

Alta California Regional Center
Board of Directors Meeting
Thursday, September 28, 2017
Minutes

Present: Jackie Armstrong, Cindy Benson, Eric Ciampa, Romilda Jones, Tatiana Kuzminchuk, Dan Lake, Amy Lampe, Rosa Meza-Villaseñor, Michelle Rewerts, Steven Sanchez, Retha Seabron, Austin Taylor, Rita Walker

Absent (* excused): Anwar Safvi*

Staff: Phil Bonnet, Lori Banales, Alfonso Carmona, Jennifer Crick, Heather Fenton, Camelia Houston, David Lopez, Peter Tiedemann, Lisa West

Facilitators: Amy Fulk, Larry Prosser

Visitors: Marvin Buchmiller, Mirella Quaranta, Cheryl Worthley

1. **Call to Order** - The Board of Directors met at 3:05 p.m. on Thursday, September 28, 2017, at the Lake Tahoe Resort Hotel in South Lake Tahoe.
2. **Introductions – Reading of ACRC’s Mission & Vision Statements** - All present introduced themselves. Ms. Meza-Villaseñor read aloud ACRC’s Mission and Vision statements.
3. **Consent Agenda – By consensus, the following consent agenda items were approved: a) excused absences for Anwar Safvi; b) regular session Board meeting minutes of July 27, 2017; and c) accept Board Development, CAC, Executive, Finance and PAC reports.**
4. **New Business**
 - ◆ *Community Comments*
 - Mr. Buchmiller expressed his appreciation to ACRC’s Board for making the trip up to this rural community.
 - ◆ *Waive Bylaw – Section 4.02*
 - Due to his new job, Anwar Safvi has been absent from several meetings, but he will be returning soon. Bylaw Section 4.02 only allows a Board member to serve as Treasurer for three fiscal years (FYs) in a row. Mr. Lake is requesting that the Board waive this bylaw for this FY so that Mr. Safvi can continue to serve as the Board’s Treasurer.

Without objection, Cindy Benson made the motion to waive Section 4.02 for Treasurer for the 2017-18 FY.

- ◆ *Ratify 2017/18 Board Committee Assignments*
 - The proposed committee assignments are under Tab 8 of the Board packet.

Without objection, Dan Lake made the motion to approve the Board Committee assignments.

- ◆ *Bylaw Revision – Section 3.05 & 3.06*
 - Ms. Walker shared that the Board Development Committee met to discuss the terms of service for Board members. The consensus of the group was to amend the bylaws to reflect that a Board member's term begins on the day that they are elected to the Board. This amendment will allow an individual to serve a full seven years on the Board.

Without objection, Amy Lampe made the motion to amend the bylaw to reflect that a Board member's term begins on the day that they are elected to the Board.

- ◆ *Finance Committee*
Issue: Monthly Financial Report

Discussion and Action: Mr. Tiedemann shared that the Finance Committee met on September 11th and reviewed the July 31, 2017 financial report which reflects one month of expenditures for the current fiscal year (FY). With 8.3% of the year elapsed, ACRC has expended 6.6% of Purchase of Services (POS) and 10.6% of Operations (OPS).

ACRC pays some OPS expenses at the beginning of the FY (e.g., insurance, rent and employee benefits). We received our second amendment, which gave us an additional \$94.9 million in additional POS funding.

It is too early to make preliminary projections; Mr. Tiedemann will have more information as to whether we will live within our means as the year progresses.

- **The monthly finance report was accepted as submitted.**

Issue 2: Authorize Line of Credit

Discussion and Action: Mr. Tiedemann shared that ACRC has a \$23 million line of credit in place with U.S. Bank. The bank allows for up to \$12 million outstanding at any particular time.

It's important that we have this line of credit in place so that we can continue to provide services to our clients in the event that DDS experiences any cash flow issues.

Without objection, Steven Sanchez made the motion to authorize the agency's line of credit as presented.

