



# Board of Trustees Meeting

Wednesday, January 13, 2021  
6:30 p.m.

~ Via Zoom Technology ~

**Packet #1**

# Board Calendars

*Approved: June 10, 2020  
Updated: December 29, 2020*

**NLACRC Board of Trustees Calendar  
Fiscal Year 2020-21**

~ January 2021 ~						
◀ December						February ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<b>1</b> New Year's Day (NLACRC closed)	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b> 6:00 pm Ad Hoc Bylaws Committee meeting	<b>6</b> 11:00am-1:00 pm Consumer Advisory Committee Meeting  5:30 pm Nominating Committee meeting	<b>7</b> 9:30 am Vendor Advisory Committee (full meeting)	<b>8</b> 10:30am- 2:00 pm ARCA CAC Mtg. (Sacramento)	<b>9</b>
<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b> 5:30 pm Board Packet Review 6:00 pm Board Dinner 6:30 pm Board Meeting (San Fernando Valley Office)	<b>14</b>	<b>15</b>	<b>16</b>
<b>17</b>	<b>18</b> Martin Luther King Day (NLACRC closed)	<b>19</b>	<b>20</b> 6:00 pm Consumer Services 7:00 pm Government/Community Relations	<b>21</b> ARCA Meetings (Tentative)  7:00 pm Self-Determination Advisory Meeting	<b>22</b> ARCA Meetings (Tentative)	<b>23</b>
<b>24/31</b>	<b>25</b> 10:00 am Antelope Valley Vendor Forum	<b>26</b>	<b>27</b> 5:30 pm Post-Retirement Medical Trust 6:15 pm Administrative Affairs 7:15 pm Executive Committee	<b>28</b>	<b>29</b>	<b>30</b> 10:00 am-12:00 pm Lanterman Board Training

**Please note that all meetings will be held via Zoom until further notice.**

NLACRC Board of Trustees Calendar  
Fiscal Year 2020-21

~ February 2021 ~							
◀ January							March ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
	<b>1</b> <u>6:00 pm</u> Strategic Planning Committee Meeting	<b>2</b>	<b>3</b> <u>11:00am-1:00 pm</u> Consumer Advisory Committee Meeting  <u>5:30 pm</u> Nominating Committee meeting	<b>4</b> <u>9:30 am</u> Vendor Advisory Committee Meeting (break-out groups)	<b>5</b>	<b>6</b>	
<b>7</b> Groundhog Day	<b>8</b>	<b>9</b>	<b>10</b> <u>4:00-4:30 pm</u> Board Packet Review <u>6:00 pm</u> Board Dinner (Santa Clarita Valley Office) <u>6:30 pm</u> Board Meeting (Santa Clarita Valley Office)	<b>11</b>	<b>12</b> Chinese New Year	<b>13</b>	
<b>14</b> Valentine's Day	<b>15</b> Presidents' Day (NLACRC closed)	<b>16</b>	<b>17</b> <u>6:00 pm</u> Consumer Services Committee Meeting  <u>7:00 pm</u> Government/Community Relations Committee Meeting	<b>18</b> <u>10:00 am-2:00 pm</u> ARCA Executive Committee Mtg.  <u>7:00 pm</u> Self-Determination Advisory Meeting	<b>19</b>	<b>20</b>	
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> <u>6:00 pm</u> Administrative Affairs Committee Meeting  <u>7:00 pm</u> Executive Committee Meeting	<b>25</b> Purim	<b>26</b> Purim	<b>27</b>	
<b>28</b>							

**Please note that all meetings will be held via Zoom until further notice.**

# Agenda & Minutes

North Los Angeles County Regional Center  
**Board of Trustees Meeting - *Via Zoom***  
Wednesday, January 13, 2021  
**6:30 p.m.**

~ **AGENDA** ~

1. **Call to Order & Introductions** – Lety Garcia, Board President
2. **Public Input & Comments** (3 minutes)
3. **Consent Items**
  - A. Approval of Agenda
  - B. Approval of November 12<sup>th</sup> Board Meeting Minutes
4. **Committee Action Items**
  - A. Administrative Affairs Committee – Ana Quiles
    1. Approval of Contracts
      - a) Access One (HL0936-520)
      - b) Building Rehabilitation Industries (PL1831-102)
    2. Approval of Revised Salary Schedules
  - B. Executive Committee – Lety Garcia
    1. Approval of Regional Center Worker Retention Policy
    2. Approval to add board and committee time report to board documents
    3. Approval to develop Diversity and Inclusion Policy
    4. Approval of Board Member Conflict of Interest Resolution Plans
      - a) Christina Cannarella
      - b) Lillian Martinez
5. **Association of Regional Center Agencies** – Angelina Martinez
6. **Executive Director’s Report** - Ruth Janka
7. **Administrative Affairs Committee** – Ana Quiles
  - A. Minutes of the October 28<sup>th</sup> Meeting
  - B. Minutes of the November 24<sup>th</sup> Meeting
  - C. FY 2020-21 Financial Report

- D. Contract Vetting Training
  - E. Quarterly PRMT Fees Report
  - F. Quarterly CalPERS Unfunded Accrued Liability Trust (UAL) Fees Report
8. **Consumer Advisory Committee** - Caroline Mitchell
- A. Minutes of the November 4<sup>th</sup> Meeting
9. **Consumer Services Committee** - Nelmonika Jones
- A. Minutes of the November 18<sup>th</sup> Meeting
10. **Executive Committee** – Lety Garcia
- A. Minutes of the October 28<sup>th</sup> Meeting
  - B. Minutes of the November 24<sup>th</sup> Meeting
  - C. Plans for January Board Training Day
  - D. FY 2020-21 Board Budget vs Expenditures
  - E. Vaccination Priority – Letter to Los Angeles County Public Health Director
  - F. Diversity and Inclusion Consultant Update
  - G. Board Meeting Format Update
  - H. NLACRC Involvement in Business Advocacy Organizations
  - I. Discussion of Board Meeting Location
  - J. Board and Staff Introductions and Playlist (including review of Board Buddies list)
11. **Government & Community Relations** – Jeremy Sunderland
- A. Minutes of the November 18<sup>th</sup> Meeting
  - B. Legislative Educators’ Report
12. **Nominating Committee** – Curtis Wang
- A. Minutes of the January 6<sup>th</sup> Meeting
  - B. Status of Board & VAC Member Recruitment
  - C. Interest in Serving as a Board Officer or ARCA Delegate in FY 2021-22
  - D. Next Meeting: February 3<sup>rd</sup>, at 5:30 p.m.
13. **Post-Retirement Medical Trust Committee** – Lety Garcia – No report
- A. Next Quarterly Meeting: February 1<sup>st</sup>
14. **Strategic Planning Committee** – Marianne Davis
- A. Minutes of the November 2<sup>nd</sup> Meeting
15. **Vendor Advisory Committee** - Sharoll Jackson

- A. Minutes of the November 5<sup>th</sup> Meeting
- B. Minutes of the January 7<sup>th</sup> Meeting

**16. Old Business/New Business**

- A. Board and Committee Meeting Attendance Sheets
- B. Updated Acronyms Listing
- C. Meeting Evaluation

**17. Announcements/Information/Public Input**

- A. Next Meeting: Wednesday, February 10<sup>th</sup>, at 6:30 p.m.

**18. Adjournment**





**Minutes of Regular Meeting  
of  
North Los Angeles County Regional Center  
Board of Trustees**

*Draft*

The Board of Trustees of North Los Angeles County Regional Center, Inc., a nonprofit corporation, held their regular board meeting via Zoom on November 12, 2020.

Trustees Present

Nicholas Abrahms  
Adam Breall  
Christina Cannarella  
Marianne Davis  
Leticia Garcia  
Gabriela Herrera  
Sharoll Jackson  
Nelmonika Jones  
Jennifer Koster  
Angelina Martinez  
Lillian Martinez  
Caroline Mitchell  
Ana Laura Quiles  
Jeremy Sunderland  
Curtis Wang

Trustees Absent

Ivette Arriaga

Staff Present

Sara Iwahashi  
Ruth Janka  
Michele Marra  
Yesenia Martinez  
Kim Rolfes  
Jesse Weller  
Jennifer Williamson

Guests Present

Karina Andrade  
Victoria Berry  
Amparo Dallas  
Doug Flescher  
Juan Francisco  
Joseph Hernandez  
Breana Jackson  
Ismael Maldonado  
Alma Rodriguez  
Miles Turpin  
Eunice Valle

**1. Call to Order & Introductions** – Lety Garcia, Board President

Lety called the meeting to order at 6:36 p.m. Introductions were made.

**2. Public Input & Comments** (3 minutes)

Alma Rodriguez from Save the Children (guest), a program that promotes literacy, informed the board that the intake application form on NLACRC’s website is no longer available for downloading/printing. She also expressed her interest in joining the board.

**Action:** Ruth will contact the Center’s intake staff regarding restoring the print option for the online intake application form.

### 3. Consent Items

#### A. Approval of Revised Agenda

Added items:

6.B.1: To add Ana Quiles to the Strategic Planning Committee

21: Executive Session

Moved item 5.B.2. to 6.A.2.

**M/S/C** (A. Quiles/N. Abrahms) To approve the revised agenda as modified.

#### B. Approval of October 14<sup>th</sup> Board Meeting Minutes

**M/S/C** (C. Wang/A. Martinez) To approve the minutes as presented.

### 4. Approval of NLACRC's Draft 2021 Performance Contract

**M/S/C** (C. Mitchell/A. Breall) To approve the NLACRC's Draft 2021 Performance Contract as presented.

### 5. Committee Action Items

#### A. Administrative Affairs Committee: Approval of Contracts – Ana Quiles

##### 1. Student Transportation HL0733-875/PL1509-882

**M/S/C** (A. Quiles/C. Mitchell; Abstentions: C. Cannarella) To approve the Student Transportation contract as presented.

##### 2. Elwyn California PL1979-999

**M/S/C** (A. Martinez/A. Quiles; Abstentions: C. Cannarella) To approve the Elwyn California contract as presented.

##### 3. REM California LLC (Service Code 109: Group of 7)

##### 4. REM California LLC (Service Code 113: Group of 7)

5. REM California LLC PL2007-109
6. REM California LLC PL1999-113
7. REM California LLC HL0932-880

**M/S/C** (C. Wang/C. Mitchell; Abstentions: C. Cannarella) To approve the REM California contracts as presented.

8. Health Care Resolution

**M/S/C** (A. Breall/C. Mitchell) To approve the Health Care Resolution Contract as presented.

9. United Cerebral Palsy PL1975-999

**M/S/C** (C. Mitchell/C. Wang; Abstentions: L. Martinez, C. Cannarella, A. Martinez, and A. Breall) To approve the contract with United Cerebral Palsy as presented.

B. Consumer Services Committee – Nelmonika Jones

1. Approval of CSC’s Priorities for FY 2020-21

Dr. Weller reviewed the CSC’s Priorities with the board that include monitoring the progress of SDP implementation, proposing strategies to increase access to services, including participation in alternate service delivery, monitoring compliance with Home and Community-Based Services, along with advocating for caseload ratios will result in effective service coordination.

**M/S/C** (C. Mitchell/G. Herrera) To approve the CSC’s Priorities for FY 2020-21 as presented.

C. Vendor Advisory Committee – Sharoll Jackson

1. Approval of VAC’s Priorities for FY 2020-21

Lety read the VAC's FY20-21 priorities to the board; it was suggested that the priority related to employment be further defined by adding the word "competitive" in front of "employment". The board agreed to add the word "competitive" to the first bullet point under item III. It will now read, "Expand vocational training service options and regular competitive employment opportunities..."

**M/S/C** (C. Mitchell/J. Koster Abstentions: C. Cannarella, M. Davis) To approve and adopt the VAC's Priorities for FY 2020-21 as modified.

## 6. Additional Action Items

### A. Approval of Contracts

1. Software Management Consultants, Inc. ("SMCI" – Operations)

**M/S/C** (A. Martinez/A. Breall) To approve the contract with Software Management Consultants, Inc. as presented.

2. 637 Proposal for a New FHA Rate Model

**M/S/C** (C. Cannarella/A. Quiles) To approve the 637 Proposal for a New FHA Rate Model as presented.

### B. Strategic Planning Committee

1. The Board President sought to add Ana Quiles to the Strategic Planning Committee.

**M/S/C** (A. Breall/L. Martinez) To approve adding Ana Quiles as a member of the Strategic Planning Committee.

## 7. Association of Regional Center Agencies – Angelina Martinez

Angelina shared that she will be participating in the ARCA training held on Saturday. As such, she will miss part of the board training.

Ruth informed the board that ARCA is conducting their trainings individually this year, and will offer a second showing of the training. Unfortunately, the first training conflicts with board's collaboration and conflict of interest trainings, and the second viewing of ARCA's training is scheduled at the same time as a board committee meeting. Ruth will inform the board if ARCA makes the training recordings/materials available on their website.

**8. Executive Director's Report - Ruth Janka**

Ruth gave her executive director's report which included information on legislation, COVID-19, DDS directives, PPE, regional center operations, and community and systems activities. The center's monthly quality assurance, consumer statistics, and special incident reports were included with her report.

**9. Administrative Affairs Committee – Ana Quiles**

A. Minutes of the October 28<sup>th</sup> Meeting – *Deferred*

The minutes of the October 28<sup>th</sup> meeting will be presented at the January board meeting.

B. FY 2020-21 Financial Report

The September 2020 financial report showed that the Center's projected operations budget allocation was \$59,078,015 and the purchase of service (POS) budget was \$562,702,135 for a total budget of \$621,780,150.

Kim shared that during the Administrative Affairs Committee lease agreements and audit results we discussed.

**10. Consumer Advisory Committee – Caroline Mitchell**

A. Minutes of the October 7<sup>th</sup> Meeting

The minutes were included in the meeting packet; please see Caroline with any questions.

B. Minutes of the November 4<sup>th</sup> Meeting – *Deferred*

The minutes of the November 7<sup>th</sup> meeting will be presented at the January board meeting.

