

**KERN REGIONAL CENTER  
Monthly Board of Directors Meeting**

5:30 p.m. – 7:30 p.m. Board Meeting  
Board Room  
3300 N. Sillect Ave.  
Bakersfield, CA 93308



Kern Regional Center  
3200 N. Sillect Avenue  
Bakersfield, CA 93308

**AGENDA  
August 6, 2013**

**I. CALL TO ORDER:**

- A. Self Introduction:**
- B. Approval of Agenda:**
- C. Approval of Minutes of June 4, 2013 as Attachment I**
- D. Public Comment: Limited to 5 minutes**

**II. ACTION AND DISCUSSION ITEMS - BOARD ACTIVITIES:**

- A. ARCA Report -**
- B. Review of Contracts - Finance Committee**
  - *Checklists and contracts attached.*
- C. Nominating Committee - Susan Lara**
- D. Public Comment Form - Susan Lara**

**III. ACTION AND DISCUSSION ITEMS - KRC ACTIVITIES:**

- A. Budget Update and Financial Report - report on the budget situation for KRC and the State as pertains to the delivery of developmental services**
- B. SLS POS Guidelines - Duane Law**
- C. Family Forum - update on meeting held on July 3, 2013.**
- D. Caseload Ratio - Duane Law**

IV. **REPORTS:** (Reports will be made only from groups that have met and/or have items to share)

- a) President's Report
- b) Legislative Report
- c) People First of Kern County Report
- d) Area Board Reports
- e) Vendor Advisory Committee
- f) Executive Committee Report
- g) Foundation Report
- h) Foster Grandparent Progress Report
- i) Affordable Housing Committee (ASPIRE)
- j) Client Services Report
- k) KRC Staff Report
- l) Board Comments
- m) CEO Comments

V. **MOTION TO GO INTO CLOSED SESSION:**

VI. **CLOSED SESSION:**

VII. **MOTION TO GO OUT OF CLOSED SESSION:**

VIII. **MOTION TO GO INTO OPEN SESSION:**

VIII. **RESULTS OF CLOSED SESSION:**



IX. **Adjournment by 7:30 p.m.**

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Ramona Puget, KRC Board Secretary

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**MINUTES**  
**June 4, 2013**

PRESENT: Susan Lara, President  
Richard Stotler, Vice President  
Iman Killebrew  
Matthew LaGrand  
Frank Meyer  
Ramona Puget  
David Marcus  
Ashlee O'Brien  
Lorie Stewart  
Quanah Mason  
Steve Esselman  
Veronica Quezada

ABSENT: Emily Greenwood (excused)

- II. **CALL TO ORDER:** The meeting was called to order at approximately 5:40 p.m. by Susan Lara. It was determined that a quorum was present.
- A. **Self Introduction:** Self-introductions were made around the table. In addition to Board members listed above, in attendance were Beth Himelhoch, Richard Rodriguez, Richard Sikes, Misty Varner, Jill Green, Misty Villalon, Kathy Brian, Jani Pittman, Grace Huerta, Tamerla Prince, and KRC Staff: Jon Gusman, Maria Solano, Duane Law, Diane Macchi, Jeff Popkin, Virginia Gantong, Cherylle Mallinson, Susan Hernandez, Juan Vieyra, Pam Woodruff, Fredine Opheim, Leah Pasqua, Zenda Fierro, Abel Fierro, Celia Pinal, Mary Abel, Jennifer Mullen and Dana Hutchison.
- B. **Approval of Agenda:** M/s/c--- (Esselman/Meyer) to approve the agenda with the following addition: on page 3 VIII. Motion to go into Open Session. (12-0-0).
- C. **Approval of Minutes of May 7, 2013 as Attachment I:** M/s/c--- (Meyer/Killebrew) to approve the minutes with the following correction: On page 4 under B., the word 'added' should be replaced with 'add'. (12-0-0).

- D. **Public Comment:** Dana Hutchison stated she had a concern regarding there never being a line staff report. Susan requested that this be brought up during review of policies. David Marcus reported that he wrote another article ad for the Bakersfield Californian and went on to read the article that was posted. Frank Meyer reported that during one of the graduation ceremonies, children with special needs were cheered on when receiving their diploma. He indicated that it was nice to see the applause and cheers for special needs students. Lorie Stewart commented that she would like to thank Maria for the hard work that she does and for keeping the Board up-to-date on information. Susan Lara commented that a documentary of David and Zac's Quest will premier this Saturday, June 8, 2013 at 8PM at the Fox Theater. The admission price is \$10.00 for everyone and more information is available at [www.davidandzacqz.com](http://www.davidandzacqz.com).

