



To: Board of Directors

From: Jeanine McCoy, Executive Assistant

Date: January 20, 2021

Re: Committee Schedule and Agenda for the WRC Board of Directors Meeting,
Wednesday, January 27, 2021

I am attaching the Agenda for the **January 27, 2021 Board of Directors Meeting which will be held virtually on Zoom Webinar.**

*All Board of Directors will receive a link from me inviting you to be a panelist at the 1/27/21 meeting. On the day of Board meeting, please click on your link to ensure you join the meeting as a panelist (speaker). This link is unique to you and should not be shared with anyone else.

All members of the public who wish to attend the meeting should follow these instructions to register:

1. Sign up for a free Zoom account if they have not already done so: <https://zoom.us/signup>
Click on this link to register to attend the meeting: https://westsiderc-org.zoom.us/webinar/register/WN_tgh_NkEMSom1zyejUPzo8A
2. a. Attendees will be asked for their name and email address.
 - i. This is so we can take attendance instead of using a sign-in sheet.
3. They will receive an email with a link to join the meeting.
4. On the day and time of the meeting, attendees should click the link to join and enter the password.
 - a. Spanish interpretation will be available upon entering the meeting.

The Call to Order is scheduled for 6:00PM. Much of the work of the Board is done in the WRC various committees, including Finance, Political Action, Client Services, Equity, and others. Your participation is needed and welcomed.

The following Committees are scheduled to meet:

Committee Name	Date & Time	*Location
Client Service Committee	February 18 th , 9:00am	ZOOM Video Conference
Consumer Advisory Committee	Daily Check-in Call	Conference Call
Finance Committee	February 10 th , 5:00pm	ZOOM Video Conference
Political Action & Outreach Committee	February 9 th , 5:00pm	ZOOM Video Conference
Self-Determination	February 9 th , 6:00pm	ZOOM Video Conference
Service Provider Advisory Committee	February 16 th , 10:30am	ZOOM Video Conference
Strategic Planning Committee	January 28 th , 4:30pm	ZOOM Video Conference

**BOARD OF DIRECTORS MEETING
COASTAL DEVELOPMENTAL SERVICES FOUNDATION
5901 GREEN VALLEY CIRCLE, SUITE 320
CULVER CITY, CA 90230
WEDNESDAY, January 27, 2021
Zoom Meeting
6:00PM**

AGENDA

- | | |
|---|------------------------------|
| 1. Call to Order
- Welcome and Introduction of Guests | Betty Pearson-Grimble |
| 2. Chairperson's Report | Betty Pearson-Grimble |
| 3. Report of Executive Director | Roschell Ashley |
| 4. Public Comment | |
| 5. Approval of Minutes from January 13, 2021 | Todd Rubien |
| 6. Approval of Executive Limitations | Betty Pearson-Grimble |
| 7. Approval of Board and Executive Relationship | Betty Pearson-Grimble |
| 8. Board Meeting and Training Calendar for 2021 | Nilo Choudry |
| 9. Adjournment | Betty Pearson-Grimble |

*Pursuant to California Welfare and Institutions Code Section 4660(c), "time shall be allowed for public input on all properly noticed agenda items prior to board action on that item".

THE NEXT BOARD MEETING WILL BE WEDNESDAY, FEBRUARY 10TH, 2021.



MINUTES
BOARD OF DIRECTORS MEETING
COASTAL DEVELOPMENTAL SERVICES FOUNDATION
JANUARY 13, 2021
ZOOM VIDEO

MEMBERS PRESENT: Joseph Allen
JoanElaine Anderson
Nilo Choudhry
Elizabeth Espinosa
Zoey Giesberg
Betty Pearson-Grimble
Todd Rubien
Russell Tanner
Sofia M. Vergara
David Wyles
Vanda Yung

