

# EXECUTIVE DIRECTOR'S REPORT



# 2022 ANNUAL BOARD TRAINING

Frank D. Lanterman Regional Center  
Invite you to join us in person at  
**MARRIOTT COURTYARD PASADENA/OLD TOWN**

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July 27, 2022

Dinner: 5:30 pm – Training: 6:00 pm

180 North Fair Oaks Ave  
Pasadena, CA 91103

[Click Here for Map](#)


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Complimentary Parking: Enter on Fair Oaks to Valet (No Self Park)  
(Indicate to Valet you are here for Lanterman Board Meeting)

RSVP TO: [flara@lanterman.org](mailto:flara@lanterman.org) to confirm attendance with

Dinner Choices

Pasta with Vegetarian Bolognese or  
Rosemary Roasted Chicken



Frank D. Lanterman Regional Center  
Language and Cultural Accessibility Plan  
June 15, 2022

The Frank D. Lanterman Regional Center (FDLRC) **Language and Cultural Accessibility Plan** was developed in response to Welfare and Institutions Code, section 4620.4 and the guidance provided in the Department of Developmental Services letter dated April 6, 2022. FDLRC's **Language and Cultural Accessibility Plan** is intended to better support the language needs of individuals with developmental disabilities, their caregivers, and their family members.

**FDLRC Efforts to Improve Language Access and Identified Needs**

FDLRC serves over 11,400 individuals with many different preferred languages. FDLRC has a long-standing history of recruiting staff that represent the cultures and spoken threshold languages of the Lanterman community. Currently, FDLRC has 171 service coordinators, managers and support staff that speak Spanish; 23 service coordinators, managers and support staff that speak Armenian; and 13 service coordinators, managers and support staff that speak Korean. We need to build upon our recruiting efforts for other languages and cultures as this practice has allowed FDLRC to orally communicate FDLRC information to individuals served and family members. FDLRC has utilized a translation service for some of its written communication on an as needed basis; this is often on an as needed basis which may result in a delay in the translation of the finished product.

FDLRC's website has an integrated capability to translate embedded web content into selected languages, however this feature does not translate attachments or linked content. The Center has used identified staff to translate select PDFs for posting on the website. The website may not be accessible to the deaf and hard of hearing individuals served by the regional center. Video content such as POS service videos and Self-Determination informational videos are available in some languages but may warrant additional language versions. Videos are posted via YouTube and closed captioning is available.

The Center's E-bulletin is distributed in English with key articles and announcements shared in FDLRC's primary threshold languages (Spanish, Korean

and sometimes Armenian and Chinese); however, translation is not readily available as it often relies on FDLRC staff. This is an area of needed expansion.

During the pandemic, FDLRC utilized ZOOM for most of its community meetings with interpretation provided in the Center's threshold languages. However, coordination or facilitating meetings with translated training materials, contracting with live interpreters and managing the interpretations of the community CHAT comments are all added responsibilities for the staff conducting the community meetings often requiring additional support staff. Monthly cost of interpretation will increase as this plan is implemented.

Resource information is accessible to the public for the purpose of outreach, information and referral to services. Routine business forms (consents, IPP agreement forms, IPP Amendments, etc.) are routinely translated in Spanish; however, these same forms are not readily available in the other languages of the FDLRC community. Current practice has relied on the identification of needed translation and the utilization of identified staff with the language capability. In addition, Center forms require periodic updating/translation in order to remain current with DDS system changes.

FDLRC print material is available online and in hard copy for outreach, public awareness, education and information purposes. Most publications are available in English and Spanish, a few are available in Korean and Armenian.

Terminology and professional jargon frequently challenge ongoing translation and interpretation needs. Literal translations may confuse the intent of the message and often require someone who both knows the language and understands the very complicated regional center system.

#### Short Term Plan

**Establish a Language Accessibility Specialist position.** This will require the development of a job description and will include the following:

- Exempt level position, with the ability to work weekends and evenings if needed

- Be the subject matter expert for coordinating all language translation needs of FDLRC
- Ensure the accuracy, readability, availability, and cultural appropriateness of translations
- Identify 5 most commonly used FDLRC publications and ensure language accessibility and culturally responsiveness to the needs of the diverse communities served.
- Collaborate with the Cultural Specialist and Deaf Access Specialist to improve language access by providing interpretation for non-English speakers and ASL interpretations during both in-person, virtual meetings, and online platforms.
- Organize, facilitate and document focus groups with community stakeholders
- Develop, conduct, and analyze community surveys
- Work with Cultural Specialist and Training & Development Unit for needed cultural competency staff trainings that value diversity, cultural knowledge and working cross-culturally.
- Work with the Outreach Specialist and webmaster to ensure that information and trainings are appropriately recorded and posted on the FDLRC website

