

Alta California Regional Center
Executive Committee Meeting
Monday, March 9, 2020
Minutes

Present:

Dan Lake, President
Rita Walker, Vice President
Amy Lampe, Secretary
Yang Sun, Finance Comm. Chair
(via phone)
Michelle Rewerts, ARCA-CAC Rep
Ron Mainini, Member-at-Large

Facilitators:

Amy Fulk

Board Members:

Eric Ciampa
Johnny Deng
Paul Platner
Steven Sanchez (via phone)
Retha Seabron

Staff:

Phil Bonnet, Executive Director
Iqbal Ahmad, Chief Financial Officer
Lori Banales, Deputy Executive
Director
Lisa West, Executive Secretary

The Executive Committee met at 5:22 p.m. on Monday, March 9, 2020, in the Brenda Smith Conference Room at Alta California Regional Center to discuss: 1) State Budget Update; 2) New Business; 3) Old Business; 4) Committee Reports; 5) President's Report; 6) Executive Director's Report; and 7) Announcements. All present provided self-introductions.

1. ***State Budget Update***

Issue: The committee needs to review the Governor's State Budget.

Discussion and Action: Mr. Bonnet shared that the budget hearings have begun and will continue – the Senate Budget Subcommittee is scheduled for next Thursday. The Association of Regional Center Agencies (ARCA) meetings that were scheduled to happen at ACRC next week have been cancelled. People are getting a little nervous now and as Mr. Deng mentioned, the economic slowdown is going to have a significant impact on the State of California.

This morning, Mr. Bonnet and Ms. Banales attended a meeting with Senator Pan to discuss the topic of those clients who live with aging caregivers. The first half of the conversation was about the COVID-19 virus.

ACRC is working closely with the Department of Developmental Services (DDS) to support the Governor's proclamation of a state of emergency. These proclamations are regionalized, so the level of concern has never been so high.

Some service providers may be impacted quite severely if programs have to close due to the virus.

At this moment, the State budget for our statewide service system is proposing a \$1 billion increase. During this crisis, if the State decides to pay providers for a service that has not been utilized, it won't directly affect the budget projections, but it may be a burden for family members. ACRC staff are preparing for the worst and hoping for the best.

We have a meeting of our Provider Advisory Committee (PAC) later this week and Mr. Bonnet is looking forward to an interesting conversation. Since it doesn't appear that the recent rate study will be fully implemented, there are discussions about possibly providing some emergency funding for specific services.

- **Information only.**
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Without objection, Dan Lake made the motion to adopt the Executive Committee meeting minutes of February 10, 2020 as submitted.

2. ***New Business***

- COVID-19 Preparedness
 - It's probably been since mid-January since we knew that COVID-19 might be an issue. The first thing that Mr. Bonnet did was create a task force, within the agency, to educate our staff, clients, service providers and community members as best we can. ACRC's Executive Management Team, clinical staff, administrative staff and SEIU members are at the table.
 - The task force has compiled information about washing hands, about visits with clients, etc. We have established a temporary bank of sick leave donations, so that staff who have limited accrued time off (sick or vacation time) can access this on a first come basis.
 - Mr. Bonnet has sent out a notice to our service providers giving them guidance on what to do if any of their staff or clients come into contact with someone known to have this virus.
 - The first COVID-19 death reported in California was in Placer County.
 - There is a positive case in Elk Grove; Elk Grove Unified School District (EGUSD) is closed this week.
 - We are encouraging service providers to not come to work if they are sick. The million dollar question is what happens if someone gets sick at work.
 - ACRC is able to do much of our primary business remotely (e.g., paying our service providers).
 - ACRC staff are continuing to remain in contact with our clients, even by phone.
 - We have all of our digital information backed-up on a second server in Roseville.

- We also have pandemic related information posted on our agency's website.
- Mr. Bonnet believes that keeping people informed and telling the truth is the best way to do things.
- Succession Policy
 - The "ACRC Executive Director Succession and Recruitment Policy" was distributed for review.
 - Mr. Lake noted that DDS is requiring regional centers to have one of these policies in place, so that in the event that something happens to the Executive Director, the Board has direction on what to do.
 - Committee will continue to review at the May Committee Meeting.

3. **Old Business**

- Updated Whistleblower Policy
 - The updated policy was distributed for review.
 - Committee will discuss at the May Committee Meeting.
- Board Approved Policies
 - If you have questions about any of the Board Policies, please contact Mr. Lake, Ms. Walker or Mr. Bonnet.

4. **Committee Reports**

- Board Development Committee (BDC)
 - No update was shared.
- Personnel Committee
 - The committee continues to work on ACRC's Succession Policy.
 - They are starting to develop goals for the Executive Director.
 - The evaluation of Executive Director will begin after the next training on March 26th. Assistance will be available.

5. **President's Report**

- Mr. Lake appreciates the work the Mr. Bonnet has put into preparing for the COVID-19 virus. The Board needs to take into consideration any recommendations from the Health Department if there is a notice to not meet.

6. **Executive Director's Report**

- Mr. Bonnet shared that many meetings are being cancelled across the state. ARCA's Executive Committee will be holding a conference call next week in place of the normally scheduled Board meeting.
- ACRC has many meetings scheduled too, including our Purchase of Services (POS) Expenditure Meetings on March 17th, from 10 to 11:30 a.m., and on March 24th, from 6 to 7:30 p.m. As of today, we will be holding them at ACRC.
- Staff are being very vigilant about not attending meetings with people who appear to be sick.

7. **Announcements**

- No announcements were shared.

8. **Closed Session** – at 6:22 p.m. the Executive Committee adjourned to executive session in order to discuss personnel issues.

9. **Announcement of Closed Meeting Discussion** – at 6:51 p.m. the Executive Committee reconvened in open session following a closed session in which personnel issues were discussed.

The next Executive Committee meeting is scheduled for **Monday, May 11, 2020**, at 5:30 p.m. The meeting adjourned at 6:51 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Phil Bonnet