MEMBERS ABSENT: Myra Mezquita

STAFF PRESENT: Roschell Ashley, Cesar Garcia, Danny Franco, Thompson Kelly, Liz Spencer, Sonya Lowe, Stephen Browning, Linda Butler, Niaisha Gonzalez, Rhiannon Maycumber, Megan Mendes, Philomena Morais, Mary Lou Weiss-Stusser, Aga Spatzier, Megan Tommet-Ramirez, Megan Mendes, Rhiannon Maycumber, Ereida Galda, Myriam Garcia, Patricia Crook, Sandy Cabanatan

GUESTS: Certified Interpreting Services, LeeAnn Christian (DDS), Megan Mitchell (DDS), Edwin Pineda (DDS), Christofer Arroyo (SCDD), David Hadacek, Tresa Oliveri, Judith Enright (Enright & Ocheltree), Noelle Bensussen (Enright & Ocheltree), Julie Ocheltree (Enright & Ocheltree); Elizabeth Hedenberg, Douglas Hedenberg, Felicia Ford, Esther Kelsey, Lisa C.Anderson, Wesley Witherspoon, Carlyn Meshack, Judy Mark, Francis Gomez, Adriana Madrigal, Barbara McCants, Brett Gordon, Elena Bustamonte, Stephanie Aguilera, Natalie Boykin, Gina Prato, Sonia Ramos, Ellen Seldon, Blanca Ramos, Nadine, Dana Simon, Desiree Boykin

CALL TO ORDER (ACTION*)

Meeting was called to order by Board Vice-President, Nilo Choudhry, at 6:13 pm.

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)

CHAIRPERSON'S REPORT

Nilo Choudhry, Board Vice-President, noted that over the past few months the Board has been reviewing and approving policies and suggested revisions to Bylaws to meet requirements of DDS Special Contract Language. The Board Executive Committee meets weekly. The Bylaws will be voted on in February. One of the considered revisions is around Board members as facilitators in closed sessions to protect attorney-client privileges. WRC is committed to having a transparent process and invite attendance at the Executive Committee meetings on Monday evenings where the policies and proposed WRC Bylaws revisions are discussed in greater detail.

EXECUTIVE DIRECTOR REPORT

Roschell Ashley, Executive Director, noted we are in the 10th month of the pandemic. Most of the COVID cases have occurred in congregate settings. There have been staff support such as PPE's to vendors. WRC Service Coordinators have contacted families to ensure they have resources and supports needed. There is vaccine priority with pharmacies. Some details of the January Governor's budget, in advance of the May Revise, included 10 Billion for the system, a net increase of \$665M. With cautious optimism, we will review details.

Dr. Tom Kelly, Director of Clinical Services, mentioned priority is getting COVID testing and advocacy. Thanked was the Central Neighborhood Health Foundation which provides on-site testing. Next phase is tiered vaccines as quickly and efficiently as possible, first with direct care providers. Also thanked was the Achievable Clinic for their COVID testing and vaccines for direct care providers, and Dept. of Public Health.

Cesar Garcia, Director of Client Services, reiterated the importance of vaccines. They are also implementing the state's emergency monthly DDS Directives. WRC staff is remotely reaching out to the families, in addition to their regular meetings. Progress is being made by Self Determination participants completing the phases. A grant was awarded to Pragnya to provide individualized guidance to those needing help for their completion.

Mary Lou Weise-Stusser, Director of Community Services, stated PPE's have been provided to all Residential, SLS and ILS agencies. DDS is very responsive to service provider needs and on-site testing. At WRC, all hands were on deck to assist with additional congregate staff support because of COVID-related absences. On-line Orientations provide guidance on vendor, residential services, and SLS. There is Person Centered Training. Check the websites for virtual training opportunities. Also mentioned was mitigation plans; Alternative Services Delivery for employment and day, social skills and transportation; Self Determination; Self Advocates. Thanks to all the caring responsive staff and the vendors who have stepped up creatively during a challenging time.