## II. ACTION AND DISCUSSION ITEMS - BOARD ACTIVITIES:

- E. **ARCA Report** - Richard Stotler stated there is nothing to report. The next ARCA meeting will be on June 19, 2013.
- F. **Review of Contracts** - Iman Killebrew was asked to exit the room since several of the service contracts are for her vendored services. Susan Lara reported that the Finance Committee met to review the contracts presented for Board approval. The contracts were reviewed with the help of Duane and Jeff. Jeff reported to the Board that in the Board packet, the Board only received the checklist, rate page and scope of work instead of the entire contract. Susan stated that after thorough review, the Finance Committee recommends that all of the contracts below be approved by the Board. **M/s/c---** (Stotler/Puget) to approve all of the contracts presented and recommended by the Finance Committee. (11-0-1) Iman Killebrew's business involvement in residential and SLS services as a KRC vendor has thus precluded her from casting the vote.
- **AIMES Consulting for SLS**
  - **AIMES Homes, Inc. for Coronado**
  - **AIMES Homes, Inc. for Jade**
  - **AIMES Homes, Inc. for Noble**
  - **AIMES Homes, Inc. for Shelly**
  - **BARC for SLS**
  - **Better Way Services SLS**
  - **C&S Care Homes, LLC**
  - **Crestmont Loft**
  - **Crandell Enterprises for Planz Road**
  - **Dr. Dalia Michael**
  - **Great Advantage SLS**
  - **Independence at Centennial Grove**
  - **Independent Choices SLS**

- Kern Supportive Services SLS
- Liberty in the West
- Mission Springs, Inc. for Friant
- Mission Wells, Inc. for Hesketh
- Nankil Enterprises for Harmony Springs
- National Mentor Healthcare, LLC
- Phase Two Service Corp. #5
- Positive Directions #7
- Positive Directions #9
- Positive Purpose, LLC

*Checklists and contracts attached.*

- G. Policy Review Task Force** – Susan Lara reported that the Policy Review Task Force Committee met to review and update more Board policies. The Board reviewed the following policies: KRC Administration, Finance and Personnel. Susan Lara indicated that they received input from KRC staff and asked if anyone had any questions. Jeff Popkin asked if the Board felt they were diversely represented as the Board should be and if there was a policy in place to address when the Board is not in compliance. Discussions continued regarding the composition of the Board. Susan Lara commented that they are not a full Board yet but they are looking for individuals with good qualifications to serve on the Board and it is something the Nominating Committee is working on. It was asked which KRC staff gave input to revise these policies and Susan responded that they sought input from Duane, Jon and Diane. Juan Vieyra asked if the Board would consider having a line staff member to be involved in the Policy Review Task Force Committee. A few Program Managers from KRC expressed interested in serving in the committee as well.

Richard Stotler clarified that these policies are Board policies and that they help the Board know what they need to do to operate. They asked for the input of Duane, Diane and Jon for better clarification and understanding. They did not take all of their suggestions. Susan Lara asked the Board if they had any other questions regarding the policies. **M/s/c---** (Stotler/Killebrew) to approve the above named revised policies. (12-0-0).

- H. Public Comment Form** – Susan Lara reported that due to recent concerns brought to the Board, the Board has created a “Public Comment Form” to better obtain contact information from individuals who bring up concerns during the Board meetings. It is a basic form that requests contact information from individuals that would like time to speak or express concerns during the Public Comment segment of the Board meeting. Susan further stated that this form would be filled out before the Board meeting and then routed to her prior to starting the meeting. A lot of questions and concerns were expressed by individuals in attendance. Due to these concerns, suggestions and changes requested, Susan motioned to table this item for further discussion. **M/s/c---** (Stotler/Esselman) to table the Public Comment Form for further discussion for the next Board meeting. (12-0-0).

### III. ACTION AND DISCUSSION ITEMS - KRC ACTIVITIES:

- E. Budget Update and Financial Report** - Jon Gusman reported that KRC received the D-4 contract amendment in May of 2013, which allocated the remaining 25% Community Placement Plan (CPP) operations monies. Since the last board meeting, the state was billed \$12.64 million for April. The current bank balance is around \$1 million. The most recent purchase of service projection shows a deficit of around (\$16) million as of May 2013. Statewide, the deficit for purchase of service is (\$224) million, down some from last time. KRC has enough cash remaining to pay bills towards the middle of June and continues to remain in communication with DDS to determine future payments for claims. The line of credit is available to provide cash if needed. For Fiscal Year 2011-2012 the latest estimate for the statewide purchase of service deficit is (\$16) million with a projected \$4 million in late bills that may occur thereafter. There are enough funds to allocate (\$16 million in the next contract amendment. For Fiscal Year 2010-2010 reserve funds remain for unanticipated late bills in operations. The latest POS projection shows \$1.3 million under budget with enough to pay any late bills.
- F. Early Start Audit** - Mary Abel and Jennifer Mullen reported that DDS came to KRC to audit the Early Start program on April 8, 2013 and they were here thru April 12, 2013. They reviewed a total of 50 random charts from the program. They reported that overall the audit was a positive one and they received very good feedback from the Department. They further reported that there were some findings which they were able to discuss with the Department and they gain a lot of information from these discussions, they also learned a lot. Mary and Jennifer went on to discuss the results of the audit and the issues that were found. Susan Lara requested a copy of the final report so that the Board can review. Duane summarized the changes in the Early Start program for everyone in attendance. He also thanked the KRC staff members that were involved in implementing the changes and putting systems in place to have a smooth transition. He also thanked Mary and Jennifer, as well as their staff for continuing to meet standards and get services going without interruption, all while doing their everyday jobs.

