

MINUTES OF THE JANUARY 9, 2012
Inland Counties Regional Center, Inc.
Board of Trustee Meeting

MEMBERS PRESENT: Dr. Drew Cutler, President; Alma Derritt, Vice President; Darlene Fischer, Secretary; Peter Asten; Tom Cosand; Carmela Garnica; Patrick King; Veda Murry; Donita Remington; Leannette Loury Smith

MEMBERS ABSENT: Marybeth Field; Gregory Harrison; Christian Pike

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

RECORDING SECRETARY: Sandra Guzman

STAFF PRESENT: Cynthia Alexander; Jana Anderson; Dalila Balderas; Ernestine Brown; John Carville; Bev Ching; Jennifer Cummings; Yasmin DeLeon-Williams; Gina Gregory; Patricia Harrold; Tamara Hathaway; Kevin Haynes; Leonard Haynes; Mary Joseph-Bacon; Debra Mannon; Robert Mendes; Don Meza; Ismael Ocampo; Mary Pounderss; Jamilly Tardy-Anderson; Russ Thompson; Vince Toms; Sylvia Wackerman; Steven Miller; Keri Neal; Susan Gomez; Teresa Cano; Deirdre Stewart; Paula Forthun-Baldwin; Ken Willits; Erica Gonzalez

GUEST PRESENT: Greg Damewood, Parent; Deborah Crowley, Eadie and Payne, LLP; Christina Benjamin; Vicki Smith, AB12; William Ames, Southwestern Transportation; Bob McGuire, Pathway, Inc.; Mellody Amaral; Tena Meinders, Salem Christian Homes; Carrie Gilbreth, Westbound Communication

Dr. Cutler called the meeting to order at 7:05 p.m. and introductions were made.

MINUTES: Correction to last sentence in Mr. Damewood's statement to read as follow: Mr. Damewood would like to see the guidelines for P & I posted on IRC's website. Three guest names were inadvertently left off the minutes: Vicki Smith, AB12; Teresa Kragness, IBP; Paul Castenedo, ILS **Motion made to accept minutes of November 14, 2011 Board of Trustee meeting with corrections: M/S/C Remington/Cosand**

Dr Cutler announced there is slight revision to Public Input. The Request to Speak slips have been revised with a space to specify the particular agenda item someone would like to address. Unless it is a general comment not listed on the agenda, speaker will be called at the time that the item is reached.

PUBLIC INPUT:

Mr. Damewood submitted a written report and read the following: Did the board further look at the issues of copies and records being available as the State is very specific.

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Section 4728 says all requests must be responded to in 3 days. Section 4730 says it is a misdemeanor by a "person" to not comply with the California and Welfare and Institutions Code about record and copies. This may apply to board members as well if they put forth a policy deterring the rules be followed for records and copying as set by the State. I ask for a rule/motion that board members be required to initial a roster for the record for each reading or other literature that is compel them to vote for policies or for expending funds that the board is asked to underwrite. I ask for a rule/motion that the rules for records and photocopying will be followed as set out under CWIC Division 4.5, Chapter 7, Article 5 as copied to the board this meeting by myself. Will the board please update us as to employee morale and the number of employees retiring and other leaving the IRC both voluntary and involuntary over the last quarter of 2011?

Ms. Fitzgibbons stated that the Transparency and Access to Public Information Policy pertains to public information and not consumer records. The policy is posted on IRC's website. If someone was to request a large number of copies IRC might consider charging for them. Electronic methods may be used.

PERFORMANCE CONTRACT: Ms. Forthun-Baldwin went over the data added to the approved 2012 Performance Contract. This information included data for calendar years 2009, 2010 and 2011 with a target goal for 2012. Mr. King asked if it would be possible to receive an update in July as to where we are at with the goals. Ms. Forthun-Baldwin agreed to provide an update at the July meeting.

EXECUTIVE COMMITTEE REPORT; Dr. Cuter reported that the Executive Committee met last month and the following items were discussed: 1) Changing the format to the Public Input and keeping discussion with the topic. 2) Whether the board should meet monthly for the next six months. This will be discussed further. 3) Vacant positions on our board and in our sub committees. Dr. Cutler asked that members seek other possible applicants. 4) Discussion of various training topics for our next board training. The trainings have been very informative. Board members bring various backgrounds, understands developmental disabilities, finance and other areas, all of which have been helpful.