**11. Consumer Services Committee** – Gabriela Herrera on behalf of Nelmonika Jones

A. Minutes of the October 21<sup>st</sup> Meeting

The minutes were included in the meeting packet; please see Nelmonika with any questions.

B. 1st Quarter Appeals/Hearings Report

The report was included in meeting packet for members' review.

C. 1st Quarter Exceptions/Exemptions Report

The report was included in meeting packet.

D. 1st Quarter Consumer Diagnosis Report

The report was included in meeting packet.

**12. Executive Committee** – Lety Garcia

A. Minutes of the October 28<sup>th</sup> Meeting – *Deferred*

The minutes of the October 28<sup>th</sup> meeting will be presented at the January board meeting.

B. Resignation of Adam Breall, Effective January 1, 2021

Lety shared that Adam Breall will be missed as he is an integral part of the board and committees. He was thanked for his service and reminded that he can always come back in the future.

C. Plans for the November 14<sup>th</sup> Board Training Day

The Board Training Day details were included in the meeting as a reminder of the upcoming schedule.

1. Collaboration tools for non-profit boards (10:00 a.m. – noon)
2. Conflict of Interest: statute, resolution plans, and impact (1:00 – 3:00 p.m.)

D. Annual Report on Whistleblower Compliance Activity

Michele shared with the board that North LA is required to have policies and procedures in place to record and report whistleblower activity. The summaries of investigations were included in the meeting packet.

E. Presentation of Draft Regional Center Worker Retention Policy & Procedures

Michele shared with the board that in accordance with our DDS Contract, NLACRC is required to have a Regional Center Worker Retention Policy and Procedures which provides the specific requirements as it relates to the retention of employees in the event that the Department would award the contract to a different contractor. The draft document will go to the board for approval in January.

**13. Government & Community Relations – Jeremy Sunderland**

A. Minutes of the October 21<sup>st</sup> Meeting

The minutes were included in the meeting packet; please see Jeremy with any questions.

B. Legislative Educators' Report

The 8-page report was included in the meeting packet for the board's information.

**14. Nominating Committee – Curtis Wang**

A. Status of Board & VAC Member Recruitment

Curtis shared an update on the number of completed board applications. As of this week, we have 16 completed board applications.

Ruth informed the board that the Center is using both email blasts and social media posts to recruit board applicants and is considering a postcard mailing.

B. Next Meeting: Wednesday, January 6<sup>th</sup>, at 5:30 p.m.

**15. Post-Retirement Medical Trust (PRMT) Committee – Lety Garcia**

A. Minutes of the October 28<sup>th</sup> Meeting

The minutes were included in the meeting packet; please see Kim with any questions.

B. Statement on Current PRMT Value

Kim reported that the PRMT has gained \$11.6 million since 2004. The statement was included in meeting packet. The investment strategy for the PRMT is balanced portfolio strategy.

C. Statement of Current CalPERS Unfunded Accrued Liability Trust Value

Kim reported that CalPERS gained \$99,000 since January 2020. The statement was included in meeting packet. The investment strategy for the UAL Contribution Trust is growth and income.

D. PRMT Board Reports

Kim reported that the PRMT Board Reports included in the meeting packet summarize the market value changes and is easier to read.



**16. Strategic Planning Committee – Marianne Davis**

A. Minutes of the November 2<sup>nd</sup> Meeting – *Deferred*

The minutes of the November 2<sup>nd</sup> meeting will be presented at the January board meeting.

B. 1st Quarter Community Integrated Employment/Paid Internship Program Report

4 consumers were approved for the program. No service providers were approved for the CIE or PIP program. The report was included in the meeting the packet.

C. 1st Quarter Program Closures Report

The Center has had 2 program closures during the quarter ending September 2020, which had an impact on 12 consumers. The report was included in the meeting packet.

D. 1st Quarter New Vendorizations Report

The Center had 72 new vendorizations during the 1<sup>st</sup> quarter. The report was included in the meeting packet.

E. 1st Quarter Health and Safety Waiver Exemptions Report

The Center received 40 health & safety waivers from service providers. The report was included in the meeting packet.

F. Home & Community-Based Services (HCBS) Final Rule Compliance Report

Kim shared that the report was included in the meeting packet and is also available on our website.

**17. Vendor Advisory Committee - Sharoll Jackson**

A. Minutes of the October 1<sup>st</sup> Meeting

The minutes were included in the meeting packet; please see Sharoll Jackson with any questions.

B. Minutes of the November 5<sup>th</sup> Meeting – *Deferred*

The minutes of the November 5<sup>th</sup> meeting will be presented at the January board meeting.

**18. Old Business/New Business**

A. Board and Committee Meeting Attendance Sheets

Updated attendance sheets are always included in the meeting packet. Board members cannot miss 5 meetings in a 1-year period or 3 meetings in a row.

B. Updated Acronyms Listing

An updated list of acronyms is always included in the monthly board meeting packet.

C. Meeting Evaluation

Please email any comments or questions about tonight's meeting to Lety Garcia.

**19. Announcements/Information/Public Input**

Christina shared her experience with the Conflict of Interest (COI) process. As a result of her lengthy experience, she would like more oversight on the COI process.

Ruth explained that the COI process is in place to confirm that members of the board do not have a financial interest that would present a conflict in participating on the board. In order to make changes to the COI process, we would need to look at our bylaws. Further,

the bylaws are in need of updating; the Ad Hoc Bylaws Committee is being assembled by the board president.

Concern was expressed regarding COIs preventing parents from participating as board members; the board agreed that board membership should be inclusive and try to embrace as many people as possible.

Ruth commented that the purpose of amending the bylaws is to maintain alignment with existing statute, while not being so restrictive that potential board members are automatically excluded from membership.

A. Next Meeting: Wednesday, January 13<sup>th</sup>, at 6:30 p.m. (no December meeting)

## 20. **Adjournment**

Lety Garcia adjourned the meeting at 8:44 p.m. to go into Executive Session.

## 21. **Executive Session**

Caroline Mitchell moved and Angelia Martinez seconded to enter into Executive Session; the board then entered into executive session at 8:45 p.m. The Executive Session ended at 8:55 p.m.

Submitted by,

Yesenia Martinez  
Executive Assistant

for:

Lillian Martinez  
Board Secretary

[bdmin.nov12.2020]



# Committee Action Items

## Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	<b>Contract Overview: (New or Amendment) (POS or OPS)</b>	New, Purchase of Services (POS)
2.	<b>The Name of Vendor or Service Provider</b>	<b>Access One Home Care Services Inc.</b> Vendor Number: HL0936, Service Code: 520
3.	<b>The Purpose of the Contract</b>	The service provider will provide Independent Living Services (ILS) services pursuant to Title 17, Section 54302(a)(35) . ILS services are a community-based day program that provides to adult Consumers, age 18 years and older, the functional skills training necessary to secure a self-sustaining, independent living situation in the community and/or may provide the support necessary to maintain those skills. Independent Living Program Services focus on functional skills training for adult Consumers who generally have acquired basic self-help skills and who, because of their physical disabilities, do not possess basic self-help skills, but who employ and supervise aides to assist Consumers in meeting their personal needs.
4.	<b>The Contract Term</b>	Five (5) year contract effective December 1, 2020 through November 30, 2025.
5.	<b>The Total Amount of the Contract</b>	Projected annual cost is \$94,936.25 per year, or \$474,681.23 over the entire five (5) year term of the contract based on similar service code 520 vendorizations vendored within the last 5 years.
6.	<b>The Total Proposed Number of Consumers Served</b>	Projected 9 consumers per month.
7.	<b>The Rate of Payment or Payment Amount</b>	Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized DDS-set rate of \$35.83 per hour.
8.	<b>Method or Process Utilized to Award the Contract.</b>	Based on vendorization requirements under statute and regulation for ILS services.
9.	<b>Method or Process Utilized to Establish the Rate or the Payment Amount</b>	Rate established by DDS. Current temporary payment rate effective since 05/01/2020 for service code 520, includes the SB 81 provider rate increase.

10.	<b>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</b>	None
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The North Los Angeles County Regional Center’s (“**NLACRC**”) Administrative Affairs Committee reviewed and discussed the above Agreement for Independent Living Program Services (“**Contract**”) and is recommending an action of the Executive Committee on behalf of the Board of Trustees to **Approve** the Contract.

\_\_\_\_\_  
Ana Quiles, Board Treasurer

\_\_\_\_\_  
November 24, 2020  
Date

## Contract Summary and Board Resolution

The North Los Angeles County Regional Center's ("NLACRC") Executive Committee on behalf of the Board of Trustees reviewed and discussed the Agreement for Independent Living Program Services ("**Agreement**", or "**Contract**") for **Access One Home Care Services Inc.** and passed the following resolution:

**RESOLVED THAT** in compliance with NLACRC's Board of Trustees Contract Policy, the Contract between NLACRC and **Access One Home Care Services Inc.** was reviewed and approved by NLACRC's Executive Committee on behalf of the Board of Trustees on **November 24, 2020.**

NLACRC's Executive Committee on behalf of the Board of Trustees hereby authorizes and designates any officer of NLACRC to finalize, execute and deliver the Contract on behalf of NLACRC, in such form as NLACRC's legal counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Contract shall be conclusively evidenced by the execution of the Contract by such Officer. For purposes of this authorization, an "Officer" means NLACRC's Executive Director, Deputy Director-Chief Financial Officer, Chief of Program Services, or Chief Organizational Development Officer, and no one else.

**Certification by Secretary:** I certify that: (1) I am the Secretary of the NLACRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by NLACRC's Executive Committee on behalf of the Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

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Lillian Martinez, Board Secretary

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November 24, 2020

Date

**Other Vendorizations with Vendor’s Tax Identification Number (TIN):**

<b>Vendor #</b>	<b>Service Code</b>	<b>Service Description</b>
HL0919	862	In-Home Respite Services Agency
PL1950	062	Personal Assistance

**Vendor Name:** Access One Home Care Services, Inc.

**Vendor Number:** HL0936

**Service Code:** 520

**Service Code Description:** Independent Living Program

**Service Address:** 27125 Sierra Highway Suite 325H Santa Clarita, CA 91351

**Service Description:** Access One Home Care Services will provide consumers with functional skills training necessary to secure self-sustaining and independent living within their communities which will in turn assist consumers to lead dignified and independent lives, participate fully in society, and assist them making their own choices within the comfort and safety of their community as well as the consumers’ own homes. Each consumer’s individual needs are carefully assessed, understood, and met through the selective assignment of qualified, trustworthy and compassionate personnel. Their goal is to provide functional skills training based on the consumer’s IPP that is responsive to the consumers’ goals and needs. This focus on functional skills training will in turn improve the quality of life for consumers by enabling them to reach their full potential. Their strategy is to provide tools, resources, training, and support for integrating individuals into their communities with the goal of promoting respect, self-determination, self-advocacy, and equal access and opportunities. Their services are designed to assist consumers in developing the following functional skills:

- (A) Cooking – Consumer training activities will include, but not limited to, the following:
  - Understanding measuring instruments
  - Understanding operation of cookware/seasonings, etc.
  - Following instructions for preparing food – reading and understanding food labels
  
- (B) Cleaning – Consumer training activities will include, but not limited to, the following:
  - Understanding routine house-cleaning to maintain the home in a reasonably clean state including how to sweep floor and stairs, wash wood and linoleum floors, wash windows, dust, polish furniture, clean toilet, clean bathtub and sink. Knows appropriate cleaning products to use for different cleaning jobs, clean stove
  - Teaching importance and how to dispose of garbage
  - Teaching consumer how to wash dishes adequately using soap and hot water.
  
- (C) Shopping in natural environments – Consumer training activities will include, but not limited to, the following:
  - Preparing a shopping list
  - Understanding how to read aisle signs and how to locate items on the shelf
  - Locating the checkout area
  
- (D) Menu planning – Consumer training activities will include, but not limited to, the following:
  - Rainbow plate – eating a variety of brightly colored food
  - Eating a balanced meal – protein, fruits, vegetables, whole grains and low – fat dairy
  - Reading food label
  
- (E) Meal preparation – Consumer training activities will include, but not limited to, the following:
  - Fixing breakfast, lunch and dinner for one.
  - Making a grocery shopping list
  - Teaching about healthy living



- (F) Money management, including check cashing and purchasing activities – Consumer training activities will include, but not limited to, the following:
- Creating and managing a budget
  - Utilizing the ATM
  - Understanding the banking system
  - Instruction in counting money
  - Following a budget while shopping
  - Opening a checking or savings account
  - Writing checks/make withdrawals and make deposits into bank account
- (G) Use of public transportation in natural environments activities – Consumer training activities will include, but not limited to, the following:
- Available transportation systems, how to access these, how to plan their travel, and how to execute their travel plans safely within their communities.
  - Traveling independently to a regularly visited destination and back using public transportation
- (H) Personal health and hygiene – Consumer training activities will include, but not limited to, the following:
- Recognizing symptoms of colds, flu, and other common health problems.
  - Recognizing what to do for a minor cut, a minor burn, a splinter.
  - Healthy living through food, rest and exercise
- (I) Self-advocacy training – Consumer training activities will include, but not limited to, the following:
- Educating about legal rights
  - Educating about personal rights
  - How and where to register to vote.
- (J) Independent recreation and participation in natural environments – Consumer training activities will include, but not limited to, the following:
- Registering at a local gym
  - How to locate and sign up for community resources and events
  - Volunteering in community events
  - How to use cell phone and computer to obtain information on resources
- (K) Use of medical and dental services, as well as other community resources – Consumer training activities will include, but not limited to, the following:
- Locating the nearest laundromat
  - Locating personal bank
  - Locating the nearest supermarket or shopping district.
- (L) Community resource awareness such as police, fire, or emergency help – Consumer training activities will include, but not limited to, the following:
- Calling 911
  - How to access emergency food and shelter
  - Teach on the functions of police, ambulance and fire department.
- (M) Home and community safety – Consumer training activities will include, but not limited to, the following:
- How to lock and unlock doors and windows.
  - How to check smoke alarm and how to replace battery
  - Home accessibility
- (N) In lieu of (A-M) above, provide the supports necessary for a consumer to maintain a self-sustaining, independent living situation in the community.

