

LOS ANGELES COUNTY DEVELOPMENTAL SERVICES FOUNDATION, INC.

Board of Directors

June 25, 2014

MINUTES

PRESENT

Larry DeBoer, Chair
Karla Garcia-Diaz
Jack Glibertson
Anila Guruji
Marjorie Heller
Mark Higgins
Howard McBroom
Louis Mitchell
Brian Newkirk
John Poulos
Ed Solis
Kelly White

NOT PRESENT

Ray Lemus
Zulma Mena
Dina Richman
Ana Villasenor

ADVISOR TO THE BOARD

Al Marsella

GUESTS

Haleh Hashemzadeh
Lareka Killebrew

STAFF

Patrick Aulicino
Karen Ingram
Melinda Sullivan

CALL TO ORDER

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

PUBLIC INPUT

No public input.

ANNOUNCEMENTS

No announcements were made.

APPROVAL OF MINUTES

Ms. White moved to approve the minutes of May 28, 2014, Mr. Heller seconded the motion, and it passed unanimously.

NOMINATING COMMITTEE

Slate of Officers and Directors

Ms. Heller presented the Slate of Directors for re-election as follows:

- Anila Guruji
- Mark Higgins
- Louis Mitchell
- Brian Newkirk
- Dina Richman
- Eduardo Solis

Ms. White moved to approve the Slate of Directors for re-election as presented, Mr. Poulos seconded the motion, and it passed unanimously.

Ms. Heller presented the Slate of Officers for election as follows:

- President - Larry DeBoer
- 1st Vice President- Ray Lemus
- Treasurer - Eduardo Solis
- Secretary - Louis Mitchell

Note: Mark Higgins will continue in the role of Immediate Past President.

Ms. White moved to approve the Slate of Officers as presented, Ms. Diaz seconded the motion, and it passed unanimously.

PRESIDENT'S REPORT

July Board Meeting

Mr. DeBoer advised the Board that the meeting in July will be dark. The next meeting will be on August 27, 2014.

Conflict of Interest Statements

Mr. DeBoer 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.

ARCA REPORT

Mr. DeBoer advised the Board that he and Ms. Sullivan attended the ARCA meeting on June 19-20 in Los Angeles and that they could find the highlights from the meeting on the table.

EXECUTIVE DIRECTOR'S REPORT

2013 Annual Administrative Report – Client and Family Services

Ms. Sullivan advised the Board that they could find the 2013 Annual Administrative Report for Training and Development in their board packet. Ms. Wilson, Director of Training and Development, gave a division overview and presented on the major challenges going forward for the division. The Board was given the opportunity to ask questions about the report and discussion followed.

2013 Annual Administrative Report – Human Resources

Ms. Sullivan advised the Board that they could find the 2013 Annual Administrative Report for Human Resources in their board packet. Ms. Chacana, Director of Human Resources, gave a division overview and presented on the major challenges going forward for the division. The Board was given the opportunity to ask questions about the report and discussion followed.

EXECUTIVE COMMITTEE

Transition Activities

Ms. Sullivan reported that she and Ms. Anand have been meeting to review all aspects of the organization and its divisions. In addition, they have been meeting with each executive staff person to review their respective workplans and discuss the challenges for 2015. Ms. Sullivan reported that ARCA has coordinated an orientation day in the upcoming month for her and a fellow new executive director.

ADMINISTRATIVE AFFAIRS COMMITTEE

Engagement of the Corporate Auditor

Mr. Solis advised the Board that the Center sent a request for proposals to firms in early May and five firms responded. The proposals were reviewed by the Associate Director of Administrative Services, the Controller, and the Revenue Manager and were rated on items including the completeness of the proposal, the experience of the firm with nonprofit organizations and regional centers, timeliness for completion, cost estimates, and references.

The top two rated firms were Matson and Isom and Lautze & Lautze. Mr. Aulicino reported that Matson and Isom was the least expensive of the two, they have great recommendations from Far Northern Regional Center and Redwood Coast Regional Center, and they have been in business for over 50 years. The Committee is recommending that the Center engage Matson and Isom to complete the corporate audit and the tax return for 2013-14.

Ms. Heller moved that the Center engage Matson and Isom to prepare the tax return for 2013-2014 and conduct the audit, Mr. Higgins seconded the motion, and it passed unanimously.

Health Insurance Reimbursement Proposal

Mr. Solis advised the Board that the Administrative Affairs Committee is bringing forward a year-end proposal to reimburse staff for the co-pay for health insurance. Mr. Solis explained that with the remaining dollars in the 2013-14 operating budget, the Committee is recommending to refund dollars that staff have paid into the cost of their medical coverage for this year. This is identical to what the Board has adopted in the prior four years when sufficient funds were also available.

Ms. White moved to approve the proposal to reimburse staff for co-pay for health insurance as presented, Ms. Guruji seconded the motion, and it passed unanimously.

Covering Increased Employee Health Care Costs in 2014-15

Mr. Solis reported that Kaiser is increasing their rates by approximately 8.5% even after considerable negotiations with the Center's broker. The Committee is recommending that the Center absorb the increased costs for employee only coverage within the operations budget on a go forward basis.

Ms. White moved to approve the recommendation as presented, Ms. Guruji seconded the motion, and it passed unanimously.

Budget Update

This agenda items was covered under the ARCA report.

Review of Financial Statements

Mr. Solis reviewed the financial statements through April 30, 2014.

Fiscal Year 2013-2014

In Operations (main contract) we have spent \$13,069,710. In Purchase of Services (main contract) we have spent \$89,761,043 before we add late bills. Including projected late bills, we will have spent \$91,329,673.

Fiscal Year 2012-2013

This month we recorded \$23 in OPS and (\$3,313) in POS. To date, we have spent 98.3% of our OPS and almost 100% of our POS allocations. We are currently projecting a small surplus in OPS and a small deficit in POS.

Fiscal Year 2011-2012

This month we recorded (\$1,700) in POS. To date, we have spent 99.0% of our OPS and 99.8% of our POS allocations. We are currently expecting small surpluses in both OPS and POS.

PROGRAMS AND SERVICES COMMITTEE

Report on Community Meeting – Caseload Ratios

Ms. Sullivan advised the Board that when a Regional Center fails to meet all caseload ratios for two years in a row, it is required to develop an action plan and share it with its community. At the request of the Executive Committee, the Programs and Services Committee hosted a community meeting on June 6, in which it shared its survey results. Ms. Sullivan provided an overview for the Board of what was presented at that meeting.

RECOGNITION OF OUTGOING MEMBERS

Mr. DeBoer thanked and recognized outgoing board member Howard McBroom for his commitment and service.

ADJOURNMENT

The meeting was adjourned at 7:54 p.m.

Louis Mitchell, Secretary

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BOARD OF DIRECTORS

ACTION LOG

June 25, 2014

	DESCRIPTION	ACTION	STATUS
	Approval of Minutes – May 28, 2014 and June 11, 2014	<ul style="list-style-type: none">• Approved	
	Conflict of Interest	<ul style="list-style-type: none">• Execution and collection of.	
	Slate of Officers and Directors	<ul style="list-style-type: none">• Approved	
	Engagement of the Corporate Auditor – Matson and Isom	<ul style="list-style-type: none">• Approved	
	Health Insurance Reimbursement to Employees	<ul style="list-style-type: none">• Approved	
	Covering Increased Employee Health Care Cost in 2014-15	<ul style="list-style-type: none">• Approved	