**Establish two (2) Outreach Specialist positions.** One of these positions will be Spanish speaking and the second one is to be determined. This will require the development of a job description and will include the following:

- Non-exempt position, which may require some weekend/evening hours
- Partner with culture-based organizations for outreach activities
- Identify independent contractors in needed threshold languages (possibly Armenian and Tagalog) to host Information Sessions for FDLRC families. These sessions may be new family orientations or subject specific trainings.
- Record information sessions for posting on website
- Note: One of these two positions will be a dedicated position located at the Mexican Consulate located within FDLRC's catchment area. The Mexican Consulate has a Community Health section in which services are available to the greater Hispanic community regardless of Mexican citizenship. The consulate services approximately 400 people a day on site and also has three (3) mobile sites for Los Angeles County. The dedicated position will conduct outreach and child find activities, informational meetings on eligibility,



possible training site for those eligible for regional center services and the position can redirect people to other regional centers based on home address.

**Director of Koch-Young Resource Center (KYRC) (existing position)**

The KYRC is the hub of FDLRC's Service Access and Equitability (SAE) efforts including working with our Promotora and Korean Community Health Worker programs, our DDS approved grants and, most recently, our Low/No POS Enhanced Caseloads. The Director position will continue to provide oversight to these efforts and maintain the following responsibilities:

- Application and implementation of disparity grants, including collaboration with existing CBOs
- Primary person for Grantvantage reporting
- Oversee both the Language Access Specialist and Outreach Specialist positions

**Associate Directors of Client & Family Services (two existing positions)**

FDLRC has two Associate Directors of Client & Family Services that provide direction and leadership to service coordination staff, interface with Board of Director committees and interface with families through outreach efforts. These positions are responsible for the following activities:

- Responsible for the POS disparity monitoring including the annual POS meeting, preparation, presentation and documentation
- Work with FDLRC staff to review accuracy of language/ethnicity data
- Collaborate with Community Services for service innovation to address the needs of the culturally and linguistically diverse populations
- Work with Human Resources for maintaining bicultural and bilingual staffing

**Short-term Goals subject to the October 2022 reporting period**

- Recruit and hire Language Access Specialist and two (2) Outreach Specialist positions

- If the individuals are new to FDLRC, these positions to complete the following trainings: New Staff Orientation, Service Coordination Orientation and Service Coordination and Advocacy Training.
- Introduce these positions to FDLRC staff, family support groups, community partners and the Board of Directors.

#### **Long-Term Plan for next two (2) years**

Expand outreach efforts and potential partnerships by:

- Develop contracts as needed with community organizations representing the following groups:
  - Hispanic
  - Chinese (Cantonese/Mandarin)
  - Korean
  - Armenian (Western/Eastern)
  - Filipino
- Research possible relationships with community organizations representing the following groups:
  - African American
  - Deaf/HoH community in collaboration with Deaf Access Specialist
  - LGBT
  - Farsi
  - Russian
  - Thai
  - Arabic

#### **Information/Orientation**

- Based on input from the above efforts, Outreach and Informational Sessions will be developed: topics may include Intake and Eligibility, KYRC, Generic Resources (MediCal, IHSS, etc.), Purchased Services such as Respite, Employment and Day Services, Residential, Independent Living Services and Supported Living Services. Other topics may be identified by our contracted CBO's.
- Develop language specific POS videos that are language accessible and culturally responsive to the needs of the diverse communities served.
- Proposed Activities for implementation of enhanced language access and cultural competency initiative: FDLRC proposes the following activities:
- Conduct an assessment of FDLRC's current website for ease of use, identification of vital information requiring translation and points of public contact benefitting from oral or sign language interpretation.
- Orientations and specialized group and family informational sessions will be scheduled at times considered most convenient for working families and in consultation with community leaders; meetings will allow for ample Q&A times. Meeting announcements to allow ample notice.
- Regular and periodic language needs assessment to determine threshold languages for document translation, including printed outreach and educational publications.
- Coordination and streamlining of interpretation and translation services.
- Develop quality control measure to ensure language accessible materials are culturally responsive to the needs of the diverse communities served.
- The Center's Service Coordination and Advocacy Training (SCAT) is presented in English, Spanish and Korean on an annual basis. We propose translating into two additional languages (Armenian and Chinese)



- The Center's Person-Centered Planning/IPP training is provided in English, Spanish and Korean. We propose translating into two additional languages (Armenian and Chinese)
- Develop and implement culture specific and cultural competency and humility trainings for existing and newly hired staff. Identify at least 6 culture related trainings including Hispanic, African Americans, Armenian, Korean, Chinese and Filipino.

