

Minutes of the July 11, 2011
Inland Counties Regional Center, Inc.
Board of Trustee Meeting

MEMBERS PRESENT: Dr. Drew Cutler, President; Alma Derritt, Vice President; Carmela Garnica; William McGuern; Veda Murry; Christian Pike; Donita Remington

MEMBERS ABSENT: Darlene Fischer, Secretary; Gregory Harrison; Martha Ramirez; Esther Farmer

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

STAFF PRESENT: Cynthia Alexander; Jana Anderson; Dalila Balderas; Ernestine Brown; Bev Ching; Jennifer Cummings; Susan Gomez; Gina Gregory; Marilee Gribbon; Patricia Harrold; Tamara Hathaway; Kevin Haynes; Mary Joseph-Bacon; Debra Mannon; Millee Martin-Walton; Don Meza; Russ Thompson; Tiki Thompson; Vince Toms; Kevin Urtz; Sylvia Wackerman; Ken Willits; Faisal Zia

GUESTS PRESENT: Mark Antennuci & Sue Buff, Independent Options; Peter Asten, parent; Cherie Christiansen, TLC Care Home; Thomas Cosand; Greg Damewood, Parent; Tina Eyreud, VEW; Rita Gauer, NLO; Sharon Guillary, Genesis ARC; Patrick King, Grandparent; Tena Meinders, Salem Christian; Ralph Skoner & Becky Thompson, People First; Vicki Smith, Area Board 12; Barry Soloman; Wade Wilde, Mtn. Shadows; Richard Yodites, BOT & VAC

Dr. Cutler called the meeting to order at 7:08 p.m.

MINUTES: Motion to accept Minutes of the May 9, 2011 Board of Trustee meeting as presented; M/S/C Remington/ Pike

PUBLIC INPUT:

1. Patrick King, grandfather of two regional center consumers asked that the Board place the implementation of Social Security's Ticket to Work Program on its September agenda. He said this program helps to keep consumers employed by allowing them to earn more money while maintaining benefits. Also, if a consumer can no longer do the job the Social Security Administration can be contacted for reinstatement. The Ticket to Work program benefits the regional center and the consumer. IRC is listed on the Ticket to Work website as a participant, and have the potential to gain additional income for this service. When contacting IRC staff regarding the program he was concerned and found them to be disinterested or indifferent.

2. Greg Damewood expressed appreciation for the Father's Network. He said facilities need to follow privacy policies and that consumer issues should not be discussed in front of other staff people.
3. Vicki Smith, Area Board 12. Ms. Smith said Area Board would support IRC offering and promoting the Ticket to Work program that Mr. King presented. It is of great benefit to consumers and would be a source of income for IRC. As discussed at previous meeting a Needs Assessment Task Force consisting of professionals, parents, IRC staff and herself met to develop questions and will meet again next week to finalize the Needs Assessment Survey. The community meetings scheduled will provide an avenue for the survey to be distributed as well as placing on line. Ms. Smith said she forgot to thank Lavinia Johnson in May for her helping to get the news out to families about dental treatment program for children. Also, she recommended changing the second sentence of Item 5 of the proposed Whistleblower Policy so it shows a single point of contact for complaints.

EXECUTIVE COMMITTEE REPORT: Dr. Cutler reported that the Executive Committee met on April 11. A conference call for the Board was held on June 22 at which time they 1) reviewed and accepted the Fiscal Year 2011-12 Contract with the Department of Developmental Services and, 2) authorized Dr. Cutler, Ms. Fitzgibbons and Mr. Hunt to sign for a Line of Credit to manage cash flow if funds did not arrive timely.

EXECUTIVE DIRECTOR'S REPORT: Ms. Fitzgibbons reported the following: 1) For several months the staff Task Force on Respect and Accountability has been meeting to determine what type of training, support and work needs to be done to meet the issues staff shared with her when she first met with them. "Catch the New Wave" will be a yearlong effort starting off with a kick-off event on August 18 with guest speaker Colonel McKnight. An agency BBQ is being held July 20 and Board members are invited to join; 2) IRC now serves 25,702 consumers and continues to grow, putting more stress and responsibility on staff; 3) It looks like IRC will need to cut between \$1.3 to \$2 million in its Operations budget during Fiscal Year 2011-12 and methods are being reviewed; 4) The Department of Developmental Services (DDS) reviewed IRC's response to its addendum language submitted March 31 and came back with additional questions. IRC responded to these additional questions on July 5 meeting the required time frame; 5) A Technical Assistance Team from DDS will be at IRC during the week of July 18. The team consists of Mark Hutchinson, Chief Deputy Director, DDS; Rita Walker, Deputy Director, Community Operations, DDS; Ed Yan, DDS Audit Department; two individuals from other regional centers and possibly one representative from the Association of Regional Center Agencies; and, 6) IRC now has a new website, please visit.

