

Minutes of the January 10, 2011
Inland Counties Regional Center, Inc.
Board of Trustees

Members Present: George Arzoo; Dr. Richard Chinnock; Dr. Drew Cutler; Alma Derritt; Esther Farmer; Darlene Fischer; Gregory Harrison; LaVesta Locklin; Veda Murry; Christian Pike; Donita Remington

Members Absent: William McGuern; Steve Ogilvie; Martha Ramirez

Facilitator Present: Tina Beth

Recording Secretary: Aneta Giltner

Management Staff Present: Carol Fitzgibbons; Janet Goehring; Margie Henderson; Lavinia Johnson; Dr. Eliana Lois

Guests Present: Angela Castro, NLO; Deborah Crowley, Eadie & Payne, LLP; Greg Damewood, Parent; Jose Fuentes, FFC, Inc.; Rita Gauer, NLO; Carrie Gilbreath, Westbound Communications; Rita Loof, Parent; Tina Meinders, Salem Christian Home; Ralph Skoner, People First; Vicki Smith, Area Board 12; Becky Thompson; Wade Wilde, Mountain Shadows

Staff Present: Cynthia Alexander; Jana Anderson; Jamilly Tardy-Anderson; Bev Ching; Sheilah Coble; Marilyn Bennett; Jennifer Cummings; Carmelita De La Cruz; Chuchie Doubek; Ernestine Dew; Felipe Garcia; Susan Gomez; Gina Gregory; Marilee Gribbon; Patti Harrold; Kevin Haynes; Leonard Haynes; Mary Joseph-Bacon; Millee Martin-Walton; Don Meza; Ismael Ocampo; Mary Pounders; Bea Regalado; Shanear Rivera; Romwell Sabeniano; Merissa Steuwer; Russell Thompson; Tiki Thompson; Vince Toms; Kevin Urtz; Vanessa Vaillancourt; Sylvia Wackerman; Kathi Wild; Ken Willits

Ms. Locklin called the meeting to order at 7:05 p.m. Guests were recognized.

MINUTES: Motion to approve November 8, 2010, Minutes as presented; M/S/C Pike/Derritt

PUBLIC INPUT: Ms. Locklin clarified that no action is taken on public input during the meeting. The appropriate staff person would contact the individual providing input with a response. Only Board members may ask questions and make comments during the remainder of the meeting.

1. Greg Damewood: 1) Wanted to know why a \$450,000 threshold was placed in the draft Policy for Request for Proposals; 2) Expressed concerns with the Master Trust Resolution stating only one of 3 named individuals needs to sign to redirect funds; and, 3) Level 4Is have a bedroom for the staff person to use and was wondering if all facilities should have rooms for staff.

2. Rita Loof, Parent: 1) Daughter has been with IRC since 2003 and the only services she received were quarterly visits from CSC and a one-time \$250 reimbursement for a conference she attended even though it was in the IPP; 2) Daughter attended Catholic school since kindergarten and did well with an aide whom she paid for. When daughter was ready for junior high the Catholic school said they could no longer accommodate her; 3) Her daughter is now in a home-like school setting and she does not think quarterly visits were necessary; 4) She received a letter from IRC requesting she complete and sign an IRC 35c or 202 which was not attached to the letter; and, 5) She was notified that if IPP was not signed by November 15 her daughter's case would be inactivated and now she unsure of her daughter's status.

3. Vicki Smith, Area Board 12: 1) Expressed appreciation to Carol Fitzgibbons, Dr. Eliana Lois, Bev Ching, Diann Morales and Valerie Moesher for providing a presentation to the Area Board on the clinical team; 2) In regards to draft Request for Proposal Policy, Area Board recommends doing everything through the RFP process with no stipulations. They also have concerns regarding the \$450,000 threshold. Everyone should be given an opportunity and equality in applying to provide services; 3) She quoted W&I Code Section 4547 regarding Area Board's monitoring of Regional Centers. Area Board may be able to help increase IRC's transparency and accountability; 4) IRC needs to review how they do needs assessments; 5) Invited IRC to work with them and Disability Rights on education plans for the IPP process in order for everyone to be on same page.

EXECUTIVE COMMITTEE REPORT: Ms. Locklin reported that the Executive Committee met on December 13 and discussed the following: 1) Revising time limits and deleting reports from the regularly scheduled Board Meeting Agendas; 2) Presenting materials to Board members in a better fashion; 3) The Nominations Committee working on a slate of Board Officer for upcoming year; and, 4) Master Trust Resolution that will require full Board action.

EXECUTIVE DIRECTOR'S REPORT: Ms. Fitzgibbons presented the following: 1) The Governor presented his proposed budget which shows a \$12.5 billion deficit, of which includes a \$750 million cut to DDS, regional centers and developmental centers. Over the next several months the legislature will review the budget, gain input and discuss it. It is hoped to get the budget back to the Governor in time for public vote early June. Everyone was asked to contact their legislators; 2) A power point on the various holiday activities held by IRC was presented prior to this evening's meeting; 3) Around 85 employees were recognized for their years of service, from 5 years all the way up to 35 years, at IRC's Annual Holiday Party; 4) During 2011 IRC will be celebrating its 40th year in business; 5) IRC, along with the regional center system, has been under a lot of scrutiny since the BSA audit findings. DDS will hopefully finish their report by the end of January; 6) Medicaid Waiver is on track and IRC is delivering the kind of services these consumers need; 7) DDS will audit Early Start in February; 8) IRC is getting to the end of the appeals and hearings initiated from September 2009 and look forward to closure; 9) IRC's AQMD carpooling plan was approved; and, 10) DDS approved IRC's Performance Contract.

