

# Board Composition Survey Summary

## Frank D. Lanterman Regional Center

FDLRC is located in the Southeast region of CA and serves the health districts of Central, Glendale, Hollywood-Wilshire, and Pasadena within the county of Los Angeles. The main office is located in Los Angeles.

### Ethnic Representation of Catchment Area

#### Catchment Area Population:

1,487,884

#### Seated Members:

14

#### Full Board:

12-17

[W&I Code §4622(d)] The governing board shall reflect the geographic and ethnic characteristics of the area to be served by the regional center.

Race	Population (2015 ACS Data)	Percent (2015 ACS Data)	Board Members	Percent	Compliance Status
American Indian/Alaskan Native	2,636	0.2%	0	0%	Met
Asian	250,907	16.9%	3	21%	Met
Black/African	89,907	6.0%	2	14%	Met
Hispanic/Latino	585,834	39.4%	5	36%	Met
Pacific Islander	2,187	0.1%	0	0%	Met
White	516,661	34.7%	4	29%	Not met
Other	39,752	2.7%	0	0%	Met

### Skills/Expertise

[W&I Code §4622(b)] The membership of the governing board shall include persons with legal, management or board governance, financial, and developmental disability program expertise.

Skills/Expertise	Count	Percentage	Compliance Status
Legal (L)	1	7%	Met
Management (M)	7	47%	Met
Board Governance (BG)	7	47%	Met
Financial (F)	5	33%	Met
Developmental Disability	1	7%	Met
Program Experience (DD)			

\*Multiple skills/expertise may be selected per board member.

### Board Member Representation

[W&I Code §4622(e)] A minimum of 50 percent of the members of the governing board shall be persons with developmental disabilities or their parents or legal guardians. No less than 25 percent of the members of the governing board shall be persons with developmental disabilities.

Board Member Representation	Count	Percentage	Compliance Status
Individual Served (I)	2	13%	Not Met
Parent/Legal Guardian (P)	7	47%	
Other (O)	4	27%	
Vendor Representative (VR)	1	7%	Met
Individual Served (I) and Parent/Legal Guardian (P) Combined	9	60%	Met

### Disability Represented

[W&I Code §4622 9(e)] A minimum of 50 percent of the members of the governing board shall be persons with developmental disabilities or their parents or legal guardians.

Disability Represented	Count	Percentage
Intellectual Disability	6	40%
Cerebral Palsy	2	13%
Epilepsy	2	13%
Autism	5	33%
5th Category	0	0%

\*Multiple disabilities may be selected per board member.

### Geographic Representation of Catchment Area

W&I Code §4622(d) The governing board shall reflect the geographic and ethnic characteristics of the area to be served by the regional center.

County	Count	Percentage
Los Angeles	14	93%

# Board Composition Survey Summary

Pending Election in September

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### Ethnic Representation of Catchment Area

**Catchment Area Population:**

**1,487,884**

**Seated Members:**

**15**

**Full Board:**

**12-17**

[W&I Code §4622(d)] The governing board shall reflect the geographic and ethnic characteristics of the area to be served by the regional center.

Race	Population (2015 ACS Data)	Percent (2015 ACS Data)	Board Members	Percent	Compliance Status
American Indian/Alaskan Native	2,636	0.2%	0	0%	Met
Asian	250,907	16.9%	3	20%	Met
Black/African	89,907	6.0%	2	13%	Met
Hispanic/Latino	585,834	39.4%	5	33%	Not met
Pacific Islander	2,187	0.1%	0	0%	Met
White	516,661	34.7%	5	33%	Met
Other	39,752	2.7%	0	0%	Met

### Skills/Expertise

[W&I Code §4622(b)] The membership of the governing board shall include persons with legal, management or board governance, financial, and developmental disability program expertise.

Skills/Expertise	Count	Percentage	Compliance Status
Legal (L)	1	7%	Met
Management (M)	7	47%	Met
Board Governance (BG)	7	47%	Met
Financial (F)	5	33%	Met
Developmental Disability Program Experience (DD)	1	7%	Met

\*Multiple skills/expertise may be selected per board member.

### Board Member Representation

[W&I Code §4622(e)] A minimum of 50 percent of the members of the governing board shall be persons with developmental disabilities or their parents or legal guardians. No less than 25 percent of the members of the governing board shall be persons with developmental disabilities.

Board Member Representation	Count	Percentage	Compliance Status
Individual Served (I)	3	20%	Not Met
Parent/Legal Guardian (P)	7	47%	
Other (O)	4	27%	
Vendor Representative (VR)	1	7%	Met
Individual Served (I) and Parent/Legal Guardian (P) Combined	10	67%	Met

### Disability Represented

[W&I Code §4622 9(e)] A minimum of 50 percent of the members of the governing board shall be persons with developmental disabilities or their parents or legal guardians.

