

MINUTES OF JULY 10, 2023
Inland Counties Regional Center, Inc.
Board of Trustee Meeting

BOARD PRESENT: Kiana Buffington Jay Connor; Alicia Lara; Theodore Leonard; Eric Naranjo; Maureen O'Connell; Rene Rojo; Gizelle Siojo; Teri Smith; Joshua Souder, April Stewart

BOARD MEMBERS ABSENT: Carmela Garnica; Briseida Ramirez

BOARD FACILITATOR: Bertha Soria; Robyn Souder

DIRECTORS PRESENT: Steve Beckett; Kurtis Franklin; Felipe Garcia; Eric Hamler; Lavinia Johnson; Don Meza; Merissa Steuwer; Vince Toms; Treva Webster

STAFF PRESENT: Maria Isabela Rodriguez; Claudia Mora; Martin Morales

GUEST PRESENT: Raul Castillo, Hanna's; Jason Distelroth, Hana's; Matoya Terrell, SCDD; Rocio Vazquez, Hana's

RECORDING SECRETARY: Sandra Guzman

CALL TO ORDER: Meeting was called to order by Ms. O'Connell at 5:05 pm.

MINUTES OF MAY 8, 2023 Annual Board Meeting: 1. Motion made to approve the minutes of the May 8, 2023 Annual Board Meeting as presented M/S/C Rojo/Naranjo.

MINUTES OF MAY 8, 2023 Board Meeting: 2. Motion made to approve the minutes of the May 8, 2023 Board Meeting as presented M/S/C Rojo/Leonard.

PUBLIC INPUT:

1. Matoya Terrell, State Council: SCDD supports the National Core Indicators (NCI) approach through linking services outcome data to quality-of-life goals. SCDD will begin the child, adult and family guardian survey process by mailing out NCI paper surveys to clients and the parents of clients between the months of October 2023 and March 2024. We greatly appreciate manually written or electronic responses to the survey. If you have any questions, please contact the State Council.
2. Greg Damewood submitted a written statement that will be entered into the minutes.

Good WIC CODES to share with those that care and want to help Consumers especially in Facilities.
Nice copy is attached - Thanks for using this in tonight's meeting for Public Comments.

Greg Damewood

California Code, Welfare and Institutions Code - WIC § 15610.43

(a) "Isolation" means any of the following:

(1) Acts intentionally committed for the purpose of preventing, and that do serve to prevent, an elder or dependent adult from receiving his or her mail or telephone calls.

(2) Telling a caller or prospective visitor that an elder or dependent adult is not present, or does not wish to talk

with the caller, or does not wish to meet with the visitor where the statement is false, is contrary to the

express wishes of the elder or the dependent adult, **whether he or she is competent or not, and is made**

for the purpose of preventing the elder or dependent adult from having contact with family, friends, or concerned persons.

(3) False imprisonment, as defined in [Section 236 of the Penal Code](#).

(4) Physical restraint of an elder or dependent adult, for the purpose of preventing the elder or dependent adult

from meeting with visitors.

(b) The acts set forth in subdivision (a) shall be subject to a rebuttable presumption that they do not constitute

isolation if they are performed pursuant to the instructions of a physician and surgeon licensed to practice

medicine in the state, who is caring for the elder or dependent adult at the time the instructions are given,

and who gives the instructions as part of his or her medical care.

(c) The acts set forth in subdivision (a) shall not constitute isolation if they are performed in response to a

reasonably perceived threat of danger to property or physical safety.

Definition of Penal Code 236 False Imprisonment

California Penal Code 236 PC defines false imprisonment as **the unlawful violation of the personal liberty of someone else**. To violate someone's person's liberty means a sustained restriction of their freedom using violence, duress, fraud, deceit.

WIC CODE Section 15610.70 - Undue influence

(a) "Undue influence" means excessive persuasion that causes another person to act or refrain from acting by overcoming that person's free will and results in inequity.

EXECUTIVE DIRECTOR'S REPORT: Ms. Johnson reported the following: 1. As of June 30, 2023, IRC serves 48,861 consumers which is a growth of 4,828. 2. IRC currently employs 964 staff of which 623 are in case management. The current standard caseload ratio is 79:1. IRC's HR department held a job fair on Saturday, June 24th. 200 candidates attended and 84 verbal offers were made. 3. IRC held an all-staff end of fiscal year event on Tuesday, June 27th. Staff were thanked for their hard work, dedication, and loyalty to consumers. An announcement was made to staff that they are receiving a onetime 8% salary augmentation of wages paid to them from 7/1/22 to the last pay period in June 2023. The event was well attended. 4. IRC continues to offer a language stipend to any staff who demonstrates proficiency in reading, speaking, or speaking only. The languages include Spanish, Mandarin, Tagalog, Arabic and Vietnamese. The stipend for reading and speaking is \$100 and for speaking \$50 a month. 5. IRC is also offering a monthly stipend of \$100 a month for staff who mentor new staff. 6. As of March 1st, due to the end of the SOE, our buildings are open to the public. Like pre-pandemic, all visitors must have an appointment through IRC's Envoy system. We continue with our Hybrid model of remote and office days. Mr. Connor inquired what caseload ratio does the department want? 68 to 1.

