LOS ANGELES COUNTY DEVELOPMENTAL SERVICES FOUNDATION, INC.

Board of Directors

October 26, 2011

MINUTES

PRESENT
Marjorie Heller, Chair
Mary Bakchachyan
Anila Guruji
Ray Lemus
Howard McBroom
Zulma Mena
Brian Newkirk
Ana Villasenor

NOT PRESENT
Larry DeBoer
Mark Higgins
Al Marsella
Dina Richman
Gary Pancer
Kelly White

STAFF
Diane Anand
Patrick Aulicino
Karen Ingram
Melinda Sullivan

GUESTS

CALL TO ORDER

Ms. Heller called the meeting to order at 6:00 PM.

PUBLIC INPUT

No public input was received.

ANNOUNCEMENTS

No announcements were made.
APPROVAL OF MINUTES

Mr. Lemus moved to approve the minutes of September 28, 2011, Ms. Guruji, seconded the motion, and it passed unanimously.

PRESIDENT’S REPORT

Ms. Heller advised the Board that the November/December Board Meeting and Holiday Gathering are as follows:

Board Meeting - November 30, 2011 - This meeting combines the November and December board meetings due to the holidays.

Board Gathering - December 14, 2011 – This is an informal social gathering of the Board and Executive Staff.

EXECUTIVE DIRECTOR’S REPORT

Holidays are for Sharing

For Information Only -

Ms. Anand advised the Board that they could find a copy of the Holidays are for Sharing campaign letter that will be sent out to the Lanterman community in early November.

Approval of Service Standards

Ms. Anand advised the Board that the Center has received confirmation from DDS approving the following service standards:

- Extended Day, Year and Saturday Programs for Children
- Independent Living Skills Training (ILS) and Support
- Speech and Language Therapy
- Physical Therapy

Ms. Anand reported that there are two remaining service standards in development, and congratulated the Programs and Services Committee for its work on this project.
EXECUTIVE COMMITTEE

Process for Issuing Requests for Proposals and Awarding Start-up Contracts

Ms. Anand advised the Board that they could find a draft version of the Process for Issuing Requests for Proposals and Awarding Start-Up Contracts in their packet for review. Ms. Anand advised the Board that this process was a merging of two documents; 1) Policy and Protocol for Disbursement of Start-Up Funding Utilizing POS Funds, and 2) Process for Awarding Contracts in Excess of $250,000. She advised the Board that they could find a historical timeline on page 5 of the document and walked the Board through the timeline. She reported that the Executive Committee reviewed the document and is recommending approval. Discussion followed.

Ms. Guruji moved to adopt the Process for Issuing Request for Proposals and Awarding Start-Up Contracts as presented, Mr. McBroom seconded the motion, and it passed unanimously.

Legislative Update

Ms. Anand provided the Board with an update on Chaptered or Vetoed legislation as of October 10, 2011:

**Senate Bill 161 (Huff)** – schools: emergency medical assistance: administration of epilepsy medication
ARCA position: Support
Lanterman position: Support
Governor’s action: SIGNED

**Senate Bill 946 (Steinberg)** – health care coverage/autism insurance mandate
ARCA position: Support
Lanterman position: Support
Governor’s action: SIGNED

**AB 862 (Silva)** – Regional centers: conflict of interest
ARCA position: Neutral (with strong concerns)
Lanterman position: Oppose
Governor’s action: VETO

**SB 368 (Liu)** – Regional centers: decision making: juvenile offenders
ARCA position: Support
Lanterman position: Support
Governor’s action: SIGNED

**SB 309 (Liu)** – Developmental services: nonstudent minors
ARCA position: Watch + (would have been a support based upon amendments)
Lanterman position: Support
Governor’s action: SIGNED
ADMINISTRATIVE AFFAIRS COMMITTEE

2011-12 Operations Budget and Staffing Plan

Ms. Heller advised the Board that the Administrative Affairs Committee reviewed and discussed the 2011-12 Operations Budget and Staffing Plan. Ms. Anand advised the Board that the staffing plan is a valuable educational document along with the organization chart on the functions and staffing of a regional center. The Executive Staff walked the Board through the documents and discussion followed.

Mr. Lemus moved to approve the 2011-12 Operations Budget as presented, Ms. Mena seconded the motion, and it passed unanimously.

Ms. Bakchachyan moved to approve the 2011-12 Staffing Plan as presented, Mr. Lemus seconded the motion, and it passed unanimously.

Review of Financial Statements

Mr. Aulicino reviewed the financial statement summary through August 31, 2011 as follows:

Fiscal Year 2011-12

In Operations (main contract), we have spent 14.8% of our C-1 budget allocation. In Purchase of Services (main contract), we have spent 14.6% of our C-1 budget allocation, before we add in projected late bills. Including projected late bills, we have spent 16.8% of our C-1 allocation.

Fiscal Year 2010-11

This month we recorded $49,467 in Operations and $355,501 in Purchase of Services (main contract). To date we have spent 97.1% of our Operations budget and 97.2% of our Purchase of Services budget (main contract). We are currently expecting a negligible surplus in Operations (main contract), and just less than a $2 million surplus in Purchase of Services (main contract), due to substantial cost savings, minimal client caseload growth, and following the relinquishment of some excess funds.

Fiscal Year 2009-10

This month we recorded $17,148 in Operations and ($3,706) in Purchase of Services. To date we have spent 98.9% of our Operations budget and 96.1% of our Purchase of Services budget (main contract). We are currently expecting a negligible surplus in Operations (main contract), and a surplus of about $3.5 million in Purchase of Services.
**NOMINATING COMMITTEE**

Service Provider Advisory Committee (SPAC) Nominations

Ms. Heller advised the Board that the Nominating Committee received confirmation from 4 service providers who wish to be re-elected or elected as SPAC members. She reported that the Nominating Committee reviewed the background information on all applicants and that they could find the background information in their board packet for review. The applicants are:

*New Applicants:*

- Sandy Doughty - GAR Services
- William Murphy - Foothill Vocational

*Applicants for Re-Election:*

- Oscar Carvajal - Optima Family Services
- Emily Loyd - ECF

Ms. Villasenor moved to approve the proposed slate of service providers for election and re-election, Mr. Lemus seconded the motion, and it passed unanimously.

**Board Committee Assignments**

Ms. Heller advised the Board that they could find a copy of the current board committee assignments in their board packet for informational purposes.

**STRATEGIC PLANNING COMMITTEE**

2012 Performance Contract

Mr. Lemus advised the Board that they could find the 2012 Performance Contract in their packet for review and approval. He reported that the draft plan developed by the Committee was presented at 5 Community Meetings and there were no recommendations from the community that would require changes.

Ms. Guruji moved to approve the 2012 Performance Contract as presented, Mr. Newkirk seconded the motion, and it passed unanimously.
ADJOURNMENT

The meeting was adjourned at 7:20 p.m. for Executive Session to discuss pending litigation.

Mary Bakchachyan, Secretary

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## BOARD OF DIRECTORS

### ACTION LOG

October 26, 2011

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<thead>
<tr>
<th>DESCRIPTION</th>
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