

**MINUTES**  
**BOARD OF DIRECTORS MEETING**  
**COASTAL DEVELOPMENTAL SERVICES FOUNDATION**  
**JULY 8<sup>TH</sup>, 2020**  
**ZOOM VIDEO**

MEMBERS PRESENT: Joseph Allen  
JoanElaine Anderson  
Nilo Choudhry  
Cammy DuPont  
Zoey Giesberg  
Betty Pearson-Grimble  
Todd Rubien  
Alejandro Soschin  
Russell Tanner  
Sofia M. Vergara  
Vanda Yung  
Myra Mezquita

MEMBERS ABSENT: Austin Dove, Elizabeth Espinosa, Philip Jackson, David Wyles

STAFF PRESENT: Thompson Kelly, Cesar Garcia, Danny Franco, Hillary Kessler, Mary Lou Weise-Stusser, Liz Spencer, Sonya Lowe, Steve Yi, Kate Harvey, Rhiannon Maycumber, Stephanie Lee, Patricia Crook, Brenda Buendia Herrera, Jennifer Morales, Maria Lipstein, Teri Huber, Claudia Williams, Megan Mendes, Monique Lazarus, Niaisha Gonzalez, Anjanette Robinson, Megan Tommet-Ramirez, Aga Spatzier, Nolan Porter, Liddy Amador, Stephen Browning, Sandy Cabanatan, Ereida Galda, Carol Taylor

GUESTS: Christofer Arroyo, SCDD, Megan Mitchell, DDS, Edwin Pineda, DDS, Loida Delaney, Ellen Seldon, Carla Lehmann, Donna Harden, Christian Marquez, Lisa Anderson, Allison Gray, Fran Cameron, Shellena Leftridge, Adriana Madrigal, Roschell Ashley, Tresa Oliveri, DC Harden, David Hadacek, Esther Kelsey , Portia Griffith, Sonia Ramos, Carlyn Meshack, Judy Mark, Marta C, Wesley Witherspoon, Rahsaan Herbert, Felicia Ford, Alyssa Jackson

**CALL TO ORDER (ACTION\*)**

Meeting was called to order by Board President, Dr. Sofia Vergara at 6:10pm.

## **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**

Dr. Sofia Vergara, Board President, welcomed everyone to the July meeting, and explained the process of using the Zoom features during Public comment.

## **OPEN PUBLIC COMMENT**

Chris Arroyo, State Counsel, reported that SCDD continues to provide PPE to the community. They are putting in for their 6<sup>th</sup> order coming up and if anyone needs PPE, to please contact him to put an order for your organization. Chris also extended a thank you to partner agencies including the Chinese Parents Support group and FREC who have been giving out PPE. Finally, Chris noted that if an agency claims they cannot get access to PPE, please tell them to contact SCDD at 818-543-4631 or email Julie.Eby-McKenzie@scdd.ca.gov. SCDD will be happy to provide and deliver the PPE directly to their work site.

Vanda Yung, Board Member, noted that there needs to be more PPE and a policy for direct care providers who are going into family homes to make sure that they have PPE. Lisa Anderson thanked Chris and the State Counsel for the PPE distributions. Liz Spencer commented that WRC is extremely committed to health and safety during COVID-19, and is proud of the efforts to explain and implement the processes in place to help ensure that folks are safe, receiving PPE, and receiving other support.

Fran Cameron inquired as to what the community's involvement for the Executive Director Search will be, and when the community will be able to give their input, and Allison Gray inquired about who the candidates for the Executive Director search will be.

Portia Griffith inquired as to if WRC can help those who are out of work find jobs in light of COVID-19, and Cammy Starks DuPont, Board Member, asked if there is anyone specific at WRC who can help those we support with Unemployment.

Judy Mark, DVU, let everyone know that DVU is holding weekly webinars on Thursdays re: COVID. Tomorrow, they will be covering services that can help those whose lives have changed because of COVID19, participant directed services, and talking through ideas with self-advocates about how to stay safe. She also inquired how folks are doing in regards to their health. Alex Soschin, Board Member, noted that the DVU webinar series has been incredibly helpful for resources, and have featured people who are leaders in the Health industry

Zoey Giesberg, Board Member, emphasized that none of the trigger cuts are going to happen to the budget.

