

MINUTES OF THE MARCH 12, 2012
Inland Counties Regional Center, Inc.
Board of Trustee Meeting

MEMBERS PRESENT: Alma Derritt, Vice President; Darlene Fischer, Secretary; Patrick King, Treasurer; Peter Asten; Tom Cosand; Marybeth Field; Carmela Garnica; Veda Murry; Christian Pike; Donita Remington; Leanne Lory Smith

MEMBERS ABSENT: Dr. Drew Cutler, President; Gregory Harrison

MANAGEMENT STAFF PRESENT: Carol Fitzgibbons; Gustavo Rodriguez; Lavinia Johnson; Margie Henderson; Solon Escobar

RECORDING SECRETARY: Sandra Guzman

STAFF PRESENT: Denise Adame; Cynthia Alexander; Jana Anderson; Dalila Balderas; John Carville; Bev Ching; Sheilah Coble; Cheryl Frainee; Gina Gregory; Marilee Gribbon; Olivia Gutierrez; Patricia Harrold; Tamara Hathaway; Kevin Haynes; Leonard Haynes; Mary Joseph-Bacon; Debra Mannon; Shirley Martin; Millee Martin-Walton; Ismael Ocampo; Marylou Paras; Bea Regalado; Merissa Steuwer; Jamilly Tardy-Anderson; Vince Toms; Van Truong; Kevin Urtz; Faisal Zia; Jannette Zitto; Steven Miller; Ivan Enriquez; Ulysses Robinson; David Reyes; Susan Gomez; Paula Fortun-Baldwin; Ken Willits

GUEST PRESENT: Greg Damewood, Parent; Christina Benjamin; Vicki Smith, AB12; William Ames, Southwestern Transportation; Tina Beth, Facilitator; Coleen Sullivan, Parent; Ralph Skoner, Consumer; Becky Thompson, Consumer; Kristie Burchit, Parent; Emily Stillion, Family Member; Nancy Newman, Family Member; Carrie Gilbreth, Westbound Communication; Dan Copeland, Salem Christian Homes; Rita and Ashwin Gaur, NLO; Maurice and Therese Kragness, IBP, Inc.; Barry Solomon, Marca Small Family Group

HONOREES PRESENT: George Arzoo; Gay Caroline; Josefina Gutierrez; Steven Hovey; Olga Kalbermater; LaVesta Locklin; Nellie Proctor; Dr. Peter Strutz

Ms. Derritt called the meeting to order at 7:35 p.m. and introductions were made.

MINUTES: Motion made to accept minutes of January 9, 2012 meeting as presented: M/S/C Cosand/Smith; Motion made to accept minutes of February 13, 2012 meeting as presented M/S/C Remington/Cosand

PUBLIC INPUT:

- 1) Ms. Vicki Smith stated she has not seen any contract over \$250,000 on the agenda since July 1, 2012. She wanted to bring it to the board's attention that this is a requirement in the Trailer Bill Language.
- 2) Ms. Kristie Burchit reported the following a) Requirements as stated in Welfare and Institutions Code 4629.5 regarding transparency and items that need to be posted. Inland has not posted items such as Annual Independent Fiscal Audit,

Purchase of Service Policy, vendor's names and contact information, board meeting agendas and By Laws and it has been over a year. b) There is a hearing in Sacramento tomorrow, March 13 at 1:30 regarding abuse in some institutions. She encouraged everyone to watch. c) Ms. Burchitt urged the board to consider establishing a Parent Advisory Committee.

EXECUTIVE REPORT: Ms. Fitzgibbons reported the following: 1) The Executive Committee had a conference call with the Department of Developmental Services (DDS) to review the status of IRC's probation. It has been a full year since DDS placed IRC on probation. DDS has given IRC's audit appeal to someone else to review so that there would not be a conflict. We hope to hear something soon. DDS is anxious to help Inland move forward and get off probation. DDS reported the following: 2) DDS is aware of complaints received from staff and hope Inland is making a more positive working environment. 3) Inventory was completed and new procedure is in place that meets the state standards. 4) Negotiated rates have been completed for four of the five vendors. The last one should be completed by the end of this week and will be submitted to the DDS. 5) The letter regarding using Purchase of Service funds for attorney fees was corrected in early 2011. A review of records showed no other incident. The one letter was sent to the State Controller's office.

Ms. Derritt read a statement that was prepared by Dr. Cutler regarding employee morale. In his statement he thanked everyone who has come forward and encouraged any employee who has concerns to share them with management or the Board. He stated that the board understands there is a fear to share information but wanted to assure everyone that the Whistleblower Policy is in full effect. An Audit Committee is being created as the next phase of the Whistleblower Procedure. Getting through probation is a lot of work and change is be hard but the board and management's top priority has been, and will be, to work together to lead IRC on a path to where we provide exceptional services.