ARCA

# FY 2022-23 Budget Update

## BACKGROUND:

The Governor released his January Budget proposal for FY 2022-23 on January 10, 2022. Both Assembly Budget Subcommittee #1 ("Sub 1") and Senate Budget Subcommittee #3 ("Sub 3") held their initial Budget hearings on developmental disabilities services topics, including stakeholder proposals in February and March 2022. The Governor released his May Revision on May 13, 2022, which was followed quickly by a second round of subcommittee hearings the following week. Since that time, the Legislature has come to agreement on its version of the Budget, which once voted on by both houses will serve as a jumping-off point for negotiations with the Governor in crafting the final FY 2022-23 Budget.

## ANALYSIS/DISCUSSION:

The Governor's January Budget included the following major policies ARCA supported:

- \$87.5M to implement the Regional Center Performance Incentive Program, with an emphasis on caseload reduction
- Reduced caseload ratios of 1:40 for children under age 6
- Communication assessments for the Deaf+ community
- Work Activity Program transitions

The Governor's May Revision included several additional new policy initiatives ARCA supported, including:

- \$185.3M for promoting workforce stability in the developmental services system
- Expansion of Early Start eligibility
- Elimination of the service provider Half-Day Billing rule

The Legislative version of the Budget contains the above-items as well as the following, which ARCA has strongly advocated for during the Budget development process for FY 2022-23:

- Acceleration of the rate study model implementation by one year
- Elimination of the Annual Family Program Fee and Family Cost Participation Program
- Modernizing the Core Staffing Formula

As negotiations on the final FY 2022-23 Budget package continue, ARCA staff will provide updates to members of the Board of Directors and the broader community about advocacy needed. Work also continues on various pieces of Trailer Bill Language that are necessary to implement the final Budget agreement.

**RECOMMENDATIONS:** *none*

**ATTACHMENT(S):** *ARCA Comments on 2022-23 May Revision 2022-05-16*

# EXECUTIVE COMMITTEE

## **EXECUTIVE COMMITTEE**

**June 8, 2022**

### **MINUTES**

#### **PRESENT**

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

#### **NOT PRESENT**

Dina Richman

#### **STAFF**

Pablo Ibanez  
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**

**Mr. DeBoer moved to approve the minutes of May 11, 2022, Ms. Beltran seconded the motion, and it passed unanimously.**

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

Mr. Ibanez reviewed with the Committee the following contract in accordance with the Board approved policy for approval of contracts:

Provider/Organization: **HOPE (Home Ownership for Personal Empowerment)**

Year: **CPP FY21/22**

Amount of contract: \$800,000 (up to \$350,000 for acquisition and up to \$450,000 for renovations)

Lanterman Regional Center received CPP funds in the amount of \$800,000, (up to \$350,000 for acquisition and up to \$450,000 for renovations) from FY21/22 to acquire and renovate a 4-Bed Enhanced Behavioral Supports Home (EBSH) in the Frank D. Lanterman Regional Center (FDLRC) catchment area. The home will fulfill the regional center's Community Placement Plan (CPP) and Community Resource Redevelopment Plan (CRDP). The target population for the home consists of adults with developmental disabilities transitioning from more restrictive living settings who require

intensive services and supports due to challenging behaviors, which are beyond what is typically available in other community living arrangements. These adults may currently be in more restrictive living arrangements such as State-Operated Developmental Centers and/or other locked facilities. These adults exhibit aggression toward others, elopement, property destruction, and self-harming behaviors. These adults require intensive care, supervision, interventions and assistance to live the highest quality of life possible despite incompatible behaviors displayed throughout their daily routines.

**Ms. Beltran moved to recommend that the Board approve the contract with HOPE as presented, Mr. DeBoer seconded the motion, and it passed unanimously.**

### **LANGUAGE ACCESS PLAN**

Ms. Sullivan advised the Committee that Center's received a directive from DDS in April regarding funding to improve language access and cultural competency. The 2020-21 Budget Act includes \$16.7 million ongoing funding for regional centers to improve and promote Language Access and Cultural Competency to better support the language needs of individuals with developmental disabilities, their caregivers, and their family members. The primary purpose of these funds is to improve consumer and family experience and to facilitate more consistent access to information and services for multi-lingual, monolingual, and diverse cultural groups.

