

**MINUTES
BOARD OF DIRECTORS MEETING
COASTAL DEVELOPMENTAL SERVICES FOUNDATION
NOVEMBER 7, 2018**

MEMBERS PRESENT: Joseph Allen
JoanElaine Anderson
Nilo Choudhry
Austin Dove
Cammy DuPont
Elizabeth Espinosa
Zoe Giesberg
Phil Jackson
Myra Mezquita
Betty Pearson-Grimble
Lizeth Rivera
Todd Rubien
Larry Ryan
Alejandro Soschin
Russell Tanner
Sofia Vergara
David Wyles
Vanda Yung

MEMBERS ABSENT: Bob Steiner

STAFF PRESENT: Carmine Manicone, Vanessa Arauza, Pamela Arturi, Lisa Basiri, Linda Butler, Ana DaSilva, Danny Franco, Ereida Galda, Cesar Garcia, Tom Kelly, Soryl Markowitz, Rosalinda Mata, Rhiannon Maycumber, Jairon Ramos, Sandy Rivera, Danyelle Schiller, Aga Spatzier, Liz Spencer, Mary Lou Weise-Stusser

GUESTS: Christofer Arroyo, Raymundo Blanco, Zakir Choudhry, Trisha Lurie Cozine, Rayvone Douthard, Sharon Etchison, Sylvia Fahimian, Danny Feingold, Josh Franklin, Beverly Hutchinson, Dianne W. Ingram, Alyssa Jackson, Marcia James, Adriana Madrigal, Judy Mark, Barbara McCants, David Mezquita, Jack Nieves, Maria Pena, Sandy Rubenfeld, Kim Sinclair, Robert Schwartz, Felisha Williams, Wesley Witherspoon, Ayode Woods,

CALL TO ORDER

Meeting was called to order by Interim Board President, Alejandro Soschin, at 6:30 p.m.

ROLL CALL AND ESTABLISHMENT OF A QUORUM:

It was established that the members present represented a quorum necessary pursuant to Section 3.03 (g) of the bylaws of Westside Regional Center which states:

(g) Quorum

A quorum of the Board of Directors shall consist of nine (9) members of the corporation. Provided, however, that a quorum of the Board of Directors shall consist of a majority of the Directors then in office at any time when the number of Directors then in office is less than ten (10)

INTRODUCTION OF GUESTS

Alejandro Soschin, Interim Board President, welcomed all to the Westside Regional Center Board meeting. Board Member, Larry P. Ryan read the Mission Statement.

OPEN PUBLIC COMMENT

Christofer Arroyo, SCDD, mentioned if individuals have a minor consumer living at home they will be receiving a 23-page Quality Assurance Survey. Please complete and return it. The information will be compiled and used to improve the system.

Judy Mark informed that on November 16th at 9:00am to 10:00am there will be a statewide call co-hosted by Disability Voices United, Association of Regional Center Agencies (ARCA) and Disability Rights California to discuss a Trump Administration proposed rule that would make it difficult for undocumented immigrants to access the services the regional centers provides. This is not a general community call. It is for leaders of organizations to be able to share the information with their clients.

Ayode Woods said he will be performing at Studio West's Holiday Show. He invited everyone to attend. He will send the details to Carmine later to share with everyone.

David Wyles, Board Member, shared his positive, personal experience over the years at Westside Regional Center, in particular the service coordinators that have been assigned to his family. Elizabeth Espinosa, Board Member, shared it is important for families to know what a board is for and for them to feel comfortable with free expression, and for the regional center to have transparency.

INTERIM CHAIRPERSON'S REPORT

Alejandro Soschin, Interim Board President, introduced fellow Board Member, Larry P. Ryan. Larry read aloud his letter of resignation from board effective November 7, 2018. Alejandro presented Larry with a card signed by the board and a small token of appreciation for his service. Members of the Board also expressed their appreciation. Alejandro Soschin also thanked and acknowledged Richard Breen, former Board President who also resigned recently.

Alejandro expressed why he joined the board and purpose of serving on the board. He mentioned that the role of the chair is to move the agenda forward, meanwhile making sure there is time for discussion, including talking on topics to ensure understanding.

Action Items:

APPROVAL OF THE 2019 PERFORMANCE CONTRACT. (ACTION*)

David Wyles, Board Member (Motion) and Zoe Giesberg, Board Member (Second) Approval of the 2019 Performance Contract.

