



## BOARD OF DIRECTORS MEETING

**DATE:** Wednesday, March 22, 2023  
**TIME:** 6:00 PM – Board Business Promptly

Register in advance for this meeting/webinar:

[https://us02web.zoom.us/webinar/register/WN\\_76zCjuZETje9mrF5u3neTA](https://us02web.zoom.us/webinar/register/WN_76zCjuZETje9mrF5u3neTA)

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	Gloria Leiva
	2	PUBLIC INPUT/ANNOUNCEMENTS	Gloria Leiva
ACTION	3	APPROVAL OF MINUTES <ul style="list-style-type: none"> <li>February 22, 2023</li> </ul>	Gloria Leiva
	4	BOARD EDUCATION <ul style="list-style-type: none"> <li>2022 Administrative Report – Koch-Young Resource Center (KYRC) (New Initiative Language Access Plan)</li> </ul>	Melinda Sullivan Rose Chacana
	5	EXECUTIVE DIRECTOR'S REPORT <ul style="list-style-type: none"> <li>Regional Center Linguistic Report</li> <li>Alternative Staffing Model</li> <li>No POS Survey Results</li> </ul>	Melinda Sullivan
	6	ARCA REPORT	Larry DeBoer Melinda Sullivan
ACTION	7	EXECUTIVE COMMITTEE <ul style="list-style-type: none"> <li>Contract Over \$250,000.</li> </ul>	Gloria Leiva Melinda Sullivan Pablo Ibanez
	8	ADMINISTRATIVE AFFAIRS COMMITTEE <ul style="list-style-type: none"> <li>Review of Financial Statements</li> </ul>	Larry DeBoer Kaye Quintero
CLOSED SESSION	7 ACTION	EXECUTIVE SESSION <ul style="list-style-type: none"> <li>Approval of Minutes</li> <li>Litigation</li> <li>Board Protocol</li> <li>Personnel</li> <li>Real Estate</li> </ul>	Gloria Leiva Melinda Sullivan
	8	ADJOURNMENT	Gloria Leiva

# APPROVAL OF MINUTES

**LOS ANGELES COUNTY DEVELOPMENTAL SERVICES FOUNDATION**

**Board of Directors**

**February 22, 2023**

**MINUTES**

**PRESENT**

Gloria Leiva, Chair  
Elizabeth Beltran  
Tina Daley  
Larry DeBoer  
Weller Killebrew  
Louis Mitchell  
Dee Prescott  
Jae Rhee  
Brigitte Sroujeh  
Ana Villasenor

**NOT PRESENT**

Anthony Brouwer  
Michael Cooney  
Danielle Dejean  
Dr. Alex Li  
Lili Romero

**ADVISOR TO THE BOARD - PRESENT**

Al Marsella

**STAFF**

Pablo Ibanez  
Carmine Manicone  
Srbui Ovsepyan  
Kaye Quintero  
Melinda Sullivan

**GUESTS**

Louise Bell  
Mayra Cervantes  
Hortencia Davila  
Lourdes Gomez  
Evie Kim  
Natalia Lewis  
Yudy Mazariegos  
Kristianna Moralls

Aurora Ramos  
Cristina Rodriguez  
Veronica Sanchez  
Diana Sandoval – DDS  
Khoa Tran  
Simon Yang

### **CALL TO ORDER**

Ms. Leiva called the meeting to order at 6:00 PM. The meeting was conducted via Zoom.

### **PUBLIC INPUT/ANNOUNCEMENTS**

- Ms. Bell questioned why her questions during the last meeting were not recorded in the minutes, and what constitutes “Public Input”.
- Ms. Mazariegos shared her concerns about Mr. Joe Perales leaving his current position as the Family Support Specialist in the KYRC and transferring to the Outreach Specialist position in the KYRC. Ms. Mazariegos advocated for him to stay in his current position.
- Ms. Gomez shared her concerns about Mr. Joe Perales leaving his current position as the Family Support Specialist in the KYRC and transferring to the Outreach Specialist position in the KYRC. Ms. Gomez advocated for him to stay in his current position.
- Ms. Davila shared her concerns about Mr. Joe Perales leaving his current position as the Family Support Specialist in the KYRC and transferring to the Outreach Specialist position in the KYRC. Ms. Davila advocated for him to stay in his current position.
- Ms. Rodriguez shared her concerns about Mr. Joe Perales leaving his current position as the Family Support Specialist in the KYRC and transferring to the Outreach Specialist position in the KYRC. Ms. Rodriguez advocated for him to stay in his current position.
- Ms. Ramos shared her concerns about Mr. Joe Perales leaving his current position as the Family Support Specialist in the KYRC and transferring to the Outreach Specialist position in the KYRC. Ms. Ramos advocated for him to stay in his current position.