**Staffing:**

Director Qualifications:

- A Bachelor's degree in a related human services field and 18 months of experience in the management of human services delivery system OR 5 years of experience in a human services delivery system including 2 years of management or supervisory experience.

Supervisor Qualifications:

- A bachelor's degree in human services related field OR 1-year experience in a comparable program, in addition to three years of experience in a human services delivery system.
- Possess the demonstrated ability to provide staff training, supervision, and planning.

Direct Staff Qualifications:

- A high school diploma or GED and at least six months' experience working with adults with developmental disabilities.
- DOJ Clearance, First Aid/CPR certification, TB test clearance, valid California Driver's License, car insurance
- The ability to perform the functions required in the program design.

## Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	<b>Contract Overview: (New or Amendment) (POS or OPS)</b>	New – Nonresidential Negotiated Rate Agreement, Purchase of Services (POS)
2.	<b>The Name of Vendor or Service Provider</b>	<b>Build Rehabilitation Industries</b> Vendor Number PL1981, Service Code 102
3.	<b>The Purpose of the Contract</b>	<p>Contractor will provide Individual/Family Training services pursuant to Title 17, Section 54356 and the DDS published guidelines regarding Miscellaneous Services revised 05/10/2010. The service provider will provide, or obtain, training services to consumers and/or their family members as necessary to implement an objective in the individual’s IPP and for which an existing Title 17 service code is unavailable, including, but not limited to training regarding: prevention of sexual exploitation, parent and family support training to avert out-of-home placement. Individual or family training may include refresher training, as necessary to facilitate a safe, harmonious and stable home, and may be provided in groups, e.g. seminars and symposiums, or on an individual basis. Vendors shall ensure that trainers are credentialed and/or licensed as required by the State of California to practice in the field of training being offered.</p> <p>This program will provide session-based Person-Centered Planning (“PCP”) to assist consumers and their support teams with identifying support necessary to achieve outcomes, based on likes, strengths, abilities, preferences and life goals.</p> <p>All clients receiving this service will be currently enrolled in the Self-Determination program.</p>
4.	<b>The Contract Term</b>	Five (5) year contract effective December 1, 2020 through November 30, 2025.
5.	<b>The Total Amount of the Contract</b>	Projected annual cost is \$298,252.80 per year, or \$1,491,264.00 over the entire five (5) year term of the contract based on a cost statement.
6.	<b>The Total Proposed Number of Consumers Served</b>	Projected 16 consumers per month.

7.	<b>The Rate of Payment or Payment Amount</b>	Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized \$388.35 per session rate.
8.	<b>Method or Process Utilized to Award the Contract.</b>	Based on vendorization requirements under statute and regulation for Individual/Family Training services.
9.	<b>Method or Process Utilized to Establish the Rate or the Payment Amount</b>	Negotiated session rate of \$388.35 is based on a cost statement. The rate negotiated complies with WIC, Section 4691.9 (b) which states that effective July 1, 2008 “no Regional Center may negotiate a rate with a new service provider, for services where rates are determined through a negotiation between the Regional Center and the provider, that is higher than the Regional Center’s median rate for the same service code and unit of service, or the statewide median rate for the same service code and unit of service, whichever is lower.” The provider’s stated cost is lower than the statewide median rate of \$388.65 per session, effective July 1, 2016, and there is not an NLACRC median rate.
10.	<b>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</b>	None

The North Los Angeles County Regional Center’s (“NLACRC”) Administrative Affairs Committee reviewed and discussed the above Nonresidential Negotiated Rate Agreement (“Contract”) and is recommending an action of the Executive Committee on behalf of the Board of Trustees to Approve the Contract.

Ana Quiles, Board Treasurer	November 24, 2020 Date
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## Contract Summary and Board Resolution

The North Los Angeles County Regional Center's ("NLACRC") Executive Committee on behalf of the Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement ("Agreement", or "Contract") for **Build Rehabilitation Industries** and passed the following resolution:

**RESOLVED THAT** in compliance with NLACRC's Board of Trustees Contract Policy, the Contract between NLACRC and **Build Rehabilitation Industries** was reviewed and approved by NLACRC's Executive Committee on behalf of the Board of Trustees on **November 24, 2020**.

NLACRC's Executive Committee on behalf of the Board of Trustees hereby authorizes and designates any officer of NLACRC to finalize, execute and deliver the Contract on behalf of NLACRC, in such form as NLACRC's legal counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Contract shall be conclusively evidenced by the execution of the Contract by such Officer. For purposes of this authorization, an "Officer" means NLACRC's Executive Director, Deputy Director-Chief Financial Officer, Chief of Program Services, or Chief Organizational Development Officer, and no one else.

**Certification by Secretary:** I certify that: (1) I am the Secretary of the NLACRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by NLACRC's Executive Committee on behalf of the Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

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Lillian Martinez, Board Secretary

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November 24, 2020

Date

**Other Vendorizations with Vendor’s Tax Identification Number (TIN):**

<b>Vendor #</b>	<b>Service Code</b>	<b>Service Description</b>
PL1629	055	Community Integration Training Program
PL1981	102	Individual or Family Training
PL0210	110	Supplemental Day Program Support
PL1655	110	Supplemental Day Program Support
PD2296	110	Supplemental Day Program Support
H32993	515	Behavior Management Program
H32824	520	Independent Living Program
HL0788	880	Transportation – Additional Component
HL0300	950	Supported Employment - Group
HL0301	952	Supported Employment - Individual
HL0302	954	Work Activity Program
HD0149	954	Work Activity Program
PL1794	999	Start-Up Funding
PL1909	999	Start-Up Funding

**Vendor Name:** BUILD REHABILITATION INDUSTRIES

**Vendor Number:** PL1981

**Service Code:** 102

**Service Code Description:** INDIVIDUAL OR FAMILY TRAINING

**Service Address:** 12432 FOOTHILL BLVD., SYLMAR, CA 91342

**Service Description:** Build Rehabilitation Industries will provide Person Centered Planning (PCP) services to clients enrolled in the Self-Determination Program.

The provider will facilitate and assist individuals to be able to plan a future, to determine a course to implement the plan and to choose daily activities. Person Center Planning puts the person first. Throughout the planning process, the focus is on the person’s strengths, wishes, hopes and dreams and Build’s role is to assist the individual in designing their own future and life. The individual chooses what they want to focus on. A Person Centered Plan is fluid, and can be reviewed and revised as the individual wishes. Informed choice is an important part of the process, so that individuals can decide what types of support works best for them. Supports may include funded and non-funded, traditional and non-traditional delivery. The Person Centered Plan is a blueprint and path to follow, not only for the individual but also for the individual’s support team. It is a tool that helps people figure out what they want and need and seeks to identify the kinds of supports necessary to achieve those outcomes.

Person Centered Plan (PCP) sessions can occur anywhere the individual chooses, as long as the location is private and can accommodate the number of people the individual wishes to have attend.

**Staffing:**

**Manager Qualifications:**

**Work Experience**

- Minimum four (4) years' experience in the human services field
- Minimum two (2) years' experience working with people who have intellectual and/or developmental disabilities
- Experience with regional center or other governmental billing processes and procedures preferred

**Education, Professional Training, Technical Training or Certification**

- Bachelor's degree in a related field OR five (5) years' experience working specifically with programs that serve the ID/DD Community
- Certification with Liberty Plan, PATH, or other recognized Person Centered Planning curriculum

**Other Requirements**

- Clear Criminal Background Check
- Valid California Driver's License and proof of state-mandated insurance

**PCP Facilitator Qualifications:**

- Possess a Person Centered Planning Certificate of Completion

**Other Requirements**

- Clear Criminal Background Check
- Valid California Driver's License and proof of state-mandated insurance

**REPORT ON PERSONNEL CLASSIFICATIONS****DATED JULY 27, 2016**

Regional Center: North Los Angeles County Regional Center

Fiscal Year: 2016/2017

**INSTRUCTIONS:** Please provide a listing of ALL personnel classifications used by the regional center and their associated Salary schedule (range). You may copy and use additional sheets of this form.

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Accountant	\$3,272 - \$4,724	\$3,646 - \$5,265
Accounting Supervisor	\$5,294 - \$7,781	\$5,899 - \$8,672
Administrative Aide	\$2,080 - \$2,887	\$2,317 - \$3,218
Administrative Assistant	\$3,412 - \$4,738	\$3,802 - \$5,281
Assistant Controller	\$6,192 - \$11,075	\$6,900 - \$12,342
Audit-Revenue Supervisor	\$5,546 - \$8,151	\$6,180 - \$9,084
Autism Program Clinical Services Specialist	\$4,751 - \$6,533	\$5,294 - \$7,281

<sup>1</sup> Pursuant ABX2-1, Section 3 (a California law effective March 1, 2016), in this current fiscal year, employees in all eligible personnel classifications will receive a temporary "add on" enhancement of 11.44% to the calculation of wages earned and the pay for use of many, but not all, benefits. For purposes of this report, the term "eligible personnel classifications" is defined as all personnel classifications at North Los Angeles County Regional Center, except for the Executive Director, the Deputy Director, the Chief Financial Officer, and the Human Resources Director.



**REPORT ON PERSONNEL CLASSIFICATIONS (continued)****DATED JULY 27, 2016**

Regional Center: North Los Angeles County Regional Center

Fiscal Year: 2016/2017

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Autism Program Coordinator	\$3,272 - \$4,724	\$3,646 - \$5,265
Behavioral Consultant	\$4,751 - \$6,533	\$5,294 - \$7,281
Behavioral Services Supervisor	\$8,402 - \$12,349	\$9,363 - \$13,762
Branch Manager	\$6,192- \$11,075	\$6,900 - \$12,342
Branch Supervisor	\$5,509 - \$8,097	\$6,139 - \$9,024
Chief Financial Officer	\$10,000 - \$15,500	Not Eligible for ABX2-1
Clinical Services Director	\$15,724 - \$20,747	\$17,522 - \$23,121
Community Living Specialist	\$3,621 - \$4,982	\$4,035 - \$5,552
Community Outreach Specialist	\$3,621 - \$4,982	\$4,035 - \$5,552

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)****DATED JULY 27, 2016**

Regional Center: North Los Angeles County Regional Center

Fiscal Year: 2016/2017

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Community Services Director	\$8,592 - \$12,979	\$9,574 - \$14,464
Community Services Specialist	\$3,621 - \$4,982	\$4,035 - \$5,552
Community Services Supervisor	\$5,234 - \$7,693	\$5,832 - \$8,574
Consumer Advocate	\$2,842 - \$3,909	\$3,167 - \$4,357
Consumer Services Coordinator	\$3,272 - \$4,724	\$3,646 - \$5,265
Consumer Services Director	\$8,592 - \$12,979	\$9,574 - \$14,464
Consumer Services Manager	\$6,192 - \$11,075	\$6,900 - \$12,342
Consumer Services Supervisor	\$5,234 - \$7,693	\$5,832 - \$8,574
Contract and Compliance Specialist	\$3,621 - \$4,982	\$4,035 - \$5,552

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)****DATED JULY 27, 2016**

Regional Center: North Los Angeles County Regional Center

Fiscal Year: 2016/2017

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Contract and Compliance Supervisor	\$5,234 - \$7,693	\$5,832 - \$8,574
Contract Officer	\$5,509 - \$8,097	\$6,139 - \$9,024
Controller	\$8,553 - \$12,500	\$9,531 - \$13,930
CPP Specialist	\$3,621 - \$4,982	\$4,035 - \$5,552
Data Entry Operator	\$2,334 - \$3,211	\$2,601 - \$3,579
Deputy Director	\$11,917 - \$17,375	Not Eligible for ABX2-1
Document Quality Review Supervisor	\$5,294 - \$7,781	\$5,899 - \$8,672
Executive Administrative Assistant	\$3,591 - \$4,987	\$4,001 - \$5,558
Executive Director	\$12,500 - \$21,311	Not Eligible for ABX2-1

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)****DATED JULY 27, 2016**

Regional Center: North Los Angeles County Regional Center

Fiscal Year: 2016/2017

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Fair Hearings and Administrative Procedures Manager	\$6,192- \$11,075	\$6,900 - \$12,342
Family Advocate	\$2,842 - \$3,909	\$3,167 - \$4,357
Federal Revenues Specialist	\$3,621 - \$4,982	\$4,035 - \$5,552
Federal Revenues Supervisor	\$5,234 - \$7,693	\$5,832 - \$8,574
File Clerk	\$1,600 - \$2,201	\$1,783 - \$2,453
Fiscal Analyst	\$3,272 - \$4,724	\$3,646 - \$5,265
Fiscal Assistant II	\$2,192 - \$3,016	\$2,442 - \$3,362
Fiscal Assistant III	\$2,334 - \$3,211	\$2,601 - \$3,579
Fiscal Assistant IV	\$2,625 - \$3,611	\$2,925 - \$4,025

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)****DATED JULY 27, 2016**

Regional Center: North Los Angeles County Regional Center

Fiscal Year: 2016/2017

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Fiscal Monitor	\$3,272 - \$4,724	\$3,646 - \$5,265
HR Generalist	\$3,591 - \$4,987	\$4,001 - \$5,558
HR Director	\$9,050 - \$13,255	Not Eligible for ABX2-1
HR Supervisor	\$5,294 - \$7,781	\$5,899 - \$8,672
Intake Associate	\$2,689 - \$3,698	\$2,996 - \$4,122
Intake Specialist	\$3,621 - \$4,982	\$4,035 - \$5,552
IT Director	\$12,500 - \$18,167	\$13,930 - \$20,246
IT Specialist I	\$4,139 - \$5,745	\$4,612 - \$6,403
IT Specialist II	\$4,710 - \$6,541	\$5,248 - \$7,290

