

Minutes of the May 9, 2011  
Inland Counties Regional Center, Inc.  
Board of Trustee Meeting

MEMBERS PRESENT: Dr. Drew Cutler; Darlene Fischer; George Arzoo; Carmela Garnica; Gregory Harrison; LaVesta Locklin; William McGuern; Veda Murry; Christian Pike; Donita Remington

MEMBERS ABSENT: Alma Derritt; Esther Farmer; Martha Ramirez

FACILITATOR: Tina Beth for Christian Pike

MANAGEMENT STAFF PRESENT: Carol Fitzgibbons; Margie Henderson; John Hunt; Lavinia Johnson; Dr. Eliana Lois

RECORDING SECRETARY: Aneta Giltner

STAFF PRESENT: Cynthia Alexander; Brenda Alvarado; Dalila Balderas; Robert Britton;; Bev Ching; Sheilah Coble; Carmelita De La Cruz; Yasmin DeLeon-Williams; Vivian Follis; Susan Gomez; Gina Gregory; Marilee Gribbon; Olivia Gutierrez; Tamara Hathaway; Leonard Haynes; Mary Joseph-Bacon; Millee Martin-Walton; Steven Miller; Barbara Nguyen; Ismael Ocampo; Bea Regalado; Merissa Steuwer; Jamilly Tardy-Anderson; Tiki Thompson; Kevin Urtz; Sylvia Wackerman; Rene Zambel; Faisal Zia

GUESTS PRESENT: Melody Amaral, Wylie Center; William Ames, Southwestern Transportation; Steve Beckett, Attorney; Greg Damewood, Parent; Rita Gauer, NLO; Therese and Maurice Kragness, IBP; Tina Meinders, Salem Christian Homes; Robert Chavez, Gregory Damewood, Parent; Carrie Gilbreath, & Angela Meluski, Westbound Communications; Ralph Skoner & Becky Thompson, People First; Allan Smith, DDS; Vicki Smith, Area Board 12; Wade Wilde, Mountain Shadows

Dr. Cutler called the meeting to order at 7:05 p.m. He announced the new officers: Himself, President; Alma Derritt, Vice President; Darlene Fischer, Secretary; and, Esther Farmer, Treasurer. He expressed the Board's appreciation to George Arzoo and LaVesta Locklin who are leaving the Board after seven years of service.

Motion to accept the Minutes of the March 14, 2011 Minute as presented; M/S/C Locklin/McGuern

PUBLIC INPUT: Vicki Smith, Director, Area Board 12, said they look forward to hearing where IRC stands and where DDS is going with regards to the probation status. She expressed appreciation to Ms. Fitzgibbons, Dr. Lois and Rene Zambel for getting information out the families regarding the grant Loma Linda School of Dentistry received for Riverside County to provide treatment at no cost to families with special needs. The Area Board's next meeting will be held in Mammoth in June.

**EXECUTIVE COMMITTEE REPORT:** Dr. Cutler said the Committee met in April at which time they focused on reviewing the revisions made by IRC's corporate attorney to the Bylaws. He said some of the revisions include updating to meet current corporate laws for nonprofits and increasing the options for recruiting board members to fill all vacant positions.

**DIRECTOR'S REPORT:** Ms. Fitzgibbons thanked all the board members for participating in the Board training. New Board members will be provided with the updated orientation materials. A second session will be held in June. She reported the following: 1) IRC now provides services to 25,223 consumers; 2) SB 74 passed putting requirements in place in response to the Bureau of State Audit report done last summer. As to the monitoring of regional center by the Department of Developmental Services an emphasis is placed on transparency, publishing and using a protocol for requests for proposals/bidding, the whistleblower process, conflict of interest policy/process including training, third party collections, and placements from state developmental centers. It also requires providers who receive more than \$250,000 annually to submit a review to the regional center, and those who receive more than \$500,000 annually will be required to complete a full audit. Regional centers are now required to change their independent auditors every five years. A 15% cap was placed on administrative expenses for regional centers and continuation of the 4.25% rate reduction for providers; 3) AB 117, which relates to medical insurance carriers paying for therapies for children with autism is moving through the legislature; 4) DDS has to reduce budget by \$750 million. Reductions totalling \$577 million was presented to legislators but still must come up with \$174 million additional by mid May. Task groups were formed to develop Standards for Purchase of Service. The statewide standards can be reviewed and input can be made on DDS's website; 5) IRC is awaiting DDS's reply on the response to addendum contract language and on the DDS audit completed last fall. Board members who were able to participate in reviewing the submittal prior to submission to DDS offered helpful direction; 6) HR held Staff Appreciation Day for staff on May 5 giving staff a relaxing morning with various vendors available to shop for Mother's Day; 7) Staff training has started on the combined Annual Review/IPP document which has been in the works for several years; 8) IRC's IT Department, Training Unit and Westbound Communications successfully launched IRC's new website; 9) First Five of San Bernardino audited two grants, one that supports families of children with autism and one for oral hygiene assistance for children. The audit went very well. Another Way and the Early Start program collaborated on the grants; and, 10) The Another Way Golf Tournament is scheduled for this weekend, May 14.

