

# **LOS ANGELES COUNTY DEVELOPMENTAL SERVICES FOUNDATION**

## **Board of Directors**

**August 25, 2021**

## **MINUTES**

### **PRESENT**

Louis Mitchell, Chair  
Elizabeth Beltran  
Larry DeBoer  
Mark Higgins  
Kim Isaac  
Dr. Alex Li  
Jae Rhee  
Dina Richman  
Yudy Mazariegos  
Brigitte Sroujeh  
Ana Villasenor

### **NOT PRESENT**

Danielle Dejean  
Dr. Anila Guruji  
Gloria Leiva

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

Al Marsella

### **STAFF**

Pablo Ibanez  
Carmine Manicone  
Kaye Quintero  
Melinda Sullivan

### **GUESTS**

Anthony Brouwer  
Taleen Khatchadourian  
Howard McBroom  
Diana Sandoval – DDS

### **CALL TO ORDER**

In the absence of Ms. Leiva, Mr. Mitchell called the meeting to order at 6:00 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 June 23, 2021 were approved by consensus.**

## **BOARD EDUCATION**

As part of Board Education and Training, Ms. Amy Westling, Executive Director of the Association of Regional Center Agencies (ARCA) gave a focused presentation on ARCA's role and relationship between ARCA and the Regional Center. Board members were given the opportunity to ask questions and discussion followed.

## **EXECUTIVE DIRECTOR'S REPORT**

### **Conflict of Interest Review**

Ms. Sullivan advised the Board that as part of its governing obligations, the board must review the conflict-of-interest statement of each regional center board member to ensure that no conflicts of interest exist.

Included in the board packet were the declarations from board directors. All of the forms indicated that no conflicts of interest exist.

**Ms. Villasenor moved to send the statements to the Department of Developmental Services, Mr. DeBoer seconded the motion, and it passed unanimously.**

### **Board Composition Survey**

Ms. Sullivan advised the Board that the Center will be submitting the 2020 Board Composition Survey to DDS. In the packet were copies of a survey summary showing the current composition and a summary showing the composition pending the election of a new board member in September.

### **Caseload Ratio Plan of Correction**

Ms. Sullivan advised the Board that the Center submitted its caseload ratios to DDS in March 2021. The Center did not meet the caseload ratios and is out of compliance with the W&I code

4640.6(c). The Center is required to develop a plan of correction and solicit input from its community, including families, adults served by the regional center, service providers, the State Council, organized labor unions, and other interested parties. A draft copy of the plan was posted on the website and sent out on social media. The deadline for input is August 31, 2021.

Ms. Sullivan reported that the Programs and Services Committee will be reviewing the plan and any community input received at its meeting on September 8, 2021. The final plan will be sent to DDS thereafter.

#### Returning to the Office

Ms. Sullivan advised the Board that the Center has adjusted the start of its “return to office date for staff” from August 16 to September 13, 2021. Staff will be required to come into the office one day a week.

### **ARCA REPORT**

#### ARCA Highlights

Mr. DeBoer advised the Board that he attended the ARCA meeting on June 19-20 via Zoom and that the highlights from the meeting were in the packet. Discussion followed.

### **EXECUTIVE COMMITTEE**

#### Ninth Reinstatement of Bylaws

Ms. Sullivan advised the Board that it has been several years since a thorough review of the bylaws had been completed. Ms. Sullivan walked the Board through the proposed changes and noted that most of the changes throughout the document reflects language to assure compliance with either DDS contract language or with non-profit corporation standards. Ms. Sullivan reported that the Executive Committee has reviewed these proposed changes and recommends the Board adopt the Ninth Restatement.

**Mr. DeBoer moved to approve the Ninth Restatement of the Bylaws as presented, Ms. Beltran seconded the motion, and it passed unanimously.**

#### Contracts over \$250,000.

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

To enhance clinical support, the Center contracts with 2 physicians funded through Purchase of Services funding.

Provider/Organization: **Dr. Gloria Howard**

Year: 2021

Amount of contract: \$291,200. (Increased hourly rate of \$175 from the current \$125 effective July 1, 2021)

Dr. Howard provides the following services:

- Consultation to service coordination and clinical staff, working closely with nurse consultants and the clinical director.
- Participates in mortality meetings both initial and final.
- Works with the nurse consultants to follow clients admitted to hospitals, documenting encounters in the client record.
- Performs physical evaluations with accompanying written report for applicants for whom there is no physician of record.
- Reviews copious amounts of medical records for clients with complex health conditions in order to render an opinion of a client's health status and make recommendations for follow up care.

**Mr. DeBoer moved to approve the contract with Dr. Howard as presented, Dr. Li seconded the motion, and it passed unanimously.**

Provider/Organization: **Dr. Wendy Leskiw**

Year: 2021

Amount of contract: \$281,400. (Increased hourly rate of \$175 from the current \$125 effective July 1, 2021)

Dr. Leskiw provides the following services:

- Consultation to service coordination and clinical staff, working closely with nurse consultants and the clinical director.
- Participates in mortality meetings both initial and final.
- Works with the nurse consultants to follow clients admitted to hospitals, documenting encounters in the client record.
- Performs physical evaluations with accompanying written report for applicants for whom there is no physician of record.
- Reviews copious amounts of medical records for clients with complex health conditions in order to render an opinion of a client's health status and make recommendations for follow up care.
- Conducts immigration evaluations and completes the Homeland Security forms for clients seeking citizenship.

