

MEMORANDUM

TO: Board of Directors
FROM: Melinda Sullivan
RE: January Board Meeting
DATE: January 24, 2024

Happy New Year! I hope you all enjoyed the holidays and are ready for a busy calendar year. We have a special guest this month, HOPE Housing Corporation; while we continue to do hybrid meetings, I am hoping many of you will attend in person to meet Kristin Martin, Executive Director and Charles DeCuir, CFO.

BOARD EDUCATION

We will review the Regional Center Performance Measures for 2024 and the more pertinent Trailer Bill Language.

EXECUTIVE DIRECTOR'S REPORT

Lanterman has had a long term relationship with HOPE, however with many new board members I asked HOPE to come and provide an introductory presentation for your benefit. Currently we have 3 projects with HOPE. It's my hope (no pun intended) that the board will consider a fourth project.

We will also provide a summary overview of the Centers Waiver Audit Report we received from the Department of Developmental Services.

EXECUTIVE COMMITTEE – ACTION ITEM

We have several contracts to review as well as an update on the Center's resource development. The executive committee is also recommending the Board go dark in September so as to have the board's Cultural Humility Training.

PROGRAMS AND SERVICES COMMITTEE – ACTION ITEM

In 2023 there were some changes in statute related to social recreation services and, as such, the Center is recommending some changes to its current policy. Srbui Ovsepyan will provide an overview of the policy changes for the board's consideration.



BOARD OF DIRECTORS MEETING

Wednesday, January 24, 2024
6:00 PM – Board Business Promptly

In-Person Meeting or Register in advance for this Zoom meeting/webinar:

https://us02web.zoom.us/webinar/register/WN_8VE8GfCwT5yweh35KBOg_A

After registering, you will receive a confirmation email containing information about joining the meeting/webinar.

ACTION ITEM	ORDER	GENERAL SESSION AGENDA	
	1	CALL TO ORDER	Louis Mitchell
	2	PUBLIC INPUT/ANNOUNCEMENTS	Louis Mitchell
ACTION	3	APPROVAL OF MINUTES • November 29, 2023	Louis Mitchell
	4	BOARD EDUCATION • Regional Center Performance Measures and New Trailer Bill Language (TBL)	Melinda Sullivan
	5	EXECUTIVE DIRECTOR'S REPORT • HOPE • Waiver Audit Report	Melinda Sullivan Kristin Martin Gwen Jordan
	6	ARCA REPORT	Melinda Sullivan Larry DeBoer
ACTION	7	EXECUTIVE COMMITTEE • Resource Development Update • Contracts Over \$250,000. • Cultural Humility Training	Louis Mitchell Melinda Sullivan
	8	ADMINISTRATIVE AFFAIRS COMMITTEE • Review of Financial Statements	Lili Romero Kaye Quintero
ACTION	9	PROGRAMS AND SERVICES COMMITTEE • Social Recreation, Camp, Non-Medical Therapies & Educational Expenses Service Standard	Srbui Ovsepyan
CLOSED SESSION	10 ACTION	EXECUTIVE SESSION • Approval of Minutes • Real Estate • Litigation • Personnel	Louis Mitchell Melinda Sullivan
	11	ADJOURNMENT	Louis Mitchell

APPROVAL OF MINUTES

LOS ANGELES COUNTY DEVELOPMENTAL SERVICES FOUNDATION

Board of Directors

November 29, 2023

MINUTES

PRESENT

Louis Mitchell, Chair
Mayra Cervantes
Michael Cooney
Tina Daley
Larry DeBoer
Weller Killebrew
Gloria Leiva
Natalia Lewis
Dr. Alex Li
Dee Prescott
Lili Romero
Brigitte Sroujeh
Minh Khoa Tran
Ana Villasenor
Simon Yang

NOT PRESENT

Anthony Brouwer
Bradley Smith

ADVISOR TO THE BOARD - PRESENT

Al Marsella

STAFF

Rose Chacana
Pablo Ibanez
Juan Maldonado
Srbui Ovsepyan
Kaye Quintero
Melinda Sullivan

GUESTS

Shary Alonzo
Christine Bagley, DDS
Lourdes Gomez
Meta Holcomb
Yudy Mazariegos

Nancy Niebrugge
Paul Quiroz
Bonnie Sayers
Sammar Zarour

CALL TO ORDER

Mr. Mitchell called the meeting to order at 6:00 p.m. The meeting was conducted in-person and via Zoom.

PUBLIC INPUT/ANNOUNCEMENTS

Service Provider Advisory Committee (SPAC) Breakfast

Ms. Prescott advised the Board that the Service Provider Advisory Committee (SPAC) Breakfast was held on November 21, 2023 at the Almanson Court in Alhambra and was a success. Ms. Prescott thanked Board Members Natalia Lewis and Lili Romero for attending and participating in the event.

APPROVAL OF MINUTES

The minutes of October 25, 2023 were approved by consensus.