EXECUTIVE DIRECTOR REPORT: Ms. Fitzgibbon reported the following: 1) Pleased to introduce our two new Directors. Gustavo Rodriguez, Director of Financial Services and Solon Escobar, Director of Community Services. Both gentlemen come with a great deal of knowledge in health and human services and attained their Masters in Business Administration. Mr. Rodriguez's background is primarily with hospital and health care in the areas of accounting and finance. Mr. Escobar has worked with nonprofit corporations in finance, negotiation, grants, strategic planning and contracting. 2) Ms. Fitzgibbons thanked everyone for attending tonight's recognition of the founding trustees. 1971 was the beginning of the regional center for the Inland Empire. There was mention of the power of families to get the Lanterman Act passed and you can see the power and vision they express today. 3) IRC received a good report on the Medicaid Waiver audit. The audit team reported that the review was the smoothest, well organized and had the least recommendations to any center to date. Ms. Fitzgibbons thanked Margie Henderson and the Medicaid Waiver team for their coordination and preparation. 4) Ms. Fitzgibbons reported IRC is in a deficit in both OPS and POS and only a few months are left in the fiscal year. 5) Pete Tiedemann from Alta Regional Center spent two days working with Guss. He made some very helpful suggestions and reviewed some programs with Guss. 6) At the January meeting a question was asked regarding the staff turnovers. In 2011 we had a total of 51 staff leave IRC. 37 of them were voluntary and 14 were involuntary. The overall average of turnover for the size of this organization is about 9.4% which is minimal.

FINANCIAL REPORT: Mr. Rodriguez reported he was not able to provide the board with a financial report at this time. He has been working with December, 2011 financial and comparing them against February, 2012 and numbers were not coinciding so further stress tests are required before he feels comfortable and confident he is reporting accurately. As of Friday, March 9 we are projecting a loss at the end of February. With the help of Mr. Tiedmann from Alta Regional Center, a new computer program was installed and financials were input. Mr. Rodriguez reported that with this new program he was able to come up with soft numbers but they will need to be validated and verified before reporting. A question was asked if the numbers appear to be greater or less than what was previously reported? This is difficult to answer because there were two versions of financials for the month of November. In November the deficit reported was \$400,000 in December it dropped to \$300,000 and now it is a little higher. Another question was asked if the State is not going to give IRC any more OPS money then where is the money coming from? IRC cannot close the year with a deficit or surplus so management will need to come up with a plan.

Ms. Fitzgibbons stated that the State is aware we have a deficiency rate. A deficiency report is sent monthly. Question: Why has IRC not implemented a hiring freeze? Payroll is higher than its income and the only way to stop the deficit is to implement a hiring freeze. Ms. Fitzgibbons agreed that the board can certainly give management those guidelines. Ms. Fitzgibbons asked the board to allow management to meet and come up with a plan. A conference call will then be scheduled to let the board know what the management team came up with. The need for a total hiring freeze might not be necessary. We have been very cautious in only hiring where it is absolutely necessary. When we entered this fiscal year we started with a deficit. **Motion made to implement a hiring freeze until a plan to reallocate funds is in place M/S/C King/Field.** Mr. Barry Solomon asked the board not to tie Ms. Fitzgibbons hands. They hired her and should have confidence that she would do what she says.

VENDOR ADVISORY COMMITTEE: Ms. Remington submitted a written report and went over a few items that were discussed at the last VAC meeting. 1) Ms. Shirley Martin, Vendorization Manager presented information to the vendors regarding the Medicaid Integrity Notification. 2) Two officers will be completing their terms in June: Ruth Goodsell, Co-Chair and Vocational Program representative and Bob McGuire, Secretary, Member-At-Large. Ms. Goodsell is coordinating the final interviews for the Infant/Children programs. 3) Ms. Tena Meinders presented information about the P & I Guidelines. 4) Continuing concerns about the high number of vacancies and the referral process for residential facilities. 5) The high cost of gas for transporters. 6) The due date for the audit. 7) Residential Level 2-3 will be combining their meetings with Level 4. Next VAC meeting is scheduled for April 16, 2012.

CONSUMER ADVISORY COMMITTEE: Mr. Miller gave gratitude to the board for attending tonight's celebration and for everything they do for individuals with developmental disabilities. Mr. Miller submitted a written report on activities the CAC is involved in.

New Business:

- 1) Nomination Committee: Ms. Derritt reported that the committee met with Ms. Christine Benjamin and would like to recommend Ms. Benjamin to serve on the Board of Trustees. **Motion made to appoint Ms. Benjamin to the Board of Trustees M/S/C Smith/Cosand.**

- 2) Board Meeting Frequency: The Board discussed the need to meet on a monthly basis due to IRC's current budget situation. Most of the Board members felt it is necessary to meet more frequently at this time. **Motion made to meet monthly unit the Board decides it is no longer necessary M/S/C Field/King two members opposed.** Meetings will take place the second Monday of every month.

Mr. King asked Ms. Fitzgibbons if a letter to the Spanish Support Group was going to be sent out and if items previously mentioned in Public Input regarding posting items on the website were going to be addressed? Ms. Fitzgibbons responded yes, a letter will be mailed out and we will double check that the required items are posted.

Ms. Derritt adjourned the meeting at 8:55 p.m. to go into Executive Session to discuss legal and personnel matters.

Respectfully Submitted,

Darlene Fischer
Secretary

Alma Derritt
Vice President