FINANCIAL: Mr. Hunt presented the financial for year end IRC received its B3 amendment/allocation allowing the center to finish under budget in Purchase of Service for the fiscal year. The Operations budget is projected to have about \$18,000 on the

positive. Fiscal Year 2011-12 budget was signed and we are waiting for DDS to deposit the California's allocation for the year. Mr. Hunt reviewed the center's budget plan for Fiscal Year 2011-12.

VENDOR ADVISORY COMMITTEE (VAC): Ms. Remington reported the following: 1) Meetings of the various subcommittees have allowed vendors to share ideas, resources and brainstorm and are meeting prior to the VAC meeting as a way to provide input from their service type; 2) All service categories continue to struggle with rate decreases, vacancies/lack of referrals, increased costs, Trailer Bill language changes and future budget concerns; 3) The Personal and Incidental (P&I) Funds Committee is reviewing protocol for management of P&I funds; 4) Positive comments were made about IRC's new website and the need to increase e-mail addresses to IRC; and, 5) Vendors are using the e-billing and find it helpful.

Ms. Remington shared that the Membership Committee has completed much of their work and the VAC approved their recommendations for new members and those returning. She briefly explained the VAC Bylaw changes to decrease member terms from 4 years to 2 years not to exceed 2 consecutive terms, allowing the VAC to stagger memberships. Total membership for the VAC was increased to allow for greater representation.

Motion to approve appointment of 1) Tina Eyreud, SLS; Barry Solomon, Residential; Dr. Richard Yodites, B-Mod; Sharon Young, Infant; and Elisha Hall, Respite to serve a two year term; and 2) Dennis Mattson and Tammi Simpson, Members At Large, for a one year term; M/S/C Murry/Derritt

Motion to approve 1) reappointment of Kelly Snellings, Health Care; William Ames, Transportation; and Sharon Barton, Day Program for an additional two year term; and, 2) the existing slate of officers consisting of Donita Remington, Chair; Ruth Goodsell, Co-Chair and, Bob McGuire, Secretary with their appointments expiring or renewing in the month of June; M/S/C McGuern/Pike

NEW BUSINESS:

NOMINATIONS COMMITTEE REPORT: Ms. Derritt said the Committee met with three potential Board members and recommends the following be appointed to the Board: 1) Leanett Loury-Smith; Marybeth Feild and Peter Asten. Motion to appoint Ms. Loury-Smith, Ms. Feild and Mr. Asten to the Board; M/S/C McGuern/Remington

RESIGNATION OF BOARD MEMBERS: Dr. Cutler said resignation letters were received from Martha Ramirez and Esther Farmer. Motion to accept Ms. Ramirez and Ms. Farmer's resignations and to send them a letter of gratitude; M/S/C McGuern/Derritt

BYLAWS REVISION (AUDIT COMMITTEE): Ms. Fitzgibbons said she reviewed with the Board the needs for the Audit Committee to be listed as a standing committee, including qualifications and purposes. Ms. Remington said the Bylaws should also be changed to reflect the change in the term for VAC members from 4 to 2 years. Motion to accept the Bylaw changes as presented with the additional change of term for VAC members; M/S/C Remington/McGuern

POLICY ON PROGRESSIVE DISCIPLINE: Dr. Cutler tabled.

WHISTLEBLOWER POLICY: The Whistleblower Policy was submitted to DDS for review and suggestions were made. Changes are annotated in red on the draft and provide several contact points for someone to submit a complaint or concern, and a process for investigation. Ms. Remington asked how the process would work. Ms. Fitzgibbons said the majority of complaints come through her; she reviews them and then determines the best department within the organization to do the investigation. She noted that IRC has not really had a true whistleblower complaint and that most concerns or complaints are directed out to the appropriate manager/department. Mr. McGuern asked who would make a decision on a true whistleblower complaint and said he would feel better if it was handled by someone other than staff. Ms. Fitzgibbons said she would confer with the Board Chair. Dr. Lois said the draft policy states the Board's Audit Committee would review/investigate the complaint. Vicki Smith made a suggestion on wording. Ms. Derritt agrees with Ms. Smith that there should be one specific contact person. It was decided that complainant can contact the IRC Director, the IRC Chief of Financial Services or the IRC Board Chair. Motion to accept the draft Whistleblower Policy with the proposed changes; M/S/C Pike/Derritt

Dr. Cutler requested that the Board go into Executive Session for discussion on legal matters.

Meeting was adjourned at 8:02 p.m.

Respectfully submitted,

Darlene Fischer
Secretary

Drew Cutler, M.D.
President