

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

**Board of Directors**

**May 22, 2013**

**MINUTES**

**PRESENT**

Mark Higgins, Chair  
Larry DeBoer  
Anila Guruji  
Howard McBroom  
Louis Mitchell  
Dina Richman  
Ed Solis  
Kelly White

**ADVISOR TO THE BOARD**

Al Marsella

**NOT PRESENT**

Marjorie Heller  
Zulma Mena  
Brian Newkirk  
Ana Villasenor

**STAFF**

Diane Anand  
Patrick Aulicino  
Karen Ingram

**GUESTS**

Julie Gaona  
Rigo Gaona

**CALL TO ORDER**

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

**PUBLIC INPUT**

No public input.

## **ANNOUNCEMENTS**

No announcements were made.

## **APPROVAL OF MINUTES**

### **Correction to the minutes of April 24, 2013: Administrative Affairs Committee Section**

#### **Deletion:**

##### Driving Policy

~~Mr. Higgins advised the Board that, under the Administrative Affairs Committee tab, they could find a draft Driving Policy. He also pointed out that a further revised version of the proposed Driving Policy could be found in the supplemental materials on the table in front of them. He then walked through the differences between the two versions and indicated that the further revisions were being made on the advice of the Center's labor counsel. Discussion followed.~~

~~Mr. Newkirk moved to approve the further revised Driving Policy (as presented in the supplemental materials), Ms. Villasenor seconded the motion, and it passed.~~

~~Ms. Richman requested that her opposition to the motion be reflected in the minutes.—~~

#### **Correction:**

##### Driving Policy

Mr. Higgins advised the Board that, under the Administrative Affairs Committee tab, they could find a draft Driving Policy that had been reviewed and recommended by the Committee. He also pointed out that a further-revised version of the proposed Driving Policy could be found in the supplemental materials on the table in front of them. He then walked through the differences between the two versions and indicated that the further revisions were being made on the advice of the Center's labor counsel. Discussion followed.

Mr. Newkirk moved to approve the further-revised Driving Policy (as presented in the supplemental materials), Ms. Villasenor seconded the motion, and it passed.

Ms. Richman requested that her opposition to the motion be reflected in the minutes.

#### **Motion:**

**Ms. White moved to approve the minutes of April 24, 2013 with the above noted corrections, Mr. DeBoer seconded the motion, and it passed unanimously.**

## **PRESIDENT'S REPORT**

### June Board Meeting Date Change

Mr. Higgins reminded Board that it was announced at the April board meeting that the June board meeting would be moved to June 19, 2013. Mr. Higgins advised the Board that it has returned to the usual meeting date of June 26, 2013. The Center is required to hold a meeting on its disparity data by the end of June. The plan is to hold the regularly scheduled board meeting from 6 PM - 7 PM and then hold the disparity meeting in English for any additional public to follow the board meeting.

### The Way Forward

Mr. Higgins reported that he and Ms. Sullivan attended a meeting of the larger group for the Way Forward and that the Board could find a copy of the report that was presented at that meeting in their notebook. **Note: An action item related to this report is part of the Executive Committee report.**

## **EXECUTIVE DIRECTOR'S REPORT**

### 2012 Annual Administrative Report – Administrative Affairs

Ms. Anand advised the Board that they could find the 2012 Annual Administrative Report for Administrative Services in their board packet. Mr. Aulicino, Director of Administrative Services and Ms. Jacqueline Loza, Operations Manager, gave a focused presentation on the Center's Operations. The Board was given the opportunity to ask questions about the report and discussion followed

### Review of the May Revision

Ms. Anand reported that on May 14<sup>th</sup> the Governor released his May Revision to his January budget. Mr. Aulicino gave a recap of the ARCA analysis of the May revision for 2013-14 regional center budget. Discussion followed as part of the Budget Update under Executive Committee.

## **EXECUTIVE COMMITTEE**

### Budget Update

Mr. Aulicino reported that the Department has begun to offset claims against the Center's advances owing to their own cash flow problems. He advised the Board that although the Federal Waiver 1915i state plan amendment has been approved, it is uncertain when that cash will begin to flow. With the normal claims reimbursement expected the Center will be in a good

position through May and should not have to borrow against its line of credit. Most Centers are finding that they may need to borrow against their lines of credit in June.

#### Review of Disparities in Service Data

Mr. Higgins reminded the Board that the FY 2012-13 Trailer Bill Language mandates that the POS Disparity Data be compiled on an annual basis and that regional centers must conduct a community meeting regarding the report. Mr. Higgins advised the Board that Lanterman will conduct two meetings, one in English and the other in Spanish. A meeting in English and one in Spanish will be held on June 26<sup>th</sup>.

#### Continued Viability of the Strategic Planning Committee

Mr. Higgins advised the Board that the Executive Committee reviewed the committee charge for the Strategic Planning Committee and discussed its continued viability. After discussion, the Committee recommended dissolving the Strategic Planning Committee as the Performance Plan, which is mandated by the Department, has replaced the typical strategic planning process. It was agreed that the Performance Plan could be monitored by the Programs & Services Committee.