Martha Chavez inquired about how she can get verbal communication therapy services but is being denied by her healthcare system. She requested that WRC help her get those services for her and her daughter.

An anonymous participant asked if the Board Members could share which WRC sponsored training and events since COVID began that they have participated in, and if they follow WRC social media to keep apprised of what is happening.

### **CHAIRPERSON'S REPORT**

Dr. Sofia Vergara, Board President, reported that with great difficulty, she has decided that she will not be seeking reelection as Board President, and will be leaving the Board after the August meeting. She states that it has been an honor, and a privilege, to serve on the Board and will continue to be active in the community so that her voice remains heard. Dr. Vergara also reminded the Board about the Closed Board meeting next week.

### **APPROVAL OF MINUTES FOR THE JUNE 3, 2020 BOARD MEETING (ACTION\*)**

**Todd Rubien, Board Member (Motion) and, Zoey Giesberg, Board Member, (Second) the approval of the June 3<sup>rd</sup>, 2020 Board Meeting Minutes.**

**No public comment. The motion passed.**

**11 AYES  
0 NO  
0 ABSTENTIONS**

**RESOLUTION: APPROVAL OF MINUTES FOR THE JUNE 3, 2020 BOARD MEETING.**

### **REPORT OF THE INTERIM EXECUTIVE DIRECTOR**

Dr. Tom Kelly, Interim Executive Director, reported that while we are still faced with the crisis of COVID-19, our community has pulled together to keep working through it, and thanks everyone for their perseverance, patience, and creativity. He also noted that the best way to stay informed is to continue to utilize current trustworthy resources such as those from the State and Local Health directives. These resources are continuously being pulled by WRC's Community Engagement Specialist, Sandy Cabanatan, and put on the WRC website for reference. Dr. Kelly also reported that WRC has been able to procure and distribute even more PPE to families and direct service providers, and thanks those involved with the multiple distribution days. Dr. Kelly also acknowledged the continuous need for collaboration and discussion with our vendor community. As such, there will be a Vendor Town Hall held tomorrow (Thursday July 9<sup>th</sup>) in order to review current protocols for ensuring safety, and how operations will evolve moving forward. Dr. Kelly noted that at this time, there are 32 individuals we support and 29 services providers who are COVID-19 positive.

Finally, Dr. Kelly acknowledged the hard work of several WRC committees, including the newly formed Race Forward Committee, who are holding a six-week speaker series on topics involving race, culture, and equity. He also thanked the LGBTQ and Pride Celebration staff members for putting on a wonderful Pride celebration this year, the WRC "Work Safe" Committee, who are helping to voice the opinions of WRC during COVID-19, and finally, thanked the HR department for their work in creating an updated personnel evaluation for WRC staff. Dr. Kelly's full report can be found in the Board Packet.

## **COMMITTEE REPORTS**

### **➤ FINANCE (ACTION\*)**

Cammy DuPont, Treasurer, reported that as of May 31<sup>st</sup>, 2020, 83% of the OPS budget and 85% of the POS budget had been utilized. The full Financial Report is included in the Board packet.

Cammy also reported that the Finance committee met today, and that auditors joined the meeting to review the IRS form 990, a public document that shows transparency information, and audited the WRC Financial Statement. Auditor Kimberly Robertson, of Marcum, made a presentation to the Finance Committee regarding the independent audit of Financial Statement ending June 30th, 2019. An unmodified (clean) opinion was issued, same as in the past, due to the difference in non-governmental FASB vs. Governmental accounting standards. Amounts discussed included revenue, assets, and line of credit. Both the 990 and the Financial Statement can be found in the Board Packet.

Danny Franco, CFO, reported that WRC renewed our line of credit with City National Bank. This credit is typically used in July while State is approving budget, and there is a gap in funding.