Liz Spencer, Director of Family Resource Center, extended deep gratitude to staff for generosity in the holiday gift drive. With COVID there was high needs of some families and individuals served. An example of such generosity was to a needy family where the father recently died and the mother was just diagnosed with cancer.

PUBLIC COMMENT

There were several comments expressed around having non-board members as facilitators in closed portion of board meetings. Mentioned was ADA accommodation, attorney-client privileges, and confidentiality. Russell was looking forward to getting COVID vaccine soon.



APPROVAL OF MINUTES FOR THE DECEMBER 2, 2020 BOARD MEETING (ACTION*)

Todd Rubien, Board Member (Motion) and, David Wyles, Board Member, (Second) the approval of the December 16, 2020 Board Meeting Minutes.

**11 AYES
0 NO
0 ABSTENTIONS**

The motion passed.

RESOLUTION: APPROVAL OF MINUTES FOR THE DECEMBER 16, 2020 BOARD MEETING.

SCL POLICIES

Judith Enright of Enright and Ocheltree briefly reviewed two policies that will be presented at the next Board Meeting for approval: Board and Executive Relationship, and Executive Limitations.

APPROVAL OF BOARD DEVELOPMENT COMMITTEE MEMBERS (ACTION*)

Russell Tanner, Board Member (Motion) and, JoanE. Anderson, Board Member, (Second) the approval of the Board Development Committee members: Betty Pearson-Grimble, Sofia Vergara, Nilo Choudhry, Vanda Yung, Todd Rubien, David Wyles. Discussion followed. This is one of Board committees where members have to be approved by the full Board. The committee functions include nominations and trainings. WRC will be recruiting for new Board members to join the WRCBoard soon.

**11 AYES
0 NO
0 ABSTENTIONS**

The motion passed.

RESOLUTION: APPROVAL OF BOARD DEVELOPMENT COMMITTEE MEMBERS.

COMMITTEE REPORTS

Finance

Danny Franco reported projected expenditures are expected to be within our budget allocation. At 42% of the fiscal year, as of November 2020, we have spent 39% of budget. WRC’s independent financial audit has begun this month.

Client Services

David Wyles reported that in addition to past POS approved, the next POS draft will be Transportation.

Consumer Advisory

Joseph Allen reported they have met virtually for 303 days. Various guest speakers covered safety, emergency preparedness, advocacy, relaxation, ADA with Chris, COVID updates. They shared advocacy issues with DDS.

Service Provider Advisory

JoanE. Anderson reported vendors received updates from Mary Lou on Alternative Service Delivery including certifying and issues, new rates. There is tiered vaccines for front-line service providers. There have been some COVID client deaths. During the holiday rush, the vendors especially reached out to help with food, PPE's.

Political Action and ARCA

Zoe Giesberg reported they discussed committee goals, including increasing attendance. Appreciate helpful staff liaisons Rhiannon Maycumber and Megan Mendes. ARCA delegates group met already, and there will be an ARCA Meeting on January 22nd. Recommend ARCA webinar trainings include political action outreach and legislative advocacy. The next ARCA webinar session will be on Diversity. Self-care is important for all.

Strategic Planning

Roschell Ashley highlighted there will be a representative SP core work group which requires more time and contribution. There will be input chances for all, including public surveys to hear from everybody. Dr. Tom Kelly noted with disparity, they have submitted a revised proposal. Trainings, including staff, would be given so as to identify and successfully outreach and engage with WRC families with little or no utilization of services.

ADJOURNMENT (ACTION*)

The regular Board Meeting was adjourned by Nilo Choudhry at 7:44 pm.

The next (Special) Board Meeting will be January 27th.

Todd Rubien
Board Secretary

EXECUTIVE LIMITATIONS POLICIES

The Executive Director may neither cause nor allow any organizational practices that do not adhere to the following policies:

A. Policy on Legal Requirements. Westside Regional Center (WRC) will comply with the legal requirements and regulations of all governmental authorities and legally authorized agencies under whose authority it operates.