**Ms. Mazariegos moved to approve the contract with Dr. Leskiw as presented, Ms. Richman seconded the motion, and it passed unanimously.**

## **ADMINISTRATIVE AFFAIRS COMMITTEE**

### **Review of Financial Statements**

- *Cash Flow*

Mr. Higgins reported the Center is projected to have \$21,060,500 available at the end of October 31, 2021.

Mr. Higgins reviewed the financial statement summary through June 30, 2021.

- *Fiscal Year to date 2020-2021*

In Operations (main contract) we have spent \$24,016,318 (94.7% of budget). In Purchase of services (main contract) we have spent \$249,874,086 before we add late bills. Including projected late bills, we will have spent \$254,306,986 (96.9% of budget).

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

This month we recorded \$85,853 in OPS and \$44,670 in POS. To date, we have spent 97% of our OPS and 100% of our POS allocations. We currently have a small surplus in OPS.

- *Fiscal Year 2018-2019 (E-5)*

This month we did not record any payments in OPS and we paid \$20,831 in POS. To date, we have spent 100% of both OPS and POS allocations. Effective July 1, 2021 we will no longer receive DDS reimbursements for fiscal year 2018-2019 payments.

#### FY 2018-19 & FY 2019-20 DDS Audit

Ms. Quintero reported that DDS conducts a biennial audit and they completed an audit of Lanterman virtually last fall for Fiscal Years 2018-19 and 2019-20. The report was sent to the Center and the findings were reviewed with the Administrative Affairs Committee. Overall, the results of the report are positive. A copy of the audit and the Center's written response to the findings, were in the packet for information only.

#### FY 2020-21 Independent Audit

Ms. Quintero reported that our current auditing firm, Windes, is conducting the independent audit and they have begun their preliminary fieldwork for their review of fiscal year 2020-21. The Center is responding to their requests for information and are planning for the completion of the bulk of their work during the two weeks beginning September 13.

#### Line Of Credit Update

Ms. Quintero advised the Board that the Center needed to draw approximately \$6 million on its line of credit for a short period in July. The draw cost the Center \$1,000.

### **PROGRAMS AND SERVICES COMMITTEE**

#### Draft Performance Plan for 2022/ Fall Community Meetings

Mr. Manicone advised the Board that the Programs and Services Committee reviewed the Proposed Performance Plan for 2022. Mr. Manicone reported that the Committee was in support of the proposed plan to present at the 4 Fall Community Meetings in September. A copy of the plan and 2021 Fall Community Meeting Notice was in the packet for information only.

### **CLIENT ADVISORY COMMITTEE**

Mr. McBroom presented the 2020 Annual Committee Report to the Board. A copy of the report was in the packet and the Board was given the opportunity to ask questions.

## **NOMINATING COMMITTEE**

### **Slate – New Director**

Mr. Marsella presented the proposed Director, Anthony Brouwer, for information only and for election at the September 22, 2021 Board of Directors meeting. Mr. Brouwer's application was in the packet for review.

### **Board Recruitment Fair**

Mr. Marsella advised the Board that the Committee discussed starting a board recruitment fair for individuals interested in board or committee membership at the Center. This meeting will be held virtually and promoted on the Center's website, Facebook page, and e-bulletin.

The Center will be targeting November 4, 2021 for the meeting date.

## **ADJOURNMENT FOR EXECUTIVE SESSION**

**Ms. DeBoer moved to suspend the General Session meeting at 7:35 PM for Executive Session to conduct business on Approval of Minutes and Litigation, Ms. Isaac seconded the motion, and it passed unanimously.**

## **RECONVENE FOR GENERAL SESSION**

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

## **ADJOURNMENT**

The meeting was adjourned at 7:36 PM.

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Mark Higgins, Secretary

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## **BOARD OF DIRECTORS**

### **ACTION LOG**

**August 25, 2021**

	<b>DESCRIPTION</b>	<b>ACTION</b>	<b>STATUS</b>
	Approval of Minutes – June 23, 2021	<ul style="list-style-type: none"><li>• Approved</li></ul>	
	Annual Conflict of Interest Review	<ul style="list-style-type: none"><li>• Approved</li></ul>	
	Ninth Restatement of Bylaws	<ul style="list-style-type: none"><li>• Approved</li></ul>	
	Contacts Over \$250,000 – <ul style="list-style-type: none"><li>• Dr. Leskew</li><li>• Dr. Howard</li></ul>	<ul style="list-style-type: none"><li>• Approved</li></ul>	
	Slate of Director – Anthony Brouwer	<ul style="list-style-type: none"><li>• Presented for Information Only</li></ul>	