### **APPROVAL OF MINUTES**

Ms. Sroujeh moved to approve the minutes of January 25, 2023, Mr. DeBoer seconded the motion, and it passed unanimously.

## **BOARD EDUCATION**

### **2022 Administrative Report – Human Resources**

As part of Board Education and Training, Ms. Chacana, Director of Human Resources, gave a focused overview of the Human Resources Unit. Board members were given the opportunity to ask questions and discuss the content.

## **EXECUTIVE DIRECTOR'S REPORT**

### **ARCA Draft Strategic Plan**

Ms. Sullivan presented the proposed 2023/24 to 2025/26 ARCA strategic plan, which covers a three-year period. The development of this three-year plan included the following steps:

- ARCA board members completed a S.W.O.T. (Strengths, Weaknesses, Opportunities and Threats) analysis. For Lanterman, Gloria Leiva, Larry De Boer and Melinda Sullivan completed this analysis.
- An analysis of the surveys from all 21 regional centers was then incorporated into the ARCA Board Retreat, which resulted in four primary areas and suggested objectives. The strategic planning committee then took this input and developed focused goals. The draft plan was reviewed at the January 2023 ARCA board meeting and the ARCA board is now providing each regional center board of directors the opportunity to review and provide input.

Discussion followed and the Board was in agreement with the proposed plan.

**Ms. Villasenor moved to support the proposed 2023/24 to 2025/26 ARCA strategic plan as presented, Mr. DeBoer seconded the motion, and it passed unanimously.**

## **ADMINISTRATIVE AFFAIRS COMMITTEE**

### **Independent Audit Report 2021-22 and 2021 Tax Return**

Ms. Quintero reported that the Administrative Affairs Committee met with Windes to review the draft Independent Audit Report for 2021 -22 and the 2021 Tax return. There were no changes suggested by the Committee. The Committee recommended that the Board accept the documents.

**Mr. DeBoer moved to accept the independent audit report 2021-22 and the 2021 tax return as drafted. Ms. Villasenor seconded the motion, and it passed unanimously.**

## **REVIEW OF FINANCIAL STATEMENTS**

Mr. DeBoer reviewed the financial statement summary through December 31, 2022 as follows:

### *Cash Flow*

Mr. DeBoer reported that the Center is projected to have \$58,985,616 available at the end of April 30, 2023

### *Fiscal Year to date 2022-2023 (D-1)*

In Operations (main contract) we have spent \$14,591,855 (43.1% of budget). In Purchase of services (main contract) we have spent \$122,449,343 before we add late bills. Including projected late bills, we will have spent \$ (36.9% of budget).

### *Fiscal Year 2021-2022 (C-4)*

This month we recorded \$555,839 in OPS and \$947,620 in POS. To date we have spent 78.8% of our OPS and 90.6% of our POS allocations.

### *Fiscal Year 2020-21 (B-5)*

This month we recorded \$168,780 in OPS and \$60,969 in POS. To date, we have spent 100% of our OPS and 99.1% of our POS allocations.

## **ADJOURNMENT FOR EXECUTIVE SESSION**

**Mr. DeBoer moved to suspend the General Session meeting at 7:40 p.m. for Executive Session to conduct business on Approval of Minutes and Litigation. Ms. Beltran seconded the motion, and it passed unanimously.**

## **RECONVENE FOR GENERAL SESSION**

The Board discussed in Executive Session the Approval of Minutes and Litigation.

## **ADJOURNMENT**

**Ms. Sroujeh moved to adjourn the meeting at 8:10 p.m. Ms. Beltran seconded the motion, and it passed unanimously.**

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Brigitte Sroujeh, Secretary

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**BOARD OF DIRECTORS**

**ACTION LOG**

**February 22, 2023**

	<b>DESCRIPTION</b>	<b>ACTION</b>	<b>STATUS</b>
	Approval of Minutes – January 25, 2023	<ul style="list-style-type: none"><li>• Approved</li></ul>	
	Independent Audit Report 2021-22 & 2021 Tax Return	<ul style="list-style-type: none"><li>• Approved</li></ul>	

# BOARD EDUCATION



# **ANNUAL REPORT**

## **Koch Young Resource Center**

### **2022**

The following report represents a summary of the significant activities and accomplishments of the Koch Young Resource Center (KYRC) over the course of the 2022 calendar year. The information in this report is organized around the major goals and objectives set forth for the unit.

