

**LOS ANGELES COUNTY DEVELOPMENTAL SERVICES FOUNDATION**

**Board of Directors**

**January 26, 2022**

**MINUTES**

**PRESENT**

Gloria Leiva, Chair  
Elizabeth Beltran  
Anthony Brouwer  
Larry DeBoer  
Dr. Anila Guruji  
Mark Higgins  
Kim Isaac  
Dr. Alex Li  
Louis Mitchell  
Jae Rhee  
Yudy Mazariegos  
Dina Richman  
Brigitte Sroujeh

**NOT PRESENT**

Danielle Dejean  
Ana Villasenor

**ADVISOR TO THE BOARD - PRESENT**

Al Marsella

**STAFF**

Carmine Manicone  
Kaye Quintero  
Melinda Sullivan

**GUESTS**

Tina Daley  
Karen De Vore  
Lia Cervantes Lerma - SCDD  
Diana Sandoval – DDS  
Martha Silva  
Taleen Khatchadourian

**CALL TO ORDER**

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

## **PUBLIC INPUT**

Ms. Lia Cervantes Lerma, SCDD, announced that the State Council on Developmental Disabilities will be conducting Statewide Virtual Trainings in English and Spanish for the calendar year 2022. Flyers were distributed to the Board.

## **APPROVAL OF MINUTES**

**Mr. DeBoer moved to approve the minutes of November 17, 2021, Ms. Beltran seconded the motion, and it passed unanimously.**

## **BOARD EDUCATION**

As part of Board Education and Training, Ms. Sullivan gave a focused training on the requirements of the DDS/Regional Center contract. Board members were given the opportunity to ask questions and discuss the content.

## **EXECUTIVE DIRECTOR'S REPORT**

### **COVID Update**

Ms. Sullivan advised the Board that with the uptick in COVID due to the Omicron variant, the Center has approximately 30 staff who have tested positive or living with someone who has tested positive. As a precaution, the Center has instructed all staff to work from home for the month of January and will reevaluate the situation then. Key leadership and operations staff will still come into the office as needed.

### **Caseload Ratio Plan – DDS Acknowledgment**

Ms. Sullivan advised the Board that they could find a copy of the letter from DDS dated November 29, 2021 acknowledging the Center's plan submitted on September 10, 2021.

### **Alternative Staffing Model – DDS Approval**

Ms. Sullivan advised the Board that they could find a copy of the letter from DDS dated January 14, 2021 approving the Center's plan submitted on November 4, 2021.

## Office Expansion - Space Planning Efforts

Ms. Sullivan advised the Board that the Center has begun space planning efforts for office expansion space at the Center. As part of lease negotiations 5 years ago, the Center will receive additional space in May 2022 on the 1<sup>st</sup> floor and will move the reception/lobby and the operations unit to that space. In addition, the Center will be redesigning existing space for the addition of new service coordination teams.

## **ARCA REPORT**

### ARCA Highlights

Mr. DeBoer advised the Board that he and Ms. Sullivan attended the ARCA meeting on January 20-21 via Zoom and that the highlights from the meeting were in the packet for review. Discussion followed.

## **ADMINISTRATIVE AFFAIRS COMMITTEE**

### Independent Audit Report 2020-21

Ms. Quintero advised the Board that they could find the Corporate Audit for Fiscal Year 2002-21 in their packet for review. Ms. Quintero reviewed highlights of the audit and reported that the Center received an unmodified report, which is the best rating possible for an audit.

Mr. DeBoer advised the Board that the Administrative Affairs Committee is recommending that the Board accept the audit.

**Dr. Li moved to accept the Corporate Audit for Fiscal Year 2020-21 as drafted, Ms. Mazariegos seconded the motion, and it passed unanimously.**

### 2020 Tax Return

Ms. Quintero advised the Board that they could find the Corporate Tax Return for year 2020 in their packet and reviewed highlights.

Mr. DeBoer reported that the Committee reviewed the document and is recommending that the Board accept the document.

**Ms. Richman moved to accept the Corporate Tax Return for 2020 as presented, Mr. Higgins seconded the motion, and it passed unanimously.**

## Review of Financial Statements

Mr. DeBoer reviewed the financial statements through November 30, 2021.

### *Fiscal Year to date 2021-2022 (C-1)*

In Operations (main contract) we have spent \$10,466,727 (38% of budget). In Purchase of services (main contract) we have spent \$104,337,014 before we add late bills. Including projected late bills, we will have spent \$108,756,024 (36.8% of budget).

### *Fiscal Year 2020-2021 (B-3)*

This month we recorded \$39,458 in OPS and \$580,385 in POS. To date, we have spent 96% of our OPS and 98% of our POS allocations.

### *Fiscal Year 2019 - 2020 (A-8)*

This month we reclassified \$82,618 in OPS resulting in a credit balance and recorded \$55,983 in POS. To date, we have spent 96% of our OPS and 98% of our POS allocations.

## **PROGRAMS AND SERVICES COMMITTEE**

### Service Standard - Social Recreation, Camp & Non-Medical Therapies

Mr. Manicone advised the Board that they could find in their packet a copy of the draft service standard for Social Recreation, Camp, & Non-Medical Therapies. Mr. Manicone reported that the Center has done outreach at a community meeting, to the Client Advisory Committee, and to peer support groups. The Programs and Services Committee reviewed the service standard and is recommending that the Board approve the document as presented. Discussion followed.

**Ms. Beltran moved to approve the Social Recreation, Camp, & Non-Medical Therapies Service Standard as presented, Mr. DeBoer seconded the motion, and it passed unanimously.**

## **NOMINATING COMMITTEE**

Mr. Marsella advised the Board that the Nominating Committee met to begin discussing board recruitment for FY 2022-23. A slate of officers and directors will be presented at the May 2022 meeting for information only and election at the annual meeting of the corporation in June 2022.

### **ADJOURNMENT FOR EXECUTIVE SESSION**

**Ms. Beltran moved to suspend the General Session meeting at 7:35 PM for Executive Session to conduct business on Approval of Minutes, Personnel, Litigation, and 2021-22 Executive Director's Performance Goals Update, Ms. Sroujeh seconded the motion, and it passed unanimously.**

### **RECONVENE FOR GENERAL SESSION**

The Board discussed in Executive Session the Approval of Minutes, Personnel, Litigation, and 2021-22 Executive Director's Performance Goals Update.

### **ADJOURNMENT**

The meeting was adjourned at 7:50 PM.

---

Mark Higgins, Secretary

/fl

**BOARD OF DIRECTORS**

**ACTION LOG**

**January 26, 2022**

	<b>DESCRIPTION</b>	<b>ACTION</b>	<b>STATUS</b>
	Approval of Minutes – November 17, 2021	<ul style="list-style-type: none"><li>• Approved</li></ul>	
	<ul style="list-style-type: none"><li>• Independent Audit Report 2020-21</li></ul>	<ul style="list-style-type: none"><li>• Approved</li></ul>	
	<ul style="list-style-type: none"><li>• 2020 Tax Return</li></ul>	<ul style="list-style-type: none"><li>• Approved</li></ul>	
	<ul style="list-style-type: none"><li>• Service Standard - Social Recreation, Camp &amp; Non-Medical Therapies</li></ul>	<ul style="list-style-type: none"><li>• Approved</li></ul>	