**Sofia Vergara, Board Member (Motion), Alex Soschin, Board Member (Second) the approval of the Financial Statement & 990**

**9 AYES  
0 NO  
2 ABSTENTIONS**

**No public comment. The motion passed.**

**RESOLUTION: ACCEPTANCE OF THE WRC AUDIT FINANCIAL STATEMENT AND 990**

### **➤ CLIENT SERVICES (ACTION\*)**

Cesar Garcia, Director of Early Start and Children's Services proposed edits to the Independent Living Services (ILS) and Supported Living Services (SLS) standards documents. These edits were done to improve the clarity and accessibility of the document language. Copies of the original documents, the markups, and final edit versions can be found in the Board packets.

**JoanElaine Anderson, Board Member (Motion), Vanda Yung, Board Member (Second) the approval of the SLS & ILS Contracts**

**11 AYES  
0 NO  
0 ABSTENTIONS**

**No public comment. The motion passed.**

**RESOLUTION: APPROVAL OF THE SLS & ILS CONTRACT DOCUMENT UPDATES**

## ➤ **BOARD DEVELOPMENT COMMITTEE**

Nilo Choudhry, Board Co-Secretary, reported that a document entitled the Board Member 'Roles and Responsibilities' will be created. This is a document to inform board members of their duties. Nilo also reported that there are openings on the board. The Board must meet DDS guidelines for Regional Centers, including proportionate ethnic guidelines, parent and client percentages, as well as newer requirements for fiscal expertise, management and prior governance experience. The information will be posted on the WRC website.

The 2020-2021 slate will be presented for vote at the August 5th Annual Meeting. Directors: Joseph Allen Jr., Nilo Choudhry, Elizabeth Espinosa, Zoey Giesberg, Myra Mezquita, Betty Pearson-Grimble, Todd Rubien, Russell Tanner, David Wyles, Vanda Yung. The Officer slate: President, Betty Pearson-Grimble; Vice President, Nilo Choudhry; Treasurer, Vanda Yung; Secretary, Todd Rubien. Joan Elaine Anderson was elected by SPAC as their SPAC Representative for 2020-2021.

Finally, Nilo thanked the departing board members and welcomed them to serve on committees as they are able, and to also otherwise provide continuing guidance and advisement towards the mission of WRC.

## ➤ **CONSUMER ADVISORY COMMITTEE**

Joseph Allen, Board Member, reported that CAC members still continue to practice healthy and safe habits during COVID-19. He noted that CAC was participating in several trainings, including trainings on bullying, stress and anxiety, and emergency preparedness. CAC also extends their thanks to Chris Arroyo for the PPE provided to them.

## ➤ **EXECUTIVE SEARCH**

Dr. Sofia Vergara, Board President, reported that work with Envision Consulting for the Executive Director search continues. Finalists are meeting next week on July 15<sup>th</sup> during a Closed Board meeting, and due to COVID-19, Board Members will have the option to participate in person, or virtually. Sofia noted that members of the current nominating committee are working with DDS to discuss the status of the search and the onboarding of the director and new board members.

## ➤ **EQUITY**

Dr. Tom Kelly reported that in lieu of a regular meeting, the Equity Committee did their first of two public meetings regarding the Purchase of Services (POS) Disparity data from the 2018-2019 fiscal year. Notably, this presentation highlighted that 10,464 individuals were served during this fiscal year, 9144 WRC clients have funded services and 1502 do not, a large amount of all WRC authorized expenditures are for adults (aged 22 and older), and the ethnic distribution of individuals served include self-identified categories of Hispanic, White, Black/African-American, Multi-Ethnic/Other, and Asian.

A full report summary of this presentation can be found in the Board Packet, and on WRC's website. In addition, the full presentation, which was held on Zoom, was attended by 34 individuals, and was presented in both English and Spanish. This recording can be found on WRC's website, YouTube, and Facebook page.

## ➤ **FAMILY EMPOWERMENT CENTER**

Liz Spencer, Director of the Family Empowerment Center reported that during the month of June the FREC received 2 deliveries of PPE from State Counsel. The FREC held two distribution events at WRC to give out all PPE, with the help of several staff and family members. The FREC welcomes folks to contact them with any questions about PPE or any needs they may have. Liz also reported that the FREC partnered with four of the family support groups in order to have them distribute PPE distributed to their members and networks. She extended her thanks to Chris, and the rest of State Counsel again, for all the support and PPE given. Finally, Liz noted that Siempre Amigas will begin holding meetings again and that those who are interested should call Martha at the FREC: 310-258-4063.