**FINANCIAL:** Mr. Hunt presented his written Financial Report and reported the following: 1) There is a \$4.7 million projected deficit in Purchase of Services and are working with DDS on the B-S allocation, and IRC was informed they would receive about \$190,000 in operations. 2) The May 31 furlough day is still scheduled; and, 3) Cash flow is the great concern across state for at least 12 regional centers who bank wit Union Bank and have no Line of Credit. IRC has sufficient cash and assurances from

DDS that would take it through July 8, which would allow IRC to pay about 50% of POS for June in July.

**CONSUMER ADVISORY COMMITTEE (CAC):** Steve Miller said the CAC is hosting Monte Carlo Night on June 4 from 5:00 – 9:00 p.m. He said as a Consumer Advocate, it is his mission to visit individual program units at IRC as to what and how CSCs can advocate for their consumers.

**VENDOR ADVISORY COMMITTEE (VAC):** Ms. Remington reported the following: Vendors are concerned with the lack of referrals and operate with vacancies of vacancies. The budget and rising costs has put some in trouble but trying to hang on. Another element added to the concern is how and when the retroactive payment for the first three months of the Fiscal Year will be collected. There is an ongoing need for day programs and residential facilities to work together collaboratively was discussed. The various vendor group meetings that occur prior to the VAC meetings are valuable for communicating and to problem resolution. IRC's new website was presented to the VAC and comments expressed include ease of navigation. IRC's Board approved the VAC's Bylaws changes which provides for an increase in VAC membership. Ms. Goodsell had 14 letters of interest to fill positions and individuals will be interviewed and names presented at the July IRC Board meeting. The VAC presented a Certificate of Appreciation to Janet Goehring for 36-1/2 years of service at IRC.

**NEW BUSINESS:**

1. Acceptance of Dr. Richard Chinnock's resignation: Dr. Chinnock submitted resignation because of a conflict of interest. Mr. McGuern asked that a letter of gratitude be sent to Dr. Chinnock. Motion to accept Dr. Chinnock's resignation with regrets; M/S/C Fischer/Locklin
2. Appointment of Committees: Dr. Cutler said the following committees were established:
  - a) Nominations: William McGuern, Chair; Esther Farmer and Veda Murry. The Committee is looking for applicants to fill Board vacancies.
  - b) Executive Committee consists of the Officers of Corporation
  - c) Finance Committee: John Hunt and Esther Farmer will establish this committee
  - d) Master Trust: Dr. Cutler will replace Ms. Locklin as Chair of Master Trust and if he is not available Darlene Fischer will fill in.
3. Policy on Parent Conference Attendance: Ms. Fitzgibbons said this policy was adopted in 1998 and stated IRC would pay half for parent conference attendance. The policy is being changed to state a maximum cost per fiscal year of \$500 per family. Ms. Smith asked what happens if parents are divorced and each parent wants to attend a different training. Ms. Johnson reported that the policy refers to total funds is per a family. Ms. Remington asked if a family has more than one consumer with more than one diagnosis. Ms. Johnson indicated the total amount that would be allocated was still \$500. Motion to approve the Policy on Parent Conference Attendance with recommendation that it be per family unit; M/S/C McGuern/Fischer

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4. Policy on Procurement of Services and Use of Start-Up Funds for Resource Development: Ms. Fitzgibbons said DDS wanted the language to be more definitive as it relates to the procedure for Start-Up Funds and requiring RFPs. Motion to approve Policy as presented; M/S/C McGuern/Garnica
5. Whistle Blower Policy: Under "Reporting Violations/Complaints" a sentence was included to allow employees to address issues directly to the Board of Trustees. Motion to approve Policy as presented; M/S/C McGuern/Remington

Ms. Fitzgibbons said all three policies will be posted on IRC's website.

Dr. Cutler adjourned the meeting at 8:20 p.m. to go into Executive Session.

Respectfully submitted,

Darlene Fischer  
Secretary

Drew Cutler, M.D.  
President