

# **LOS ANGELES COUNTY DEVELOPMENTAL SERVICES FOUNDATION**

## **Board of Directors**

**October 23, 2019**

## **MINUTES**

### **PRESENT**

Dina Richman, Chair  
Elizabeth Beltran  
Danielle Dejean  
Mark Higgins  
Gloria Leiva  
Alex Li  
Jonathan Martinez  
Yudy Mazariegos  
John Poulos  
Jae Rhee  
Dr. Anthony Stein  
Ana Villasenor

### **NOT PRESENT**

Anila Guruji  
Kim Isaac  
Louis Mitchell

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

Larry DeBoer  
Al Marsella

### **STAFF**

Karen Ingram  
Kaye Quintero  
Enrique Roman  
Melinda Sullivan

### **GUESTS**

Christopher Arroyo, State Council on Developmental Disabilities  
Brianna Reynoso, State Council on Developmental Disabilities

### **CALL TO ORDER**

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

## **PUBLIC INPUT**

Ms. Brianna Reynoso from the Los Angeles State Council on Developmental Disabilities (SCDD) office distributed flyers regarding the following:

- A list of trainings offered by the SCDD.
- How to give input to the SCDD on developing the 2022-2026 State Plan.

## **ANNOUNCEMENTS**

No announcements were made.

## **APPROVAL OF MINUTES**

The minutes of September 25, 2019 were approved by consensus.

## **EXECUTIVE DIRECTOR'S REPORT**

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

Due to the Thanksgiving Holiday, the November board meeting date has been moved to November 20, 2019.

### **Board Holiday Gathering**

Ms. Sullivan advised the Board that the Board Holiday Gathering will be on December 11, 2019 from 6 – 8 pm. As in the past year, board committees will be invited.

### **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 2020 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.

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

Ms. Sullivan reminded the Board that the Alternative Staffing Model was presented at the 4 recent community meetings in September. To date, she has received letters of support from 66 parents and 17 service providers. No letters of opposition were received.

**Ms. Dejean moved to authorize the submission of the Alternative Staffing Model, Dr. Stein seconded the motion, and it passed unanimously.**

## **ARCA REPORT**

Ms. Sullivan advised the Board that she and Mr. DeBoer attended the ARCA meeting on October 17-18, 2019 in San Diego, CA and that they could find the highlights from the meeting in their packet. Discussion followed.

## **ADMINISTRATIVE AFFAIRS COMMITTEE**

### **Operations Budget & Staffing Plan For 2019-20**

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 Center is unable to commit to any changes or additions to the staffing plan given the limited operations funding at this time. The Center can maintain the current plan with no changes.

Ms. Quintero advised the Board that the Center will re-evaluate its budget situation in January 2020. If the analysis reveals that the fiscal situation has improved, the Center will go forward with a modest plan. The proposed supplemental plan was shared with the Board.

After review and discussion, the Board was in agreement with the operations budget, the staffing plan for 2019-20, and the supplemental staffing plan as presented.

**Mr. Higgins moved that the board approved the operations budget, the staffing plan for 2019-20, and the supplemental staffing plan. Mr. Poulos seconded the motion, and it passed unanimously.**

## **REVIEW OF FINANCIAL STATEMENTS**

Mr. Higgins reviewed with the Board the financial statements through August 2019. Below is a summary by fiscal year.

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

*In operations (main contract) we have spent \$3,516,673. In Purchase of Services (main contract), we have spent \$30,325,782 before we add late bills. Including projected late bills, we will have spent \$32,742,746.*

*Fiscal Year 2018-2019 (E-3)*

*This month we recorded \$43,215 in OPS and \$881,343 in POS. To date, we have spent 98.3% of our OPS and 99.6% of our POS allocations. We are currently projecting a small surplus in both OPS and POS.*

*Fiscal Year 2017-2018 (D-4)*

*This month we recorded \$11,314 in POS. To date, we have spent 99.8% of our OPS and 99.4% of our POS allocations. We have a very small surplus in OPS, as well as a small surplus in POS.*

**SERVICE PROVIDER ADVISORY COMMITTEE (SPAC) NOMINATIONS**

Mr. Marsella advised the Board that the Committee reviewed confirmations from 5 service providers who wish to be re-elected or elected as SPAC members. The Committee is recommending the applicants for re-election and election as follows:

Applicants for Re-Election:

- Dee Prescott – **Easterseals of SoCal**  
(Adult Day Services)
- Nicole Hajjar - **Smile Wonder +**  
(Early Intervention Therapies & Pre-school)
- Yvonne Nakamoto – **Total Education Solutions**  
(Early Intervention Therapies & Behavior Management)
- Gregorio Sanchez - **HomeInstead**  
(Respite)

New Applicant:

- Kelly White– **Villa Esperanza Services**  
(Residential, ILS, Adult Day Services, Supported Employment, Early Intervention)

**Ms. Dejean moved that the Board elect the applicants as presented, Ms. Beltan seconded the motion, and it passed unanimously**

## **PROGRAMS AND SERVICES**

### **2019 Performance Plan**

Mr. Roman reported that the draft 2020 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. Roman noted that there were no recommendations from the community that would require changes to the proposed plan.

**Dr. Stein moved to approve the 2020 Performance Plan for submission to DDS, Mr. Li seconded the motion, and it passed unanimously**

### **Respite Service Standard (Revision)**

This agenda item was tabled for the November meeting for additional edits. Board members will send their recommendations to Mr. Lara via email, who will forward them on to the committee chair.

## **SERVICE PROVIDER ADVISORY COMMITTEE**

### **SPAC Breakfast**

Ms. Ingram advised the Board that the SPAC Breakfast is scheduled for November 6<sup>th</sup> at Luminarias Restaurant. Board members interested in attending should contact Frank Lara or Karen Ingram.

### **Karen Ingram – Retirement**

Ms. Ingram announced to the Board that she is retiring in June of 2020.

## **ADJOURNMENT FOR EXECUTIVE SESSION**

Mr. Martinez moved to suspend the General Session meeting at 7:06 PM for Executive Session to conduct business on Approval of Minutes, Personnel, Litigation, and Real Estate Negotiations. Mr. Poulos seconded the motion and it passed unanimously.

## **RECONVENE FOR GENERAL SESSION**

Ms. Beltran moved to reconvene the meeting at 7:16 PM for General Session, Ms. Villasenor seconded the motion and it passed unanimously. The Board discussed Approval of Minutes, Personnel, Litigation, and Real Estate Negotiations.

## **ADJOURNMENT**

The meeting was adjourned at 7:16 PM

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Elizabeth Beltran, Secretary

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## BOARD OF DIRECTORS

### ACTION LOG

October 23, 2019

	DESCRIPTION	ACTION	STATUS
	Approval of Minutes – <i>September 25, 2019</i>	<ul style="list-style-type: none"><li>• Approved</li></ul>	
	Alternative Staffing Plan	<ul style="list-style-type: none"><li>• Approved</li></ul>	
	Operation Budget and Staffing Plan for 2019-20	<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>	
	Approval of 2020 Performance Plan	<ul style="list-style-type: none"><li>• Approved</li></ul>	
	Respite Service Standard (Revision)	<ul style="list-style-type: none"><li>• This agenda item was tabled for the September meeting for additional edits.</li></ul>	