EXECUTIVE DIRECTOR REPORT: Ms. Fitzgibbons reported the following: 1) Holiday time at the regional center was wonderful. The Another Way group coordinated a food drive and a toy drive with support of Another Way volunteers and many community partners. Kids had pictures taken with Santa and were able to go home with a special gift. The Community Information and Training unit coordinated a holiday ball for consumers. The ICF unit gave its 11th Annual Holiday Celebration breakfast. Staff holiday party was delivered by the Fun Committee. Service awards were given for years of service ranging from 5 to 35 years; were honored. Ms. Fitzgibbons thanked those board members that were able to attend the holiday party and notes how much staff really appreciated it. 2) SANDIS Program Technician and Trainer provided skills for case management and administrative staff on Title 19. 3) The contract for Inland Regional Center Library was cancelled and the library closed; a soft reopening on January 17 will occur. Patti Harrold and Bev Ching are helping with the Library and hope to hire

someone soon. The Library will be open Mondays and Wednesdays from 12:00 p.m. – 6:00 p.m. and Tuesdays and Thursdays from 9:00 a.m. to 3:00 p.m. 4) Southern California Integrated Health and Living Project for fiscal year 08-09. These projects are designed to assist people who want to move from the state institutions into the community. 5) The budget is not coming into alignment, and both POS and Operations show a deficit. The board will need assistance with decision making. The number of consumers continues to grow and many are not moving out of this area. 6) Probation update is due to DDS on January 15. Areas are on track and making progress. 7) The Governor's proposed budget for FY 2012-13 brings many cuts and we all have work to do.

FINANCIAL REPORT:

- 1) Mr. Hunt presented the financial report through the month of November, 2011 and gave an update in both Operations (OPS) and Purchase of Service (POS). The OPS budget through the first allocation is 44.8 million with 36 million in salaries and 9.9 in other expenses. OPS budget is showing a \$380,000 deficit. Mr. Hunt reported the regional center received some Community Placement Plan money and will have an update at our next board meeting. The POS budget is 218 million, 16 million in other authorized services 8 million out of the 16 million is projected growth. The POS budget is showing a \$31 million deficit. We have identified a couple of areas with the biggest growth. First is Specialized Residential Facilities (SRF) that is very costly. A review of these placements is taking place to determine if consumers can be moved to a less restricted facility. Second are consumers aging out of school and are now attending day programs. This is a growth area. Third would be an increase in behavior and autism services. The next allocation is expected in February, 2012. A question was asked regarding the \$380,000 in deficit. What happens if the year ends with a deficit? Mr. Hunt stated that Inland will be looking at ways to save some money and ARCA has reported DDS still needs to allocate \$3 million and we are hoping we will receive some of those funds. At the end of the fiscal year some centers report a deficit and others a surplus and typically DDS will shift that money around to make regional centers whole. It is difficult because regional centers are required to provide service and cannot turn anyone away. Inland Regional Center has had a good reputation of not over spending. Last year was the first year IRC overspent in POS.
- 2) Audit Report: Ms. Deborah Crowley reported that her firm, Eadie and Payne, completed the Independent Auditor's Report on IRC. IRC's Audit Committee met 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. **Motion to accept the audited Financial Statements; M/S/C Derritt/Cutler Mr. King abstain.** Ms. Fitzgibbons stated the new law requires us to change audit firms every five (5) years so this was Eadie and

Payne's last audit. Ms. Fitzgibbons thanked Ms. Crowley and her firm and stated it has been a pleasure working with her and the team.

VENDOR ADVISORY COMMITTEE: Ms. Remington submitted a written report and reported that the Vendor Advisory Committee (VAC) met in December. The meeting was less formal than other meetings and IRC provided light refreshments. Ms. Remington gave an overview of each of the vendor categories and stated that the complete minutes will be posted on the Vendor Advisory Committee section of the IRC's website once they are approved.

CONSUMER ADVISORY COMMITTEE: Mr. Miller wished everyone a Happy New Year and states that with sadness he reports the passing of Howard Widick, the first Consumer Advocate for IRC. Mr. Miller provided a written report of the upcoming activities the committee is involved in. Please visit IRC's website for a calendar of activities.