B. Policies on Non-Discrimination.

1. Equal Employment Opportunity. WRC shall recruit, hire, train, and promote in all job titles, including interns, apprentices, and volunteers, without regard to race, color, religion, sex, gender, gender identity, gender expression, national origin, ancestry, physical disability, mental disability, age, medical condition, genetic information, marital status, military and veteran status, sexual orientation, or any other basis protected by law. All personnel actions such as compensation, benefits, WRC-sponsored training, apprenticeships, internships, volunteer opportunities, transfer, demotion, termination, layoff, and return from layoff, shall be administered without regard to race, color, religion, sex, gender, gender identity, gender expression, national origin, ancestry, physical disability, mental disability, age, medical condition, genetic information, marital status, military and veteran status, sexual orientation, or any other basis protected by law. Additionally, WRC will provide registered domestic partners with all rights and benefits as required by law.
2. Non-Discrimination on Basis of Disability. In furtherance of our nation's commitment to end discrimination on the basis of disability, and in accordance with the provisions of section 504 of the Rehabilitation act of 1973, the provisions of the Americans with Disabilities Act, the Fair Employment and Housing Act, and all regulations properly issued thereunder to protect the rights of disabled persons, it is WRC policy that: No program or activity administered by WRC shall exclude from participation, deny benefits to or subject to discrimination any individual solely by reason of his or her disability. Equal employment opportunity will be extended to qualified disabled persons in all aspects of the employer-employee relationship, including recruitment, hiring, upgrading, training, promotion, transfer, discipline, layoff, recall and termination. It is further affirmed that WRC will provide reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled employee or applicant.

C. Policy on Human Resource Development. WRC is committed to recruiting, managing, developing and retaining appropriate personnel qualified to meet the needs of the people served by the organization and who contribute to the accomplishment of the mission in a high quality manner. Therefore, compensation for all employees will be based on the following principles:

1. Compensation will support and will be used as a vehicle to communicate WRC's values, specific objectives, and goals;
2. Pay programs will reflect the external market, yet ensure internal equity and
3. Flexibility will be incorporated to permit WRC to respond to the changing regulatory and competitive environments, and to respond to other issues which increase its challenges, within the limitations of its budget with the Department of Developmental Services ("DDS").

D. Policy Against Harassment.

1. Prohibition of Harassment. WRC is committed to providing a workplace free of sexual harassment, as well as harassment and discrimination based on such factors as race, color, religion, sex, pregnancy, childbirth, or related medical conditions, gender, gender identity, gender expression, national origin, ancestry, physical disability, mental disability, age, medical condition, genetic information, marital status, military and veteran status, sexual orientation, or any other basis protected by federal, state, or local laws. WRC prohibits unwelcome, harassing or discriminatory conduct by employees, managers, supervisors, or other third parties toward other employees, interns, apprentices, volunteers, non-employees with whom WRC has a business, service, or professional relationship, or other persons with whom employees come into contact, even if such conduct does not rise to the level of harassment or discrimination as defined by law.
2. Complaint Procedure. Any individual who believes that they have been the victim of harassment, including sexual harassment, discrimination, retaliation, or abusive conduct, should immediately report this problem to their supervisor, the Director of Human Resources, or the Executive Director either verbally or in writing. Supervisors must report complaints of harassment, discrimination, retaliation, or abusive conduct, to the Director of Human Resources. All complaints will be investigated. Investigations will be timely, impartial, fair, and thorough. Investigations will be as confidential as possible under the circumstances. Employees are prohibited from impeding an investigation, and WRC will not allow retaliation against any employee participating in an investigation. Information obtained during the process will be shared only with those individuals on a need-to-know basis. WRC will provide all parties appropriate due process and reach conclusions based on the evidence collected. When the investigation discloses a violation of this policy, appropriate remedial action will be taken and feedback given to the complaining employee. The

Human Resources Director or the Executive Director will promptly notify WRC's Legal Counsel about the matter.

