

LOS ANGELES COUNTY DEVELOPMENTAL SERVICES FOUNDATION

Board of Directors

October 27, 2021

MINUTES

PRESENT

Louis Mitchell, Chair for Gloria Leiva
Elizabeth Beltran
Anthony Brouwer
Larry DeBoer
Mark Higgins
Kim Isaac
Dr. Alex Li
Jae Rhee
Yudy Mazariegos
Brigitte Sroujeh
Ana Villasenor

NOT PRESENT

Danielle Dejean
Dr. Anila Guruji
Gloria Leiva
Dina Richman

ADVISOR TO THE BOARD - PRESENT

Al Marsella

STAFF

Pablo Ibanez
Carmine Manicone
Kaye Quintero
Melinda Sullivan

GUESTS

Kimberly Bermudez
Carol Hernandez
Matan Koch
Lia Cervantes Lerma - SCDD
Diana Sandoval – DDS

CALL TO ORDER

Mr. Mitchell called the meeting to order at 6:09 PM. The meeting was conducted via Zoom.

PUBLIC INPUT

No public input was given.

ANNOUNCEMENTS

No announcements were made.

APPROVAL OF MINUTES

The minutes of September 22, 2021 were approved by consensus.

EXECUTIVE DIRECTOR'S REPORT

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 2022 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)
- Nine (9) different family support groups
- Programs and Services Advisory Committee of the Board
- Service Provider Advisory Committee 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 that represented 16 families and 8 service provider agencies. Using Zoom, we were able to poll the participants at the various support groups. We polled 9 different groups for a total of 331 individuals, in which 208 supported, 0 opposed, 123 had no response to our Alternative Staffing Model.

Lanterman Regional Center staff are represented by a recognized labor union; the union provided no response.

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

Conflict of Interest Review

The Board reviewed the Conflict of Interest form for new board member Anthony Brouwer. It was determined that no conflict exists.

Mr. DeBoer moved to send the form to DDS, Mr. Higgins seconded the motion, and it passed unanimously.

Board Training Plan for 2022

For Information Only -

Ms. Sullivan reported that 8 board members completed the survey and identified topics of interest for consideration for the proposed 2022 Training Plan. A final plan will come to the Board in November for approval and will be sent to DDS in December.

Good Hope Medical Foundation Donation

Ms. Sullivan advised the Board that the Center received a \$5,000.00 donation from Good Hope Medical Foundation and it will be utilized for the Holidays Are For Sharing campaign. Ms. Sullivan thanked Dr. Li for recommending that the Center to be the recipient of this donation.

November Board Meeting Date Change

Due to the Thanksgiving Holiday, the November meeting date of 11/24/21 will be moved to 11/17/21. The Board will go dark in December.

ARCA REPORT

Mr. DeBoer advised the Board that he and Ms. Sullivan attended the ARCA meeting on October 21-22, 2021 via Zoom and that the highlights from the meeting were in the packet. Discussion followed.

ADMINISTRATIVE AFFAIRS COMMITTEE

New Language – RC/DDS Contract

Ms. Sullivan advised the Board that they could find in their packet a copy of the RC/DDS contract, which includes new language. This year there are 4 items that have been included in the C-1 Contract Amendment. Those items are:

- Resource Development
- Emergency Preparedness
- Board Governance
- Specialized Personnel and Monitoring

Ms. Sullivan reviewed the items and described how it is currently being done or needs to be implemented at the Center.

C-1 Amendment for FY 2021-22

Ms. Quintero reported that the Center received the C-1 allocation from DDS and it gives the Center the majority of the expected Operations funding, including many of the new contract items. The annual Operations budget is developed based on the funding in this allocation.

Operations Budget and Staffing Plan FY 2021-22

Ms. Quintero reviewed the operations budget, which details last fiscal years' actuals and compares this against our projections for this year.

