

# **LOS ANGELES COUNTY DEVELOPMENTAL SERVICES FOUNDATION**

## **Board of Directors**

**October 28, 2020**

## **MINUTES**

### **PRESENT**

Dina Richman, Chair  
Elizabeth Beltan  
Rachelle Cabrera  
Larry DeBoer  
Dr. Anila Guruji  
Mark Higgins  
Gloria Leiva  
Dr. Alex Li  
Jonathan Martinez  
Yudy Mazariegos  
Louis Mitchell  
Jae Rhee  
Dr. Anthony Stein

### **NOT PRESENT**

Danielle Dejean  
Kim Isaac  
Ana Villasenor

### **ADVISOR TO THE BOARD - PRESENT**

Al Marsella

### **STAFF**

Pablo Ibanez  
Carmine Manicone  
Kaye Quintero  
Melinda Sullivan

### **GUESTS**

Dennis Moreno - Model Residential Homes, Inc.  
Nikisia Simmons – DDS

### **CALL TO ORDER**

Ms. Richman called the meeting to order at 6:00 PM. The meeting was conducted via Zoom.

## **PUBLIC INPUT**

No public input was given.

## **ANNOUNCEMENTS**

Ms. Sullivan announced that Mr. Howard McBroom was featured in the Crescenta Valley Weekly on October 1, 2020 as an activist for people with disabilities and spokesperson for “We Are the 25% “ The campaign highlights the importance of disabled citizens getting out to vote.

## **APPROVAL OF MINUTES**

**Dr. Stein moved to approve the minutes of September 23, 2020, Mr. DeBoer seconded the motion, and it passed unanimously.**

## **EXECUTIVE DIRECTOR’S REPORT**

### **November Board Meeting Date Change**

Due to the Thanksgiving Holiday, the Board agreed to move the November meeting date of 11/25/20 to 11/18/20. The Board will go dark in December.

**Dr. Stein moved to change the date, Ms. Beltran seconded the motion, and it passed unanimously.**

### **Alternative Staffing Model**

Ms. Sullivan advised the Board that she is recommending the submission of the Alternative Staffing Model to DDS. The model will allow the inclusion of 4 additional positions in the March 2021 caseload ratio survey. The 4 positions include 2 Quality Assurance and 2 Family Support.

Ms. Sullivan explained the DDS criteria for approval of a model as follows:

- Community supports the model
- Must show value to the regional center community
- Must report support/opposition of community

Ms. Sullivan advised the Board that the Center informed its community about the Alternative Staffing Model by way of E-bulletin, as well as posting on the Center’s Facebook page and website.

Zoom meetings were held with:

- Peer Support Partners (which consists of experienced parent leaders)
- Seven (7) different family support groups
- Programs and Services Advisory Committee of the Board
- Service Provider Advisory Committees of the Board

Over the years, the Alternative Staffing Model proposal has generated positive responses and wide support from our families and service providers. The Center received support letters from:

- 83 families
- 1 community member
- 10 service provider agencies
- 8 different groups

The Lanterman Regional Center staff are represented by a recognized labor union; the union provided a response, which will be included with the letter to DDS.

**Mr. DeBoer moved to approve the Alternative Staffing Model as presented, Mr. Martinez seconded the motion, and it passed unanimously.**

#### Satisfaction Survey

Ms. Sullivan reported that all 11,000 clients/families have been sent a paper satisfaction survey as of today. An announcement has been made on Facebook, the E-Bulletin, and posted on the Lanterman website.

#### Leadership Training

Ms. Sullivan advised the Board that Leadership Training was conducted virtually on October 19, 2020 in English and Spanish. 15 registered for English (15 attended) and 15 registered for Spanish (10 attended). Ms. Sullivan reported that the trainings were recorded and will be made available by our Training & Development Unit for viewing.

#### **ARCA REPORT**

Ms. Sullivan advised the Board that she and Mr. DeBoer attended the ARCA meeting on October 16, 2020 via Zoom and that the highlights from the meeting were in the packet. Discussion followed.

## **ADMINISTRATIVE AFFAIRS COMMITTEE**

### **Operations Budget and Staffing For 2020-21**

Ms. Quintero presented the operations budget and staffing plan for review and approval. The operations budget details last fiscal year's actuals and compares them against the projections for this year. The staffing plan provides a compressive overview of the Center's existing staffing structure and provides the salaries and benefits cost for each division of the Center.

Ms. Quintero reported that the plan is similar to last year's staffing plan, but includes proposals to add the four positions:

- Self Determination Coordinator
- Service Coordinator for LA School Age
- Service Coordinator for LA Hollywood
- FHA Coordinator

In addition, the Center will review the budget again in January after the Governor releases his proposed budget for next year to see if we can begin staffing for a new team in the Ongoing Unit, which would start with the addition of a Regional Manager and a Secretarial Position.

After review and discussion, the Board was in agreement with the operations budget and the staffing plan for 2020-21 as presented.

**Dr. Stein moved to approve the Operations Budget and the Staffing Plan for 2020-21, Ms. Leiva seconded the motion and it passed unanimously.**

### **Review of Financial Statements**

Mr. Higgins reviewed the financial statements through August 31, 2020.