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)****DATED JULY 27, 2016**

Regional Center: North Los Angeles County Regional Center

Fiscal Year: 2016/2017

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Judicial/Forensics Specialist	\$3,621 - \$4,982	\$4,035 - \$5,552
Labor Relations Manager	\$6,192 - \$11,075	\$6,900 - \$12,342
Medical Services Supervisor	\$12,292 - \$16,413	\$13,698 - \$18,291
Nursing Consultant	\$4,751 - \$6,533	\$5,294 - \$7,281
Office Aide	\$1,430 - \$1,968	\$1,593 - \$2,194
Office Assistant I	\$1,763 - \$2,425	\$1,964 - \$2,703
Office Services Manager	\$5,546 - \$8,151	\$6,180 - \$9,084
Payroll Clerk	\$2,743 - \$3,808	\$3,056 - \$4,244
Physician	\$12,292 - \$16,413	\$13,698 - \$18,291

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)****DATED JULY 27, 2016**

Regional Center: North Los Angeles County Regional Center

Fiscal Year: 2016/2017

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Placement Specialist	\$3,621 - \$4,982	\$4,035 - \$5,552
Program Services Director	\$10,000 - \$15,500	\$11,144 - \$17,274
Psychologist	\$5,927 - \$8,151	\$6,605 - \$9,084
Psychological Services Supervisor	\$8,402 - \$12,349	\$9,363 - \$13,762
Public Information and Training Specialist	\$3,621 - \$4,982	\$4,035 - \$5,552
Publication Information and Training Supervisor	\$5,294 - \$7,781	\$5,899 - \$8,672
Receptionist	\$1,929 - \$2,653	\$2,149 - \$2,957
Resource Developer	\$3,621 - \$4,982	\$4,035 - \$5,552
Revenue Coordinator	\$2,450 - \$3,369	\$2,730 - \$3,755

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)****DATED JULY 27, 2016**

Regional Center: North Los Angeles County Regional Center

Fiscal Year: 2016/2017

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Risk Assessment Specialist	\$3,621 - \$4,982	\$4,035 - \$5,552
Risk Assessment Supervisor	\$5,509 - \$8,097	\$6,139 - \$9,024
Secretary	\$2,192 - \$3,016	\$2,442 - \$3,362
Senior Reporting Analyst	\$7,300 - \$9,118	\$8,135 - \$10,162
Senior Secretary	\$2,334 - \$3,211	\$2,601 - \$3,579
Service Coordinator Associate	\$2,689 - \$3,698	\$2,996 - \$4,122
System Administrator	\$7,300 - \$9,118	\$8,135 - \$10,162
Transfer Coordinator	\$2,334 - \$3,211	\$2,601 - \$3,579
Vendor Coordinator	\$2,689 - \$3,698	\$2,996 - \$4,122



**REPORT ON PERSONNEL CLASSIFICATIONS****Dated: September 13, 2017**

Regional Center: North Los Angeles County Regional Center

Year: 2017

**INSTRUCTIONS:** Please provide a listing of ALL personnel classifications used by the regional center and their associated salary schedule (range). You may copy and use additional sheets of this form.

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Accountant	\$3,272 - \$4,724	\$3,631 - \$5,244
Accounting Supervisor	\$5,294 - \$7,781	\$5,876 - \$8,637
Administrative Aide	\$2,080 - \$2,887	\$2,308 - \$3,205
Administrative Assistant	\$3,412 - \$4,738	\$3,787 - \$5,260
Audit-Revenue Supervisor	\$5,294 - \$7,781	\$5,876 - \$8,637
Autism Program Clinical Services Specialist	\$4,751 - \$6,533	\$5,273 - \$7,252
Autism Program Coordinator	\$3,272 - \$4,724	\$3,631 - \$5,244

<sup>1</sup> Pursuant ABX2-1, Section 3 (a California law effective March 1, 2016), in this current fiscal year, employees in all eligible personnel classifications will receive a temporary “add on” enhancement of 11.00% to the calculation of base wages earned and the pay for use of many, but not all, benefits. For purposes of this report, the term “eligible personnel classifications” is defined as all personnel classifications at North Los Angeles County Regional Center, except for the Executive Director, the Deputy Director, the Chief Financial Officer, and the Chief Organizational Development Officer.

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Behavioral Consultant	\$4,751 - \$6,533	\$5,273 - \$7,252
Behavioral Services Supervisor	\$8,402 - \$12,349	\$9,326 - \$13,708
Branch Manager	\$6,192 - \$11,075	\$6,873 - \$12,294
Branch Supervisor	\$5,509 - \$8,097	\$6,114 - \$8,988
Chief Financial Officer	\$11,237 - \$17,417	Not Eligible for ABX2-1
Chief Organizational Development Officer	\$10,732 - \$14,520	Not Eligible for ABX2-1
Clinical Services Director	\$15,724 - \$20,747	\$17,453 - \$23,030
CMS Program Evaluator Manager	\$6,192 - \$11,075	\$6,873 - \$12,294
Community Living Specialist	\$3,621 - \$4,982	\$4,019 - \$5,531

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Community Outreach Specialist	\$3,621 - \$4,982	\$4,019 - \$5,531
Community Services Director	\$8,592 - \$12,979	\$9,537 - \$14,407
Community Services Specialist	\$3,621 - \$4,982	\$4,019 - \$5,531
Community Services Supervisor	\$5,234 - \$7,693	\$5,809 - \$8,540
Compliance Manager	\$6,191 - \$11,075	\$6,872 - \$12,294
Consumer Advocate	\$2,842 - \$3,909	\$3,154 - \$4,339
Consumer Services Coordinator	\$3,272 - \$4,724	\$3,631 - \$5,244
Consumer Services Director	\$8,592 - \$12,979	\$9,537 - \$14,407
Consumer Services Manager	\$6,192 - \$11,075	\$6,873 - \$12,294

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Consumer Services Supervisor	\$5,234 - \$7,693	\$5,809 - \$8,540
Contract and Compliance Specialist	\$3,621 - \$4,982	\$4,019 - \$5,531
Contract and Compliance Supervisor	\$5,234 - \$7,693	\$5,809 - \$8,540
Contract Officer	\$5,509 - \$8,097	\$6,114 - \$8,988
Controller	\$6,191 - \$11,075	\$6,872 - \$12,294
CPP Specialist	\$3,621 - \$4,982	\$4,019 - \$5,531
Data Entry Operator	\$2,334 - \$3,211	\$2,590 - \$3,565
Deputy Director	\$11,861 - \$18,384	Not Eligible for ABX2-1
Diversity and Inclusion Manager	\$6,192- \$11,075	\$6,873 - \$12,294

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Director of Finance	\$9,060 - \$12,257	\$10,056 - \$13,606
Document Quality Review Supervisor	\$5,294 - \$7,781	\$5,876 - \$8,637
Education Advocate	\$5,509 - \$8,097	\$6,114 - \$8,988
Employment Specialist	\$3,621 - \$4,982	\$4,019 - \$5,531
Executive Administrative Assistant	\$3,591 - \$4,987	\$3,986 - \$5,536
Executive Director	\$12,500 - \$23,000	Not Eligible for ABX2-1
Fair Hearings and Administrative Procedures Manager	\$6,192- \$11,075	\$6,873 - \$12,294
Family Advocate	\$2,842 - \$3,909	\$3,154 - \$4,339
Federal Revenues Specialist	\$3,621 - \$4,982	\$4,019 - \$5,531

## REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Personnel Classification	Monthly Base Salary Range	Monthly Salary Range including ABX2-1 <sup>1</sup>
Federal Revenues Supervisor	\$5,234 - \$7,693	\$5,809 - \$8,540
File Clerk*	\$1,600 - \$2,201	\$1,776 - \$2,444
Fiscal Analyst	\$3,272 - \$4,724	\$3,631 - \$5,244
Fiscal Assistant II	\$2,192 - \$3,016	\$2,433 - \$3,348
Fiscal Assistant III	\$2,334 - \$3,211	\$2,590 - \$3,565
Fiscal Assistant IV	\$2,625 - \$3,611	\$2,913 - \$4,009
Fiscal Monitor	\$3,272 - \$4,724	\$3,631 - \$5,244
HR Generalist	\$3,591 - \$4,987	\$3,986 - \$5,536
HR Supervisor	\$5,294 - \$7,781	\$5,876 - \$8,637

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Intake Associate	\$2,689 - \$3,698	\$2,984 - \$4,105
Intake Specialist	\$3,621 - \$4,982	\$4,019 - \$5,531
iSeries System Operator	\$4,139 - \$5,168	\$4,594 - \$5,737
IT Director	\$12,500 - \$18,167	\$13,875 - \$20,166
IT Project Manager	\$6,191 - \$11,075	\$6,872 - \$12,294
IT Specialist I	\$4,139 - \$5,745	\$4,594 - \$6,377
IT Specialist II	\$4,710 - \$6,541	\$5,228 - \$7,261
Judicial/Forensics Specialist	\$3,621 - \$4,982	\$4,019 - \$5,531
Labor Relations Manager	\$6,192 - \$11,075	\$6,873 - \$12,294

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Medical Services Supervisor	\$12,292 - \$16,413	\$13,644 - \$18,219
Nursing Consultant	\$4,751 - \$6,533	\$5,273 - \$7,252
Office Aide*	\$1,430 - \$1,968	\$1,587 - \$2,185
Office Assistant I*	\$1,763 - \$2,425	\$1,956 - \$2,692
Office Services Assistant	\$3,412 - \$4,738	\$3,787 - \$5,260
Office Services Manager	\$5,546 - \$8,151	\$6,156 - \$9,048
Office Services Supervisor	\$5,294 - \$7,781	\$5,876 - \$8,637
Payroll Specialist	\$2,743 - \$3,808	\$3,044 - \$4,227
Physician	\$12,292 - \$16,413	\$13,644 - \$18,219



**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Placement Specialist	\$3,621 - \$4,982	\$4,019 - \$5,531
Policy and Procedures Manager	\$6,191 - \$11,075	\$6,872 - \$12,294
Psychologist	\$5,927 - \$8,151	\$6,578 - \$9,048
Psychological Services Supervisor	\$8,402 - \$12,349	\$9,326 - \$13,708
Public Information and Training Specialist	\$3,621 - \$4,982	\$4,019 - \$5,531
Publication Information and Training Supervisor	\$5,294 - \$7,781	\$5,876 - \$8,637
Receptionist	\$1,929 - \$2,653	\$2,141 - \$2,945
Resource Developer	\$3,621 - \$4,982	\$4,019 - \$5,531
Revenue Coordinator	\$2,450 - \$3,369	\$2,719 - \$3,740

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Risk Assessment Specialist	\$3,621 - \$4,982	\$4,019 - \$5,531
Risk Assessment Supervisor	\$5,509 - \$8,097	\$6,114 - \$8,988
Secretary	\$2,192 - \$3,016	\$2,433 - \$3,348
Self Determination Specialist	\$3,621 - \$4,982	\$4,019 - \$5,531
Senior Secretary	\$2,334 - \$3,211	\$2,590 - \$3,565
Service Coordinator Associate	\$2,689 - \$3,698	\$2,984 - \$4,105
System Administrator	\$7,300 - \$9,118	\$8,103 - \$10,121
Technical Support Engineer	\$7,300 - \$9,118	\$8,103 - \$10,121
Training Supervisor	\$5,294 - \$7,781	\$5,876 - \$8,637

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

Personnel Classification	Monthly Base Salary Range	Monthly Salary Range including ABX2-1 <sup>1</sup>
Training Specialist	\$3,621 - \$4,982	\$4,019 - \$5,531
Transfer Coordinator	\$2,334 - \$3,211	\$2,590 - \$3,565
Vendor Coordinator	\$2,689 - \$3,698	\$2,984 - \$4,105

\*Individuals within this salary range are not paid under the federal and state minimum wage.

**REPORT ON PERSONNEL CLASSIFICATIONS**

Regional Center: North Los Angeles County Regional Center

Date: November 14, 2018

**INSTRUCTIONS:** Please provide a listing of ALL personnel classifications used by the regional center and their associated Monthly salary schedule (range). You may copy and use additional sheets of this form.

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Accountant	\$3,272 - \$4,724	\$3,599 - \$5,197
Accounting Supervisor	\$5,294 - \$7,781	\$5,823 - \$8,560
Administrative Aide	\$2,080 - \$2,887	\$2,288 - \$3,176
Administrative Assistant	\$3,412 - \$4,738	\$3,753 - \$5,212
Audit-Revenue Supervisor	\$5,294 - \$7,781	\$5,823 - \$8,560
Autism Program Clinical Services Specialist	\$4,751 - \$6,533	\$5,226 - \$7,187
Autism Program Coordinator	\$3,272 - \$4,724	\$3,599 - \$5,197

<sup>1</sup> Pursuant ABX2-1, Section 3 (a California law effective March 1, 2016), in this current fiscal year, employees in all eligible personnel classifications will receive a temporary “add on” enhancement of 10.00% to the calculation of wages earned and the pay for use of many, but not all, benefits. For purposes of this report, the term “eligible personnel classifications” is defined as all personnel classifications at North Los Angeles County Regional Center, except for the Executive Director, the Deputy Director, the Chief Financial Officer, and the Chief Organizational Development Officer.

