

**LOS ANGELES COUNTY DEVELOPMENTAL SERVICES FOUNDATION, INC.**

**Board of Directors**

**August 24, 2016**

**MINUTES**

**PRESENT**

Louis Mitchell . Chair  
Johanna Chavez  
Karla Garcia-Diaz  
Jack Gilbertson  
Mark Higgins  
Edwina Hull  
Yudy Marzariegos  
John Poulos  
Dr. Anthony Stein  
Ramona Warfield  
Kelly White

**NOT PRESENT**

Linda An  
Larry DeBoer  
Ray Lemus

**ADVISOR TO THE BOARD – PRESENT**

Al Marsella

**STAFF**

Patrick Aulicino  
Karen Ingram  
Enrique Roman  
Melinda Sullivan

**GUESTS**

Judith Enright  
Sharon Jimenez

**CALL TO ORDER**

Mr. Mitchell called the meeting to order at 6:00 p.m.

**PUBLIC INPUT**

No public input.

## **ANNOUNCEMENTS**

No announcements were made.

## **APPROVAL OF MINUTES**

**Mr. Poulos moved to approve the minutes of June 22, 2016, Ms. Hull seconded the motion, and it passed unanimously.**

## **BOARD EDUCATION**

### **Duties of Directors**

Ms. Judith Enright, Lanterman's corporate counsel, made a presentation on the duties and responsibilities of directors of non-profit corporations. The Board was given the opportunity to ask questions about the presentation and discussion followed.

### **Conflict of Interest Statements**

Ms. Sullivan made a presentation on Conflict of Interest and advised the Board that annually board members must complete and submit for review and transmittal to DDS a signed Conflict of Interest Statement. The Board was asked to complete the statement and return it to Frank Lara as soon as possible.

## **EXECUTIVE DIRECTOR'S REPORT**

### **Board Cultural Competency Training**

Ms. Sullivan advised Board that Cultural Competency Training will be done online this year as opposed to at a board meeting in the previous year. An online link to the training website will be sent to all board members by the Training & Development Unit at the Center.

### **Caseload Ratios - Plan of Correction**

Ms. Sullivan reminded the Board that the Center was required to develop an action plan and submit it to DDS. The Board was provided a copy of the letter being sent to DDS with the Center's plan of action.

Ms. Sullivan advised the Board that the Center has received its allocation and Staff are in the process of developing the staffing plan. This is the first step in determining the number of new

service coordinator positions the Center can hire. It is anticipated that the staffing plan will go to Administrative Affairs in next couple of months.

### Fall Community Meetings

Ms. Sullivan advised the Board that the Programs and Services Committee prepared the Center's performance plan for 2017 for presentation and for community input in September. This initial draft plan will be presented at 4 community forums: one in Spanish, one in English, one for clients, and one for service providers. The meetings have been noticed either individually via the KYRC and on the Center's website. A copy of the notice was in the packet for information only.

### ARCA REPORT

Ms. Sullivan advised the Board that she and Mr. DeBoer attended the ARCA meeting on August 18-19, 2016 in Torrance and that they could find the highlights from the meeting on the table. Discussion followed.

### EXECUTIVE COMMITTEE

#### Real Estate Update

Mr. Aulicino advised the Board that the Center is meeting with its realtors, CRESA, bi-weekly. In addition, the Center has engaged Studio V as the Center's architect and space planner. Staff are working on preliminary space planning needs for the future.

### PROPOSED PERFORMANCE PLAN

Mr. Roman advised the Board that the Programs and Services Committee reviewed the Proposed Performance Plan for 2017 at its meeting on August 10, 2016. Mr. Roman reported that the Committee members in attendance were in support of the proposed plan, but did not have a quorum to make the recommendation. The Executive Committee took action to make the recommendation to the Board as the proposed plan needs to be approved prior to the first community meeting on September 7<sup>th</sup>. There are 4 community meetings scheduled throughout September.

**Ms. White moved to approve the draft Proposed Performance Plan for 2017 as presented by the Programs and Services Committee, Ms. Hull seconded the motion, and it passed unanimously.**

## **ADMINISTRATIVE AFFAIRS COMMITTEE**

### **ABX2-1 Staffing Proposal**

Mr. Aulicino advised the Board that funds were allocated to regional centers in the special legislative session for salary and benefit increases for existing staff. This money came in the preliminary allocation and it is a permanent addition to regional center budgets. Centers will be required to report the use of allocated funding to the Department in March and October of 2017.

The proposal recommended has four parts.

First, paying the full cost for each employee's personal health care has been approved previously by the board and will account for a little over \$400,000 of the total.

Second, moving the 11 staff currently on grade 3 (our lowest paid employees) to the closest step on grade 4 which will allow more room for growth. The fiscal impact is about \$1,000 for the year.

Third, a cost of living salary increase of 7% for all employees effective July 1, 2016 would use the bulk of the allocation. This proposal is in line with what other centers are doing.

Lastly, the Center is recommending the same COLA for the two Associate Director positions by taking funds from another source.

**Dr. Stein moved to approve the proposal as mentioned above, Ms. Hull seconded the motion and, it passed unanimously.**

### **Review of Financial Statements**

Mr. Higgins reviewed the financial statement summary activity through June 30, 2016.

#### *Fiscal Year 2015-2016 (B-2)*

In Operations (main contract) we have spent \$17,336,114. In Purchase of Services (main contract), we have spent \$127,987,200 before we add late bills. Including late projected bills, we will have spent \$130,814,575.

#### *Fiscal Year 2014-2015 (A-4)*

This month we recorded \$267 in OPS and \$25,469 in POS. To date, we have spent 99.9% of our OPS and about \$100.9% of our POS allocations. We are currently projecting a very small surplus in OPS, and a deficit in POS, which we expect to be funded by DDS.

### *Fiscal Year 2013-2014*

This month there was no further activity. In total, we spent 99.9% of both our OPS and POS allocations, and have therefore ended the contract period with a small surplus in each.

#### POS Recap

Mr. Aulicino reported that the Center will have a surplus. The system is also projecting a surplus.

#### Cash Flow

Mr. Aulicino reported that the Center borrowed from its line of credit while waiting for its advances. The fee was a total of \$218. The Center has received its last advance and it expects to receive on-going state claims reimbursement on a monthly basis.

### **ADJOURNMENT**

The meeting was adjourned at 7:40 p.m.

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Karla Garcia-Diaz, Secretary

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**BOARD OF DIRECTORS**

**ACTION LOG**

**August 24, 2016**

|  | <b>DESCRIPTION</b>                  | <b>ACTION</b>  | <b>STATUS</b> |
|--|-------------------------------------|--|---------------|
|  | Approval of Minutes – June 22, 2016 | <ul style="list-style-type: none"><li>• Approved</li></ul> |               |
|  | Conflict of Interest Form           | <ul style="list-style-type: none"><li>• Executed</li></ul> |               |
|  | Proposed Performance Plan for 2017  | <ul style="list-style-type: none"><li>• Approved</li></ul> |               |
|  | ABX2-1 Staffing Proposal            | <ul style="list-style-type: none"><li>• Approved</li></ul> |               |
|  |                                     |  |               |