

LOS ANGELES COUNTY DEVELOPMENTAL SERVICES FOUNDATION

Board of Directors

June 27, 2018

MINUTES

PRESENT

Mark Higgins, Chair
Elizabeth Beltran
Larry DeBoer
Danielle Dejean
Jack Gilbertson
Gloria Leiva
Yudy Mazariegos
Louis Mitchell
John Poulos
Dr. Anthony Stein
Dina Richman
Ramona Warfield

NOT PRESENT

Kim Isaac
Jae Rhee
Ana Villasenor

ADVISOR TO THE BOARD – PRESENT

Al Marsella

STAFF

Patrick Aulicino
Karem Chacana
Gwen Jordan
Karen Ingram
Enrique Roman
Melinda Sullivan

GUESTS

Cecile Williams - Employee

CALL TO ORDER

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

PUBLIC INPUT

No public input was given.

ANNOUNCEMENTS

No announcements were made.

APPROVAL OF MINUTES

The minutes of May 23, 2018 were approved by consensus.

EXECUTIVE DIRECTOR'S REPORT

2017 Annual Administrative Report – Human Resources

Ms. Sullivan advised the Board that they could find the 2017 Annual Administrative Report for the Human Resources in their board packet for review and that Ms. Chacana, Director of Human Resources would give a focused presentation on Succession Planning. Ms. Chacana was available to answer any questions from the Board about the administrative report.

2017 Annual Administrative Report – Clinical Services

Ms. Sullivan advised the Board that they could find the 2017 Annual Administrative Report for Clinical Services in their board packet for review and that Ms. Jordan, Director of Clinical Services, would give a focused presentation on Developing Community Based Resources to Improve Access. Ms. Jordan was available to answer any questions from the Board about the administrative report.

Caseload Ratios - Plan of Correction

Ms. Sullivan reminded the Board that the Center was required to develop an action plan for not meeting the 62:1 caseload ratios and submit it to DDS. Ms. Sullivan reported that the Programs and Services Committee will host a community meeting on July 11, 2018 to share our caseload ratio data, as well as plans to reduce caseload ratios.

BOARD EDUCATION

Strong Beginnings

Ms. Sullivan shared the 2017 Annual Report for Strong Beginnings. Strong Beginnings is an early intervention program for families and provides parent education, playgroups, and family events. This program is funded by the Fred and June MacMurray Foundation.

ARCA REPORT

Ms. Sullivan advised the Board that she and Mr. DeBoer attended the ARCA meeting on June 21 - 22, 2018 in Sacramento and that they could find the highlights from the meeting on the table. Discussion followed.

EXECUTIVE COMMITTEE

Response To Transparency Letter

Mr. Higgins advised the Board that the Committee responded to Ms. Cecile Williams' letter to the Board dated May 23, 2018 regarding transparency on the Center's website. Mr. Higgins reported that DDS forwarded the same letter to the Center as a Whistleblower complaint and that it was treated as such. A copy of the response letter was in the board packet for reference.

Lanternman Website

For Information Only –

Ms. Sullivan advised the Board that the Center's "Whistleblower" and "Transparency" policies have been translated into Spanish and the translation process will be started for Korean and Armenian. These documents will be posted on the website when completed.

Contract For FY 2018-19

Mr. Higgins advised the Board that the Center received the contract from DDS in the mail for FY 2018-19. He explained that in their letter, DDS asks that the copies be returned no later than ten business days from the date of the letter. Mr. Higgins reported that the contract needs to get returned and processed quickly so the Center can get its cash advances when the budget is signed. Mr. Higgins advised the Committee that the language has not changed from the prior year. The Committee authorized the President to sign the contract.

Mr. DeBoer moved to ratify the decision of the Executive Committee to authorize the President to sign the contract for FY 2018-19, Ms. Leiva seconded the motion, and it passed unanimously.

Esperanza Community Housing

For Information Only –

Ms. Sullivan advised the Board that Esperanza Community Housing will recognize the Center as one of its honorees during their 17th Annual Dancing Under the Stars fundraising event on

September 21, 2018. The Center will be honored with the “Building Hope” award because of the work done in the Community with the Promotora projects.

ADMINISTRATIVE AFFAIRS COMMITTEE REPORT

Budget Update

This agenda item was covered under the ARCA Report.

D-3 Contract Amendment for 2017-18

Mr. Aulicino reported that the Center has received the latest contract amendment for this year. This includes about \$3.6 million purchase of services to cover any anticipated deficit.

Review of Financial Statements

Ms. Richman reviewed the financial statements through April 30, 2018.

Cash Flow

If advances are received as they have been in the past, we will need to borrow from our line of credit. It is expected that the Center will be in a positive situation in August.

Fiscal Year 2017-2018 (D-3)

In Operations (main contract) we have spent \$16,883,058. In Purchase of Services (main contract), we have spent \$ 130,548,740 before we add late bills. Including projected late bills, we will have spent \$ 132,853,622.

Fiscal Year 2016-2017 (C-5)

This month we recorded \$34,531 in OPS and \$62,403 in POS. To date, we have spent 93.7% of our OPS and 99.4% of our POS allocations. We are currently projecting a small surplus in both OPS and POS.

Fiscal Year 2015-2016 (B-4)

This month we recorded \$24,945 in POS. To date, we have spent nearly 100.0% of our OPS and 99.4% of our POS allocations. We are currently projecting negligible surplus in OPS and surplus in POS.

POS Recap

The Center is projecting a surplus

NOMINATING COMMITTEE

Slate of Officers and Directors

Mr. Marsella presented the Slate of Directors for re-election and the Slate of Officers as follows:

Slate of Directors for Re-Election

- Mark Higgins
- Yudy Mazariegos

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

Slate of Officers

- | | |
|-----------------------------------|--------------|
| • President - | Mark Higgins |
| • 1 st Vice President- | Larry DeBoer |
| • Treasurer - | Dina Richman |
| • Secretary - | Gloria Leiva |

Dr. Stein moved to approve the Slate of Officers for election as presented, Mr. Mitchell seconded the motion, and it passed unanimously.

Service Provider Advisory Committee (SPAC) Nominations

Mr. Marsella advised the Board that the Committee received confirmation from 1 service provider, Gregory Sanchez – Home Instead Senior Care, who wishes to be elected as SPAC member. If elected, Mr. Sanchez would be filling a current vacancy on the Committee.

Mr. Marsella reported that the Committee review background information on Mr. Sanchez and is recommending him for election.

Ms. Richman moved to elect Mr. Sanchez, Mr. DeBoer seconded the motion, and it passed unanimously.

RECOGNITION OF OUTGOING MEMBERS

Mr. Higgins and Ms. Sullivan thanked and recognized outgoing Board member Louis Mitchell for his commitment and service to the Board.

ADJOURNMENT

The meeting was adjourned at 6:50 p.m.

Gloria Leiva, Secretary

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BOARD OF DIRECTORS

ACTION LOG

June 27, 2018

	DESCRIPTION	ACTION	STATUS
	Approval of Minutes – May 23, 2018	<ul style="list-style-type: none">• Approved	
	Contract for FY 2018-19	<ul style="list-style-type: none">• Ratified	
	Slate of Directors for re-election	<ul style="list-style-type: none">• Approved	
	Slate of Officers for election	<ul style="list-style-type: none">• Approved	
	Service Provider Advisory Committee Nomination – Gregory Sanchez	<ul style="list-style-type: none">• Approved	