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Behavioral Consultant	\$4,751 - \$6,533	\$5,226 - \$7,187
Behavioral Services Supervisor	\$8,402 - \$12,349	\$9,242 - \$13,584
Branch Supervisor	\$5,509 - \$8,097	\$6,059 - \$8,907
Chief Financial Officer	\$11,237 - \$17,417	Not Eligible for ABX2-1
Chief Organizational Development Officer	\$10,732 - \$14,520	Not Eligible for ABX2-1
Clinical Services Director	\$15,724 - \$20,747	\$17,296 - \$22,822
CMS Program Evaluator Manager	\$6,192 - \$11,075	\$6,811 - \$12,183
Community Living Specialist	\$3,621 – \$4,982	\$3,983 - \$5,481
Community Outreach Specialist	\$3,621 – \$4,982	\$3,983 - \$5,481

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Community Services Director	\$8,592 - \$12,979	\$9,451 - \$14,277
Community Services Specialist	\$3,621 - \$4,982	\$3,983 - \$5,481
Community Services Supervisor	\$5,234 - \$7,693	\$5,757 - \$8,463
Consumer Advocate	\$2,842 - \$3,909	\$3,126 - \$4,300
Consumer Services Coordinator	\$3,272 - \$4,724	\$3,599 - \$5,197
Consumer Services Coordinator – Self Determination	\$3,272 - \$4,724	\$3,599 - \$5,197
Consumer Services Director	\$8,592 - \$12,979	\$9,451 - \$14,277
Consumer Services Manager	\$6,192- \$11,075	\$6,811 - \$12,183
Consumer Services Specialist - Floater	\$3,621 - \$4,982	\$3,983 - \$5,481

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Consumer Services Specialist – Officer of the Day	\$3,621 - \$4,982	\$3,983 - \$5,481
Consumer Services Supervisor	\$5,234 - \$7,693	\$5,757 - \$8,463
Consumer Services Supervisor – LCSW	\$5,509 - \$8,097	\$6,059 - \$8,907
Contract Administration and Privacy Manager	\$6,191 - \$11,075	\$6,810 - \$12,183
Contract and Compliance Specialist	\$3,621 - \$4,982	\$3,983 - \$5,481
Contract and Compliance Supervisor	\$5,234 - \$7,693	\$5,757 - \$8,463
Contract Officer	\$5,509 - \$8,097	\$6,059 - \$8,907
Controller	\$6,192 - \$11,075	\$6,811 - \$12,183
CPP Specialist	\$3,621 - \$4,982	\$3,983 - \$5,481

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Data Entry Operator	\$2,334 - \$3,211	\$2,567 - \$3,533
Deputy Director	\$11,861 - \$18,384	Not Eligible for ABX2-1
Diversity and Inclusion Manager	\$6,192- \$11,075	\$6,811 - \$12,183
Director of Finance	\$9,060 - \$12,257	\$9,966 - \$13,483
Document Quality Review Supervisor	\$5,294 - \$7,781	\$5,823 - \$8,560
Educational Advocate	\$5,509 - \$8,097	\$6,059 - \$8,907
Employment Specialist	\$3,621 - \$4,982	\$3,983 - \$5,481
Executive Administrative Assistant	\$3,591 - \$4,987	\$3,950 - \$5,486
Executive Director	\$12,500 - \$23,605	Not Eligible for ABX2-1



## REPORT ON PERSONNEL CLASSIFICATIONS (continued)

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Facilities Supervisor	\$5,294 - \$7,781	\$5,823 - \$8,560
Fair Hearings and Administrative Procedures Manager	\$6,192- \$11,075	\$6,811 - \$12,183
Family Advocate	\$2,842 - \$3,909	\$3,126 - \$4,300
Federal Revenues Specialist	\$3,621 - \$4,982	\$3,983 - \$5,481
Federal Revenues Supervisor	\$5,234 - \$7,693	\$5,757 - \$8,463
File Clerk*	\$1,600 - \$2,201	\$1,760 - \$2,422
Fiscal Analyst	\$3,272 - \$4,724	\$3,599 - \$5,197
Fiscal Assistant II	\$2,192 - \$3,016	\$2,411 - \$3,318
Fiscal Assistant III	\$2,334 - \$3,211	\$2,567 - \$3,533

## REPORT ON PERSONNEL CLASSIFICATIONS (continued)

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Fiscal Assistant IV	\$2,625 - \$3,611	\$2,887 - \$3,973
Fiscal Monitor	\$3,272 - \$4,724	\$3,599 - \$5,197
HR Director	\$9,060 - \$12,257	\$9,966 - \$13,483
HR Specialist I	\$3,412 - \$4,738	\$3,753 - \$5,212
HR Specialist II	\$3,591 - \$4,987	\$3,950 - \$5,486
HR Supervisor	\$5,294 - \$7,781	\$5,823 - \$8,560
Intake Associate	\$2,689 - \$3,698	\$2,957 - \$4,068
Intake Specialist	\$3,621 - \$4,982	\$3,983 - \$5,481
IT Director	\$12,500 - \$18,167	\$13,750 - \$19,984

## REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Personnel Classification	Monthly Base Salary Range	Monthly Salary Range including ABX2-1 <sup>1</sup>
IT Project Manager	\$6,192 - \$11,075	\$6,811 - \$12,183
IT Specialist I	\$4,139 - \$5,745	\$4,552 - \$6,320
IT Specialist II	\$4,710 - \$6,541	\$5,181 - \$7,196
Judicial/Forensics Specialist	\$3,621 - \$4,982	\$3,983 - \$5,481
Medical Services Supervisor	\$12,292 - \$16,413	\$13,521 - \$18,055
Nursing Consultant	\$4,751 - \$6,533	\$5,226 - \$7,187
Office Aide	\$1,430 - \$1,968	\$1,573 - \$2,165
Office Assistant I*	\$1,763 - \$2,425	\$1,939 - \$2,668
Office Services Manager	\$5,546 - \$8,151	\$6,100 - \$8,967

## REPORT ON PERSONNEL CLASSIFICATIONS (continued)

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Payroll Specialist	\$2,743 - \$3,808	\$3,017 - \$4,189
Placement Specialist	\$3,621 - \$4,982	\$3,983 - \$5,481
Policy and Procedures Manager	\$6,192 - \$11,075	\$6,811 - \$12,183
Psychologist	\$5,927 - \$8,151	\$6,519 - \$8,967
Psychological Services Supervisor	\$8,402 - \$12,349	\$9,242 - \$13,584
Public Information Specialist	\$3,621 - \$4,982	\$3,983 - \$5,481
Publication Information Supervisor	\$5,294 - \$7,781	\$5,823 - \$8,560
Receptionist	\$1,929 - \$2,653	\$2,121 - \$2,919
Resource Developer	\$3,621 - \$4,982	\$3,983 - \$5,481

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Revenue Coordinator	\$2,450 - \$3,369	\$2,695 - \$3,706
Risk Assessment Specialist	\$3,621 - \$4,982	\$3,983 - \$5,481
Secretary	\$2,192 - \$3,016	\$2,411 - \$3,318
Senior HR Generalist	\$5,000 - \$6,244	\$5,500 - \$6,869
Senior Secretary	\$2,334 - \$3,211	\$2,567 - \$3,533
Service Coordinator Associate	\$2,689 - \$3,698	\$2,957 - \$4,068
System Administrator	\$7,300 - \$9,118	\$8,030 - \$10,030
Technical Support Engineer	\$7,300 - \$9,118	\$8,030 - \$10,030
Training and Development Supervisor	\$5,294 - \$7,781	\$5,823 - \$8,560

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly Base Salary Range</b>	<b>Monthly Salary Range including ABX2-1<sup>1</sup></b>
Training Specialist	\$3,621 - \$4,982	\$3,983 - \$5,481
Transfer Coordinator	\$2,334 - \$3,211	\$2,567 - \$3,533
Vendor Coordinator	\$2,689 - \$3,698	\$2,957 - \$4,068

\*Individuals within this salary range are not paid under the federal and state minimum wage.

**REPORT ON PERSONNEL CLASSIFICATIONS**

Regional Center: North Los Angeles County Regional Center

Date: November 26, 2019

**INSTRUCTIONS:** Please provide a listing of ALL personnel classifications used by the regional center and their associated Monthly and hourly salary schedule (range). You may copy and use additional sheets of this form.

<b>Personnel Classification</b>	<b>Monthly or Hourly Salary Range<sup>1</sup></b>	<b>Monthly or Hourly Salary Range Including ABX2-1<sup>2</sup></b>
Accountant	\$19.8246 - \$27.2559	\$21.7079 - \$29.8453
Accounting Supervisor	\$5,294 - \$7,781	\$5,797 - \$8,520
Administrative Aide	\$15.8250 - \$19.7632	\$17.3283 - \$21.6408
Administrative Assistant	\$21.8894 - \$29.3473	\$23.9688 - \$32.1353
Autism Program Clinical Services Specialist	\$27.4117 - \$37.6933	\$30.0158 - \$41.2742
Autism Program Coordinator Specialist	\$27.4117 - \$37.6933	\$30.0158 - \$41.2742
Behavioral Consultant	\$27.4117 - \$37.6933	\$30.0158 - \$41.2742

<sup>1</sup>Monthly Salary Rages for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

<sup>2</sup>Pursuant ABX2-1, Section 3 (a California law effective March 1, 2016), in this current fiscal year, employees in all eligible personnel classifications will receive a temporary “add on” enhancement of 9.50% to the calculation of wages earned and the pay for use of many, but not all, benefits. For purposes of this report, the term “eligible personnel classifications” is defined as all personnel classifications at North Los Angeles County Regional Center, except for the Executive Director, Deputy Director-Chief Financial Officer, Chief Organizational Development Officer and Chief of Program Services.

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly or Hourly Salary Range<sup>1</sup></b>	<b>Monthly or Hourly Salary Range Including ABX2-1<sup>2</sup></b>
Behavioral Services Supervisor	\$8,402 - \$12,349	\$9,200 - \$13,522
Branch Supervisor	\$5,509 - \$8,097	\$6,032 - \$8,866
Chief of Program Services	\$10,000 - \$15,500	Not Eligible for ABX2-1
Chief Organizational Development Officer	\$10,732 - \$14,520	Not Eligible for ABX2-1
Clinical Services Director	\$15,724 - \$20,747	\$17,218 - \$22,718
CMS Program Evaluator Manager	\$6,192 - \$11,075	\$6,780 - \$12,127
Community Living Specialist	\$20.8920 - \$28.7445	\$22.8767 - \$31.4753
Community Services Director	\$8,592 - \$12,979	\$9,408 - \$14,212
Community Services Specialist	\$20.8920 - \$28.7445	\$22.8767 - \$31.4753



**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly or Hourly Salary Range<sup>1</sup></b>	<b>Monthly or Hourly Salary Range Including ABX2-1<sup>2</sup></b>
Community Services Supervisor	\$5,234 - \$7,693	\$5,731 - \$8,424
Consumer Advocate	\$16.3974 - \$22.5537	\$17.9551 - \$24.6964
Consumer Services Coordinator	\$18.8784 - \$27.2559	\$20.6718 - \$29.8453
Consumer Services Coordinator Specialist - Floater	\$20.8920 - \$28.7445	\$22.8767 - \$31.4753
Consumer Services Coordinator Specialist – Officer of the Day	\$20.8920 - \$28.7445	\$22.8767 - \$31.4753
Consumer Services Coordinator Specialist – Self-Determination	\$20.8920 - \$28.7445	\$22.8767 - \$31.4753
Consumer Services Director	\$8,592 - \$12,979	\$9,408 - \$14,212
Consumer Services Manager	\$6,192- \$11,075	\$6,780 - \$12,127
Consumer Services Supervisor	\$5,234 - \$7,693	\$5,731 - \$8,424

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly or Hourly Salary Range<sup>1</sup></b>	<b>Monthly or Hourly Salary Range Including ABX2-1<sup>2</sup></b>
Consumer Services Supervisor – LCSW	\$5,509 - \$8,097	\$6,032 - \$8,866
Contract Administration and Privacy Manager	\$6,192 - \$11,075	\$6,780 - \$12,127
Contract and Compliance Specialist	\$20.8920 - \$28.7445	\$22.8767 - \$31.4753
Contract and Compliance Supervisor	\$5,234 - \$7,693	\$5,731 - \$8,424
Contract Officer	\$5,509 - \$8,097	\$6,032 - \$8,866
Controller	\$6,192 - \$11,075	\$6,780 - \$12,127
CPP Specialist	\$20.8920 - \$28.7445	\$22.8767 - \$31.4753
Data Entry Operator*	\$13.4664 - \$18.5264	\$14.7457 - \$20.2865
Deputy Director - Chief Financial Officer	\$11,237 - \$17,417	Not Eligible for ABX2-1

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly or Hourly Salary Range<sup>1</sup></b>	<b>Monthly or Hourly Salary Range Including ABX2-1<sup>2</sup></b>
Diversity and Inclusion Manager	\$6,192- \$11,075	\$6,780 - \$12,127
Director of Finance	\$9,060 - \$12,257	\$9,921 - \$13,421
Document Quality Review Supervisor	\$5,294 - \$7,781	\$5,797 - \$8,520
Educational Advocate	\$5,509 - \$8,097	\$6,032 - \$8,866
Employment Services Specialist	\$20.8920 - \$28.7445	\$22.8767 - \$31.4753
Executive Administrative Assistant	\$26.4260 - \$33.0173	\$28.9364 - \$36.1540
Executive Director	\$12,500 - \$23,605	Not Eligible for ABX2-1
Facilities Supervisor	\$5,294 - \$7,781	\$5,797 - \$8,520
Fair Hearings and Administrative Procedures Manager	\$6,192- \$11,075	\$6,780 - \$12,127

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly or Hourly Salary Range<sup>1</sup></b>	<b>Monthly or Hourly Salary Range Including ABX2-1<sup>2</sup></b>
Family Advocate	\$16.3974 - \$22.5537	\$17.9551 - \$24.6964
Federal Revenues Specialist	\$20.8920 - \$28.7445	\$22.8767 - \$31.4753
Federal Revenues Supervisor	\$5,234 - \$7,693	\$5,731 - \$8,424
File Clerk*	\$9.2315 - \$12.6991	\$10.1084 - \$13.9056
Fiscal Analyst	\$19.8246 - \$27.2559	\$21.7079 - \$29.8453
Fiscal Assistant II*	\$12.6471 - \$17.4013	\$13.8485 - \$19.0545
Fiscal Assistant III*	\$13.4664 - \$18.5264	\$14.7457 - \$20.2865
Fiscal Assistant IV	\$15.1454 - \$20.8343	\$16.5842 - \$22.8136
Fiscal Monitor	\$19.8246 - \$27.2559	\$21.7079 - \$29.8453