RESOLUTION: APPROVAL OF THE 2019 PERFORMANCE CONTRACT.

No public comment. The motion Passed:

16 AYES

0 NO

2 ABSTENTIONS

Carmine Manicone, Executive Director, mentioned that report was sent to the Board a couple of weeks ago and they also had two (2) public meetings. He was asked by the board to provide a summary during the meeting, which he did as well as have it displayed on the projector screen and handouts were made available to the public. There was discussion among the Board and questions asked about the report. Alejandro suggested creating an Employment committee or task force as this is a topic of interest. Judy Mark commented that the regional center set specific goals for the future. See what positions can be filled by the individuals they serve and work towards that. Linda Butler commented that more consumers should be offered job opportunities at Westside.

APPROVAL OF MINUTES FOR THE SEPTEMBER 12, 2018 BOARD MEETING. (ACTION*)

Larry P. Ryan, Board Co-Secretary (Motion) and Joseph Allen Jr., Board Member (Second) the approval of the September 12, 2018 Board Meeting Minutes.

RESOLUTION: APPROVAL OF MINUTES FOR THE SEPTEMBER 12, 2018 BOARD MEETING.

No public comment. The motion Passed:

18 AYES

0 NO

0 ABSTENTIONS

APPROVAL OF THE ELECTION OF EXECUTIVE COMMITTEE OFFICERS DUE TO CURRENT BOARD PRESIDENT VACANCY. (ACTION*)
APPROVAL OF ALEJANDRO SOSCHIN AS PRESIDENT OF THE BOARD OF DIRECTORS FOR THE REMAINDER OF THE CURRENT FISCAL YEAR. (ACTION*)

Betty Pearson-Grimble (Motion), Board Member, and Elizabeth Espinosa (Second), Board Member, approval of Alejandro Soschin as President of Board Of Directors for the remainder of the current fiscal year.

RESOLUTION: APPROVAL OF ALEJANDRO SOSCHIN AS PRESIDENT OF THE BOARD OF DIRECTORS FOR THE REMAINDER OF THE CURRENT FISCAL YEAR.

After public comment, the motion passed:

18 AYES

0 NO

0 ABSTENTIONS

APPROVAL OF BETTY PEARSON-GRIMBLE AS VICE PRESIDENT OF THE BOARD OF DIRECTORS FOR THE REMAINDER OF THE CURRENT FISCAL YEAR. (ACTION*)

Zoe Giesberg (Motion), Board Member, and Austin Dove (Second), Board Member, approval of Betty Pearson-Grimble as Vice President of Board of Directors for the remainder of the current fiscal year.

RESOLUTION: APPROVAL OF BETTY PEARSON-GRIMBLE AS VICE PRESIDENT OF THE BOARD OF DIRECTORS FOR THE REMAINDER OF THE CURRENT FISCAL YEAR.

After public comment, the motion passed:

18 AYES

0 NO

0 ABSTENTIONS

APPROVAL TO RESCIND THE ACTION OF THE JULY 11TH BOARD MEETING TO HIRE A HUMAN RESOURCES CONSULTANT TO CONDUCT AN AUDIT. (ACTION*)

Cammy DuPont (Motion), Board Treasurer, and Austin Dove (Second), Board Member, approval to rescind the action of the July 11th Board meeting to hire a Human Resources consultant to conduct an audit.

RESOLUTION: APPROVAL TO RESCIND THE ACTION OF THE JULY 11TH BOARD MEETING TO HIRE A HUMAN RESOURCES CONSULTANT TO CONDUCT AN AUDIT.

After public comment and board discussion, the motion passed:

18 AYES

0 NO

0 ABSTENTIONS

APPROVE THE HIRING OF A QUALIFIED PROFESSIONAL OR FIRM TO CONDUCT HUMAN RESOURCES AUDIT WHICH SHALL INCLUDE, BUT NOT BE LIMITED TO REVIEW WRC POLICY AND PROCEDURES, HIRING AND TERMINATION PRACTICES, EMPLOYEE PERFORMANCE REVIEWS, RECORD KEEPING AND PAYROLL. THE EXECUTIVE DIRECTOR ALONG WITH AT LEAST THREE MEMBERS OF THE EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS SHALL CONSTITUTE THE HIRING COMMITTEE. (ACTION*)

David Wyles (Motion), Board Member, and Joan Elaine Anderson (Second), Board Member, approve the hiring of a qualified professional or firm to conduct human resources audit which shall include, but not be limited to review WRC policy and procedures, hiring and termination practices, employee performance reviews, record keeping and payroll. The executive director along with at least three members of the executive committee of the board of directors shall constitute the hiring committee.