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 June 2023 Executive Committee Meeting 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. There were no questions from the Board.
5. **VENDOR ADVISORY COMMITTEE:** No report

OLD BUSINESS: None

NEW BUSINESS:

1. **APPROVAL OF ANOTHER WAY OFFICERS:** Ms. Gonzales stated that the Another Way Committee recently held their bi-annual vote for Another Way officers. Ms. Gonzales is requesting the Board ratify the committee's vote of new officers. **3. Motion made to approve the Another Way Officers M/S/C Rojo/Connor.**
2. **MASTER TRUST INVESTMENT OBJECTIVES AND POLICIES:** Item #2 was previously addressed and has been withdrawn from the agenda.
3. **REVISED BYLAWS:** Ms. Johnson went over the updates that were made to the Bylaws regarding the operations of Master Trust of California. There are situations when it would be useful for the Trust Administrator to have the authority to sign on behalf of IRC in connection with the operations of Master Trust. The Bylaws need to be clarified to show that the General Counsel also acts as a Director of certain departments. Finally, the names of certain Director positions also needed to be updated in Article X, Section 11. The Director of IT and Administrative Services was inadvertently left off on the draft and needs to be added. **4. Motion made to**

approve the Bylaws as presented and adding the Director of IT and Administrative Services to section 11 M/S/C Connor/Rojo.

4. **TUITION REIMBURSEMENT PROGRAM:** Mr. Beckett presented the Regional Center Employee Tuition Reimbursement Program that was established by the Department of Developmental Services. The program is for regional center employees who are seeking a degree or certification in a health or human services related field. The purpose of this program is to enhance regional center services. The implementation of this program is contingent upon funding from DDS. Once funding has been exhausted, the program will be suspended until there is additional funding. **5. Motion made to approve the Tuition Reimbursement Program M/S/C Rojo/Souder.**
5. **SALARY STRUCTURE:** Mr. Beckett shared the revised salary structure addressing the wage compression issue, inflation, and things of that nature as well. Everything in green is new. There are some new positions added to existing salary ranges. For every position there is a starting and ending salary, we are no longer establishing steps. For employees whose current hourly rate on 6/30/23 is less than the new starting hourly rate for their positions, their hourly rate will be changed to the new starting hourly rate effective 7/1/23 with no change in their annual review date. **6. Motion made to approve the salary structure changes as presented Rojo/Souder. Ms. Stewart abstained from voting.**
6. **LONGEVITY POLICY:** Mr. Beckett stated IRC has had a Longevity Policy for many years and it has been very well received. What we are proposing to do with this is for any employees hired after July 1 of this year that they are not eligible for longevity leave of absence. Anyone hired prior to that is still eligible for the existing longevity leave of absence. The reason we are discontinuing it for new staff is because we recently added a week of vacation to everybody's schedule. The minimum number of weeks of vacation is now three weeks. **7. Motion made to approve the changes to the Longevity Policy M/S/C Rojo/Leonard.**
7. **HEALTH BENEFITS:** Ms. Steuwer is requesting the Board to authorize the Executive Committee to approve the health benefits for the new plan year from October 1, 2023 to September 30, 2024. We are currently in the middle of benefit negotiation and will not have the rates until early August. **8. Motion made to give the authority to the Executive Committee to approve the health benefit package M/S/C Rojo/Souder. Ms. Stewart abstained from voting.**
8. **EXTENSION OF BOARD MEMBER'S TERM:** Ms. O'Connell stated that Ms. Lara's term expired in March, and she would like to serve a second term on the Board. **9. Motion made to approve a second term for Ms. Lara M/S/C Rojo/Souder.**

TRUSTEE INPUT:

Mr. Rojo announced that he has been busy out in the community. He is currently working on activities such as concerts and car shows. If anyone is interested in helping or attending, please contact him for more information.

Ms. O'Connell adjourned the meeting at 5:47 p.m. to go into Executive Session. Executive Session was called to order at 5:52 p.m.

The Board reconvened at 6:17 p.m. The Board took action on a personnel matter.

Sincerely,



Alicia Lara
Board Secretary



Sandra Guzman
Assistant Secretary

MOTIONS FOR THE JULY 10, 2023 BOARD OF TRUSTEES MEETING:

1. Motion made to approve the minutes of the May 8, 2023 Annual Board Meeting as presented M/S/C Rojo/Naranjo.

2. Motion made to approve the minutes of the May 8, 2023 Board Meeting as presented M/S/C Rojo/Leonard.

3. Motion made to approve the Another Way Officers M/S/C Rojo/Connor.

4. Motion made to approve the Bylaws as presented and adding the Director of IT and Administrative Services to section 11 M/S/C Connor/Rojo.

5. Motion made to approve the Tuition Reimbursement Program M/S/C Rojo/Souder.

6. Motion made to approve the salary structure changes as presented Rojo/Souder. Ms. Stewart abstained from voting.

7. Motion made to approve the changes to the Longevity Policy M/S/C Rojo/Leonard.

8. Motion made to give the authority to the Executive Committee to approve the health benefit package M/S/C Rojo/Souder. Ms. Stewart abstained from voting.

9. Motion made to approve a second term for Ms. Lara M/S/C Rojo/Souder