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly or Hourly Salary Range<sup>1</sup></b>	<b>Monthly or Hourly Salary Range Including ABX2-1<sup>2</sup></b>
Human Resources Director	\$9,060 - \$12,257	\$9,921 - \$13,421
HR Specialist I	\$21.8894 - \$29.3473	\$23.9688 - \$32.1353
HR Specialist II	\$ 22.9615 - \$30.1127	\$25.1428 - \$32.9735
HR Supervisor	\$5,294 – \$7,781	\$5,797 - \$8,520
Intake Associate	\$15.5147 - \$21.3363	\$16.9885 - \$23.3633
Intake Specialist	\$20.8920 - \$28.7445	\$22.8767 - \$31.4753
iSeries System Operator	\$23.8807 - \$29.8177	\$26.1493 - \$32.6504
IT Director	\$12,500 - \$18,167	\$13,688 - \$19,893
IT Operations Manager	\$6,192 - \$11,075	\$6,780 - \$12,127

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly or Hourly Salary Range<sup>1</sup></b>	<b>Monthly or Hourly Salary Range Including ABX2-1<sup>2</sup></b>
IT Specialist I	\$ 23.8807 – \$29.8817	\$26.1493 - \$32.7205
IT Specialist II	\$ 27.1752 - \$33.9488	\$29.7568 - \$37.1740
Judicial/Forensics Specialist	\$20.8920 - \$28.7445	\$22.8767 - \$31.4753
Medical Services Supervisor	\$12,292 - \$16,413	\$13,460 - \$17,972
Nursing Consultant	\$27.4117 - \$37.6933	\$30.0158 - \$41.2742
Office Aide*	\$8.2506 - \$11.3547	\$9.0344 - \$12.4334
Office Assistant I*	\$10.1719 - \$13.9915	\$11.1382 - \$15.3207
Office Services Assistant	\$21.8894 - \$29.3473	\$23.9688 - \$32.1353
Office Services Manager	\$5,546 - \$8,151	\$6,073 - \$8,925

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly or Hourly Salary Range<sup>1</sup></b>	<b>Monthly or Hourly Salary Range Including ABX2-1<sup>2</sup></b>
Payroll Specialist	\$21.8894 - \$29.3473	\$23.9688 - \$32.1353
Placement Specialist	\$20.8920 - \$28.7445	\$22.8767 - \$31.4753
Policy and Procedures Manager	\$6,192 - \$11,075	\$6,780 - \$12,127
Psychologist	\$34.1969 - \$47.0286	\$37.4456 - \$51.4964
Psychological Services Supervisor	\$8,402 - \$12,349	\$9,200 - \$13,522
Public Information Specialist	\$20.8920 - \$28.7445	\$22.8767 - \$31.4753
Publication Information Supervisor	\$5,294 - \$7,781	\$5,797 - \$8,520
Receptionist*	\$11.1297 - \$15.3069	\$12.1870 - \$16.7611
Resource Developer	\$20.8920 - \$28.7445	\$22.8767 - \$31.4753

**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

<b>Personnel Classification</b>	<b>Monthly or Hourly Salary Range<sup>1</sup></b>	<b>Monthly or Hourly Salary Range Including ABX2-1<sup>2</sup></b>
Revenue Coordinator*	\$14.1357 - \$19.4380	\$15.4785 - \$21.2847
Risk Assessment Specialist	\$20.8920 - \$28.7445	\$22.8767 - \$31.4753
Secretary*	\$12.6471 - \$17.4013	\$13.8485 - \$19.0545
Senior Human Resources Support Specialist	\$28.8484 - \$36.0258	\$31.5889 - \$39.4483
Senior Secretary*	\$13.4664 - \$18.5264	\$14.7457 - \$20.2865
Service Coordinator Associate	\$15.5147 - \$21.3363	\$16.9885 - \$23.3633
System Administrator	\$42.1186 - \$52.6079	\$46.1198 - \$57.6057
Technical Support Engineer	\$42.1186 - \$52.6079	\$46.1198 - \$57.6057
Training and Development Supervisor	\$5,294 - \$7,781	\$5,797 - \$8,520



**REPORT ON PERSONNEL CLASSIFICATIONS (continued)**

Personnel Classification	Monthly or Hourly Salary Range <sup>1</sup>	Monthly or Hourly Salary Range Including ABX2-1 <sup>2</sup>
Training Specialist	\$20.8920 - \$28.7445	\$22.8767 - \$31.4753
Transfer Coordinator*	\$13.4664 - \$18.5264	\$14.7457 - \$20.2865
Vendor Coordinator	\$15.5147 - \$21.3363	\$16.9885 - \$23.3633

\*Individuals within this salary range are not paid under the federal, state and/or local minimum wage.

**North Los Angeles County Regional Center  
 Board and Committee Meeting Time(s) Report  
 Fiscal Year 2020-2021**

Committee	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21
Consumer Services	6:04pm-7:41pm											
Government and Community Relations												
Administrative Affairs	6:33-8:50pm											
Executive	8:52pm-10:30pm											
Nominating												
Post Retirement												
Strategic Planning												
Vendor Advisory												
Board Meeting		6:30pm-9-10pm										

**Recommended Purpose:**  
 For seeking reimbursement of expenses  
 For time commitment

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 NINTH STREET, Room 320, MS 3-9  
SACRAMENTO, CA 95814  
TTY (916) 654-2054 (For the Hearing Impaired)  
(916) 654-1958



November 18, 2020

Ruth Janka, Executive Director  
Leticia Garcia, Board President  
North Los Angeles County Regional Center  
9200 Oakdale Avenue, Suite 100  
Chatsworth, CA 91311

Dear Ms. Janka and Ms. Garcia:

This letter is in response to North Los Angeles County Regional Center's (NLACRC) correspondence dated July 15, 2020, requesting a conflict of interest waiver for Christina Cannarella, an NLACRC Board member. The Department of Developmental Services (Department) is in receipt of the Conflict of Interest Reporting Statement and proposed Conflict Resolution Plan for Ms. Cannarella. The Department received written approval of the proposed Conflict Resolution Plan from the State Council on Developmental Disabilities on October 29, 2020, as required by Title 17, California Code of Regulations, §54534(a).

A potential conflict exists as Ms. Cannarella is a registered nurse who is currently an employee of Annex Healthcare (Annex), a vendor of NLACRC that provides nursing services. Ms. Cannarella provides licensed nursing care solely for a family member, who is a NLACRC consumer. Additionally, Ms. Cannarella's son, Zach Hatch, is employed with Right Choice In-Home Care (Right Choice), an NLACRC vendor. Right Choice provides in-home respite, purchase reimbursement, personal attendant, money management, independent living skills, and supported living services. Mr. Hatch provides personal assistance to a NLACRC consumer.

Based on the information provided, the proposed Conflict Resolution Plan is approved for Ms. Cannarella, effective for 12 months from the date of this letter. If, at any time, there is a change of status that creates a new conflict of interest, NLACRC must ensure that Ms. Cannarella prepares and files a new Conflict of Interest Reporting Statement, and NLACRC submits a new Conflict Resolution Plan, as appropriate, pursuant to Title 17 Regional Center Conflict of Interest Standards and Procedures.

**“Building Partnerships, Supporting Choices”**

Ruth Janka, Executive Director  
Leticia Garcia, Board President  
November 18, 2020  
Page two

This approval is based on the implementation of the safeguards identified in your July 15, 2020, correspondence and the NLACRC Governing Board's assurance that the following conditions are met:

1. As a member of NLACRC's Board of Directors, Ms. Cannarella will have no role or involvement with any matter that might affect any service provider, inclusive of Annex and Right Choice, including, but not limited to:
  - Participation in any discussions, recommendation, or decisions about contracts, service agreements, or any other fiduciary related items that may apply to any service provider inclusive of Annex and Right Choice.
2. Ms. Cannarella will fully disclose the existence and nature of the conflict of interest to the NLACRC Board and have it noted in the official board records.
3. Ms. Cannarella will not serve as an officer of the NLACRC Board of Trustees.
4. Ms. Cannarella will abstain from voting on any matter pertaining to Annex and Right Choice, or any matter which could impact Annex and Right Choice services and supports, or any competitor in the same service category.
5. Ms. Cannarella will not use her position as a board member of NLACRC to exert influence on decision-making regarding Annex and Right Choice services and supports, or any competitor in the same service category.
6. Should matters related to Annex and Right Choice arise during any NLACRC Board of Trustees' meetings (e.g., board or committee meetings), Ms. Cannarella will refrain from participating in the discussion.
7. Given the specific set of circumstances, NLACRC's Board President and other board members are responsible for ensuring Ms. Cannarella complies with Welfare & Institutions Code §4622(k)(2).
8. NLACRC's Board President and members are responsible for ensuring the plan, and its safeguards are applied and monitored.

Ruth Janka, Executive Director  
Leticia Garcia, Board President  
November 18, 2020  
Page three

If you have any questions regarding this correspondence, please contact Jacqueline Gaytan, Primary Regional Center Liaison, Office of Community Operations, at (714) 957-5692, or by email, at [jacqueline.gaytan@dds.ca.gov](mailto:jacqueline.gaytan@dds.ca.gov).

Sincerely,

*Original signed by:*

ERNIE CRUZ  
Assistant Deputy Director  
Office of Community Operations

cc: Michelle Marra, North Los Angeles County Regional Center  
Aaron Carruthers, California State Council on Developmental Disabilities  
Charlotte Endres, California State Council on Developmental Disabilities  
Brian Winfield, Department of Developmental Services  
LeeAnn Christian, Department of Developmental Services  
Aaron Christian, Department of Developmental Services  
Jacqueline Gaytan, Department of Developmental Services

**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 NINTH STREET, Room 320, MS 3-9  
SACRAMENTO, CA 95814  
TTY (916) 654-2054 (For the Hearing Impaired)  
(916) 654-1958



November 19, 2020

Ruth Janka, Executive Director  
Leticia Garcia, Board President  
North Los Angeles County Regional Center  
9200 Oakdale Avenue, Suite 100  
Chatsworth, CA 91311

Dear Ms. Janka and Ms. Garcia:

This letter is in response to North Los Angeles County Regional Center's (NLACRC) correspondence dated July 2, 2020, requesting a conflict of interest waiver for Lillian Martinez, an NLACRC Board member. The Department of Developmental Services (Department) is in receipt of the Conflict of Interest Reporting Statement and proposed Conflict Resolution Plan for Ms. Martinez. The Department received written approval of the proposed Conflict Resolution Plan from the State Council on Developmental Disabilities on October 29, 2020, as required by Title 17, California Code of Regulations, §54534(a).

A potential conflict exists as Ms. Martinez's father, Roberto Arias, is a respite worker for a family member, an NLACRC consumer. Mr. Arias is employed by Caring Family Supports, a vendor of NLACRC. Caring Family Supports provides respite services and personal assistance.

Based on the information provided, the proposed Conflict Resolution Plan is approved for Ms. Martinez, effective for 12 months from the date of this letter. If, at any time, there is a change of status that creates a new conflict of interest, NLACRC must ensure that Ms. Martinez prepares and files a new Conflict of Interest Reporting Statement, and NLACRC submits a new Conflict Resolution Plan, as appropriate, pursuant to Title 17 Regional Center Conflict of Interest Standards and Procedures.

**“Building Partnerships, Supporting Choices”**

Ruth Janka, Executive Director  
Leticia Garcia, Board President  
November 19, 2020  
Page two

This approval is based on the implementation of the safeguards identified in your July 2, 2020, correspondence and the NLACRC Governing Board's assurance that the following conditions are met:

1. As a member of NLACRC's Board of Directors, Ms. Martinez will have no role or involvement with any matter that might affect Caring Family Supports, including, but not limited to:
  - Participation in any discussions, recommendations, or decisions about contracts, service agreements, or any other fiduciary related items that may apply to Caring Family Supports.
2. Ms. Martinez will fully disclose the existence and nature of the conflict of interest to the NLACRC Board and have it noted in the official board records.
3. Ms. Martinez will abstain from voting on any matter pertaining to Caring Family Supports, or any matter which could impact Caring Family Supports services and supports, or any competitor in the same service category.
4. Ms. Martinez will not use her position as a board member of NLACRC to exert influence on decision-making regarding Caring Family Supports services and supports, or any competitor in the same service category.
5. Should matters related to Caring Family Supports arise during any NLACRC Board of Trustees' meetings (e.g., board or committee meetings), Ms. Martinez will refrain from participating in the discussion.
6. Given the specific set of circumstances, NLACRC's Board President and other board members are responsible for ensuring Ms. Martinez complies with Welfare & Institutions Code §4622(k)(2).
7. NLACRC's Board President and members are responsible for ensuring the plan, and its safeguards are applied and monitored.

Ruth Janka, Executive Director  
Leticia Garcia, Board President  
November 19, 2020  
Page three

If you have any questions regarding this correspondence, please contact Jacqueline Gaytan, Primary Regional Center Liaison, Office of Community Operations, at (714) 957-5692, or by email, at [jacqueline.gaytan@dds.ca.gov](mailto:jacqueline.gaytan@dds.ca.gov).

Sincerely,

*Original signed by:*

ERNIE CRUZ  
Assistant Deputy Director  
Office of Community Operations

cc: Michele Marra, North Los Angeles County Regional Center  
Aaron Carruthers, California State Council on Developmental Disabilities  
Charlotte Endres, California State Council on Developmental Disabilities  
Brian Winfield, Department of Developmental Services  
LeeAnn Christian, Department of Developmental Services  
Aaron Christian, Department of Developmental Services  
Jacqueline Gaytan, Department of Developmental Services



# **Administrative Affairs Committee**

North Los Angeles County Regional Center  
Administrative Affairs Committee Meeting Minutes  
October 28, 2020

*Draft*

**Present:** Marianne Davis, Leticia Garcia, Angelina Martinez, Lillian Martinez, Ana Quiles, and Jeremy Sunderland – Committee Members  
Kevin Shields – VAC Representative  
Ruth Janka, Jennifer Kaiser, Michele Marra, Yesenia Martinez, Vini Montague, Kim Rolfes, and Jesse Weller – Staff Members

**Absent:** All present

---

**I. Call to Order & Introductions**

Ana Quiles, chair, called the meeting to order at 6:17 p.m.

**II. Public Input**

There was no public input.

