

**MINUTES OF JANUARY 13, 2014**  
**Inland Counties Regional Center, Inc.**  
**Board of Trustees Meeting**

**TRAINING TOPIC:** Master Trust Committee and its Role/Robert Britton

**MEMBERS PRESENT:** Peter Asten; Jennifer Baca; ~~Christina Benjamin~~; Tom Cosand; Dr. Drew Cutler; Marybeth Feild; Ted Leonard; Keith Nelson; ~~Jack Padilla~~; Christian Pike; Tammi Simpson; Leanett Loury-Smith; John Weeks; Denise Woolsey

**MEMBERS ABSENT:** ~~Christina Benjamin~~; Candi Cissel; Mike Naggar; ~~Jack Padilla~~; Rene Rojo

**DIRECTORS PRESENT:** Carol Fitzgibbons; Margie Henderson; Lavinia Johnson; Dennis Plymale; Merissa Steuwer; Treva Webster

**RECORDING SECRETARY:** Sandra Guzman

**STAFF PRESENT:** Denise Adame; Aderonke Adejuyigbe; Mandy Aleshinloye; Cynthia Alexander; Wasima Alvi; Dalila Balderas; Robert Britton; John Carville; Ben Cheng; Sheilah Coble; Robin Ferguson; Edith Gallardo; Alma Gonzales; Olivia Gutierrez; Tamara Hathaway; Kevin Haynes; Leonard Haynes; Wen Hsu; Pamela Hutt; Sharon Ingle; Debra Mannon; Shirley Martin; Millee Martin-Walton; Robert Mendes; Don Meza; Gabriel Ortiz; Brandi Parhm; Tesa Patterson; Mary Pounders; Bea Regalado; Alex Rubio; Russ Thompson; Natassa Torralbo; Kevin Urtz

**GUEST PRESENT:** Audrey Andrade, Community Crossings; Doug Cogr, Community Crossings; Greg Damewood, Parent; Clara Garcia, Arc Riverside; Bob and Gail Horrigan, Horrigan Enterprises; Kelly Koehler, Westbound Communications; Mario Rodriguez, Eco Green Home; Barry Solomon, Marca Small Family Home; Bob Stevens, Cambrian Homecare; Jim Stream, The Arc of Riverside County

Ms. Feild called the meeting to order at 7:10 p.m., a quorum was established and the disclaimer regarding the meeting being videotaped was read to the audience.

**MINUTES:** Ms. Woolsey requested item 6 in the Quality Enhancement Committee report be corrected to read: Committee was honored to have Beth Burt, Autism Society Inland Empire and Vince Toms, IRC Program Manager attend as guests. Mr. Toms will be joining the committee as an advisor. **1) Motion made to accept the minutes of November 12, 2013 Board of Trustees Meeting with correction M/S/C Cosand/Cutler; Mr. Nelson abstained.**

**PUBLIC INPUT:**

1. Clara Garcia, originally a volunteer and now an employee of The Arc of Riverside County. As a volunteer, Ms. Garcia coordinated The Play Club, connected parents and provided resources. The Play Club meets on the third Saturday of every month and it is a great way to network and get to know other parents. Last year, The Arc of Riverside held their first summer camp. This camp was for children with disabilities and their siblings. 57 children from ages 3 to 18 attended this free camp. Arc also offers Support Groups for family members of a special needs person. Ms. Garcia invited the Board to visit Arc's event calendar posted on their website [www.arcriverside.org](http://www.arcriverside.org).

2. Greg Damewood, parent submitted a written report and stated the following: 1) Last year he had mentioned the use of volunteers to reach out to facilities in the community in order to provide assistance and support. This concept is strengthened by recent Federal Medicaid Waiver mandates restating the rights of disabled individuals to live as they please. This further strengthens Self-Determination concepts for many regional center consumers. Mutual benefit organization such as churches would gain as a model of volunteerism. 2) In the December 2013 Financial Report, projections for legal fees are \$550,000 and consultants almost \$136,000, hope to flip that. 3) Special Needs Trust: For the purpose of transparency and sharing information, assigning a number or letter to each accounts will protect the person's identity. 4) Gathering of successful solutions for consumers and then bound and placed in an area that can be accessed by others. An excel spreadsheet could be designed for this use at little cost. Example: Idea to avoid choking while eating: solution: Use a small spoon.

