

**Minutes of the November 14, 2011
Inland Counties Regional Center, Inc.
Board of Trustee Meeting**

MEMBERS PRESENT: Dr. Drew Cutler, President; Alma Derritt, Vice President; Darlene Fischer, Secretary; Peter Asten; Thomas Cosand, Marybeth Field; Gregory Harrison, Patrick King, Veda Murry, Christian Pike, Donita Remington, Leanette Lory Smith

MEMBERS ABSENT: Carmela Garnica

MANAGEMENT STAFF PRESENT: Carol Fitzgibbons; Margie Henderson; John Hunt

RECORDING SECRETARY: Sandra Guzman

STAFF PRESENT: Cynthia Alexander, Dalila Balderas, Bev Ching, Sheilah Coble, Jennifer Cummings, Yasmin DeLeon-Williams, Gina Gregory, Patricia Harrold, Tamara Hathaway, Kevin Haynes, Leonard Haynes, Debra Mannon, Millee Martin-Walton, Don Meza, Ismael Ocampo, Mary Pounders, Bea Regaldo, Jamilly Tardy-Anderson, Russell Thompson, Kevin Urtz, Sylvia Wackerman, Kathi Wild, Faisal Zia, Paula Forthun-Baldwin, Waleska Rubio, Steven Miller, Susan Gomez, Ken Willits, Teresa Matlock

GUEST PRESENT: Greg Damewood, Parent; Allan Smith, DDS; RJ Field; Ralph Skoner; Becky Thompson; Angela Meluski, Westbound Communication

Dr. Cutler called the meeting to order at 7:06 p.m. and introductions were made.

MINUTES: Correction to #3 under Public Input, last sentence should read: Many consumer living in small facility homes do not have the ability to report pain. Motion to accept Minutes of September 12, 2011 Board of Trustee meeting with correction; M/S/C Remington/Derritt

PUBLIC INPUT:

- 1) Therese Kragness wanted to expressed her continual concern with the following issues that were raised in the BSA audit: 1) Money spent on consumer assessments 2) IRC gave money to a vendor that was not licensed at the time 3) Ms. Fitzgibbon was quoted in the paper that there was no intentional wrong doing 4) Money used for Communication Aide but not used for Communication Aide 5) Paying Early Start nurses which is further abuse of funds. Dr. Cutler's letter

stated that at no point had there been no comprise. How does the Board plan to fix this?

- 2) Greg Damewood reported that in WIC 4725 states a service agency may make a reasonable charge in an amount not to exceed the actual cost or reproducing the record. \$.20 for electronic does not seem to be a reasonable cost. With all the changes with Medi-Cal and then we pass it along to the consumer. Mr. Damewood would like to see consumer's P& I posted on IRC's website. 42. Cultural competency culturally competent.
- 3) Vicki Smith stated that 1) IRC was required to post the Purchase of Service Policy on the website by July 1. IRC is already 4 months late. These policies should be posted for the public to review. Page 2 of this policy refers to Chapter 3 and Chapter 6 so those chapters should be attached so that you can review them. This policy does not mention any services you fund. 2) IRC is still terminating supported living hours without having a team meeting first. Authorization are terming in 6 months. She had received a verbal assurance that this type of thing would not continue to happen. The law states that it has to be a team decision. Without this service, most consumers could not live continue to live independently. For the most part consumers do not read their mail unless their coach is there. SLS is not a time limited services. IRC should not be making the decision or determining if a consumer is worthy to receive this service. This is highly disrespectful.
- 4) Paul Castanedo stated he received a letter inviting him to attend this meeting. He stated that this Area Board position is new to Vicki Smith and she is stepping into it well. He thanked Vicki Smith and Therese Kragness for their input. Mr. Castanedo reported that at one time he had 150 clients, he now has 99. He had 34 employees, today he has 17. SLS is being destroyed by the regional center. He stated that this regional center is very difficult to work with.