Ms. Quintero reported that this year's staffing plan includes proposals to add 12 positions – a Participant Choice Coordinator, a Service Coordinator for the Foothill and Diverse Living Options team, a Deaf Access Specialist, Enhanced Caseload Unit (4 Service Coordinator position and 1 supervisor), a Community Navigator, an Emergency Services Manager, and a Purchase of Service Coordinator.

Since the plan was drafted, it was determined that there was still sufficient funding to proceed with the addition of a new team in the School Age Unit, which would include funding for a Regional Manager, four Service Coordinators, and one team Secretary. In addition, Ms. Sullivan informed the Board that the Assistant Director for the Ongoing Unit recently gave notice of her intent to retire in February. The Center is proposing to eliminate this position upon the Assistant Director's retirement and subsequently add a second Associate Director position and Executive Assistant position. In January 2022, the Center will evaluate the budget and make a determination about adding additional Service Coordinator positions as the budget allows to continue to bring down caseload ratios.

Mr. DeBoer moved to approve the operations budget as presented, Ms. Beltran seconded the motion, and it passed unanimously.

Mr. DeBoer moved to approve the staffing plan as presented, Ms. Beltran seconded the motion, and it passed unanimously.

REVIEW OF FINANCIAL STATEMENTS

Mr. DeBoer reviewed the financial statements through August 31, 2021.

Fiscal Year to date 2021-2022

In Operations (main contract) we have spent \$3,957,550 (14.4% of budget). In Purchase of services (main contract) we have spent \$40,216,271 before we add late bills. Including projected late bills, we will have spent \$44,239,571 (15.0% of budget).

Fiscal Year 2020-2021 (B-3)

This month we recorded \$40,022 in OPS and \$1,782,591 in POS. To date, we have spent 95% of our OPS and 97% of our POS allocations.

Fiscal Year 2019 - 2020 (A-8)

This month we recorded \$33,579 in OPS and \$39,185 in POS. To date, we have spent 99% of our OPS and 98% of our POS allocations.

PROGRAMS AND SERVICES COMMITTEE

2022 Performance Plan

Ms. Sullivan reported that the draft 2022 Performance Plan was developed by the Programs and Services Committee and was presented at 4 Community Meetings. She advised the Board that they could find the plan in the packet for review. Ms Sullivan noted that there were no recommendations from the community that would require changes to the proposed plan.

Mr. DeBoer moved to approve the 2022 Performance Plan as presented, Dr. Li seconded the motion, and it passed unanimously.

Home and Community-Based Services Waiver Monitoring Review Report

Ms. Sullivan advised the Board that the Center received positive audit results on the Home and Community-Based Services Waiver and copies of the report could be found in the packet for information only.

NOMINATING COMMITTEE

Board Recruitment Fair

Ms. Sullivan advised the Board that the Center is hosting its first Board Recruitment Fair on November 4, 2021 at 4:30 pm. Ms. Sullivan encouraged board members to attend if available.

ADJOURNMENT FOR EXECUTIVE SESSION

Ms. Beltran moved to suspend the General Session meeting at 7:25 PM for Executive Session to conduct business on Approval of Minutes, Litigation, and Personnel, Mr. DeBoer seconded the motion, and it passed unanimously.

RECONVENE FOR GENERAL SESSION

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

ADJOURNMENT

The meeting was adjourned at 7:20 PM.

Mark Higgins, Secretary

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BOARD OF DIRECTORS

ACTION LOG

October 27, 2021

	DESCRIPTION	ACTION	STATUS
	Approval of Minutes – September 22, 2021	<ul style="list-style-type: none">• Approved	
	Conflict of Interest Statement Review – <ul style="list-style-type: none">• Anthony Brouwer	<ul style="list-style-type: none">• Approved	
	Operations Budget or FY 2021- 22	<ul style="list-style-type: none">• Approved	
	Staffing Plan for FY 2021-22	<ul style="list-style-type: none">• Approved	
	2022 Performance Contract	<ul style="list-style-type: none">• Approved	