FINANCIAL REPORT: Ms. Goehring presented the written financial report and explained the calculations on the spreadsheet for both Operations and POS. Motion to accept the Financial Report for filing as presented; M/S/C Arzoo/Pike

AUDIT REPORT: Ms. Crowley reported that her firm, Eadie and Payne, completed the Independent Auditor's Report on IRC. IRC's Audit Committee met with her to review the financial statements and issued opinion. It is the expressed opinion that the financial statements are in accord with accounting principles and there were no internal control findings related to the financial statements, nor the handling of finances. Mr. Arzoo said the Audit Committee reviewed and were satisfied with the financial statements. Motion to accept the audited Financial Statements; M/S/C Arzoo/Cutler

CONSUMER ADVISORY COMMITTEE (CAC): Mr. Widick reported the following: 1) Over 300 consumers enjoyed the Holiday Ball and are looking forward to the next one; 2) The Consumer Advocates continue to visit with the consumers at their day programs and provide the Think, Plan and Do trainings; 3) Several community outreaches were completed; 4) Ameri-Corps volunteers graduated; 5) Healthy Bodies, Healthy Lives training is scheduled to begin; and, 6) CAC meetings have been changed to Saturday afternoons in an effort to draw a larger crowd.

VENDOR ADVISORY COMMITTEE (VAC): Ms. Remington reported the following from the November 1 VAC meeting: 1) The meeting was well attended and providers displayed a real interest in participating; 2) Discussion was held on the budget, rate reductions, unfilled vacancies, the need for more transparency and the need for increased VAC representation; 3) The rate reduction is very hard on the vendors and more so, on the small family home providers; 4) Day Programs - The forum was well attended. 5) Specialists - The Disability Sports Festival at California State University in San Bernardino was a great success; 6) Transportation – Issues still need to be resolved; 7) Residential – An informative, productive meeting was held with San Bernardino Department of Behavioral Health resulting in the set up of trainings and meetings for all vendors; and, 8) Health – impact of vacancies and slow referrals across all categories.

The VAC discussed changes to its Bylaws: 1) Frequency of meetings changed from quarterly to every other month (opposite month from IRC Board meetings), allowing for increased communication and providing information to IRC on a more timely basis; 2) Audience expressed current service categories may not represent the vendor community well and maybe other categories should be added; 3) A meeting is scheduled January 19 to explore additional Bylaws revisions such as length of term(s) member can serve (currently can serve total of 8 years (two 4 year terms); and, 4) Next VAC meeting is February 28 at 10:00.

OLD BUSINESS:

Ms. Locklin said the Board appreciates receiving the Chief reports in writing as they keep the Board on track as to what is happening.

NEW BUSINESS:

POLICY ON USE OF REQUEST FOR PROPOSAL AND START-UP: Ms. Fitzgibbons presented the draft Policy and said there were numerous questions regarding the \$450,000 threshold. She said this is related to purchase of service income of the provider is currently receiving and does not reflect amount provider would receive for start-up. When vendor hits \$450,000 threshold, a different type of service would need to be looked at. An example is if needs assessment determines a specialist is required for one year through POS and is only \$50,000, the RFP process would not be required; but if a Level 4I is needed at \$1 million from POS during year it would have to go through competitive bid. Ms. Fitzgibbons said staff recommended \$450,000 because of the amount of time and effort it takes going through the RFP process. Ms. Remington said when the VAC discussed the policy there was no dollar figure set, but the attendees felt the RFP process should be transparent and allow an open playing field for them. Concern was expressed though that if a small mom and pop business wanted to apply it would not be worth their time to do the RFP paperwork. Ms. Remington felt the \$450,000 was too high. Ms. Derritt said the needs assessment should drive the entire process. Ms. Fitzgibbons said the Board could decide not to include a dollar figure. Detailed procedures are provided in IRC's Operations Manual to guide the RFP process. Further discussion was held. Ms. Fitzgibbons said the State wanted IRC to have an approved policy in place by December 31. She suggested having IRC staff relook at the draft and make changes for submission to the Board for review and then discussing/voting on the policy via a Board member teleconference. Motion to table action on Policy pending additional information from finance staff in regards to the \$450,000 threshold and to hold a Board teleconference for action; M/S/C Chinnock/Remington

MASTER TRUST ACCOUNT RESOLUTION: Ms. Locklin said the Executive Committee approved proceeding with an Advisory Services Resolution authorizing Carol Fitzgibbons, John Hunt or Robert Britton to execute and deliver Advisory Agreements on behalf of the Master Trust with Merrill Lynch. Merrill Lynch now requires that this be done annually. Motion to approve the Advisory Services Resolution; M/S/C Chinnock/Pike.

Ms. Locklin adjourned the meeting at 8:31 p.m.

Respectfully submitted,

Alma Derritt
Secretary

LaVesta Locklin
President