naranjo/Souder.**

**EXECUTIVE DIRECTOR'S REPORT:** Ms. Johnson reported the following: 1. As of November 1, 2022, IRC serves 45,651 consumers. 2. IRC currently has 860 employees. This includes 507 in case management. 3. Our buildings were opened to the public on September 1, 2022. Staff have been working in the building once a week or as needed. Managers and Directors are required to come into the office twice a week. 4. On site COVID testing continues at the San Bernardino and Riverside offices. 5. IRC held a job fair on October 22, 2022. Over 150 people registered to attend. 55 verbal job offers were made.

**DIRECTOR'S REPORT:** Written reports were included in the board packet. No questions from the Board.

**COMMITTEE REPORTS**

- 1) **EXECUTIVE COMMITTEE:** The minutes from the September and October Executive Committee Meetings were submitted. There were no questions from the Board.
- 2) **MASTER TRUST COMMITTEE:** Ms. Miller submitted a written report. There were no questions from the Board.
- 3) **VENDOR ADVISORY COMMITTEE:** Ms. Stewart submitted a summary of the VAC meeting for the month of October. No questions from the Board.

**OLD BUSINESS:**

1. **SALARY SCHEDULE:** Mr. Beckett shared the updated Salary Schedule for fiscal year 2022/2023. New positions effective 10/1/22 are Assistant Director, Transition & Special Services, PM IDEA

and SDP Programs, Language Access & Cultural Competency (LACC), CST 3 LACC and Parent Ambassador. **2. Motion made to approve the revised Salary Schedule for fiscal year 2022/2023 M/S/C Leonard/Souder.**

- 2) **BOARD STIPENDS:** Ms. Steuwer clarified the new board stipend. When a Board Member attends a Board Training, they will receive a \$100 stipend. When a Board Member attends a Board Meeting, they will receive \$100. Board Members must attend the full training and/or meeting to qualify for stipend. Anyone attending a portion of either a training or meeting will not be eligible for the stipend. Attending board trainings is a contract requirement with the department. Ms. Steuwer is requesting the Board's approval to award members a stipend for attending trainings or meetings going back to July 1, 2022. **3. Motion made to approve the \$100 stipend for attending Board Trainings and Board Meetings effective July 1 M/S/C Naranjo/Leonard.**

#### **NEW BUSINESS:**

- 1) **APPROVAL OF BOARD MEMBER:** Ms. O'Connell reported that the Nominations Committee interviewed Ms. Briselda Ramirez Catalan. Ms. Ramirez Catalan comes with diverse background experience and would be a great asset to the Board. **4. Motion made to approve and appoint Ms. Briselda Ramirez Catalan to the board M/S/C Leonard/Naranjo.**
- 2) **APPROVAL OF BOARD MEMBER'S TERM:** Ms. O'Connell stated when Jay Connor joined the Board, he took over a former member's term. Mr. Connor now qualifies for a full 4-year term. **5. Motion made to approve a 4-year term for Jay Connor M/S/C Souder/Leonard.**
- 3) **2023 PERFORMANCE CONTRACT:** Mr. Toms reviewed the 2023 Performance Contract with the Board. He highlighted some of the areas that were added this contract period. **5. Motion made to approve IRC's 2023 Performance Contract M/S/C Leonard/Garnica.**
- 4) **BOARD BANK SIGNATORIES:** Ms. Steuwer stated due to recent changes in the membership of the Board of Trustees and officers of the Corporation, it has become necessary to update the names of the individuals who are authorized to sign on behalf of the Corporation on various accounts. Ms. O'Connell will replace former Chair, Cameron Page. To officially switch bank signatories from Mr. Page to Ms. O'Connell, a bank resolution is required. The change will be effective February 03, 2023. **6. Motion made to approve changes to bank signatories effective February 3, 2023 M/S/C Leonard/Souder.**
- 5) **BOARD TRAINING:** Ms. O'Connell stated the Executive Committee composed a potential training schedule for calendar year 2023. Ms. O'Connell asked for any suggested or changes to the schedule? There are 3 training topics that cannot be removed (July 10, Conflict of Interest, Whistleblower Policy, October 10, Board Member's Role and Responsibilities and November 13, Linguistic and Cultural Competency). No changes were recommended. **7. Motion made to approve the Board Training for calendar year 2023 as presented M/S/C Souder/Naranjo.**

TRUSTEE INPUT: None

Next Board of Trustees Meeting: January 9, 2023

Ms. O'Connell adjourned the meeting at 5:34 p.m.

Sincerely,



Alicia Lara  
Board Secretary



Sandra Guzman  
Assistant Secretary

**MOTIONS FOR THE NOVEMBER 14, 2022 BOARD OF TRUSTEES MEETING:**

- 1. Motion made to approve the minutes of the September 12, 2022 Board Meeting as presented M/S/C Naranjo/Souder.**
- 2. Motion made to approve the revised Salary Schedule for fiscal year 2022/2023 M/S/C Leonard/Souder.**
- 3. Motion made to approve the \$100 stipend for attending Board Trainings and Board Meetings effective July 1 M/S/C Naranjo/Leonard.**
- 4. Motion made to approve and appoint Ms. Briselda Ramirez Catalan to the board M/S/C Leonard/Naranjo.**
- 5. Motion made to approve IRC's 2023 Performance Contract M/S/C Leonard/Garnica.**
- 6. Motion made to approve changes to bank signatories effective February 3, 2023 M/S/C Leonard/Souder.**
- 7. Motion made to approve the Board Training for calendar year 2023 as presented M/S/C Souder/Naranjo.**