E. Policy on Professionalism, Rights, Health and Safety.

1. Each WRC employee will maintain professional and productive conduct. WRC employees will treat each other professionally and with courtesy at all times. Differences of opinion on work issues should be expressed in a constructive manner that promotes the sharing of ideas and effective teamwork to resolve problems and provide the services and supports needed by those served by WRC.
2. WRC will maintain a clean, safe environment and will comply with all applicable governmental regulations related to environment, health and safety, including training for staff and individuals served, external inspections of the premises and appropriate actions to remedy potential problems, implementation and testing of emergency plans and procedures, and timely review and follow-up on accident and injury reports.

F. Policy on Financial Practices.

1. Budgeting. Budgeting for any fiscal period or the remaining part of any fiscal period shall ensure the following budgeting processes:
 - a. Includes preparation of an annual report, including both operating and capital expenditures, which is used to communicate and monitor WRC's use of financial resources in a manner which is consistent with (a) fiscal responsibility and (b) strategic planning;
 - b. Results in a budget which is an appropriate and accurate expression of the mission and policies of WRC. If the process results in a deficit projection, a clear explanation of the circumstances shall be presented to the Board by the Executive Director; and
 - c. Maintains an adequate cash and cash equivalents reserve.
2. Financial Condition. With respect to monitoring the actual financial condition of WRC, the Executive Director shall ensure that:
 - a. Audited financial statements are prepared by an independent, Certified Public Accountant and presented to the Board of Directors on an annual basis;
 - b. Monthly summary reports are prepared comparing year-to-date budget versus actual figures and a report is given by the Chief Financial Officer at Board of Directors' meetings;
 - c. All financial obligations, including tax payments, are paid in a timely manner;
 - d. Adequate insurance is maintained to safeguard WRC's assets, including hazard, comprehensive, workers compensation, liability and Directors and Officers Liability.

Policy Adopted:
Revisions Recommended to the Board:
Date of Next Review: on or before

DRAFT

BOARD-EXECUTIVE RELATIONSHIP

The Westside Regional Center (“WRC”) Board of Directors (“Board”) recognizes the critical nature of the working relationship between the Board and the Executive Director. The Board’s responsibility is to establish policies and to satisfy itself that the Executive Director carries out those policies. The Executive Director implements the Board’s policies and assures that WRC operates in accordance with its mission statement, its contract with the State of California Department of Developmental Services, the Lanterman Developmental Disabilities Services Act and Title 17 of the California Code of Regulations. The Executive Director’s responsibilities include planning, organizing, staffing, coordinating, and budgeting for WRC’s contracts and programs. The Executive Director reports on an ongoing basis to the Board with sufficient clarity and thoroughness for the Board to determine that its policies are being followed and that WRC is operating in accordance with its contractual and legislative and regulatory requirements. This Policy functions in coordination with the Executive Limitations Policy which provides broad guidance on best practices.

All Board authority delegated to staff is delegated through the Executive Director; likewise, staff accountability also comes through the Executive Director.

- A. The Executive Director implements Board policies and is authorized to establish all further policies, make all decisions, take all actions and develop all activities which are true to the Board’s policies. The Board may obtain information concerning the manner in which the Executive Director has implemented its policies on an ongoing basis.
- B. The Executive Director functions as the Chief Executive Officer of WRC.
- C. The Executive Director serves as the primary contact person for the State of California Department of Developmental Services regarding contract, policy and legal matters related to the operation of WRC.
- D. The Executive Director is responsible for the hiring, training, activities and terminations of all staff in accordance with relevant personnel law and WRC policies, including, but not limited to, the Executive Limitations Policy.
- E. The Executive Director establishes collaborative working relationships with the leaders of other public and private agencies that provide services for the persons served by WRC.
- F. The Executive Director is responsible for all aspects of the daily operation of WRC and other contracts and programs of WRC.
- G. The Executive Director oversees the budget and all fiduciary matters relating to the operation of WRC.