OLD BUSINESS:

1) Policies for Board Review and Approval

- a) Purchase of Service Guidelines: i) Public Input: Ms. Tena Meinders commented that on page 1 of this policy it states "...must be approved for payment by Inland Regional Center in advance of the service being provided." If it is saying that compliance review approves the services, doesn't it take away from the IDT meeting? If all services are reviewed by the compliance review then the policy needs to state that. CSCs are not always clear during the IDT meeting that they do not have the ability to approve services. On page 9 policy states IRC will only purchase transportation to the closest appropriate program. This sentence should include "as determined by the IDT meeting and finally the term "client" and "consumer" are used interchangeably throughout the document.

Motion made to discuss Purchase of Service Guideline; M/S/C

King/Derritt Ms. Fitzgibbons reported that this policy is one that is required to be posted on Inland's website. Board members made the following suggestions: 1) Remove acronyms 2) Policy starts off rather negative, 3) Policy is lengthy, add a Table of Contents 4) Policy addresses parents, how about grandparents or other family members. Mr. King stated he had volunteered to help with the draft but was never contacted so he was submitting his written notes for consideration.

- ii) Public Input: Ms. Vicki Smith wanted to commend the board and Sylvia Wackerman for the amount of work that was put in drafting this policy. Ms. Smith encouraged the committee to turn to the Consumer Advisory Committee and seek their assistance. She also suggested we translate this policy into "plain" language then add a link to the actual policy referring to

that format. Ms. Smith made a couple of suggestions on page 8 of this policy: 1) Day Program for Adults, to add “Adults not appropriate to be on campus” should be inserted into the language. 2) Behavior Modification Services, second paragraph should state “...adults in licensed less restrictive residential settings...” Again, she thanked everyone for working on this policy and offered AB12 to help translating this policy into readable language.

After further discussion, it was recommended that a committee of board members work together to develop a final draft and that a special board meeting on February 13 to present the final draft would be scheduled. The following board members volunteered to work on these guidelines: Patrick King, Leanett Loury Smith, Darlene Fischer and Tom Cosand. Once the committee meets, the final draft will be emailed to all board members and mailed to Veda Murry for review.

- b) Public Information and Transparency Policy: Ms. Fitzgibbons reported that when the initial draft of this policy was presented at the November board meeting, there were several questions. The draft policy has been revised in response to the feedback and is ready for another review. A question was asked what are the numbers that in brackets? It was explained that the brackets reference the Welfare and Institutional Codes (WIC). A footnote referencing these codes will be added to the policy. Another question was asked; Roman Numeral II: should it state IRC provides information “immediate.” Ms. Cummings stated that under Welfare and Institutional Code 4629a the actual language states “timely”. **Motion made to approve the Transparency and Access to Public Information Policy with footnotes and other edit(s) M/S/C King/Cosand.**
- 2) TICKET TO WORK: Ms. Debbie Mannon reported that the most recent changes to the Ticket to Work program could make the program a more challenging project. Under the Timely Progress Guidelines there is now an educational component. Further research will need to be done to see if consumers can meet the different Timely Progress Guidelines. A question was asked if instead of becoming an Employment Networks whether we can team up with one? Ms. Mannon stated we can certainly look into that. ATT Employment Networks are listed we will have to find one that is familiar with the needs of our consumers.

NEW BUSINESS

- 1) Nominating Committee Report: Ms. Derritt reported that the Executive Committee met and would like to recommend Mr. Patrick King for Board Treasurer and Mr. Tom Cosand as the ARCA Representative for Inland Regional Center Board of Trustees. **Motion made to elect Mr. King as Treasurer and Mr. Cosand as the ARCA Representative M/S/C/ Smith/Asten.**

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- 2) Master Trust Operating Guidelines Revision: Mr. Hunt reported the revision to the Master Trust Operating Guidelines is the addition of an Emeritus member. This will allow a long term member to continue to sit on the board as an Emeritus member. **Motion made to accept revision in the Master Trust Operating Guidelines M/S/C Asten/Smith.**

Dr. Cutler adjourned the meeting at 8:52 p.m. to go into Executive Session to discuss legal and personnel matters.

Respectfully submitted,

Darlene Fischer
Secretary

Dr. Drew Cutler
President