RESOLUTION: APPROVE THE HIRING OF A QUALIFIED PROFESSIONAL OR FIRM TO CONDUCT HUMAN RESOURCES AUDIT WHICH SHALL INCLUDE, BUT NOT BE LIMITED TO REVIEW WRC POLICY AND PROCEDURES, HIRING AND TERMINATION PRACTICES, EMPLOYEE PERFORMANCE REVIEWS, RECORD KEEPING AND PAYROLL. THE EXECUTIVE DIRECTOR ALONG WITH AT LEAST THREE MEMBERS OF THE EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS SHALL CONSTITUTE THE HIRING COMMITTEE.

After public comment and board discussion, the motion passed:

18 AYES

0 NO

0 ABSTENTIONS

Board Topics

Discussion ensued on HIPAA compliance and procedures. It was confirmed that the HIPAA Privacy Compliance Officer at Westside Regional Center is Denise Fernald, Director of Human Resources, and Bernadette Daroca is the Risk Management and Mitigation Coordinator. All staff members and vendors are given a copy of the HIPAA policies and they sign an acknowledgement. Recently, staff also went through HIPAA competency based training on video through the Learning Modules System (LMS). WRC conducts new hire trainings on HIPAA. It is also reviewed annually with staff.

The Service Coordinator has primary access to a client's file, but most staff at Westside would have access to the file if the service coordinator is out in order to support the individual, family, conservator/guardian or in an emergency. As far as sharing the information, they would need to get consent from the parents, the adult who is served or their conservator or guardian to arrange services or share with doctors, but any information shared, would need to have consent. HIPAA information is included in the Welfare & Institutions Codes which is the Lanterman Act, DDS website and on the WRC website. Alejandro asked that HIPAA procedures be added to future Board trainings.

Judy Mark stated her sons IPP was breached last year, with comments by an unauthorized person to another about her son's services. She filed a complaint with Carmine and DDS, but no one followed up with her. She said she knows people inappropriately look at peoples IPP's. She suggested a firewall be put up so people do not look at IPP's that are not within their realm. Judy said she put the complaint over the phone to Carmine. He stated he doesn't recall talking to her about the complaint, but is not denying it happened. Myra Mezquita added that this tactic may not intimidate Judy, but it can intimidate other families. A member of the public expressed that he should be made aware anytime his children's files are accessed by anyone other than their SC at Westside Regional Center.

Dr. Tom Kelly clarified that Carmine is correct in saying that charts are accessible within employees at Westside Regional Center. Under the HIPAA Law we are considered a

protected health community and their obligation through the law is the same as a nurse and doctor who can look at a chart. In Clinical Services, for example, they pull charts to review medical records and ensure they are up to date. No one should be using information to intimidate and if an employee is using this information in an improper way, than that is an employee issue and there will be repercussions. When asked what steps WRC would take in the case there is a breech, Carmine clarified that the moment they are aware of improper use an investigation would be conducted immediately. Depending on what is discovered, that employee may be terminated immediately and there is a substantial monetary fine if indeed there is a HIPAA violation.

EXECUTIVE DIRECTOR'S REPORT

Carmine Manicone mentioned he appreciates the words of gratitude in this season of Thanksgiving. He reported that Westside wants to continue to be the best at putting the people they serve first and trying to find ways to get good outcomes. He also mentioned that he has submitted and filed his report to the Board and there are copies in the Board packets and in the back of the room. Carmine reviewed some of the highlights of his report. He welcomes gratitude expressed, and opinions on areas they need to improve.

BUSINESS ASSOCIATE REPORT - ACHIEVABLE

No report.

COMMITTEE REPORTS

FINANCE

Cammy Dupont, Board Treasurer, reported the Committee met this evening and the finance report is available at the back of the room. They are within the allocation at this time. At the last board meeting Danny Franco, Director of Finance, was asked to provide the names of the ten biggest vendors of the regional center. The top five vendors are on the 990 Form that is filed. Those firms are Premiere Health Care Services, 24 Hour Home Care, We Care About You, Inc., Maxim Health Care Services, My Life Foundation, Peoples Care, he Institute for Applied Behavior Analysis, First Advocates, Center for Applied Behavior Analysis and Easter Seals. Alejandro Soschin would like a discussion at a future meeting on how these top vendors are selected and evaluated.