- H. The Executive Director directs the implementation of the WRC strategic plan.
- I. Only the Board as a whole, by majority vote, has authority over the Executive Director's performance of his or her duties.
- J. The Executive Director may not perform, knowingly allow or cause to be performed, any act which is (1) unlawful, (2) insufficient to meet commonly accepted business and professional ethics, (3) in violation of funding source or regulatory agency requirements, or (4) contrary to Board constraints on executive authority (see Executive Limitations Policies).
- K. The performance of the Executive Director shall be monitored and reviewed annually by the Board of Directors. The Executive Committee shall meet with the Executive Director to present the results of the Board's review. The Executive Committee shall, guided by WRC's Policy on Human Resource Development (found in the Executive Limitations Policies), recommend any adjustments to the compensation of the Executive Director for approval by the Board of Directors.
- L. The Executive Director shall provide the following written documents to the Executive Committee as stated:
1. Annual confirmation that mandatory employee training requirements have been satisfied by the Executive Director.
 2. Annual confirmation that the Executive Director is accurately reporting his or her time and attendance.
 3. Annual reporting of monthly expense reimbursement reports for the Executive Director.
 4. Annual succession/development plans for the Executive Director and executive management positions.
 5. Annual leadership survey of the Executive Director. The Board will choose a survey based on available resources, which shall be sent to all employees for consideration and input. A summary and analysis of the surveys will be provided to the Board members.

WESTSIDE REGIONAL CENTER BOARD OF DIRECTORS MEETING AND TRAINING CALENDAR 2021

JANUARY	
Wednesday, January 13, 2021	REGULAR BOARD MEETING - SCL
Wednesday, January 27, 2021	SPECIAL BOARD MEETING - SCL
FEBRUARY	
Wednesday, February 10, 2021	REGULAR BOARD MEETING - SCL
Wednesday, February 17, 2021	BOARD TRAINING #1 - SCL (BYLAWS REVIEW)
Wednesday, February 24, 2021	SPECIAL BOARD MEETING - SCL
MARCH	
Wednesday, March 10, 2021	REGULAR BOARD MEETING
Wednesday, March 24, 2021	BOARD TRAINING #2: "LEGAL AND ETHICAL RESPONSIBILITIES"
APRIL	
Wednesday, April 7, 2021	REGULAR BOARD MEETING
Wednesday, April 21, 2021	BOARD TRAINING #3: "Understanding DDS/WRC Contract"
MAY	
Wednesday, May 5, 2021	REGULAR BOARD MEETING
JUNE	
Wednesday, June 2, 2021	ANNUAL BOARD MEETING
Wednesday, June 16, 2021	BOARD TRAINING #4: "Understanding Board's Role in RC Financial Oversight"
JULY	
Wednesday, July 7, 2021	REGULAR BOARD MEETING
AUGUST	
Wednesday, August 4, 2021	BOARD TRAINING #5: "Board's Role in Developing Goals for ED; Board and ED Roles; Evaluating the ED"
Wednesday, August 18, 2021	SPECIAL CLOSED BOARD MEETING: ED REVIEW
SEPTEMBER	
Wednesday, September 8, 2021	REGULAR BOARD MEETING
OCTOBER	
Wednesday, October 6, 2021	REGULAR BOARD MEETING
Wednesday, October 20, 2021	BOARD TRAINING #6: "Board's Role in Strategic Planning (Strategy Matters); Role of Committees; Board Evaluation System"
NOVEMBER	
Wednesday, November 3, 2021	REGULAR BOARD MEETING
Wednesday, November 17, 2021	BOARD TRAINING #7: "Calif. Service System Supporting individuals with DD & Regional Center Services"
DECEMBER	(MEETING DATE/S TBD)