PERFORMANCE CONTRACT: Ms Forthun-Baldwin used a power point presentation on the Performance Contract to show the information collected. The Board recommended that the report show measures as to how IRC is comparing to previous years. Ms Forthun-Baldwin stated that we have those measures and would include them to the contract. She reported that she had gather samples of other regional center's contract and then selected one that would work best for us. Question: On page 4, Plan of Action it states IRC will apply for the funding to down size adult residential facilities. Can you explain? Answer: In the past money has been available for facilities to use for remodeling or training. This money would be a one time deal and not ongoing. This money

has not been available for years. Question: On page 6, measure #2 states compliance with DDS fiscal audit and measurement methodology is checked off as Yes? Answer: This data is reporting in the past years. The performance piece is in two parts: First part is working with consumers and second part is looking at our performance as the regional center. The goals come from the department. The activity is the same for all regional center but the activities can change. Every regional center has a 5 year plan. Ms. Forthun-Baldwin will add the measures and send it to the Board and then we can post it on our website. Motion made to approve the 2012 Performance Plan once the measures are added: M/S/C King/Smith

EXECUTIVE COMMITTEE REPORT: Dr. Cutler reported that the Executive Committee has met on two separate occasions. First meeting was our Executive Committee monthly meeting and the second one was the Executive Committee meeting with DDS representatives. The agenda for the meeting with DDS was items dealing with our probation status as well as the final audit results. The following issues were discussed 1) Staff and Board training, what we have done and our future plans. 2) Negotiated Rates that need to be addressed and renegotiated. 3) Ongoing probation. Those are some of the items that the Executive Committee will be working on and will be seeking the help of the other Board members. The status of our probation will be ongoing and we will be submitting a status report to DDS by January 15. We have deep concerns with the outcome of the final audit results, the repayment and will be appealing some of the findings. Some issues have already been resolved.

EXECUTIVE DIRECTOR REPORT: Ms. Fitzgibbons reported the following 1) We have had several staff trainings. We had training on Title 19 as ongoing documentation. To use the log to help them document their contact so they have a better picture as to what is going on. We are looking to refine how they communicate with families as far as customer service is concern. As a way to reduce paperwork we have been leveling cases. Since some families do not want to see us on a quarterly basis they now have the opportunity to choose quarterly, 6 months or yearly contacts. The Catch the New Wave training will pick up in January with basic education on the regional center, February, Interconnectedness and March, Journey of the Consumer. In July staff and managers will be trained on how to talk to each other. Those are some of the trainings that are going on and we will be reporting to the department. 2) We are also working on our relationship with the community. We had 10 different community meetings. Overall we had about 250 participate. We gained a great deal of information and input for all those who attended. Patti Harrold, her staff and Westbound Communication help tremendously in organizing these community meetings. 3) There was an article in the Press Enterprise titled Temecula adopts a "quality of life" roadmap. A task force was established to ensure that people with special needs can be accommodated with their communities. The regional center has been asked to educate their task force

team. 4) We had a wonderful Employee Appreciation Day on the November 9. We had a continental breakfast for staff and 39 vendors showed up. We were also able to give our staff a small gift certificate to help with the holidays. Human Resources did a great job putting this event together. 5) The department asked to meet with us every 90 days. They will be back in February. 6) Trailer Bill Language has to be on our website. Some of our policies are very global and do not have all the details. The Whistleblower policy is posted on our website. 7) Negotiated rates have to be reviewed and a new procedure needs to be put into place. 8) Our holiday party is scheduled for December 15 at the Orange Show. Ms. Fitzgibbons extended an invitation to all our Board members.

FINANCIAL REPORT: Mr. Hunt presented the written financial report and explained the calculations on the spreadsheet for both Operations and POS. Mr. Hunt reported that these numbers reflect only through the first amendment. The contract budget is 43 million, projected salaries 35.7 million and projected operating expenses of 9.9 million. We currently show a 1.3 million deficit but with the 11-12 CPP plan approved our deficit will come down to 300,000. Worst case scenario is 29 million deficit based on first amendment. The page with "Draft" on the top shows CCF placements. These are consumer coming out of SDC and going into SDC. Last page is the usual first amendment of the contract. Second amendment should come in February. Historically regional center have been funded and made whole. We can not borrow against the contract once the full contract has been claimed. We currently have no fall back plan, we are just cautiously optimistically that we will receive the money from the department. The POS numbers represents authorizations that have been approved. Based upon past experience some of this money is not used. Mr. Hunt will be available to anyone that has any questions after the meeting.