#### **KOCH YOUNG RESOURCE CENTER SERVICES WORKPLAN:**

##### **I. Peer Support**

The Peer Support Partner (PSP) program provides families with one to one support by seasoned and trained peers at their request. These parents are volunteers who dedicate their time to give back to other families in need. KYRC along with Lanterman staff identify and recruit potential candidates, and KYRC provides the training.

In 2022, a total of **36** PSP requests were successfully matched. Parent volunteers play a significant role in providing family support to families in need during very stressful time. It is critical for families to know they are not alone and have another parent they can reach out to.

This year, LRC was awarded a Service Access and Equity grant to conduct a 4-session Advanced Leadership Training for existing and potential Peer Partners. The series was conducted for English/Spanish/Korean/Armenian/Tagalog speaking parent leaders. The two-hour sessions focused on advanced leadership skills such as:

**Session 1- Introduction to Systems Advocacy**

**Session 2- Personal Leadership Development (Fundamentals)**

**Session 3- A deeper level of leadership development**

**Session 4- Leadership Skills in Practice (Team Project)**

A total of **23** parent leaders completed the training. Of these, a total of 13 parent leaders committed to remain or join the current pool of **40** available Peer Support Partners (PSP). The Family Support Specialists continued to conduct monthly meetings for PSP's in Spanish, English and Korean to provide ongoing support, guidance and resources.

One of the most important responsibilities of our PSP's is to conduct Welcome Calls to new Regional Center families. Peer support partner volunteers contact new families and welcome them to the Regional Center. Families are provided information about the Resource Center and upcoming events and programs. In 2022, a total of **667** new families received Welcome Calls.

In addition to Welcome Calls, New Family Orientation (NFO) sessions were offered to welcome new families and connect them with resources and support as soon as they enter

the regional center. A total of **3** New Family Orientations were conducted via Zoom in English, Spanish and Korean with approximately **66** participants.

## **II. Working in Groups**

KYRC provided technical assistance to **15** support groups (12 parents, 1 adults served, and 2 sibling groups). Two new support groups were started this year: Filipino Parents Support Group and Self-Determination Parent Support Group. Throughout the year, support groups were provided via Zoom. Average attendance increased for all support groups as clients/family members grew more accustomed to participating virtually. The following is a breakdown of languages/ethnicities served:

Spanish Support Groups (4)	English (3)	Siblings (2)	Korean (1)	Chinese (1)	Japanese (1)	Filipino (1)	Armenian (1)	Adults (1)
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In addition to support groups, the resource center oversees the **Peer 2 Peer Social Group** program provided by Easter Seals. The program is a social recreational group for adults served that meet throughout the month and designed to inform, promote and facilitate peers to come together and explore social opportunities based on common interests. This year, the group transitioned to a hybrid model (zoom and in-person sessions). Activities include: workouts on Saturdays, plus online meetups to discuss spending habits, information on COVID, voting- to name a few. Easter Seals also provided optimal social opportunities online such as Pictionary, karaoke and “Name That Tune”. The in-person sessions met at the California Science Center, visited the Huntington Library, lunch at the Cheesecake Factory and spent the day at the pumpkin patch together. Average attendance for online and in-person sessions was 16-21 individuals. Total number of active members is 52.

## **III. Resource Information Development**

The Center’s web site continued to be updated on a regular basis. In Quarter 3, KYRC’s efforts focused on emphasizing the re-opening of the resource center to the public and creating more engagement opportunities via social media. The center’s Instagram and Facebook accounts allow LRC to reach, nurture and engage with the community on relevant topics. Currently, LRC’s Facebook page has **2,200** followers, and Instagram has **555** followers. Unique visitors to the LRC web site totaled **66,814** with **209,765** page views. This year the Social Recreational page was added to the Center’s website. The page includes current listing of generic social recreation activities in the community. The Network of Care feature on the website is an on-line electronic resource directory, which highlights integrated and regional center resources as well as specialized modules in the areas of health, legislation and advocacy. The NOC received **898,425** visits (individual visitors) with an average of **2,483** hits (successful request to a webserver) per day for **3, 884,942** page views for 2022.