**EXECUTIVE COMMITTEE REPORT:** Ms. Feild reported that the Executive Committee did not have a formal meeting in December. The Board authorized the Executive Committee to review and approve Transportation Broker contract and was completed on December 11, 2013. Ms. Feild announced she did not receive any agenda items from the Board for the January 15 Executive Committee Meeting. Ms. Woolsey requested clarification where it states "the committee will be working on committee reports" on the November 13 Executive Committee Meeting Notes. Ms. Feild explained since Board committees provide written reports it would be a better use of the meeting time to shorten the verbal reports. Ms. Woolsey inquired how are the SELPA representatives being determined? Ms. Feild asked the Board if anyone was interested in attending their local SELPA meetings as a representative of IRC. There are SELPAs in Moreno Valley, Riverside, Temecula, San Bernardino, West-End. Jennifer Baca volunteered to attend the Moreno Valley SELPA; Keith Nelson volunteered to attend the Riverside SELPA. Staff can also volunteer to attend as representatives. Letters of interest will need to be mailed out to the Moreno Valley and Riverside SELPAs.

**EXECUTIVE DIRECTOR'S REPORT:** Ms. Fitzgibbons recapped some of the activities that were held during the month of December. 1) Staff and volunteers prepared 1600 food baskets for consumers and their families. Another Way received donations to help support this event. 2) 500 children received gifts at this year's Toy Drive. Families were able to visit and take pictures with Santa. Several organizations such as the Sheriffs, Fire Department, Ingram Micro along with IRC staff and Board supported this event. 3) Staff enjoyed themselves at the Merry Mixer and expressed their appreciation of having Board members spend the afternoon with them. 4) Providers enjoyed holiday refreshments at the well attended Vendor Advisory Committee. 5) Tesa Patterson, Gabriel Ortiz, Merissa Steuer, Shirley Martin, Treva Webster, Marylou Paras and Van Truong worked together and met the deadline of December 31 for transitioning all transportation providers from the broker to being vendored independently. The Broker will be responsible for scheduling, routing, maintenance, inspections and trainings.

Ms. Fitzgibbons reported that both SB468 Self-Determination and SB579 that pertains to the future operation of regional centers, and both bills will be monitored. Provided for the Board's review, ARCA's Analysis of Fiscal Year 2014-15. The analysis includes a recap of 2013-15 and estimates what regional centers needs for Fiscal Year 2014-15. DDS announced today, January 13, 2014 that Mike Wilkening of California Health and Human Services Agency will be serving as the interim Director of DDS until a permanent replacement has been identified.

**FINANCIAL REPORT:** Ms. Steuer reported IRC received the E-2 Allocation of \$1.4 million for this fiscal year. As of January 6, 2014, IRC is showing a surplus of \$1 million in Operations. Any surplus will be

used in the future to offset any deficit line item in 2013-14 Fiscal Year. IRC received an additional \$1 million in Purchase of Services funds and the POS deficit is showing a change from \$32 million to \$27 million.

#### **COMMITTEE REPORT:**

- 1) **QUALITY ENHANCEMENT COMMITTEE:** Minutes of the November 12, 2013 Quality Enhancement Committee meeting were included in the Board packet. Ms. Woolsey reported the committee invited Beth Burt, Autism Society Inland Empire (ASIE) and Vince Toms, Program Manager of IRC's Quality Assurance unit to join November meeting. Ms. Burt provided useful information she received from the ASIE workshop and survey and suggested the committee use this information to bypass another focus group. The committee discussed Supported Employment and had some question regarding wages and actual number of consumers that are working. Treva Webster and Vince Toms will do some research and report back to the committee. The committee also discussed IRC's current Performance Contract and discussed better ways to measure data pertaining to employment. Vince Toms was asked to join the committee as an advisor.
- 2) **VENDOR ADVISORY COMMITTEE:** Ms. Simpson provided a written report and highlighted issues discussed at the December 16 meeting. 1) Consumers will receive an increase in Social Security benefits, average of \$11. 2) Overall vendor concerns regarding the increased costs and minimum wage increase while vendor rates remain the same. 3) Infant/Children's Program expressed concern with HIPPA law in regards to having client records out in the field. 4) Residential providers are concern regarding no rate increases and increase cost. 5) Respite providers voiced concerns with rates not being raised and not being able to manage increases. 6) SLS vendors are requesting a task force to be formed to develop clear guidelines in determining Habilitation hours versus Personal Support hours. There is no consistency when making that determination. The Nominations Committee will begin recruiting for a SLS representative to replace the previous person. 7) Specialist/Support Programs have 4 vendors that are amending their program design to add additional supports for consumers transitioning from school to day program. 8) Transportation providers are transitioning back to IRC from a broker and providers have requested the billing process be put in writing. 9) Vocational group concern with the minimum wage and additional costs for providers. 10) Membership Committee is working on recruiting for the following VAC positions: B-Mod, SLS and 2 Members as Large representatives. 11) Legislative Committee is preparing a uniform message for the community to use with local legislators. VAC Chairperson will reach out to other VAC Chairs. Next meeting is scheduled for February 17, 2014 at 10:00 a.m.
- 3) **CONSUMER ADVISORY COMMITTEE:** Mr. Miller provided a written report and recapped some of the events CAC was involved with in 2013. The first meeting for 2014 will be January 30, 2014 from 5:00 p.m. to 7:00 p.m. This meeting is open to all IRC consumers.

