

**LOS ANGELES COUNTY DEVELOPMENTAL SERVICES FOUNDATION**

**Board of Directors**

**June 28, 2023**

**MINUTES**

**PRESENT**

Gloria Leiva, Chair  
Elizabeth Beltran  
Anthony Brouwer  
Michael Cooney  
Tina Daley  
Larry DeBoer  
Danielle Dejean  
Weller Killebrew  
Dr. Alex Li  
Louis Mitchell  
Dee Prescott  
Jae Rhee  
Lili Romero  
Ana Villasenor

**NOT PRESENT**

Brigitte Sroujeh

**ADVISOR TO THE BOARD - PRESENT**

Al Marsella

**STAFF**

Rose Chacana  
Pablo Ibanez  
Srbui Ovsepyan  
Melinda Sullivan

**GUESTS**

Louise Bell  
Mayra Cervantes  
Kristina Gomez  
Natalie Lewis  
Kristianna Moralls  
Paul Quiroz

## **CALL TO ORDER**

Ms. Leiva called the meeting to order at 6:05 PM. The meeting was conducted in-person and via Zoom.

## **PUBLIC INPUT/ANNOUNCEMENTS**

Mr. Paul Quiroz of Cambrian Homecare introduced himself.

## **APPROVAL OF MINUTES**

**The minutes of May 24, 2023 were approved by consensus.**

## **BOARD EDUCATION**

### 2022 Administrative Report – Community Services

As part of Board Education and Training, Mr. Ibanez, Director of Community Services gave a focused overview on the efforts surrounding the Deaf and Hard of Hearing initiative. Board members were given the opportunity to ask questions and discuss the content.

## **EXECUTIVE DIRECTOR’S REPORT**

### Contracts over \$250,000.

Ms. Sullivan reviewed with the Board the following contracts in accordance with the Board approved policy for approval of contracts:

- **Provider/Organization:** Columbus Medical Services, LLC

**Year:** July 1, 2023 – June 30, 2024

**Amount of contract:** \$1,368,696.

This organization provides the Center clinical professional staff in several areas of expertise. Staff includes nurses, psychologists, pharmacists, and dental coordinators. These professionals complete various clinical evaluations, consultations, recommendations for treatment, and technical assistance to Center staff. The contract currently includes the following clinical staff:

- (2) Nurse Consultant
- (3) Psychologist (1 bilingual)
- (1) Pharmacist
- (1) Dental Coordinator

Historically, the Center has contracted with Columbus Medical Services separately for each clinical professional. In order to simplify the process with the provider and ensure full transparency regarding our relationship with the provider, we are proposing a single contract to cover all of the clinical staff. The individual pay rates and projected number of hours needed are detailed in the contract. The total amount of the contract is \$1,368,696 funded through Purchase of Services funding.

**Mr. DeBoer moved to approve the contract with Columbus Medical Services, LLC. Ms. Villasenor seconded the motion, and it passed unanimously.**

- **Provider/Organization:** Gloria Howard, M.D

**Year:** July 1, 2023 – June 30, 2024

**Amount of contract:** \$291,200.

Dr. Howard is a licensed physician, supporting the Center by providing consultations, recommendations for treatment, and technical assistance to Center staff. Dr. Howard has supported the Center for over 20 years in this capacity. The proposed contract renewal is at a rate of \$175/hour up to a maximum of 1,664 hours. The total amount of the contract is \$291,200 funded through Purchase of Services funding.

**Ms. Beltran moved to approve the contract with Gloria Howard, M.D. Ms. Dejean seconded the motion, and it passed unanimously.**

- **Provider/Organization:** Wendy Leskiw, M.D.

**Year:** July 1, 2023 – June 30, 2024

**Amount of contract:** \$281,400.

Dr. Leskiw is a licensed physician, supporting the Center in the same capacity as Dr. Howard by providing consultations, recommendations for treatment, and technical assistance to Center staff. Dr. Leskiw has also supported the Center for over 20 years in this capacity. The proposed contract renewal is at a rate of \$175/hour up to a maximum of 1,608 hours. The total amount of the contract is \$281,400 funded through Purchase of Services funding.

**Ms. Beltran moved to approve the contract with Wendy Leskiw, M.D. Ms. Romero seconded the motion, and it passed unanimously.**

### July Board Training – (For Information Only)

Ms. Sullivan reminded the Board of the upcoming in-person Board of Directors Training on July 26, 2023. Logistical details of the training will follow in July.