Disability Represented	Count	Percentage
Intellectual Disability	6	40%
Cerebral Palsy	2	13%
Epilepsy	2	13%
Autism	6	40%
5th Category	0	0%

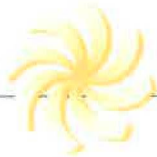
\*Multiple disabilities may be selected per board member.

### Geographic Representation of Catchment Area

W&I Code §4622(d) The governing board shall reflect the geographic and ethnic characteristics of the area to be served by the regional center.

County	Count	Percentage
Los Angeles	15	100%





August 17, 2021

Ernie Cruz  
Assistant Deputy Director  
Office of Community Operations  
Department of Developmental Services  
1215 O Street, MS 8-20  
Sacramento, CA 95814

Re: Caseload Plan of Correction

Dear Mr. Cruz,

This is in response to the DDS letter dated July 2, 2021 concerning Lanterman Regional Center's caseload ratio data. We met four of six categories: Under 3 Years (1:62), Movers Between 12 and 24 Months (1:45), Movers within Last 12 Months (1:45) and Complex Needs (1:25). We did not meet the caseload ratio for Medicaid Waiver (1:62) or for the Over 3 year Non-Waiver, Non-Movers (1:66). DDS determined that the **Movers within the Last 12 Months** category does not apply to Lanterman.

Seeking input from our community, we have sent a draft of Lanterman's proposed plan via an e-Bulletin. We have also posted the draft plan of correction on our website and emailed it to the local representative from the State Council on Developmental Disabilities, the Office of Client's Rights and to our Employee Union, United Electrical Radio and Machine Workers of America, Local 1018. We will also present the draft plan to the Board's Programs and Services Committee on September 8<sup>th</sup>.

This has been a challenging year with the pandemic compounding our ability to predict caseload growth and, as you are aware, this year's State budget did not adequately address the almost 900 service coordinators needed for California to meet all of its mandated caseload ratios. Lanterman Regional Center would need to hire an additional 19 service coordinators (as well as two managers and two clerical support positions, for a total of 23 positions) to be fully compliant. The core staffing formula allocates an average of \$35,000 per service coordinator position; yet the midpoint of our salary range is \$57,756. In real costs, Lanterman would need an annual infusion of \$1.7 million for salaries and benefits for the 23 positions. We anxiously await the FY 22-23 budget in which the legislature has committed to fund service coordinator positions.

Since the survey in March, we have authorized three new service coordinator positions and we are awaiting our Operations allocation for FY 21-22, so as to determine our ability to add more. Once we have thoroughly reviewed our allocation; we will work with our Board of Directors

Ernie Cruz  
Assistant Deputy Director  
August 17, 2021  
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to authorize as many additional service coordinator positions as fiscally prudent to do, with priority given to those areas in which we did not meet the required ratios.

Please call if you have questions, (213) 252-4900.

Sincerely,

A handwritten signature in black ink that reads "Melinda Sullivan". The signature is fluid and cursive, with a large loop at the end of the last name.

Melinda Sullivan  
Executive Director

Enc: E-bulletin and website copies

# EXECUTIVE COMMITTEE

## **EXECUTIVE COMMITTEE**

**July 14, 2021**

### **MINUTES**

#### **PRESENT**

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

#### **STAFF**

Gwen Jordan  
Melinda Sullivan

#### **CALL TO ORDER**

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

#### **APPROVAL OF MINUTES**

**Ms. Richman moved to approve the minutes of June 9, 2021, Mr. Mitchell seconded the motion, and it was approved by consensus.**

#### **STATE BUDGET UPDATE**

Ms. Sullivan advised the Committee that a budget has been passed and that the Center is waiting for Trailer Bill Language to follow. Once received, a review will be done and Ms. Sullivan will give a report to the Board. Based on the timing of receiving the first allocation, the Center may have to utilize its Line of Credit.

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

Ms. Sullivan and Ms. Jordan reviewed with the Board the following contracts in accordance with the Board approved policy for approval of contracts:

To enhance clinical support, the Center contracts with physicians and other professionals. The Center funds for this client support through Purchase of Services funding.