◆ *Committee Updates*

- Board Development Committee (BDC)
 - Ms. Walker shared that the BDC met on September 11th.
 - The committee continues to review our agency's bylaws.
 - The group discussed recruitment; a workgroup was established to develop some ideas to enhance our process.
 - We will continue to work on standardizing some of the Board Training topics, so that we are using our time more efficiently.
- Client Advisory Committee (CAC)
 - Ms. Rewerts shared that the CAC met on September 12th.
 - Members of the public shared concerns about not being allowed to hire Advisors for their People First Chapters.
 - Mr. Bonnet shared an idea about possibly developing a program that would have volunteers go out and visit with individuals that have moved out of the developmental centers – "Adopt-A-Friend".
 - Those present reviewed and provided input to a National Healthcare Survey.
- Provider Advisory Committee (PAC)
 - Mr. Ciampa shared that the PAC met on September 14th.
 - Second meeting with the PAC's new Chair, Michelle Ramirez, with On My Own.
 - The group continued to discuss our goals and ideas on what the PAC would like to accomplish this year. Members are engaged in this process.
 - Affordable housing continues to be an issue.
 - The committee discussed the PAC's strategy on bringing on new members.
 - Dan Lake attended this meeting. As a reminder, Mr. Ciampa shared that the meetings are open to the public.

◆ *President's Report*

- Mr. Lake expressed appreciation for everyone's attendance; he believes this was a successful retreat!
- Nasim Hedayati has resigned from this Board.

◆ *Executive Director's Report*

- Mr. Bonnet is pleased with outreach efforts ACRC has conducted to get the word out about what the regional center can offer to clients and families. He asked that Lori Banales, ACRC's Director of Children and Adolescent Services, share more information with the group.
 - Helen Thomas, ACRC's Cultural Diversity Specialist, is working to reach out to monolingual families, specifically Hmong and Spanish, who do not have any purchase of services in our system. Our agency staff have assisted with launching several orientations in the community and helped to establish trust with our clients and families.
 - ACRC received grant funding from DDS to help with our outreach efforts, and we have built partnerships with community members.
 - Even with our efforts, sometimes things don't go as planned. Ms. Banales shared that recently ACRC held a Spanish Orientation at the MIND Institute. We printed and distributed flyers, used the Everbridge System to contact clients and families, and held it in the evening so that it would be easier for individuals to attend – no one showed up.
 - The word is getting out; ACRC is seeing an uptake in POS authorizations from this targeted population.
 - ACRC is partnering with the Mexican Consulate for an Early Intervention (EI) Child Find Mobile Outreach Unit. An ACRC team will join their Mobile Consular activities and offer an evaluation to children that could potentially be eligible for EI services and to also screen older children and refer them to our Intake Department.
 - It is important to note that our service system can only look at certain data. For children, we know that many of their needs are being met through generic resources (e.g., education, In-Home Supportive Services, etc.). Some families do not want any regional center services because they have a system of support in place with their extended families.
 - The Warmline will be training "Parent Navigators". Our agency will then partner with the Family Resource Center to have these individuals assist with reaching out to families. Initially, ACRC has proposed five navigators.
 - Because ACRC has such a large catchment area, we are being thoughtful and systematic with our proposals.

- "ACRC's Dashboard Indicators for the Quarter Ending June 30, 2017" were distributed for review. It's important to note that we have 800 more clients with a diagnosis of autism in the 2016-17 FY than in 2015-16. If you have any questions, please let Mr. Bonnet know.
 - As of today, 98% of our service providers have completed the ABX2-1 survey. If the remainder do not complete theirs by October 1st, they will lose their rate increase.
 - ACRC hosted a delegation from Indonesia last week. Mr. Bonnet, along with a group of our agency's Managers, met with a group of five professionals from the Human Services Field, who were visiting the United States under the International Visitor Leadership Program. They were overwhelmed by what we do for those we serve. Over the past few years, we have also had visitors from Belarus and Japan.
- ◆ *ARCA Report*
- Ms. Walker attended the last meeting which was held on August 18th at Harbor Regional Center (HRC).
 - The meetings are dense with information. Ms. Walker asked Ms. West to make copies of a packet from San Diego Regional Center (SDRC), which was distributed for review.
 - Ms. Walker is a firm believer of not reinventing the wheel. There are 20 other regional centers with Boards of Directors. She would like the BDC to discuss this packet in more detail at their next meeting.
 - North Bay Regional Center's (NBRC's) Executive Director, Bob Hamilton, is retiring.
 - These meetings are opportunities for each regional center to get information from DDS. Mr. Bonnet will be doing a walk-through of the new trailer bill language at the October Board Sponsored Training.
 - Ms. Walker will work on a system for distributing the information to everyone.

5. ***Adjournment***

The meeting adjourned at 4:01 p.m.

Lisa West
Executive Secretary

cc: Phil Bonnet