VENDOR ADVISORY COMMITTEE: Ms. Remington reported that the VAC met on October 17. All the Pre VAC meeting are getting established. Most of the categories are setting Pre VAC meeting dates and are posting them on the website. Having Ms. Fitzgibbons give a regional center update at these meetings have been very helpful. The Day Program service group expressed their concerns with half day billing. They did a survey on how this will impact to the program. They realized that this is not the regional choice and that it is the Trailer Bill Language. Health Care Facilities had concerns regarding rate cuts. They discussed the New Elder Justice Act which means the elderly has to do more work for less money. For Residential, vacancies are huge issues. It is difficult for vendors to be successful with vacancies. They reported that communications between different CSCs are not always consistent. They are also concern when a consumer cannot attend program they have to make accommodation at the home. This requires creates additional cost for them. Transportation shared their concerns with the impact of having to transport on a holiday. The cost of transporting on a holiday exceeds the revenue they receive for that day.

Vocational programs fear further cuts. SLS talked about how they too are feeling the pressure and concerns with the referral process. The Legislative Committee realizes some issues will need to be addressed directly with Sacramento. Audit timelines is also a big concern. The letter from the regional center gave a timeline of 6 months but the language states 12 months. Is there a way to extend it for the first year? The nomination committee has selected Tena Meinders as the new level 4 representative. Mr. Remington will ask the VAC committee representative to provide a written report.

CONSUMER ADVISORY COMMITTEE: Mr. Miller provided a written report of activities the CAC has been involved in. Mr. Miller, Assistant Training Specialist for the training unit continues to assist with ongoing trainings and events.

OLD BUSINESS:

- 1) Ticket to Work Program – Ms. Mannon reported that our agency is approved by the Social Security Administration office to participate in the Ticket to Work program. This program helps keep beneficiaries with disabilities ages 18 through 64 employed by allowing them to earn more money while maintaining benefits. This program is a voluntary program. If a consumer chooses to participate they will be referred to an Employment Network. Once the consumer is enrolled and a ticket has been issued it will suspend their benefit review for 3 years. We have everything in place to start the program. There is no risk to the consumer. In the State of California 1,181,262 tickets have been issued. 5,544 of those tickets have been assigned to an Employment Network. Question: If are to become an Employment Network are we going to need a policy drafted up? What would be the cost of running this program? Motion made to table this item until research has can be done regarding the cost it would take to run versus the benefits and give time to draft a policy. M/S/C Asten/King

NEW BUSINESS:

- 1) IRC/DDS Final Audit Report – Dr. Cutler reported that the Executive Committee met with DDS and at this point it is the committee's recommendation to appeal the Final Audit Report. Motion made to move forward and appeal the Final Audit Report M/S/C Cosand/Derritt
- 2) Transparency and Public Information Policy – Ms. Fitzgibbons reported that this is one of the policies under the Trailer Bill Language that needs to be posted on our website. We started with a global policy and then used several samples from other regional center. There was further discussion as to what people felt should be included in this policy followed. We will put together a small task force team to work on this

policy. Motion made to put a “work in progress” in place of this policy with a specific timeframe on it M/S/C Asten/Cosand

- 3) Purchase of Service Policy – This action item has been tabled until the January meeting. We received recent direction from DDS so we will need to work on this. Ms. Fitzgibbons asked the Board if anyone on the board would volunteer to work alongside our staff on this project. Patrick King volunteered. She also asked if the Board wanted this policy posted as a draft on our website. Motion made to post policy as a draft with a “work in progress” with an estimated complete date on our website M/S/C Smith/Asten
- 4) Approval of Frank Campbell to Master Trust Committee Dr. Cutler reported that Mr. Campbell is involved in personal finance and would be a major asses to the committee. He attended several meeting prior to being invited to sit on this committee. Motion made to accept recommendation of Mr. Campbell to the Master Trust Committee M/S/C Cosand/Asten

Meeting was adjourned at 9:23 p.m.

Respectfully submitted,

Darlene Fischer
Secretary

Dr. Drew Cutler
President