Resource packets were made available for families online from the Lanterman website and hardcopies. The e-packets received **736** page views. The top e-packets include: IDD (Eng); Transition to Adulthood (Eng); General (Eng); Autism (Eng), Early Start (Eng) and Transition at age 3 (Eng), School Age (Eng) and Summer Activities (Eng). A total of **181** hard copies of the resource packets were distributed to clients/families. The resource packets include the Guide to Lanterman, Family Service Guide and disability specific information with community and age related resources. All packets continue to be updated and maintained. The Family Service Guide (FSG) was updated and posted on website in 4 languages: English, Spanish, Korean and Armenian.

This year, the Center created a series of videos regarding the Self-Determination program. The video series is posted on the Self-Determination page and are available along with additional resources and information in English, Spanish and Korean.

#### **IV. Information and Referral Service**

The Help Desk offers the hotline and reference desk services for all inquiries linking people to community resources related to developmental disabilities. In May 2022, the Help Desk opened to public by appointment only and in October opened without restrictions. This year, a total of **1782** (1,064 clients/family; 554 regional center staff; 164 community members) requests for information and referral assistance were received.

The library continued circulation of library items. Library usage was slow but steady. A total of **169** items were circulated, of which **78** were toys.

In May 2022, the LA Food Bank placed the food distribution program on hold due to shortage of inventory. The Help Desk continued to distribute food gift cards and PPE for families through November 2022. At which time, food gift card request were returned to pre-pandemic procedures to be provided on an individual basis by SC's.

#### **V. Community Awareness**

A total of **16** in-person and/or virtual community awareness activities were conducted throughout the year. Additionally, print/digital media ads were posted in local newspaper and parent magazines: LA Downtown News/Pasadena News (LA Times affiliates) and LA Parent magazine. KYRC provided **(12)** in-person orientation sessions for pediatric residents at local hospitals such as Children's Hospital of LA (CHLA) and Eisner Pediatrics. KYRC staff served as liaison to the CHLA Alta Med pediatric clinic and First 5 LA Help Me Grow initiative.

KYRC received a total of **201** new referrals for regional center services, all referrals were submitted to Lanterman intake department as well as other regional centers in the area of residence as appropriate.

KYRC continued to work closely with Department of Child and Family Services, Department of Mental Health, public school districts, Head Starts and other community partners to increase child find efforts and ensure the referral process is successful. KYRC staff provided virtual presentations for partner agencies throughout the area which include an orientation about the regional center, family supports and services and the importance of early identification and intervention.

## **VI. Education and Training**

Four Service Coordination and Advocacy Trainings (SCAT) series were conducted via Zoom for families and community members this year. The goal of this 4-week series is to increase the participant's knowledge of the special needs system. The trainings were conducted in English, Spanish, and Korean. A total of **130** individuals successfully completed the 4 training sessions. This year the Advocacy session was updated to include the Fair Hearing process and recent procedural changes. Also, a new topic was introduced to the series- Communication Skills. This topic was originally a stand-alone training and well received by the community.

During the pandemic, in response to the technological divide among many Spanish speaking families, on-line technology classes were introduced. They have continued to be provided on a weekly basis, technology classes (1-2 hrs.) were conducted for Spanish speaking parents. Classes were limited to an average of 8-10 participants to allow for interaction and individual support. Topics included: create & send emails; how to decipher encrypted emails; explore advanced strategies how to communicate via email; how to send and receive attachments (i.e. IPP amendments) subscribing to email blasts; how to use LRC website including Network of Care and Learning Center.

KYRC provided a total of **122** parent trainings/workshops. All trainings were conducted online via Zoom. Interpretation services were provided as requested. Participation increased dramatically.

By Quarter	Number of topics	Total Attendance
Q1	9	1058
Q2	12	1386
Q3	12	855
Q4	10	655
	28	3954

## **VII. Assistive Technology**

The Regional Center contracts with the Assistive Technology Exchange Center (ATEC) from Goodwill of Orange County to provide comprehensive one-to-one Assistive Technology (AT) and Augmentative and Alternative Communication (AAC) assessments, trials/trainings and quarterly workshops. Throughout the year, the program provided services in-person:

- 72 new referrals
- 74 individual evaluations
- 78 clients received AT/AAC trial/training
- 37 AT devices loaned

### **VIII. Strong Beginnings**

The ***Strong Beginnings*** program continued to provide services for Lanterman clients between 0-5 yrs. old. Every year, we strive to reach out to Lanterman families with children under five. Our goal is to empower parents with the skills they need to better engage their children with special needs.