**Ms. White moved to disband the Strategic Planning Committee and incorporate its responsibilities into the committee charge of the Programs and Services Committee, Mr. McBroom seconded the motion, and it passed unanimously.**

#### Review of Board Self-Assessment

The Board reviewed the final section: General Meetings and discussed the question of regional center liaisons with other community organizations. Although the focus of the assessment was on the Board interaction with community organization, the Board expressed interest in the liaisons the Center has with the community. Ms. Anand advised the Board that the Executive Staff would compile a list and present it at a future board meeting as part of board education.

#### The Way Forward

Mr. Higgins reported that the larger group for the Way Forward met on May 9<sup>th</sup>. The Way Forward group has recommended holding a leadership forum in the state inviting state and national leaders to engage in a dialogue and build consensus on strategies for moving forward for the developmental services system in California.

Mr. Higgins advised the Board that the Executive Committee discussed the issue and reminded the Board that the Center has had several forums in the past using the income from the Lanterman Endowment Fund. The Committee is recommending using a portion of the income for this project as Lanterman is a major driving force in this effort.

**Ms. Richman moved to support the forum, including a portion of the financial underwriting without an identified amount at this time, Mr. McBroom seconded the motion, and it passed unanimously.**

ARCA - Action Alert

*For Information Only –*

Mr. Higgins advised the Board that ARCA released an email blast advising that this month the two Budget Subcommittees in the Legislature will be finishing their hearings. ARCA is encouraging parents to contact their legislators regarding the restoration of Early Start services. Ms. Sullivan reported that the Center is communicating this request with its Early Start parents.

**ADMINISTRATIVE AFFAIRS COMMITTEE**

Approval of Line of Credit

Ms. Heller advised the Board that the Committee met with City National Bank to review its annual report and to discuss its relationship with the Center. The Committee is pleased with the Center's relationship with the bank. Ms. Heller advised the Board that City National Bank presented its proposal for the line of credit for 2013-14 as follows:

1. Line size is \$30,000,000 for the first three months of the fiscal year and a revolving line of \$15,000,000 through June 30, 2014.
2. Interest rate: 2.25%
3. No fees.
4. All other terms and conditions remain the same as prior years.
5. The loan date in the Corporate Resolution will be changed to today's date.

**Mr. Solis moved to approve the line of credit as presented and that the Executive Director be authorized to access the line of credit if needed, Mr. McBroom seconded the motion, and it passed unanimously.**

**Ms. Guruji moved to adopt the “Corporate Resolution to Obtain Credit and Grant Security” as presented, Ms. White Seconded the motion, and it passed unanimously.**

Review of Financial Statements

Ms. Heller reviewed the financial summary statements through March 31, 2013.

*Fiscal Year 2012-2013*

In Operations (main contract), we have spent \$10,995,647. In Purchase of Services (main contract), we have spent \$76,926,631 before we add in projected late bills. Including projected late bills, we will have spent \$79,012,208.

*Fiscal Year 2011-2012 C-9*

This month we recorded \$1,632 in OPS and \$103,163 in POS. To date, we have spent 98.5% of our OPS and 99.6% of our POS allocations. We are currently projecting very small surpluses in both OPS and POS.

*Fiscal Year 2010-2011 (B-5)*

This month we recorded \$39,538 in OPS and (\$5, 177) in POS. To date, we have spent 99.9% of our OPS and 97.7% of our POS allocations. We are currently expecting a small surplus in OPS, and about a \$2.2 million surplus in POS, due to substantial cost savings and minimal caseload growth.

**NOMINATING COMMITTEE**

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

Mr. Higgins advised the Board that the Nominating Committee is presenting the Slate of Officers and Directors at this meeting for election at the Annual Meeting of the Corporation in June in accordance with the Bylaws.

**Slate of Directors for Re-Election**

- Marjorie Heller
- Howard McBroom
- Ana Villasenor

**Slate of Directors for Election**

- Larry DeBoer
- Ray Lemus

**Slate of Officers**

- President - Larry DeBoer
- 1<sup>st</sup> Vice President- Ray Lemus
- Treasurer - Edurado Solis
- Secretary - Anila Guruji

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

## Review of Bylaws

The Board discussed “Section 6.1- Number and Titles” in the bylaws in which it states:

*“The Officers of the Corporation shall be a President, a First Vice President, a Second Vice President, a Secretary and a Treasurer”.*

Ms. Richman raised the issue that the current slate does not include a Second Vice President. Ms. Anand advised the Board that historically the position of Second Vice President has been optional. The Board was conceptually in agreement that the position of Second Vice President position could be considered optional. The issue will be consulted with legal counsel and the Executive Committee will report back with their findings.

**The Committee will report back to the Board on the issue.**

## ADJOURNMENT

The meeting was adjourned at 7:16 p.m.

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Anila Guruji, Secretary

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**BOARD OF DIRECTORS**

**ACTION LOG**

**May 22, 2013**

	<b>DESCRIPTION</b>	<b>ACTION</b>	<b>STATUS</b>
	Approval of Minutes – April 24, 2013	<ul style="list-style-type: none"><li>• Approved</li></ul>	
	Continued Viability of the Strategic Planning Committee –  Disband the Strategic Planning Committee and incorporate its responsibilities into the committee charge of Programs and Services Committee.	<ul style="list-style-type: none"><li>• Approved</li></ul>	
	The Way Forward – Support of Leadership Forum	<ul style="list-style-type: none"><li>• Approved</li></ul>	
	Approval of Line of Credit	<ul style="list-style-type: none"><li>• Approved</li></ul>	