BOARD EDUCATION

As part of Board Education and Training, Mr. Maldonado, Special Projects Coordinator, gave a focused presentation on the 2021-2022 National Core Indicators (NCI). NCI is a nationally recognized source of information about individuals with developmental disabilities receiving services across a large sampling of states. California has been using it for many years.

Board members and the general public were given the opportunity to ask questions and discuss the content.

EXECUTIVE DIRECTOR'S REPORT

Board Training Plan

Ms. Sullivan presented the 2024 Board Training Plan and 2023 Board Training Summary Report for review and discussion. Ms. Sullivan noted that this plan needs to be submitted to DDS annually and signed by the Board President and Executive Director. After review, the Board was in agreement with the documents.

Ms. Villasenor moved that Mr. Mitchell sign the plans and submit them to DDS, Ms. Daley seconded the motion, and it passed unanimously.

Alternative Staffing Model

Ms. Sullivan advised the Board that she is recommending the submission of the Alternative Staffing Model to DDS. The model will allow the inclusion of 4 additional positions in the March 2024 caseload ratio survey. The 4 positions include 2 Quality Assurance and 2 Family Support Specialists.

Ms. Sullivan explained the DDS criteria for approval of a model as follows:

- Community supports the model
- Must show value to the regional center community
- Must report support/opposition of community

Ms. Sullivan advised the Board that the Center informed its community about the Alternative Staffing Model by way of E-bulletin, as well as posting on the Center's Facebook page and website. A community meeting was held via Zoom on August 22, 2023.

Over the years, the Alternative Staffing Model proposal has generated positive responses and wide support from our families and service providers. The Center received support letters that represented families and service provider agencies.

Lanterman Regional Center staff are represented by a recognized labor union; the union provided no response.

Dr. Li moved to approve the Alternative Staffing Model as presented, Ms. Sroujeh seconded the motion, and it passed unanimously.

EXECUTIVE COMMITTEE

ARCA Membership

Ms. Sullivan advised the Board that ARCA has developed membership standards and practices framework. Ms. Sullivan reviewed the documents with the Board and reported that ARCA will support its members in pursuit of those expectations and hold each accountable to meeting them. After discussion, the Board was in agreement with the membership application and continuing to be a member of ARCA.

Ms. Sroujeh moved that the Board President and Executive Director sign the Membership Application and Agreement as presented, Ms. Leiva seconded the motion, and it passed unanimously.

ADMINISTRATIVE AFFAIRS COMMITTEE

Review Of Insurance Coverages

Ms. Quintero reported that the Administrative Affairs Committee met with the Center's insurance broker, Keenan, to review the Cetner's insurance program. A copy of the presentation was in the packet for information only.

Review of Financial Statements

Cash Flow

Ms. Quintero reported that the Center is projected to have \$26,096,581 available at the end of January 31, 2024.

Ms. Quintero reviewed the financial statements through September 30, 2023.

Fiscal Year to date 2023-2024 (E-1)

In Operations (main contract) we have spent \$8,773,948 (22.7% of budget). In Purchase of services (main contract) we have spent \$69,867,268 before we add late bills. Including projected late bills, we will have spent \$76,488,077 (22.0% of budget).

Fiscal Year 2022-2023 (D-3)

This month we recorded \$242,622 in OPS and \$2,720,026 in POS. To date, we have spent 96.3% of our OPS and 70.9% of our POS allocations.

Fiscal Year 2021-22 (C-4)

This month we recorded \$37,264 in OPS and \$250,315 in POS. To date, we have spent 99.2% of our OPS and 89.8% of our POS allocations.

NOMINATING COMMITTEE

Board Recruitment Fair

Mr. Marsella reported that the Board Recruitment Fair was on November 16, 2023. The meeting was held virtually and board members Lili Romero, Natalia Lewis and Mayra Cervantes attended. There were 10 interested people in attendance and applications were sent to those interested. The committee will meet early in the new year to begin its recruitment efforts for the fiscal year 2024-25 board term.

ADJOURNMENT FOR EXECUTIVE SESSION

The Board agreed by consensus to suspend the General Session meeting at 7:25 p.m. for Executive Session to conduct business on Approval of Minutes, Real Estate, Litigation, and Personnel.

RECONVENE FOR GENERAL SESSION

The Board discussed in Executive Session the Approval of Minutes, Real Estate, Litigation, and Personnel.

ADJOURNMENT

The meeting was adjourned by consensus at 8:02 p.m.

Tina Daley, Secretary

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BOARD OF DIRECTORS

ACTION LOG

November 29, 2023

	DESCRIPTION	ACTION	STATUS
	Approval of Minutes – October 25, 2023	<ul style="list-style-type: none">• Approved	
	Board Training Plan	<ul style="list-style-type: none">• Approved	
	Alternative Staffing Model	<ul style="list-style-type: none">• Approved	
	ARCA Membership	<ul style="list-style-type: none">• Approved	

EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE

January 10, 2024

MINUTES

PRESENT

Louis Mitchell, Chair
Tina Daley
Larry DeBoer
Gloria Leiva
Lili Romero
Brigitte Sroujeh

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

The minutes of November 8, 2023 were approved by consensus.