Ms. Sullivan reported that the Center is required to submit a plan and it is due on 6/15/22. Ms. Sullivan will be bringing a plan to the board for informational purposes at the upcoming board meeting.

### **BOARD TRAINING**

Ms. Sullivan advised the Committee that she is moving forward with an in person board training in July. The details of the hotel and location will be brought to the Board at the upcoming board meeting.

### **ADJOURNMENT FOR EXECUTIVE SESSION**

**Ms. Beltran moved to suspend the General Session meeting at 12:30 p.m. for Executive Session to conduct business on Approval of Minutes, Litigation, Collective Bargaining Agreement, and Assessment of the Executive Director for June 2021-22, Mr. DeBoer seconded the motion, and it passed unanimously.**

### **RECONVENE FOR GENERAL SESSION**

**The Committee conducted business in executive session on Approval of Minutes, Litigation, Collective Bargaining Agreement, and Assessment of the Executive Director for June 2021-22.**

### **ADJOURNMENT**

Ms. Beltran moved to adjourn the meeting at 1:05 pm, Mr. Higgins seconded the motion, and it passed.

/fl

DRAFT



## MEMORANDUM

Date: June 2, 2022

To: Melinda Sullivan

From: Shannon Rains

Re: Start-Up Contract Request –Housing Development Organization CPP FY21/22 (#2122-4)

Lanterman Regional Center received CPP funds in the amount of \$800,000, (up to \$350,000 for acquisition and up to \$450,000 for renovations) from FY21/22 to acquire and renovate a 4-Bed Enhanced Behavioral Supports Home (EBSH) in the Frank D. Lanterman Regional Center (FDLRC) catchment area. The home will fulfill the regional center's Community Placement Plan (CPP) and Community Resource Redevelopment Plan (CRDP). The target population for the home consists of adults with developmental disabilities transitioning from more restrictive living settings who require intensive services and supports due to challenging behaviors, which are beyond what is typically available in other community living arrangements. These adults may currently be in more restrictive living arrangements such as State-Operated Developmental Centers and/or other locked facilities. These adults exhibit aggression toward others, elopement, property destruction, and self-harming behaviors. These adults require intensive care, supervision, interventions and assistance to live the highest quality of life possible despite incompatible behaviors displayed throughout their daily routines.

DDS has awarded \$800,000 to support the development of the EBSH. A total of three Housing Development Organizations responded to our Request for Proposal (RFP) and submitted applications. These providers included HOPE, Key Community Housing and Brilliant Corners. All three providers were interviewed by our selection committee. Brilliant Corners and HOPE stood out as the top two applicants given prior development experience. HOPE was ultimately selected since their organization demonstrated a solid understanding of the real estate market and would allow this regional center to diversify its HDO vendor portfolio.

The contract period will be June 1, 2022 – March 31, 2024. HOPE will receive funds of up to \$800,000. The following amount will be distributed when each milestone is met:

1. HOPE's submission of documentation reasonably acceptable to FDLRC that HOPE has closed escrow and is the owner of fee title to the Property (25% of maximum renovation amount)
2. HOPE's submittal to FDLRC, and FDLRC's approval, of all of the following for a Property: (i) overall construction and rehabilitation budget (including a budget for the Improvements and a budget for the appliances and fixtures HOPE intends to purchase for the Property); (ii) construction drawings and specifications for the proposed Improvements; (iii) architect's contract, if applicable; (iv) structural engineer's contract, if applicable; and (v) construction contract between HOPE and its general contractor, including contractor's fixed price or time & materials bid to perform its work and install the Improvements. (25% of maximum renovation amount).

3. HOPE's written certification to FDLRC that the city or county inspector has approved the rough framing, electrical and plumbing work at the Property, along with HOPE's delivery to FDLRC of evidence of such approval (such as a signed inspection card from the inspector) (collectively, the "Inspector's Approval"), or FDLRC's receipt and approval of any alternate written certification from HOPE that FDLRC concludes is functionally equivalent to the Inspector's Approval.

(30 %) of the Maximum Renovation Amount)

4. FDLRC's satisfaction that all of the Improvements have been properly completed and that the applicable Property is physically ready for occupancy by Consumers, after FDLRC's completion of a walk-through of the Property. Further, the contractor must provide appropriate conditional and unconditional mechanics lien releases, in accordance with standard construction industry practice, as a condition to FDLRC's completion of this milestone.

