

## **EXECUTIVE COMMITTEE**

**June 14, 2017**

### **MINUTES**

#### **PRESENT**

Louis Mitchell, Chair  
Larry DeBoer  
Karla Garcia-Diaz  
Jack Gilbertson  
Mark Higgins

#### **STAFF**

Patrick Aulicino  
Enrique Roman  
Melinda Sullivan

#### **CALL TO ORDER**

The meeting was called to order at 12:00 p.m.

#### **APPROVAL OF MINUTES**

**Mr. DeBoer moved to approve the minutes of May 10, 2017, Mr. Higgins seconded the motion, and it passed unanimously.**

#### **CONTRACT OVER \$250,000.**

- Mr. Roman reviewed with the Committee the following contract in accordance with the board approved policy for approval of contracts:

Year: 2017-19

Amount of Start-up award/contract:	Contract	Renewal	with	Community
	Integrated	Work	Program	(CIWP) -
				\$575,362.

**Mr. DeBoer moved to recommend that the Board approve the contract renewal with Community Integrated Work Program (CIWP) as presented, Mr. Higgins seconded the motion, and it passed unanimously.**

- Ms. Sullivan reviewed with the Committee the following contract in accordance with the board approved policy for approval of contracts:

Year: 2017

Amount of Start-up award/contract: ARCA/DDS Equity Study through Children's Hospital Los Angeles - \$325,000.

**Mr. DeBoer moved to recommend that the Board approve the contract with ARCA/DDS Equity Study through Children's Hospital Los Angeles as presented, Mr. Higgins seconded the motion, and it passed unanimously. Mr. Gilbertson abstained from the vote.**

- Ms. Sullivan and Mr. Aulicino reviewed with the Committee the following contract in accordance with the board approved policy for approval of contracts:

Year: FY 2017

Amount of Start-up award/contract: Esperanza Community Housing – \$280,000.

**Mr. Higgins moved to recommend that the Board approve the contract with Esperanza Community Housing as presented, Mr. DeBoer seconded the motion, and it passed unanimously.**

### **CONTRACT FOR FY 2017-18**

Mr. Aulicino advised the Committee that the Center received the contract from DDS in the mail for FY 2017-18. He explained that in their letter, DDS asks that the copies be returned no later than ten business days from the date of the letter. Mr. Aulicino reported that the contract needs to get returned and processed quickly so the Center can get its cash advances when the budget is signed. Mr. Aulicino advised the Committee that the language has not changed from the prior year, with the exception of one added form which pertains to all state contracts entered into or renewed after January 1, 2017. That form calls for contractors to affirm that they comply with certain sections of the Unruh Civil Rights Act and the Fair Housing and Employment Act. The form also requires that if a contractor has an internal policy against a sovereign nation or peoples recognized by the United States government, such policies are not used in violation of the two acts mentioned above. These provisions are not an issue for us. A copy of the form was provided for review.

**Mr. DeBoer moved to authorize the President to sign the contract, Mr. Gilbertson seconded the motion, and it passed unanimously.**

## **YEAR END SPENDING PROPOSAL**

### **For Information Only**

Ms. Sullivan and Mr. Aulicino informed the Committee that for informational purposes only the Administrative Affairs Committee will be bringing forward a year-end Operations spending proposal to the Board for the following:

- A one-time increase for staff in the amount of 1.5% of what they've earned over this fiscal year. This would close out and reconcile our ABX2-1 spending.
- Purchase a new telephone system.
- Replace computer equipment; including 35 desktops, 10 laptops, and four servers.
- Remaining funds will be used to upgrade existing work stations or for other expenses related to the move or restacking.

## **BYLAWS**

Ms. Sullivan reminded the Committee that from time to time the Center asks corporate counsel to review the Center's bylaws and recommend updates based on applicable current laws. As a follow-up to the February 2017 committee meeting discussion, Ms. Sullivan developed a strategy with legal counsel to review appropriate sections first and then present it to the Committee for review and discussion. The first section will be brought to the Committee in September 2017.

## **ADJOURNMENT**

The meeting was adjourned at 1:00 p.m.

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