

## **EXECUTIVE COMMITTEE**

**July 8, 2020**

### **MINUTES**

#### **PRESENT**

Dina Richman, Chair  
Elizabeth Beltran  
Mark Higgins  
Gloria Leiva  
Louis Mitchell

#### **STAFF**

Melinda Sullivan

#### **CALL TO ORDER**

Ms. Richman called the meeting to order at 12:00 p.m. The meeting was held via Zoom.

#### **APPROVAL OF MINUTES**

**The minutes of June 10, 2020 were approved by consensus.**

#### **RE-ENTRY TO THE WORKPLACE**

Ms. Sullivan advised the Committee that the Center is getting ready for its slow re-entry for some staff. Sanitization of all floors has been completed and this week the Operations staff will return and help with last steps of preparation. We have established schedules for KYRC and Community Services and are close to finalizing schedules for Intake, Clinical and Early Intervention. All of these schedules were designed with the input of the individual employees and managers. Ms. Sullivan reminded the Committee that these schedules only inform the Center when a person MAY be in the office and it is still the individual's decision in consultation with their manager as to whether there is a need to come in in any given week.

Ms. Sullivan also reported that Service Providers are working with re-entry plans as well. In most cases we should expect to see remote services continue with small pockets of actual in-person services. Ms. Sullivan reminded the Committee that this process is unprecedented and there is no standard plan as to how this gets done. The Center's message to service providers is that they need to be speaking with their clients and families to determine comfort levels before moving forward.

## **UPDATE ON BUDGET**

Ms. Sullivan advised the Committee that the new budget contract has been signed for this fiscal year and sent to the Department. The Department is working with Centers on cash flow and lessening the need to borrow on a line of credit. The first advance is expected around July 17<sup>th</sup>.

## **CONFLICT OF INTEREST**

*For Information Only -*

Ms. Sullivan shared with the Committee the DDS Approved Conflict of Interest Resolution Plans as follows:

**Brittney Benisek** – has a potential conflict of Interest with Inclusion Services, an Independent Living agency as her sister works 5 hours a week for the agency. Ms. Benisek has no one on her caseload that is served by this provider and she has been instructed that she can make no referrals to the provider and will have no involvement whatsoever in any action or business involving or affecting Inclusion Services in any manner. *(Shared at Leadership staff on 6/29/20)*

**Victoria Lopez** – has a potential conflict with Accredited Nursing agency, as Ms. Lopez provides respite care for her sister through Accredited, a vendor of FDLRC. As such, she will not refer clients to Accredited Nursing or promote its services and will have no involvement whatsoever in any action or business involving or affecting Accredited Nursing agency in any manner. *(Shared at Leadership staff on 6/29/20)*

**Gwen Jordan** has a potential conflict with Wendi Jordan, who is vendored by Westside Regional Center to conduct psycho-social evaluations. Lanterman has not used Wendi to conduct psycho-social evaluations and, as per the approved plan, we will not use her for this function. *(Shared at Leadership staff on 6/29/20)*

## **JULY BOARD TRAINING**

Ms. Sullivan reminded the Committee that the July Board Training will take place at the end of the month and the following will be covered:

- Board Roles and Responsibilities
- Regional Center Conflict of Interest Statement
- Whistleblower Policy

### **ADJOURNMENT FOR EXECUTIVE SESSION**

Mr. Mitchell moved to suspend the General Session meeting at 12:22 p.m. for Executive Session to conduct business on Approval of Minutes, Litigation, and Executive Director's Performance Evaluation for 2019-20. Ms. Beltran seconded the motion, and it passed unanimously.

### **RECONVENE FOR GENERAL SESSION**

Mr. Mitchell moved to reconvene the meeting at 12:45 p.m. for General Session. Ms. Beltran seconded the motion, and it passed unanimously. The Committee conducted business on Approval of Minutes, Litigation, and Executive Director's Performance Evaluation for 2019-20.

### **ADJOURNMENT**

The meeting was adjourned at 12:45p.m.

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