**Provider/Organization:** Dr. Gloria Howard

**Year:** 2021

**Amount of contract:** \$291,200. (Increased hourly rate of \$175 from the current \$125 effective July 1, 2021)

Dr. Howard provides the following services:

- Consultation to service coordination and clinical staff, working closely with nurse consultants and the clinical director.
- Participates in mortality meetings both initial and final.
- Works with the nurse consultants to follow clients admitted to hospitals, documenting encounters in the client record.
- Performs physical evaluations with accompanying written report for applicants for whom there is no physician of record.
- Reviews copious amounts of medical records for clients with complex health conditions in order to render an opinion of a client's health status and make recommendations for follow up care.

**Provider/Organization:** Dr. Wendy Leskiw

**Year:** 2021

**Amount of contract:** \$281,400. (Increased hourly rate of \$175 from the current \$125 effective July 1, 2021)

Dr. Leskiw provides the following services:

- Consultation to service coordination and clinical staff, working closely with nurse consultants and the clinical director.
- Participates in mortality meetings both initial and final.
- Works with the nurse consultants to follow clients admitted to hospitals, documenting encounters in the client record.
- Performs physical evaluations with accompanying written report for applicants for whom there is no physician of record.
- Reviews copious amounts of medical records for clients with complex health conditions in order to render an opinion of a client's health status and make recommendations for follow up care.
- Conducts immigration evaluations and completes the Homeland Security forms for clients seeking citizenship.

**Mr. DeBoer moved to approve the contracts with Dr. Howard and Dr. Leskiw as presented, Ms. Richman seconded the motion, and it passed unanimously.**

### **NINTH RENSTATEMENT OF BYLAWS**

Ms. Sullivan advised the Committee that in their packet they could find a draft copy of the Ninth Restatement of the Bylaws prepared by the Center's legal counsel, Enright and Ocheltree. The Committee discussed and reviewed the recommended changes.

After discussion, the Committee was in agreement with the proposed changes and recommended one additional change. That under Article VIII, 8.1; that language should specify that the Treasurer is the chairperson of the Administrative Affairs committee.

**Mr. DeBoer moved to recommend that the Board approved the drafted Ninth Restatement of the Bylaws as presented, Ms. Beltran seconded the motion, and it passed unanimously.**

### **RETURNING TO IN-PERSON COMMITTEE MEETINGS**

The Committee engaged in a dialogue on returning to in-person meetings or continuing committee meetings via Zoom. The Committee sees continuing with Zoom meetings until the end of the year (2021) and working towards a hybrid approach for Committee and Board meetings thereafter.

### **ADJOURNMENT FOR EXECUTIVE SESSION**

**Mr. DeBoer moved to suspend the General Session meeting at 1:00 p.m. for Executive Session to conduct business on Approval of Minutes and Litigation, Ms. Richman seconded the motion, and it passed unanimously.**

### **RECONVENE FOR GENERAL SESSION**

**The Committee conducted business in Executive Session on Approval of Minutes and Litigation.**

### **ADJOURNMENT**

The meeting was adjourned at 1:05 p.m.

/fl



## **EXECUTIVE COMMITTEE**

**August 11, 2021**

### **MINUTES**

#### **PRESENT**

Louis Mitchell, Chair  
Elizabeth Beltran  
Larry DeBoer  
Mark Higgins  
Dina Richman

#### **NOT PRESENT**

Gloria Leiva

#### **STAFF**

Melinda Sullivan

#### **CALL TO ORDER**

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

#### **APPROVAL OF MINUTES**

**Ms. Beltran moved to approve the minutes of July 14, 2021, Ms. Richman seconded the motion, and it passed unanimously.**

#### **LINE OF CREDIT UPDATE**

Ms. Sullivan advised the Committee that the Center needed to draw approximately \$6 million on its line of credit for a short period in July. The draw cost the Center \$1,000.

#### **BYLAWS UPDATE**

Ms. Sullivan advised the Committee that the recommendation from the Committee to add language to specify that the “Treasurer is the chairperson of the Administrative Affairs committee” has been added to the draft Ninth Restatement of the Bylaws, and will be taken to the Board for approval in August.

#### **RETURNING TO OFFICE UPDATE**

Ms. Sullivan advised the Committee that the Center has adjusted the start of its “return to office date for staff” from August 16 to September 13, 2021. Staff will be required to come into the office one day a week.

### **ADJOURNMENT FOR EXECUTIVE SESSION**

Ms. Beltran moved to suspend the General Session meeting at 12:08 p.m. for Executive Session to conduct business on Approval of Minutes and Litigation, Mr. DeBoer seconded the motion, and it passed unanimously.

### **RECONVENE FOR GENERAL SESSION**

The Committee conducted business in Executive Session on Approval of Minutes and Litigation.

### **ADJOURNMENT**

The meeting was adjourned at 12:10 p.m.

/fl

DRAFT