**III. Consent Items**

A. Approval of Revised Agenda

**M/S/C** (A. Martinez/L. Martinez) To approve the agenda as presented.

B. Approval of Minutes from the September 30<sup>th</sup> Meeting

**M/S/C** (L. Garcia/A. Martinez; Abstentions: J. Sunderland) To approve the minutes as presented.

**IV. Committee Business**

A. Status Report on Lease Agreements

Kim provided copies of a written report on the Center's four (4) leases (San Fernando Valley, Santa Clarita, and the current and new Antelope Valley offices).

A question was raised about the use of space by staff. Kim shared that the Return to Work plan includes details on how employees will safely return to working in the offices. The plan incorporates social distancing and staggered schedules upon returning to work. Additionally, there will be no shared spaces to prevent staff from being next to each other. Moreover, there is a

workgroup in place that is looking into all of the return to work details, including breakroom areas.

B. Approval of Contracts

Kim reviewed the following contracts:

1. Student Transportation (HL0733-875/PL1509-882)
3. Elwyn California (PL1979-999)
4. REM California LLC (Service Code 109: Group of 7)
5. REM California LLC (Service Code 113: Group of 7)
6. REM California LLC PL2007-109
7. REM California LLC PL1999-113
8. REM California LLC HL0932-880

**M/S/C** (J. Sunderland/L. Garcia) To recommend to the Board of Trustees to approve contracts under #1, #3, #4, #5, #6, #7, and #8 listed above, as presented.

2. UCP (PL1975-999)

**M/S/C** (M. Davis/A. Martinez; Abstentions: A. Quiles and L. Martinez) To recommend to the Board of Trustees to approve the UCP contract listed above under #2, as presented.

9. Health Care Resolution

Michele explained to the committee that the Health Care Resolution is a contract required by PEMHCA. It requires board approval because it is over \$250,000.

Ruth explained that as a result of the collective bargaining agreement, North LA agreed to increase employer contributions for healthcare plans to \$693.75 for each employee. Therefore, due to the change in contribution, we are required to execute this healthcare resolution. It will take effect on January 1, 2021.

**M/S/C** (M. Davis/L. Garcia) To recommend to the Board of Trustees to approve the Health Care Resolution, as presented.

C. FY 2020-21 Financial Report

Kim reviewed the September financial report which showed the Center's projected operations budget allocation was \$59,078,015 and the Purchase of Service (POS) budget was \$562,702,135 for a total budget of \$621,780,150. We spent \$46,223,015 in September. The Center's administrative operating expenses were 13.9% YTD, which is under the statutory 15% administrative cost cap.

- Statewide RC Purchase of Service Expenditure Projection Report  
No report; however, Kim shared that our first PEP report is due in December. It will show whether we have sufficient allocation for POS expenditures in January.
- Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding to Cover NLACRC's COVID-19 Related Expenses

Copies of the FY 2019-20 and FY 2020-21 reports were provided.

- FY 2019-20 COVID-19 Related Expenses  
Operations expenses: \$180,860  
POS expenses: \$19,347,237
- FY 2020-21 COVID-19 Related Expenses  
Operations expenses: \$241,085  
POS expenses: \$19,531,643

Ana shared that some board members may not have been submitting their respite reimbursement forms to the Center for reimbursement.

Action: Kim will work with Yesenia to send a friendly reminder email to board members to submit their respite reimbursement forms for reimbursement, if they had not already done so.

#### D. Executed Contracts by NLACRC

1. POS Minimum Wage Increase: The Center executed one contract related to the California State Minimum Wage Increase in January of each year.
2. POS Contract Renewal(s): The Center executed one contract that was being renewed after the contract term expired.

3. No Report: Addition of New Sub-Code to Existing POS Contract
4. Health & Safety Exemptions Approved DDS: The Center executed one contract related to health & safety exemption approved by DDS.
5. No Report: Addition of CIE & PIP Services to Existing POS Contract(s)
6. No Report: Provider Supplemental Rate Increases
7. POS New Contracts due to COVID-19: The Center executed five new contracts related to new services and supports for consumers related to the COVID-19 pandemic.
8. POS Contracts to add COVID-19 Subcode(s): The Center executed four contracts to add a new service code related to the COVID-19 pandemic.
9. AV Relocation Contracts: Since September 30th, the Center executed 3 amendments related to the Antelope Valley relocation.

E. Update on Antelope Valley Office Relocation

Kim shared that occupancy at our new Antelope Valley Office is contingent upon having permanent power, internet/fiber, and fire marshal clearance. On October 21st permanent power was installed. However, the installation of internet/fiber was rescheduled by Frontier to November 25th, barring any unforeseen scheduling changes. Frontier will provide interim internet service until the primary internet service provider, Spectrum, is in place. Spectrum is tentatively scheduled to be in place mid-December. The fire marshal clearance is unknown at this time. In the meantime, most staff will continue to work remotely until such time we may occupy the new space. For those staff that must perform work in the office, arrangements will be made to provide a temporary workspace at our SCV Office.

F. Intermediate Care Facility (ICF) State Plan Amendment (SPA) Summary

Vini provided the committee the ICF/SPA billing summary and the ICF/SPA outstanding receivables report, dated October 21, 2020. By fiscal year, the amount of cash disbursed by NLACRC that has not been reimbursed to NLACRC by ICF service providers is:

FY 2020-21: \$2,197,469  
 FY 2019-20: \$1,044,873  
 FY 2018-19: \$ 47,129  
 \$3,289,470

She shared the month-to-month change has increased 1.2%.

G. Monthly Human Resource Report

Michele shared that of the 39 vacant positions, 24 are CSC’s and 15 are other. She also shared the annual turnover rate is 0.11%.

<b>FY 2020-21 authorized positions</b>	569
<b>Open positions on hold</b>	0
<b>Open positions vacant</b>	-39
<b>Separations</b>	-7
<b>Sub-total</b>	523
<b>New hires</b>	11
<b>Positions filled</b>	534

Michele continued to share with the committee that NLACRC is continuing to accelerate hiring and working with case management to shift vacancies for better support. Efforts have been expanded to fill the Diversity and Inclusion position, including postings on college and diversity jobs websites. Additionally, the HR director and IT Operations Manager positions are being advertised and resumes are actively being reviewed. She also let everyone know the projected hire date of Jazmin Zinnerman, Consumer Services Director in SFV Adult Transition is November 9<sup>th</sup>.

Ruth shared that North LA is not alone in not meeting the caseload ratio, this is a statewide issue with a shortage of approximately 800 service coordinators systemwide. NLACRC does comply with the statutory requirement by submitting a plan of correction every year.

Dr. Weller shared that the decrease in Early Start is not typical in response to Ana Quiles’ question. It is known that COVID-19 has played a role in the decrease. We are still trying to get families in and it has increased some. Thanks to the Department we are still able to continue the eligibility assessments for services. Some families prefer to wait for their assessments as

they are typically done in the home. Michele shared that we are trying to keep the Early Start ratios within the statutory caseload ratio to support those families.

H. Audit Update(s)

1. SSA Disability Rights California review of NLACRC as a representative payee

Kim shared that under the Strengthening Protections for Social Security Beneficiaries Act, the Social Security Administration has designated Disability Rights California (“DRC”) to audit representative payees. DRC conducted an audit of the Center in April. Kim shared the letter received from the Social Security Administration regarding the audit. Social Security Administration reported the Center met the duties as a representative payee. Kim shared it was a successful audit and thanked Vini and her staff.

2. Update of the DDS June 2020 Early Start audit of NLACRC

Kim shared DDS has cleared all the Early Start findings we had in our 2020 audit. We are expecting a closing letter shortly.

V. **Items for the Next Board Meeting**

The committee identified the following items for their section of the November 12<sup>th</sup> board meeting agenda:

- A. Minutes of the October 28th Meeting
- B. FY 2020-21 Financial Report
- C. Approval of Contracts

VI. **Announcement/Information/Public Input**

- A. Next Meeting: **Tuesday**, November 24<sup>th</sup>, at 6:00 p.m.

VII. **Executive Session**

**M/S/C** (L. Martinez/A. Martinez) To go into executive session at 7: 41 p.m.

- A. Employee Matter
- B. Quarterly Legal Update

## VIII. Adjournment

Ana Quiles adjourned the meeting at 7:41 p.m. prior to Executive Session.

Submitted by,

*Yesenia Martinez*

Yesenia Martinez  
Executive Assistant

[aamin.oct28.2020]





**Trustee Service Fees by Quarter for Post-Retirement Medical Trust  
FY2020-2021**

A	B Actual 7/1/2020-9/30/2020	C Actual 10/1/2020-12/31/2020	D Actual 1/1/2021-3/31/2021	E Actual 4/1/2021-6/30/2021	F Actual Total Fees FY 2020-2021
<b>Description of Fees</b>					
Base Fee	\$62.50				\$62.50
Adjustment to Meet Minimum Base Fee	\$62.50				\$62.50
<b>Total Ongoing Flat Fee</b>	<b>\$125.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$125.00</b>
Trustee/Custody Fee first \$1 Million @ \$0.004	\$1,000.00				\$1,000.00
Trustee/Custody Fee next \$4 Million @ \$0.002	\$2,000.00				\$2,000.00
Trustee/Custody Fee next \$20 Million @ \$0.001	\$5,000.00				\$5,000.00
Trustee/Custody Fee next \$20 Million @ \$0.0005	\$272.04				\$272.04
<b>Total Ongoing Fees</b>	<b>\$8,272.04</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$8,272.04</b>
Investment Management Fee on Balance @ \$0.0035	\$22,377.30				\$22,377.30
<b>Total Investment Management Fee</b>	<b>\$22,377.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$22,377.30</b>
Fiduciary Return Fee/Grantor's Tax Letter Preparation	\$0.00				\$0.00
Transaction Fees					\$0.00
<b>Total One-Time Fees</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Fees</b>	<b>\$30,774.34</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$30,774.34</b>
Market Value of PMRT/Trustee/Custody Fees	27,176,344				
<b>Market Value of PMRT</b>	<b>27,176,344</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Market Value of Investment Management Fees	25,574,056				
<b>Market Value of Investments</b>	<b>25,574,056</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Percent Fees to Market Value</b>	<b>0.11%</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	

## Explanation of Post-Retirement Medical Trust Fees

Description	Explanation of Fees	How Calculated
Set Up Fee	One time initial fee upon acceptance of relationship	\$250.00 minimum at account set up
Base Fee	Fee Charged per each Account	\$250.00 per year or \$62.50 per quarter
Minimum Base Fee	Minimum Fee Charged per each Plan is \$500.00. Since NLACRC is only paying \$250.00 because it has just one account, NLACRC is charged an additional \$250.00 (\$500 minimum charge less \$250 for one account)	\$250.00 per year or \$62.50 per quarter
Investment Management Fees	All investments, non-proprietary USBank funds, are subject to investment management fees. Investment management fees are calculated on the market value of the assets held in the account. Investment management fees do not apply to USBank proprietary funds. (Highmark Funds are USBank proprietary funds.)	.35% of the funds not managed by USBank
Trustee/Custody Fees	Fees charged based on the market value of the assets held in the account for the trustee/custodian services provided by USBank.	.40% on the first \$1,000,000 or (0.0040)** .20% on the next \$4,000,000 or (0.0020) .10% on the next \$20,000,000 or (0.0010) .05% on all over \$25,000,000 or (0.0005)  ** Increases to .50% on the first \$1,000,000 or (0.0050) if there are no USBank proprietary funds.
Participant Loans	Fees charged for participant loans.	Not applicable. Loans are not allowed.

## Explanation of Post-Retirement Medical Trust Fees

Description	Explanation of Fees	How Calculated
Benefit Payments & check issuance	Fees charged for benefit payments made to participants or beneficiaries.	Single disbursement           \$10.00 each Recurring periodic disbursement to same individual           \$2.00 each
Investment Transactions	Fees charged for the purchase, sale, transfer, or reorganization items, including but not limited to mergers, full and partial calls, conversions, exchanges, and tender/purchase offers.	Not applicable.
Insurance Policies	Fees charged for insurance contract investments.	Not applicable. There are no insurance contracts investments in the trust.
Mortgage/Trust Deed Investments	Fees charged for any mortgage/trust deed investments.	Not applicable. There are no such type of investments in the trust.
Extraordinary Fees	Other services performed by the trustee/custodian not specifically contemplated by the parties at the inception of the account shall, upon mutual consent, be subject to extraordinary fees based upon the time and services rendered in performing services.	Examples, include but are not limited to, out-of-pocket expenses; and class action processing fees equal to 6% of the recovered funds.
Late Fees	If the account cannot be charged for fees after thirty (30) days, the fees not paid will be subject to a late charge.	1% per month on the unpaid balance

**Trustee Service Fees by Quarter for CalPERS Unfunded Trust ("UAL")  
FY2020-2021**

A	B	C	D	E	F
Description of Fees	Actual 7/1/2020-9/30/2020	Actual 10/1/2020-12/31/2020	Actual 1/1/2021-3/31/2021	Actual 4/1/2021-6/30/2021	Actual Total Fees FY 2020-2021
Base Fee	\$62.50				\$62.50
Adjustment to Meet Minimum Base Fee	\$62.50				\$62.50
<b>Total Base Fees</b>	<b>\$125.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$125.00</b>
Trustee/Custody Fee first \$1 Million @ \$0.005	\$1,250.00				\$1,250.00
Trustee/Custody Fee next \$4 Million @ \$0.002	\$1,224.70				\$1,224.70
Trustee/Custody Fee next \$20 Million @ \$0.001	\$0.00				\$0.00
Trustee/Custody Fee next \$20 Million @ \$0.0005	\$0.00				\$0.00
<b>Total Trustee Fees</b>	<b>\$2,474.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,474.70</b>
Investment Management Fee on Balance @ \$0.0035	\$0.00				\$0.00
<b>Total Investment Management Fees</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
Fiduciary Return Fee/Grantor's Tax Letter Preparation	\$0.00				\$0.00
Wire Fees (Payments to CalPERS)	\$10.00				\$10.00
<b>Total One-Time Fees/Credits</b>	<b>\$10.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10.00</b>
<b>Total Fees</b>	<b>\$2,609.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,609.70</b>
Market Value of UAL/Trustee/Custody Fees	3,449,392				
<b>Market Value of UAL Trust</b>	<b>3,449,392</b>	<b>0</b>	<b>0</b>	<b>0</b>	
Market Value of UAL/Investment Management Fees	0	0	0	0	
<b>Market Value of Investments</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>Percent Fees to Market Value</b>	<b>0.08%</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	<b>#DIV/0!</b>	

## Explanation of CalPERS Unfunded Trust ("UAL")

Description	Explanation of Fees	How Calculated
Set Up Fee	One time initial fee upon acceptance of relationship	\$250.00 minimum at account set up
Base Fee	Fee Charged per each Account	\$250.00 per year or \$62.50 per quarter
Minimum Base Fee	Minimum Fee Charged per each Plan is \$500.00. Since NLACRC is only paying \$250.00 because it has just one account, NLACRC is charged an additional \$250.00 (\$500 minimum charge less \$250 for one account)	\$250.00 per year or \$62.50 per quarter
Investment Management Fees	All investments, non-proprietary USBank funds, are subject to investment management fees. Investment management fees are calculated on the market value of the assets held in the account. Investment management fees do not apply to USBank proprietary funds. (Highmark Funds are USBank proprietary funds.)	.35% of the funds not managed by USBank
Trustee/Custody Fees	Fees charged based on the market value of the assets held in the account for the trustee/custodian services provided by USBank.	.50% on the first \$1,000,000 or (0.0040)** .20% on the next \$4,000,000 or (0.0020) .10% on the next \$20,000,000 or (0.0010) .05% on all over \$25,000,000 or (0.0005)  ** Increases from .40% to .50% on the first \$1,000,000 or (0.0050) if there are no USBank proprietary funds.
Participant Loans	Fees charged for participant loans.	Not applicable. Loans are not allowed.