The ***Strong Beginnings*** program provides support through a variety of modalities for parents and children to learn and experience success in a supportive environment. The children must be at risk or presenting with delays. The program provides education, information and groups for parents and their child. Parents and children learn basic skills and strategies to enhance their child's development. This year the program was provided via Zoom. A total of 14 playgroups with 158 (child/parent) participants were conducted. These groups were provided for children according to age. Groups begin with sessions for infants. Subsequent groups require increased abilities to participate in more structured group activities according to the child's developmental age. The program options includes: *Infant Massage, Baby Signs and Play, Toddler Talk, Dance with Me, Potty Time* and the regular playgroup. A new group was developed this year *Sensory & making Food Fun* for parents with children experiencing feeding issues. The 4-week series was facilitated by a licensed Occupational Therapist.

In addition to playgroups, a total of 17 parent educational workshops were provided with 558 parents in attendance. Parent educational workshops consist of a 2-hour workshop related to child development and parenting issues. This year the presentations focused on social-emotional development. Topics included: *"Supporting Children with Exceptional Needs"*, *"Early Brain Development and Self-Regulation"*, and *"Understanding Social Emotional Support when dealing with Challenging Behaviors"*. A few new topics were introduced this year: *Learn the Power of Play*, and *Building Strong Communication Skills at Home*. Developmental kits were provided for children who completed all playgroup sessions as well as trainings and other activities.

Lastly, 4 story time event were conducted via Zoom with approximately 45 children in attendance. Every child received a copy of the book as well as development materials. Children and their parents followed along with an art activity and reading. Parents were provided strategies to encourage them to read to their children at home.

The ***Strong Beginnings*** program is made possible by the generous contribution from the Fred and June MacMurray Foundation.

## **X. State of Emergency Efforts**

In May 2022, the LA Food Bank stopped providing food boxes due to lack of inventory. However, Lanterman Regional Center continued to provide grocery gift card worth \$25 to assist families with the purchase of fruits, vegetables and other perishable food items. A total of **262** food cards were distributed through November 2022. At this time, all food card requests will continue to be provided on an as needed basis by the service coordinators through the Center's Client Help Fund.

## **XI. Services Access & Equity programs**

### **Promotora Program/ Community Health Worker**

The Center continued to partner with Esperanza Community Housing Corporation and Korean Youth Community Center (KYCC) to provide the Promotora/Community Health Worker (CHW) programs. The goal of these programs is to increase access and utilization of services that are offered by the regional center as well as generic resources in the community.

The Promotoras/CHW work closely with families, one-on-one, to improve utilization of services for hard-to-reach clients, increase their knowledge and understanding of services, as well as strengthen their relationship between Lanterman and the community it serves.

The Korean CHW program continued to provide services for the Korean community serving up to 26 families per year. The Promotora program continued to serve up to 104 Spanish speaking clients/families per year.

These clients/families are referred by the SC's due to having no/low purchase of services, as well as considered at risk for being disconnected, inactive and/or presenting with family stressors. This year, the Promotora/CHW program provided critical support during very difficult times. The program resumed in-person services. Clients/families received assistance navigating the services system. In order to ensure quality of services, the KYRC director provided regular supervision meetings throughout the month to ensure care coordination with LRC regional managers and service coordination staff. According to pre and post surveys, families reported an increase in ability to navigate the regional center services, decrease identified barriers, and an increase in access to services such as respite, social skills, independent living skills, as well as behavior management services.

### **Enhanced Caseload Team**

In 2022, the Department of Developmental Services approved a new initiative related to the development of a Specialized Caseload for clients with low/ no purchase of services. The Enhanced Caseload (EC) team at Lanterman Regional Center was assigned to the KYRC for oversight and supervision. The EC team, initiated in January 2022, consists of 4

services coordinators (2 Spanish/ 1 Korean/ 1 Armenian) and a supervisor. Each service coordinator has a caseload ratio of 1:40 clients both school age (over 5yrs old) and adult clients (up to 50 yrs. old), total capacity to serve 160 clients. Individuals on the caseloads must be non-white and/or non-English speaking. Clients remain in the program for an average duration of 12-18 month period during which the SC meets with the client at a minimum of 1x per quarter face to face and monthly contact. SC's assist the client/family in applying for generic, community and regional center services. Once a client is ready to graduate from the program, they will return to a traditional caseload and new families will be assigned to these caseloads.

In the first year, recruitment for the program was challenging. Clients/families were reluctant to commitment to the increased contact requirements. However, clients/families that chose to participate were provided with education and information through the Enhanced Caseload curriculum that includes: Understanding the Diagnosis, Understanding the Regional Center, Understanding the Role of the Service Coordinator, the IPP process, and How to Access Services and Supports. All clients/families must complete a Pre Survey upon entry to the program and will be expected to complete a Post Survey to measure improved understanding and knowledge. Please see chart below for further details.