#### **OLD BUSINESS:**

- 1) **SB468 SELF-DETERMINATION UPDATE:** Ms. Feild contacted Vicki Smith, Area Board 12 who has offered to arrange a meeting with parents from Kern County Regional Center to share their experiences with the Self Determination program. Ms. Fitzgibbons has emailed Vicki Smith regarding setting up this opportunity for March 15. Developmental Services is waiting to receive the federal waiver guidelines. The average amount an individual will receive is about \$9,500, keeping in mind that a Money Manager will be hired out of these funds. Once regional centers

receive approval, process and procedures will be developed and a training will be set up. There will be some new guidelines for those regional centers who have implemented and are using this program.

**TRAINING CALENDAR JANUARY-JUNE, 2014:** Ms. Fitzgibbons presented the proposed training calendar. The January 25 training is being postponed. Initially, the 15<sup>th</sup> of March was not a good date so March 8<sup>th</sup> was suggested. After checking individual calendars it was determined the original scheduled date, March 15 was best. Ms. Woolsey inquired when is the January 25<sup>th</sup> training topic going to be held? Ms. Fitzgibbons stated if clarity can be reached on what topic of the Lanterman Act is most desired, the training can be incorporated into the half day March 15<sup>th</sup> training. Once we receive confirmation from Vicki Smith, part of the time would be on Self-Determination and the balance for the Lanterman Act. Ms. Woolsey suggested the Lanterman Act training pertain to regional center. She also suggested that those members who are not familiar with the Lanterman Act view the 1 hour film "We're Here For Justice". Mr. Nelson will locate the link and email it to the Board. Ms. Fitzgibbons requested the Board clarify what topic on the Lanterman Act are needed so that Steve Beckett can prepare. Mr. Nelson offered to be part of the planning team for this training. He stated he would ask Ted Leonard and Rene Rojo to join him. Ms. Fitzgibbons will also be part of the planning team.

#### **NEW BUSINESS:**

- 1) **WHISTLEBLOWER POLICY REIVEW:** Ms. Fitzgibbons announced that on an annual basis, IRC's Whistleblower Policy needs to be reviewed with the Board of Trustees, employees, providers, consumers and their families. The policy basically references the contract language and talks about the purpose, responsibility, no retaliation, how to file, investigation process and confidentiality maintained. Mr. Nelson stated one way to ensure confidentiality is not to forward the complaint if received via email. Ms. Woolsey stated the policy listed the Audit Committee as one that can receive a complaint; but this is not stated in the Bylaws as one of the committee's responsibility. Ms. Woolsey inquired if someone wants to email the Board, who receives the email? Ms. Feild stated as President, she is the only one who has access to the Board of Trustee mailbox and checks it regularly. If an email is addressed to a particular Board member, Ms. Feild will forward it.
- 2) **DISPARITY REPORT:** Ms. Steuwer and Ms. Treva reviewed the 2012-13 Disparity Report and showed a comparison between 2011-12 and 2012-13. The full report can be found on IRC's website; centers are required to provide their information. The information identifies purchase of service authorizations with respect to consumer's age, ethnicity and disability. IRC will be holding community meetings to gather input on what IRC can do to better support various groups. A list of community meetings was provided and is posted on IRC's website. Ms. Webster stated that she would be at most, if not all of these meetings and invited the Board to attend a meeting in their area.

#### **TRUSTEE INPUT:**

Jennifer Baca shared that she and Leanett Loury Smith attended IRC's Another Way Toy Drive and had the opportunity to greet the consumers and their families. It was really nice to see all the smiles on their faces.

Marybeth Feild thanked the staff for asking the Board to attend the staff holiday party and apologized for not being able to participate in the unit decorating judging competition. She stated she had the opportunity to walk through a couple of units and was amazed on the details and various themes.

Ms. Feild adjourned the meeting at 9:11 p.m. to go into Executive Session to discuss legal and personnel matters.

The Board went into Executive Session at 9:16 p.m. and reconvened at 9:26 p.m. No actions were taken in Executive Session.

The meeting was adjourned by Ms. Feild, President at 9:30 p.m.

Respectfully Submitted

Jennifer Baca  
Secretary

Marybeth Feild  
President

MOTIONS for January 13, 2014:

**1) Motion made to accept the minutes of November 12, 2013 Board of Trustees Meeting with correction M/S/C Cosand/Cutler; Mr. Nelson abstained.**