CONSUMER ADVISORY COMMITTEE

Todd Rubien reported that CAC continues to lead the way in improving the lives of the WRC clients by showing independent living. With the Healthy Living Classes and other Self-Advocacy groups they set examples on how individuals with developmental disabilities can function in society. They took part in activities like L.A. Annual Art Show. They attended two political breakfasts with local council members and State Assembly Members. They are committed to keeping up with the local political scene. They have encouraged others to vote at yesterday's elections. They are open and welcome new members as well as ideas. They are looking forward to the Annual CAC Holiday Celebration on December 21st in the Danneker Boardroom from 6pm to 9pm.

POLITICAL ACTION & OUTREACH COMMITTEE

Zoe Giesberg reported that the Democrats won control of House of Representatives in yesterday's elections. California seems to be solidly blue and the new Governor is Gavin Newsom. Sydney Kamlager-Dove soundly won the election for State Assembly, representing District 54.

CLIENT SERVICES COMMITTEE

David Wyles, Co-Chair, reported they had a productive meeting today on the start of reviewing the service standards for adults. It will be a thorough process as it had not been updated since 2009. They will be having a special meeting on December 12th at 4:30pm. Everyone is welcomed to attend especially adult consumers, including CAC.

ARCA

Zoe Giesberg, ARCA Representative, reported there four big categories ARCA will be working on. They include: sustainable funding for our services, flexible and sustainable services, inclusive communities in every way possible, and Lanterman Act fundamentals.

STRATEGIC PLANNING COMMITTEE

Alejandro Soschin reported they are working on Human Resources audit process. They will discuss further at a later meeting.

SERVICE PROVIDER ADVISORY COMMITTEE (SPAC)

JoanElaine Anderson, Committee Chair, reported they encouraged everyone to become a provider of the Paid Internships and Competitive Integrated Employment. Vendors are coming together to open up the employment and employment training. They also talked about going out to the community, and getting the local organizations and the corporations to be a part of the employment fair that went so well. It was welcoming and comfortable for the clients. JoanElaine encouraged Board Members to attend the next SPAC meeting on November 28th.

FAMILY RESOURCE EMPOWERMENT CENTER (FREC)

Liz Spencer reported that in September the FREC was awarded a \$5,000 grant from the Departmental of Mental Health to create an opportunity to improve the mental well-being of siblings as the grant had a six week turnaround. They were able to collaborate with UCLA Mindfulness Awareness Research Center to provide them with a licensed practitioner who developed a series of twelve sessions for the siblings. It was designed to serve ages 13 to 22. The feedback has been positive. Liz acknowledges Aga Spatzier and Feben Fantu for their work on the grant. They partnered with Achievable and Chicago School of Psychology to provide parents and caregivers vital information and tools on mindfulness practices. The 2018-19 Sibling Support Group began in October with monthly sessions through June with 27 siblings registered. They started twice monthly IEP clinics in September. They are designed for preschoolers exiting Early Start who will not be staying at the regional center, but have 504 plans. The Center participated in two community outreach events and sat as members on four local and statewide committees. They partnered with Early Start to redesign the Early Start orientation for families and caregivers. They have kicked off the 2018 Toy Drive. For more information of eligibility

and how you can help, please contact the FREC.

SELF DETERMINATION ADVISORY GROUP

Judy Mark reported that the next meetings are scheduled on Tuesday, November 13th, November 27th and December 4th. They are hosting an Independent Facilitator Training on November 30th and December 3rd, but you should have already signed up for it and if you did not, you cannot attend.

EQUITY COMMITTEE

Austin Dove reported they worked on their mission, revised it and have a handout with their new statement. They reviewed where they were with the Enhanced Case Management project, with the Parent Empowerment Program, and also looked at what they are doing currently with publications. They discussed what they will be focusing on for funding on the next grant cycle. They want to do Enhanced Case Management and get another position there, continue to fund the Parent Empowerment Program, and also do outreach on social media. These outreach efforts will also include informing people of generic and community resources.

OPEN PUBLIC COMMENT

CLOSED SESSION

Alejandro Soschin, President, announced the Board is going into closed session at 10:31pm.

ADJOURNMENT (ACTION*)

The meeting was adjourned at 11:02pm by Alejandro Soschin.

X



Todd Rubien
Board Co-Secretary

X



Nilo Choudhry
Board Co-Secretary