## ➤ **SELF DETERMINATION**

Judy Mark, DVU, reported that the Self Determination Committee met last Wednesday of the month. At that meeting on June 24<sup>th</sup>, the committee voted unanimously to use the implementation funds received from DDS for three action items: Spanish language interpretation at meetings/orientations, support for the Statewide Self-Determination Advisory Committee, and finally, to produce an RFP that supports individuals and families in understanding the SDP. The full breakdown of these funds can be found in the Board Packet.

## ➤ **SERVICE PROVIDER ADVISORY COMMITTEE**

JoanElaine Anderson, SPAC Representative and Board Member, reported that the vendor community is continuing to provide resources during COVID-19. For example, she has asked a Physical Trainer to create short instructional videos that will be posted digitally. JoanElaine also mentioned the Vendor Town Hall, which will be taking place tomorrow, and noted that the vendors and WRC will be discussing their plans for safe reentry into the workplace, and what resources will be needed/provided. Finally, JoanElaine extended thanks to WRC and Chris Arroyo for their work distributing PPE, and to the Board members who are leaving, for their hard work and dedication.

## ➤ **STRATEGIC PLANNING**

Dr. Tom Kelly reported that the Strategic Planning Committee interviewed two of the seven organizations who submitted their proposals for Strategic Planning Consultant. The committee ultimately awarded the contract to Strategy Matters, a Boston-based, woman-owned consulting group. This group focuses on taking a tailored approach to meet their client needs, customizing the tools and design for each client. Since they were founded in 2000, Strategy Matters has worked with a majority of clients who focus on social justice, including Human Service non-profits, Public Health organizations, Youth/Family Services and other Government funded organizations. The Strategic Planning Committee is working with Strategy Matters to develop a timeline for their partnership, and will be meeting with them for a “kick-off” meeting in July or August.

Dr. Kelly also noted that the Strategic Planning Committee is looking to add more members that represent the different communities of Westside. This would include more folks who are part of the vendor community, and more WRC service coordinators.

## ➤ POLITICAL ACTION & ARCA

Zoey Giesberg, ARCA Representative and Board Member, reported that the Governor signed the budget, and most importantly there will be no trigger cuts or aging cuts this new fiscal year. She also noted that Wesley Witherspoon is doing research to help bring a registered polling center to our community, and will also do a presentation about how to register, and how to vote by mail. Zoey also noted that the Political Action committee is looking to partner with race-focused organizations, such as Black Lives Matter, to improve the lives of everyone in the community. Zoey's full report can be found in the Board packet.

## PUBLIC COMMENT


An anonymous attendee asked if there are any planned trainings that will touch on maintaining professionalism while in Zoom meetings on camera. Wesley Witherspoon inquired as to how school-aged children are able to get a quality education during the social-distancing of COVID-19.


An anonymous attendee asked what Board member attendance requirements were for maintaining a seat on the Board. After 3 consecutive absences from Board Meetings, a Board member may be removed. An anonymous attendee asked why people are leaving the Board and how many board members will we have in September.

Judy Mark, DVU, asked for information regarding how people can apply to be on the Board of Directors. Alex Soschin, Cammy Starks DuPont, and Dr. Sofia Vergara each briefly spoke to their reasons for leaving the Board, and thanked everyone for their opportunity to serve on it. Multiple audience and Board members thanked Alex, Cammy, and Sofia for their service on the Board. Several anonymous attendees asked why the current Board members are selecting the new Executive Director, and why this decision isn't being put on hold until a new Board is elected.

## ADJOURNMENT (ACTION\*)

The regular Board Meeting was adjourned by Dr. Sofia Vergara at 8:49pm, Zoey Giesberg (Second) and no public comment followed.

  
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Todd Rubien  
Board Co-Secretary

  
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Nilo Choudhry  
Board Co-Secretary