### **ARCA REPORT**

Mr. DeBoer advised the Board that he and Ms. Sullivan attended the ARCA meeting on June 15-16, 2023 and that the highlights from the meeting were in the packet for review.

### **ADMINISTRATIVE AFFAIRS COMMITTEE**

#### Line of Credit Renewal

Ms. Quintero advised the Board that the Center has negotiated with City National Bank to renew its line of credit for the next fiscal year. Although the Center continues to project it will have sufficient cash through the end of the fiscal year, the Center believes it is prudent to maintain this credit line as a safeguard in case there is a delay in the passing of the budget. The terms and credit limit remain unchanged for this year. A copy of the line of credit was in the packet for review.

**Dr. Li moved that the Board accept the terms of the Line of Credit as presented. Ms. Dejean seconded the motion, and it passed unanimously.**

#### Cash Flow

Ms. Quintero advised the Board that the projected cash flow analysis from June 1, 2023 through August 31, 2023 is positive. The Center is not anticipating the need to borrow from its line of credit and is projecting a balance of \$58,284,108.00

#### Review of Financial Statements

Mr. DeBoer reviewed the financial statements through April 2023 as follows:

#### *Fiscal Year to date 2022-2023 (D-2)*

In Operations (main contract) we have spent \$25,868,333 (76.5% of budget). In Purchase of services (main contract) we have spent \$218,241,714 before we add late bills. Including projected late bills, we will have spent \$223,413,686 (64.1% of budget).

*Fiscal Year 2021-2022 (C-4)*

This month we recorded \$493,567 in OPS and \$107,432 in POS. To date, we have spent 85.6% of our OPS and 89.6% of our POS allocations.

*Fiscal Year 2020-21 (B-5)*

This month we recorded \$0 in OPS and \$20,949 in POS. To date, we have spent 100% of our OPS and 99.3% of our POS allocations.

**NOMINATING COMMITTEE**

**Slate of Officers and Directors**

In accordance with the bylaws, Mr. Marsella presented the Slate of Officers and Directors for election as follows:

Directors for Re-election:

- Anthony Brouwer
- Alex Li
- Gloria Leiva
- Louis Mitchell
- Brigitte Sroujeh
- Ana Villasenor

New Directors for election:

- Mayra Cervantes
- Natalia Lewis
- Bradley Smith
- Simon Yang
- Minh Khoa Tran

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

Slate of Officers for election:

- President - Louis Mitchell
- 1<sup>st</sup> Vice President- Brigitte Sroujeh
- 2<sup>nd</sup> Vice President - Larry DeBoer
- Treasurer - Lili Romero
- Secretary - Tina Daley
- Immediate Past President - Gloria Leiva

**Ms. Dejean moved to approve the Slate of Officers for election as presented. Ms. Beltran seconded the motion, and it passed unanimously.**

### **RECOGNITION OF OUTGOING MEMBERS**

Ms. Sullivan thanked and recognized outgoing Board members Elizabeth Beltran, Danielle Dejean, and Jae Rhee, for their commitment and service to the Board. Ms. Leiva was thanked for her two-year commitment serving as Board President.

### **ADJOURNMENT FOR EXECUTIVE SESSION**

**Mr. Brouwer moved to suspend the General Session meeting at 7:10 p.m. for Executive Session to conduct business on Approval of Minutes, Litigation, and Executive Director's Performance Evaluation for June 2022-2023.**

### **RECONVENE FOR GENERAL SESSION**

**The Board discussed in Executive Session the Approval of Minutes, Litigation, and Executive Director's Performance Evaluation for June 2022-2023.**

### **ADJOURNMENT**

**The meeting was adjourned by consensus at 7:35 p.m.**

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Brigitte Sroujeh, Secretary

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**BOARD OF DIRECTORS**

**ACTION LOG**

**June 28, 2023**

	<b>DESCRIPTION</b>	<b>ACTION</b>	<b>STATUS</b>
	Approval of Minutes – May 24, 2023	<ul style="list-style-type: none"><li>• Approved</li></ul>	
	Contracts over \$250,000: <ul style="list-style-type: none"><li>• Columbus Medical Services, LLC</li><li>• Gloria Howard, M.D.</li><li>• Wendy Leskiw, M.D.</li></ul>	<ul style="list-style-type: none"><li>• Approved</li><li>• Approved</li><li>• Approved</li></ul>	
	Line of Credit Renewal – City National Bank	<ul style="list-style-type: none"><li>• Approved</li></ul>	
	Slate of Officers and Directors for Election - 2023	<ul style="list-style-type: none"><li>• Approved</li></ul>	