#### *Cash Flow*

Mr. Higgins reported that the Center is projected to have \$21 million available at the end of December.

#### *Fiscal Year to date 2020-2021(B-1)*

In Operations (main contract) we have spent \$3,647,763 (14.4% of budget). In Purchase of services (main contract) we have spent \$35,797,854 before we add late bills. Including projected late bills, we will have spent \$38,936,130 (16.9% of budget).

*Fiscal Year 2019-2020 (A-6)*

This month we recorded \$114,247 in OPS and \$1,591,539 in POS. To date, we have spent 99.9% of our OPS and 97.4% of our POS allocations. We are currently projecting surpluses in both OPS and POS.

*Fiscal Year 2018-2019 (E-4)*

This month, we recorded (\$6,507) in OPS and \$84,014 in POS. To date, we have spent 99.9% of our OPS and 98.5% of our POS allocations. We have a small surplus in both OPS and POS.

Endowment Fund – Proposal for Usage of Funds

Ms. Sullivan brought forward a proposal to use money from the Endowment Fund to purchase tablets or laptops, whichever is most cost effective, and cover the monthly cost of portable hotspot device for each. The focus would be on adults in day services who have not been able to access remote services due to lack of technology during the COVID pandemic. A sample exercise was presented on how many individuals the project could assist with \$100,000. Ms. Sullivan reported that the equipment purchased would be part of the KYRC lending library program.

Ms. Sullivan advised the Board that the Administrative Affairs Committee and Executive Committee are in support of the proposal.

**Mr. DeBoer moved to approve the proposal as presented, Ms. Leiva seconded the motion, and it passed unanimously.**

**NOMINATING COMMITTEE**

Service Provider Advisory Committee (SPAC) Nominations

Mr. Marsella advised the Board that the Committee reviewed confirmations from 4 service providers who wish to be re-elected as SPAC members. The Committee is recommending the applicants for re-election as follows:

<u>Name</u>	<u>Agency</u>	<u>Type of service(s)</u>
• Kim Isaac	CalWes Homes	Residential
• Keri Castaneda	Ability First	Adult Day Programs, Residential, Children's Programs, Work Programs
• Jim Storck	Autumn Cottage	Adult Day Programs &

Residential

- Kyra Griffith

TLC Speech Therapy

Early Intervention

**Dr. Stein moved to re-elect the applicants as presented, Mr. Higgins seconded the motion, and it passed unanimously**

#### Election of New Board Member

#### *For Information Only -*

Mr. Marsella advised the Board that the Nominating Committee discussed the current board composition in relationship to the ethnic representation of the Center's catchment area. The Committee is focusing on increasing board representation among the White community, as this race was not met in the recent 2020 Board Composition Survey submitted to DDS in August 2020. Currently the Board would need one additional White member to be in compliance.

The Nominating Committee is recommending that the Board consider returning Jack Gilbertson as a member of the Board. Mr. Gilbertson served from July 2013 – June 2019 and is eligible to serve again. Mr. Gilbertson has agreed to have his name put forward for consideration should the Board deem so.

**Mr. Marsella presented Mr. Gilbertson's name for information only and for election at the November 2020 board meeting.**

### **PROGRAMS AND SERVICES COMMITTEE**

#### 2021 Performance Plan

Mr. Manicone reported that the draft 2021 Performance Plan was developed by the Programs and Services Committee and was presented at 4 Community Meetings. He advised the Board that they could find the plan in the packet for review. Mr. Manicone noted that there were no recommendations from the community that would require changes to the proposed plan.

**Mr. DeBoer moved to approve the 2021 Performance Plan as presented, Dr. Stein seconded the motion, and it passed unanimously.**

### **ADJOURNMENT FOR EXECUTIVE SESSION**

Dr. Stein moved to suspend the General Session meeting at 7:15 PM for Executive Session to conduct business on Approval of Minutes and Personnel. Mr. Beltran seconded the motion, and it passed unanimously.

### **RECONVENE FOR GENERAL SESSION**

The Board discussed in Executive Session the Approval of Minutes and Personnel.

### **ADJOURNMENT**

The meeting was adjourned at 7:20 PM

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Elizabeth Beltran, Secretary

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## BOARD OF DIRECTORS

### ACTION LOG

October 28, 2020

	DESCRIPTION	ACTION	STATUS
	Approval of Minutes – <i>September 23, 2020</i>	<ul style="list-style-type: none"><li>• Approved</li></ul>	
	Alternative Staffing Plan Model	<ul style="list-style-type: none"><li>• Approved</li></ul>	
	Operations Budget and Staffing Plan for 2020-21	<ul style="list-style-type: none"><li>• Approved</li></ul>	
	Endowment Fund – Proposal for Usage	<ul style="list-style-type: none"><li>• Approved</li></ul>	
	Service Provider Advisory Committee (SPAC) Nominations	<ul style="list-style-type: none"><li>• Approved</li></ul>	
	Election of Board Member	<ul style="list-style-type: none"><li>• Presented for information only and for election at the November meeting.</li></ul>	
	2021 Performance Plan	<ul style="list-style-type: none"><li>• Approved</li></ul>	