(20%) of the Maximum Renovation Amount.

**Vendor information:**

HOPE (Home Ownership for Personal Empowerment)  
21231 Hawthorne Blvd.  
Torrance, CA 90503

**Contact information:**

Kristin Martin  
(310) 543-0126  
[Kristin.Martin@hope-homes.org](mailto:Kristin.Martin@hope-homes.org)

Because this contract is above \$250,000, Board approval is needed.

Thank you for your consideration of this request.

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_  
Melinda Sullivan, Executive Director

\_\_\_\_\_  
Date

Provider/Organization: HOPE (Home Ownership for Personal Empowerment)

Fiscal Year: 21-22

## Request for Proposals Checklist

This checklist will be used each time a "Request for Proposals" is issued, and will be attached to a memo to the Executive Director when seeking approval to grant an award and issue a contract. All contracts of \$250,000 or more will be sent to the Board of Directors for final approval.

### Reason for Solicitation of Proposals

☐ Unmet client need    ☒ Available CPP start-up funds    ☐ Other: \_\_\_\_\_

Amount of start-up award/contract, if applicable: \$800,000 (up to \$350,000 for acquisition and up to \$450,000 for renovations)

### Description of Service/Program Solicited

Service Category: Housing Development Organization

Persons Served: Adults with developmental disabilities transitioning from more restrictive living settings who require intensive services and supports due to challenging behaviors which are beyond what is typically available in other community living arrangements. These adults may currently be in more restrictive living arrangements, including State-Operated Developmental Centers and/or other locked facilities. These adults exhibit aggression toward others, elopement, property destruction, and self-harming behaviors. These adults require intensive care, supervision, interventions and assistance to live the highest quality of life possible despite incompatible behaviors displayed throughout their daily routines.

Service Capacity: Acquire and renovate a 4-Bed Enhanced Behavioral Supports Home (EBSH) in the Frank D. Lanterman Regional Center (FDLRC) catchment area.

Special Service Requirements: Enhanced Behavioral Supports Home (EBSH)

Target/Start Date: July 1, 2022

### Notification of Request for Proposals (RFP)

Date that Notice of RFP posted on website: 05/04/2022

Date that Notice of RFP mailed to known, qualified or interested parties: 05/02/2022

**Receipt of Proposals**

Total number of proposals received:   3        Number of proposals disqualified:   0  

Reason for disqualification:    Received after deadline    Did not meet content/format requirements

Number of qualified proposals that proceeded to review and evaluation:   3  

**Proposal Evaluation/Selection Committee included:**

  X   Director of Community Services        X   Resource Developer        X   Regional Manager  
   Director of Clinical Services         Service Coordinator         Parent/Community Member  
  X   Quality Assurance (Manager)        X   Other:   Housing Specialist  

**Evaluation of Proposals**

Total number of proposals evaluated:   3        Number of proposals eliminated after evaluation:   0  

Reason for elimination:

   Applicant did not meet provider qualifications/requirements  
   Applicant has less experience/expertise in comparison with other applicants  
   Applicant has too many other projects in development  
   Proposal did not meet service/program requirements  
   Proposal was not as innovative and/or responsive to RFP criteria  
   Budget was not as cost-effective/realistic in comparison with other applicants  
   Applicant is not as financially sound as other applicants  
   Other:   

Number of proposals that proceeded to interview:   3  

**Interviews with RFP Applicants**

Date of interviews:   5/25/22, 5/26/22  

Number of RFP applicants interviewed:   3  

**Scoring of Proposals after Completion of Interviews**

Score for winning proposal/applicant (out of 30 points):   24   HOPE

Score for other proposals:   Brilliant Corners- 28, Key Community Housing- 16.5

**Name of Provider/Organization Selected:** HOPE

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**Narrative:**

Describe the contents of proposal or qualities, expertise or experience of applicant that distinguished the winning/selected bid:

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Despite the scoring, the Selection Committee agreed that HOPE was the top applicant due to their creative acquisition and rehabilitation experience involving negotiated rate Specialized Residential Facilities (SRFs). Although they do not have EBSH development experience they have all the transferable skills and knowledge needed to be successfully develop and maintain an EBSH. The committee discussed the importance of diversifying the HDOs that FDLRC works with and agreed that HOPE was the best candidate to do so. HOPE has an understanding of the market and has staff in place to start the search immediately.

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Approved by Director of Community Services

6/2/2022

Date



Approved by Executive Director

6-2-2022

Date

Board approval for RFP start-up award/contract was granted on:

Date