EARNED INCOME

Resource Development

The Center has met with potential service providers regarding implementing some type of grant process to assist them in having a staff person trained as a Registered Behavior Technician. This would be beneficial to residential homes for individuals with challenging behaviors. Service Providers are very excited about the grant process. The Center is crafting instructions and finalizing a list of potential providers.

CONTRACTS OVER \$250,000.

- **Brilliant Corners**

Ms. Sullivan brought forward a **contract for ratification** with the Committee in accordance with the Board approved policy for approval of contracts:

- **Provider/Organization:** Brilliant Corners
- **Year:** FY 2021-2022

- **Amount of original contract approved on June 22, 2022:** \$800,000.00

Previously on June 22, 2022, the Board approved a contract with HOPE, in the amount of \$800,000 (up to \$350,000 for acquisition and up to \$450,000 for renovations) from FY21/22 to develop a 4 bed Enhanced Behavioral Supports Home. Earlier this year on February 7, 2023, HOPE informed us of their decision to withdraw from this project and dissolve the contract due to workload considerations and perceived challenges with securing this type of home in our catchment area.

Subsequently, the Department of Developmental Services (DDS) encouraged the Center to partner with another regional center that had Housing Development Organization (HDO) funding for the same FY21/22 to retain this project. Alternatively, the Center would need to return this money to DDS and lose this project. DDS advised that Harbor Regional Center (HRC) had an existing award and contract with HDO Brilliant Corners for the fiscal year in question. Coincidentally, Brilliant Corners had submitted a proposal in response to our RFP and was the second choice for this project. The Center discussed the opportunity to enter a joint project with HRC and Brilliant Corners to develop this EBSH home, and HRC agreed to this project under the condition that one of the 4 beds be designated for HRC and that HRC be given the right of first refusal. The Center agreed with this condition given that this joint venture will allow the Center to still develop this home in our area.

Mr. DeBoer moved that the Board ratify the decision of the Center to contract with Brilliant Corners, Ms. Sroujeh seconded the motion, and it passed unanimously.

- Brilliant Corners

Ms. Sullivan brought forward a new contract for review with the Committee in accordance with the Board approved policy for approval of contracts:

- **Provider/Organization:** Brilliant Corners
- **Year:** FY 2022-2023
- **Amount of contract:** \$1,075,000.00

The Center has received POS funds in the amount of \$1,075,000.00 from Fiscal Year 2022-23 to develop a 4-bedroom Specialized Residential Facility for young adults with medical and behavioral/mental health needs. A Request for Proposal (RFP) was issued and advertised broadly to the service provider community and sent to known qualified providers. The Housing Development Organization (HDO) Brilliant Corners was the only entity to submit a proposal. Brilliant Corners is an established HDO with a successful record in developing permanent housing for people with developmental disabilities.

Brilliant Corners will find a 4-bedroom, 2-bath home in the LRC catchment area and remodel it to meet the behavioral/medical needs of these adults. DDS has awarded \$1,075,000 for this project: \$650,000 for acquisition and up to \$425,000 for renovation.

Mr. DeBoer moved to recommend that the Board approve the contract with Brilliant Corners, Ms. Leiva seconded the motion, and it passed unanimously.

- Esperanza Community Housing Corporation

Ms. Sullivan brought forward a contract amendment for review with the Committee in accordance with the Board approved policy for approval of contracts:

- **Provider/Organization:** Esperanza Community Housing Corporation
- **Year:** FY 2022-2024
- **Amount of contract amendment:** \$4,968.00 for IT Expenses
Original contract approved: \$406,290.00

This amendment is for the purchase of computer equipment utilized for the Promotora project. These purchases were not included in the original contract approved by the board in July 2023. This is also a one-time purchase. These funds will not be incorporated into any future contract.

Mr. DeBoer moved to recommend that the Board approve the contract amendment with Esperanza Community Housing Corporation, Ms. Daley seconded the motion, and it passed unanimously.

CULTURAL HUMILITY TRAINING

As part of the continuing Board Training, each year the Board of Directors is required by DDS to receive Cultural Humility Training. The presentation is approximately 1 ½ hours. Ms. Sullivan is recommending that the training be done in lieu of a regular board meeting night.

After discussion, the Committee agreed to have a closed meeting on September 25, 2024 and provide the training.

BOARD HOLIDAY GATHERING DEBRIEF

The Committee de-briefed on the Board holiday gathering and agreed that it was successful.

The Committee agreed by consensus to hold the 2024 Board holiday gathering on December 11, 2024.

ADJOURNMENT FOR EXECUTIVE SESSION

The Committee agreed by consensus to suspend the General Session meeting at 12:45 p.m. for Executive Session to conduct business on Approval of Minutes, Real Estate, Personnel, and Litigation.

RECONVENE FOR GENERAL SESSION

The Committee conducted business in Executive Session on Approval of Minutes, Real Estate, Personnel, and Litigation.

ADJOURNMENT

The Committee moved to adjourn the meeting by consensus at 1:05 p.m.

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