### IV. REPORTS: (Reports will be made only from groups that have met and/or have items to share)

- n) President's Report - Susan Lara had nothing to report.
- o) Legislative Report - Jeff Popkin reported that currently, they are waiting to see if the budget will be approved June 15<sup>th</sup> by the Governor. He indicated that it will be difficult for DDS to pay regional centers if no budget is passed. Jeff further stated that all bills proposed have been addressed with the exception of two. Jeff went on to discuss the changes in legislation we should see if the budget is approved.
- p) People First of Kern County Report - Richard Rodriguez reported that that new bags for People First have been ordered through BARC. They made about \$260 from selling Carl's Jr. coupon books. Currently, they are working on having a car wash fundraising event, as well as, looking to establish a new bank account that

will be easily accessible to them. He also reported that Tamerla Prince is now the new consultant for People First.

- q) Area Board Reports - No one was present to report.
- r) Vendor Advisory Committee - Iman Killebrew reported that they met on Tuesday, May 28, 2013 and it was a great meeting. Duane was in attendance as well as other KRC management staff. The vendors came in and voiced a lot of concerns, which resulted in good discussions. Iman further reported that Meet Your Neighbor will be having a Comedy Show fundraising event at the Nile Theater on Friday, June 21, 2013. Tickets are \$25/person for dinner and the show.
- s) Executive Committee Report - Susan Lara reported that the Executive Committee met on Friday, May 10, 2013 to ask the Executive Director to draft letters to individuals regarding the discussions during closed session. On May 17<sup>th</sup> they followed up with ARCA to discuss the DSS Foundation and Personnel issues. They also requested a face-to-face meeting with Teri Delgadillo at DDS.
- t) Foundation Report - No one was present to report.
- u) Foster Grandparent Progress Report - Virginia Gantong reported that the Foster Grandparent luncheon was a great turnout. They had a lot of people in attendance and everyone had a great time. She indicated that currently, they are getting ready for the new school year.
- v) Affordable Housing Committee (ASPIRE) - Grace Huerta reported that they still have not received an answer from the Department regarding the Conflict of Interest waiver request. Kathy Brian, DDS Liaison, reported that they are close to giving a decision but could not specify how long it would be. Further discussions followed regarding what else can Aspire do to speed up the process but Diane Macchi indicated that there are two different Conflicts of Interest that need waivers.
- w) Client Services Report - Virginia Gantong reported that most of everyone is back from leave and that the Program Manager that was gone has now returned. She reported that Early Start is going through a lot of case changes. Virginia also stated that she will be gone for one month and she is working on assigning Program Managers to be in charge each week for when she is out.
- x) KRC Staff Report - Diane Macchi reported that KRC has hired one full-time Service Coordinator, her start date was today (6/4/13) and this position is only ½ growth as she is replacing a Service Coordinator who was part-time and is now retiring.

V. **MOTION TO GO INTO CLOSED SESSION:** There being no further business for the regular meeting, Susan Lara requested a motion to go into closed session. **M/s/c---** (Marcus/Esselman) to go into closed session. (12-0-0).

VI. **CLOSED SESSION:**

VII. **MOTION TO GO OUT OF CLOSED SESSION:**

VIII. **MOTION TO GO INTO OPEN SESSION:**

**VIII. RESULTS OF CLOSED SESSION:**

There was nothing to report from the closed session. The meeting was adjourned at 8:30PM.

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Ramona Puget, KRC Board Secretary



## ACTION LOG

June 4, 2013

1. **M/s/c---** (Esselman/Meyer) to approve the agenda with the following addition: on page 3 VIII. Motion to go into Open Session. (12-0-0).
2. **M/s/c---** (Meyer/Killebrew) to approve the minutes with the following correction: On page 4 under B., the word 'added' should be replaced with 'add'. (12-0-0).
3. **M/s/c---** (Stotler/Puget) to approve all of the contracts presented and recommended by the Finance Committee. (11-0-1) Iman Killebrew's business involvement in residential and SLS services as a KRC vendor has thus precluded her from casting the vote.
4. **M/s/c---** (Stotler/Killebrew) to approve the above named revised policies. (12-0-0).
5. **M/s/c---** (Stotler/Esselman) to table the Public Comment Form for further discussion for the next Board meeting. (12-0-0).
6. **M/s/c---** (Marcus/Esselman) to go into closed session. (12-0-0).