

LOS ANGELES COUNTY DEVELOPMENTAL SERVICES FOUNDATION

Board of Directors

May 27, 2020

MINUTES

PRESENT

Dina Richman, Chair
Elizabeth Beltran
Dr. Anila Guruji
Mark Higgins
Kim Isaac
Gloria Leiva
Dr. Alex Li
Jonathan Martinez
Yudy Mazariegos
Louis Mitchell
Jae Rhee
Dr. Anthony Stein

NOT PRESENT

Danielle Dejean
John Poulos
Ana Villasenor

ADVISOR TO THE BOARD - PRESENT

Larry DeBoer
Al Marsella

STAFF

Karen Ingram
Carmine Manicone
Kaye Quintero
Melinda Sullivan

GUESTS

Karina A. Andrade – El ARCA
Rachelle Cabrera
Taleen Khatchadourian
Brianna Reynoso – State Council on Developmental Disabilities
Nikisia Simmons – DDS

CALL TO ORDER

Ms. Richman called the meeting to order at 6:04 PM. The meeting was conducted via Zoom.

PUBLIC INPUT

Brianna Reynoso – Thanked the Center for promoting the Quality Assessment Survey conducted by the State Council on Developmental Disabilities.

INTRODUCTIONS

Rachel Cabrera – Ms. Cabrera introduced herself as guest and board member applicant.

ANNOUNCEMENTS

No announcements made.

APPROVAL OF MINUTES

The minutes of April 22, 2020 were approved by consensus

EXECUTIVE DIRECTOR’S REPORT

2019 Annual Administrative Report – Administrative Services

Ms. Sullivan advised the Board that they could find the 2019 Annual Administrative Report for Administrative Services in their board packet for review and that Ms. Quintero would give a focused presentation on the Administrative Services Division support during the COVID-19 State of Emergency. Ms. Quintero was available to answer any questions from the Board about the administrative report.

Update on COVID–19

Ms. Sullivan provided a summary on the results from the COVID-19 Survey from April 28 to May 18, 2020. The survey was promoted on the Center’s homepage, Facebook page, and the E-bulletin.

Questions and discussion followed.

May Revise

For Information Only -

Ms. Sullivan advised the Board that they could find in their packet the 2020 May Revise Highlights prepared by DDS. Ms. Sullivan and Ms. Quintero reviewed a few highlights.

For Information Only -

Ms. Sullivan reviewed with the Board some highlights from the first round of Trailer Bill Language (TBL) for 2020-21. In the board packet were links with in-depth language.

ADMINISTRATIVE AFFAIRS COMMITTEE

City National Bank - Line Of Credit

Mr. Higgins reported that City National Bank will be extending the renewal on the Center's line of credit. The current line of credit is \$25 million and it will increase to \$35 million with all conditions remaining the same. It is a revolving line and interest is the greater of 2.5% or prime minus 1%.

Mr. Higgins moved that the Board approve the extension of the line of credit from \$25 million to \$35 million with the same conditions. Dr. Stein seconded the motion, and it passed unanimously.

Review of Financial Statements

Mr. Higgins reviewed the financial statement summary through March 31, 2020.

- *Fiscal Year to date 2019-202 A-4*

In Operations (main contract) we have spent \$16,717,332 (69.1% of budget). In Purchase of services (main contract) we have spent \$146,497,194 before we add late bills. Including projected late bills, we will have spent \$149,394,171 (74.4%% of budget).

- *Fiscal Year 2018-2019 E-4*

This month we recorded \$122,234 in OPS and \$61,835 in POS. To date, we have spent 99.9% of our OPS and 98.3% of our POS allocations. We are currently projecting a small surplus in both OPS and POS.

- *Fiscal Year 2017-2018 D-4*

This month we recorded \$495 in OPS and \$10,931 in POS. To date, we have spent 99.9% of our OPS and 99.3% of our POS allocations. We have a very small surplus in OPS, as well as a small surplus in POS.

- Caseload Growth

Mr. Higgins remarked on the increase in caseload growth; there were 111 in March. He reported that at the beginning of March, as the official state of emergency began, the Center tried to expedite the intake process for everyone. This number might also include cases from January and February.

- Cash Flow

Mr. Higgins reported that the Center expects to have sufficient cash flow through the end of the fiscal year.

NOMINATING COMMITTEE

Slate of Officers and Directors (*For Information Only*)

Mr. Marsella presented for information only the proposed Slate of Officers and Directors for election and re-election at the Annual Meeting of the Corporation in June.

Directors for Re-election

- Anila Guruji
- Mark Higgins
- Yudy Mazariegos

New Directors

- Rachelle Cabrera
- Larry DeBoer

Slate of Officers

- President - Dina Richman
- 1st Vice President- Gloria Leiva
- 2nd Vice President - Louis Mitchell
- Treasurer - Mark Higgins
- Secretary - Elizabeth Beltran
- Immediate Past President - Mark Higgins

ADJOURNMENT FOR EXECUTIVE SESSION

Dr. Stein moved to suspend the General Session meeting at 7:24 PM for Executive Session to conduct business on Approval of Minutes, Personnel, Litigation, and Real Estate Negotiations. Mr. Martinez seconded the motion, and it passed unanimously.

RECONVENE FOR GENERAL SESSION

Dr. Stein moved to reconvene the meeting at 7:38 PM for General Session, Ms. Leiva seconded the motion, and it passed unanimously. The Board discussed Approval of Minutes, Personnel, Litigation, and Real Estate Negotiations.

ADJOURNMENT

The meeting was adjourned at 7:38 PM

Elizabeth Beltran, Secretary

/fl

BOARD OF DIRECTORS

ACTION LOG

May 27, 2020

	DESCRIPTION	ACTION	STATUS
	Approval of Minutes – <i>April 22, 2020</i>	<ul style="list-style-type: none">• Approved	
	City National Bank – Line of Credit	<ul style="list-style-type: none">• Approved	
	Proposed Slate of Officers and Directors for Election at the Annual Meeting of the Corporation in June 2020	<ul style="list-style-type: none">• Presented for Information Only	