Number of clients served <b>Total clients were served:</b>	75
Initial IPP's <b>Total IPP's completed:</b>	73
Face to Face meetings <b>Total FTF meetings completed:</b>	178
Regional Center Services <b>Total POS's were initiated</b>	181
Care Plan Goals	
<b>Met:</b>	336
<b>Not Met:</b>	96
<b>Partially Met:</b>	96

## **XII. Language Access and Cultural Competency Plan**

In the 2020-2021 the Welfare and Institutions Code Section 4620.4 was approved. The new initiative includes \$16.7 million ongoing funding for regional centers and aims to improve Language Access and Cultural Competency (LACC). The goal is to better support the language needs of individuals with developmental disabilities, their caregivers, and the family members. The primary purpose of these funds is to improve client and family experience and to facilitate more consistent access to information and services for multi-lingual, monolingual, and diverse cultural groups.

In the next year, Lanterman Regional Center's LACC plan will review language and culture data. Currently, Lanterman's 4 threshold languages includes: Spanish, Korean Armenian, and Tagalog. In order to implement the LACC plan, a team was developed

including a LACC plan supervisor and 2 outreach specialists. The LACC team was assigned to the KYRC for oversight and supervision.

Lanterman' s LACC plan includes the following activities:

- Conduct surveys of clients, families, SC's and service providers
- Conduct small group listening sessions focused on language access and/or culture
- Identify community partners to provide input on language and cultural needs and materials to be translated
- Translation and conducting culturally competent updates to documents, materials, and the LRC website
- Conduct orientations and outreach

### **XIII. Conclusion**

Overall, KYRC met all objectives. Training opportunities were increased as well as attendance to parent trainings, playgroups and support groups via Zoom. Help Desk continued to support clients, families and staff with information and resources. The Enhanced Caseload Team was established and had a strong first year. The Language Access and Cultural Competency plan was developed and approved, staff were hired and scheduled to begin working in January 2023.



# EXECUTIVE DIRECTOR'S REPORT

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1215 O Street, MS 8-30  
Sacramento, CA 95814  
TTY: 711  
(833) 421-0061



February 23, 2023

Melinda Sullivan, Executive Director  
Frank D. Lanterman Regional Center  
3303 Wilshire Boulevard, Suite 700  
Los Angeles, CA 90010-1710

Dear Ms. Sullivan:

The Department of Developmental Services (Department) received Frank D. Lanterman Regional Center's (FDLRC) alternative staffing model proposal on November 11, 2022. The proposal includes four positions: two full-time Quality Assurance Specialists and two full time Koch-Young Resource Center (KYRC) Family Support Specialists. You indicate the quality assurance positions allow specialized staff to conduct residential monitoring and provide technical assistance, which helps ensure consumers are referred to quality services and allows service coordinators to focus their efforts on consumers and families. In addition, you specify the KYRC positions ensure consumers and families have direct and timely access to needed information and support.

The Department approves FDLRC's alternative staffing model request to include four positions as follows: two full-time Quality Assurance Specialists and two full-time KYRC Family Support Specialists. The approved positions can be included in the calculations and reporting of service coordinator-to-consumer ratios, effective for 12 months from the date of this letter. If FDLRC wishes to continue implementing this alternative staffing model, a new request must be submitted 30 days prior to the expiration of this approval, pursuant to Welfare & Institution Code section 4640.6(i) and Department guidelines.

If you have any questions regarding this correspondence, please contact Nikisia Simmons, Primary Regional Center Liaison, Office of Community Operations, at (951) 554-0955, or by email, at [nikisia.simmons@dds.ca.gov](mailto:nikisia.simmons@dds.ca.gov).

Sincerely,

A handwritten signature in black ink, appearing to read 'Ernie Cruz'.

ERNIE CRUZ  
Deputy Director  
Community Services Division

cc: See next page

Melinda Sullivan, Executive Director  
February 23, 2023  
Page two

cc: Gloria Leiva, Frank D. Lanterman Regional Center  
Frank Lara, Frank D. Lanterman Regional Center  
Carmine Manicone, Frank D. Lanterman Regional Center  
Amy Westling, Association of Regional Center Agencies  
Brian Winfield, Department of Developmental Services  
Aaron Christian, Department of Developmental Services  
Uvence Martinez, Department of Developmental Services  
Nikisia Simmons, Department of Developmental Services