**Kern Regional Center**

**Executive Committee Meeting**

**Minutes**

**February 23, 2015**

Present: Susan Lara, President

 Steve Esselman , Vice President

 Lorie Stewart, Secretary

 Ismael Romero, Treasurer

 Duane Law, CEO of KRC

 Lynn Fjeld, DDS Consultant

 David Riester, DDS Consultant

The meeting began at 4:30pm and first reviewed recommendations from our general counsel and approved to have Gary Ray attend the next two meetings.

The committee also reviewed the Corrective Action Plan for submission to DDS which was approved by the Board in February. Consensus was reached by the executive committee to include a cover letter to DDS with the status of the survey. Depending on the outcomes of the survey, the Corrective Action Plan can be revised or amended to address other areas if needed. The survey is live on the website, and was sent to all consumers and families, staff, vendors and other community partners throughout our community with a cutoff date of March 16th. All responses both mailed and electronically will be all sent to a non-biased third party CPA firm for recording and tabulating all responses for a preliminary report to the Board in April.

The Executive Committee also reviewed two emails received by the new KRC Board Secure Email. One email received was regarding trainings and communications that will help to prepare and empower staff. The staff asked for safety training, Lanterman Act training and better communication of policy and procedure changes. The Committee was informed that there has already been a “Get Safe” training for staff scheduled for April 9th with two sessions, one at 10am-noon, and 1pm-3pm with a former law enforcement officer to focus on de-escalation and management of aggressive behaviors. Also, in follow-up with the “Active Shooter Training” from the all staff meeting in January, there will be an “Active Shooter Drill” scheduled in the near future. The committee also discussed possibilities of Lanterman Act trainings, CEO informed the executive committee that links to the Lanterman Act were sent out to all staff for access, and staff were also offered to sign up to receive the new Lanterman Act booklets for 2014 when there become available. The second email the Board received was addressing the urgent need to fill the position of Director of Client Services with a personal recommendation. The Executive Committee directed that the emails have the names removed for privacy and to copy for all Board members. The executive committee is grateful for the thoughtful and insightful communications, we are listening.

The Executive Committee also worked on a Board draft response to DDS regarding the KRC Assessment Findings. Draft to be forwarded to the Board for approval.

Meeting Adjourned at 6:09pm