## Explanation of CalPERS Unfunded Trust ("UAL")

Description	Explanation of Fees	How Calculated
Benefit Payments & check issuance	Fees charged for benefit payments made to participants or beneficiaries.	Single disbursement \$10.00 each Recurring periodic disbursement to same individual \$2.00 each
Investment Transactions	Fees charged for the purchase, sale, transfer, or reorganization items, including but not limited to mergers, full and partial calls, conversions, exchanges, and tender/purchase offers.	Not applicable.
Insurance Policies	Fees charged for insurance contract investments.	Not applicable. There are no insurance contracts investments in the trust.
Mortgage/Trust Deed Investments	Fees charged for any mortgage/trust deed investments.	Not applicable. There are no such type of investments in the trust.
Extraordinary Fees	Other services performed by the trustee/custodian not specifically contemplated by the parties at the inception of the account shall, upon mutual consent, be subject to extraordinary fees based upon the time and services rendered in performing services.	Examples, include but are not limited to, out-of-pocket expenses; and class action processing fees equal to 6% of the recovered funds.
Late Fees	If the account cannot be charged for fees after thirty (30) days, the fees not paid will be subject to a late charge.	1% per month on the unpaid balance

# **Consumer Advisory Committee**

North Los Angeles County Regional Center  
**Consumer Advisory Committee Meeting Minutes (Via Zoom)**  
November 4, 2020

**Present:** Bill Abramson, Pam Aiona, Destry Walker, Juan H., Caroline Mitchell, Charlie, Isabel, and Sylvia  
Julie Eby-McKenzie – State Council  
Jose Rodriguez and Sara Iwahashi – Staff

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**1. Call to Order & Introductions**

Caroline Mitchell, chair, called the meeting to order at 11:00 a.m.

**2. Consent Items**

A. Approval of Agenda

The agenda was approved as presented.

B. Approval of Minutes from the October 7th Meeting

**M/S/C** (P. Aiona/B. Abramson) To approve the minutes as presented.

**3. Committee Business**

A. Presentation: CalABLE Accounts (Julie Eby-McKenzie, State Council)

Julie Eby-McKenzie gave her presentation regarding CalABLE accounts.

B. Discussion re: Your Voting Experience

Committee member and participants shared their voting experience.

C. Training/Presentation Calendar for FY 2020-21

The training/presentation calendar was shared with the committee.

**4. Identify Agenda Items for the Next Board Meeting**

The CAC identified the following items for their section of the January 13th board



meeting agenda:

A. Minutes from November 4<sup>th</sup> Meeting

**5. Announcements / Information / Public Input**

A. Next Meeting: Wednesday, Jan 6<sup>th</sup> at 11:00 a.m.

**6. Adjournment**

Caroline Mitchell adjourned the meeting at 1:00 p.m.

Submitted by,

*Yesenia Martinez*

Yesenia Martinez  
Executive Assistant

[camin\_nov4\_2020]



# **Executive Committee**

North Los Angeles County Regional Center  
Executive Committee Meeting Minutes  
October 28, 2020

*Draft*

**Present:** Marianne Davis, Leticia Garcia, Angelina Martinez, Lillian Martinez, Ana Quiles, and Jeremy Sunderland – Committee Members

Ruth Janka, Jennifer Kaiser, Michele Marra, Yesenia Martinez, Kim Rolfes, and Jesse Weller – Staff Members

**Absent:** All present

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**I. Call to Order**

Lety Garcia, president, called the meeting to order at 8:01 p.m.

**II. Public Input**

Angelina shared her ARCA update. ARCA is working very hard for regional centers and they are open to new ideas for webinars.

**III. Consent Items**

A. Approval of Agenda

**M/S/C** (A. Martinez/A. Quiles) To approve the agenda as presented.

B. Approval of Minutes from the September 30<sup>th</sup> Meeting

**M/S/C** (A. Martinez/A. Quiles) To approve the minutes as presented.

**IV. Committee Business**

A. Resignation of Adam Breall, Effective January 1, 2021

The committee members discussed their feelings about Adam Breall's resignation from the Board. Lety Garcia brought up the need to recruit other consumers for the Board. She brought up the idea that the Self-Advocacy Group may be a resource. Ruth Janka shared that Adam's resignation was due to not having the time available to dedicate to the board responsibilities. He is

the second board member to resign due to this reason. This topic prompted the discussion of the time commitment of board members. Marianne Davis brought up the idea of creating tiers of involvement for members who have time constraints. Ruth commented that the Adhoc Bylaws Committee will convene at the beginning of the year to review the bylaws. She let the committee know that that would be the time to submit suggestions for amendments to bylaws, such as meeting frequency and duration and participation tiers.

**Action:** Ruth will reach out to Adam to obtain his opinion regarding the time commitment need for board membership.

B. Approved Board Member Training Plan for FY 2020-21

Ruth commented that the training meeting plan is already approved. It is included in the packet as a reminder of future training meetings.

C. FY 2020-21 Board Budget vs Expenditures

Kim shared that the Center has not incurred any board expenditures since the beginning of the fiscal year. She provided a friendly reminder to board members to submit their respite for forms for reimbursement.

D. Annual Report on Whistleblower Compliance Activity

Michele commented that on an annual basis, the committee is provided with a summary of the prior year's whistleblower activity.

Kim reviewed with the committee the summary of whistleblower activity for FY2019-2020 involving service providers. There were a total of 24 complaints of which 2 investigations are still active and 22 investigations have been completed. In response to Lety Garcia's question, Kim shared the time for investigations can vary depending upon the complexity of the complaint.

**Action:** Kim to provide the outcome involving the identity theft complaint.

Michele reviewed summary of whistleblower activity for FY2019-2020 involving employees. There were a total of 18 complaints, of which 9 investigations have been closed. In order to close the remaining 9 complaints,

more support is needed. Michele reported that the outcome of complaints is reported to the M4, to include any recommendations for training, policy(s), or procedure(s).

E. Draft Procedures for Employee Retention

Michele shared that the purpose of the Draft Procedures for Employee Retention is to provide the procedures that need to be followed, as it pertains to retention of employees and retention of records, if NLACRC's contract should be terminated by DDS.

Ruth shared the requirement for a Procedure for Employee Retention is a new provision in our contract with DDS and is a requirement of all regional centers. She assured the committee that the Center is in good standing and compliance with DDS and that the development of the Procedure was solely administrative to comply with the Center's contract with DDS.

**M/S/C** (A. Quiles/M. Davis; no abstentions) To recommend to bring it to the Board of Trustees.

F. Press Release

Kim shared that the draft press release is to inform our community and to acknowledge the hard work, coordination and partnership between the Center's staff, service providers, DDS, and other community partners in regards to the distribution of PPE to consumers and their families, and service providers during COVID-19. She also shared the press release will include quotes from our executive director, R&D Transportation, and the people we serve. We will solicit quotes through an announcement on our News You Can Use email newsletter. The announcement will be posted in English and Spanish.

G. Draft Privacy and Security Policies

Kim shared that under the Center's contract with DDS, the Center is required to develop and maintain a written information privacy and security program. Kim shared that the twelve policies and procedures presented to the committee, were the outcome of a comprehensive security and privacy assessment performed by Cynergistics. Kim shared that although no action is

required by the committee, she wanted to inform the committee of the action the Center had taken to comply with its DDS contract and that the Center would be implementing these policies and procedures once they had been finalized.

1. Appropriate Use and Disclosure
2. Breach Notification Rule
3. Business Associates
4. Encryption and Decryption
5. HIPAA Definitions
6. Information Access Management
7. Notice of Privacy Practices
8. Personal Representatives
9. Sanctions
10. Security Incident
11. Training and Education
12. Use or Disclosure for which Authorization is Required

H. Zero Tolerance Policy Mailing

Kim shared that NLACRC's contract with DDS requires that on an annual basis, NLACRC notify all of our employees and service providers of NLACRC's Zero Tolerance Policy. The Zero Tolerance Policy establishes the steps that need to be taken to report abuse/neglect or suspected abuse/neglect as a mandated reporter. The Center is in the process of performing the Zero Tolerance Policy mailing during November. The Zero Tolerance Policy is also posted on the Center's website.

I. Finalize Agenda for November 12th Board Meeting

The committee finalized the agenda for the November 12<sup>th</sup> board meeting.

**V. Center Operations**

A. Status of Second Stimulus Package

Ruth commented that there is no stimulus package coming before the

November election. Senators are out until November 9<sup>th</sup>.

B. COVID-19

The COVID-19 numbers continue to track upward at the statewide and county levels. LA County continues to be at Tier 1. The statewide positive number is 3,146 and 168 deaths. At North LA, we are at 256 positive cases with 21 deaths; a bit of an increase. The greatest numbers are occurring in family homes and supported living setting; both in our catchment and statewide. The governor has created a workgroup to review a vaccination once it is released. There is a federal program that is going to provide vaccinations to residents of facilities, which are part of our community. They will be partnering with CVS and Walgreens to deliver those vaccination, once they are available.

DDS has issued two new directives. The average monthly rates for non-residential providers that engage in alternative service delivery will come out in December and will take effect December 1<sup>st</sup>. It extends the billing formula so it will be the same in November as in September and October.

C. Caseload Ratio and Self-Determination Program

We have sent out a survey on our caseload ratio and soliciting information on the corrective action plan that will go to the department. We are preparing to share our national core indicator data sometime in January. Self-determination is moving along and the month-to-month is increasing incrementally. The program across the state has been having issues getting it off the ground.

**VI. Items for Next Board Meeting**

The following items were identified for the Executive Committee's section of the November 12<sup>th</sup> board meeting agenda:

- A. Minutes of the October 28th Meeting
- B. Resignation of Adam Breall, Effective January 1, 2021
- C. Approved Board Member Training Plan for FY 2020-21
- D. Plans for the November 14th Board Training Day
  - 1. Collaboration tools for non-profit boards
  - 2. Conflict of Interest: statute, resolution plans, and impact

- E. Annual Report on Whistleblower Compliance Activity
- F. Presentation of Draft Procedures for Employee Retention
- G. Press Release
- H. Draft Privacy and Security Policies

**VII. Announcements / Information Items**

- A. Next Meeting: Tuesday, November 24<sup>th</sup>, at 7:00 p.m.

**VIII. Adjournment**

Lety adjourned the meeting at 8:50 p.m.

Submitted by,

Yesenia Martinez  
Executive Assistant

[ecmin.oct28.2020]





## **NLACRC Involvement in Business Advocacy Organizations**

NLACRC has been a member of VICA, VIA, and the local Chambers of Commerce for three years. The purpose of participating in these business advocacy organizations is to increase our legislative advocacy efforts by having greater access to our elected representatives, to network with other nonprofits and businesses, and to stay informed about our local business communities.

### **Valley Industry and Commerce Association (VICA)**

<https://www.vica.com/>

VICA's mission is to enhance the greater San Fernando Valley region's economic vitality by advocating for a better business climate and quality of life. VICA is an influential business advocacy organization with a vast knowledge of the legislative process and economic issues. VICA maintains a regular presence at all levels of government to effectively represent Valley businesses. Recent VICA events NLACRC staff and Board members have attended include the Congressional Breakfast, State Officeholders Dinner, Leader Forums, Business Forecast Conference, VICA After Dark, and Candidate Forums.

### **Valley Industry Association (VIA) of Santa Clarita**

<https://www.via.org/>

VIA has represented SCV business interests for more than 35 years. In addition to legislative advocacy, VIA is a "one-stop-shop" for relevant business information, supports local educational initiatives, and provides networking opportunities. Recent VIA events NLACRC staff and Board members have attended include the State of the State, CEO Forum, and Virtual Series with Congressman Mike Garcia.

### **Santa Clarita Valley Chamber of Commerce**

<https://www.scvchamber.com/cpages/home>

The SCV Chamber of Commerce takes an active role in shaping legislative policies supporting businesses, representing its members before local, regional, state, and federal government entities. This organization intends to build a stronger business community through advocacy, education, and connections. Recent SCV Chamber events NLACRC staff and Board members have attended include the Congressional Forum, Employment Law, and Cybersecurity training.

### **San Fernando Valley Chamber of Commerce**

<https://www.sanfernandovalleychamber.com/>

The SFV Chamber of Commerce keeps business informed through legislative updates and calls to action. The organization provides sample letters, legislative vote records, and voter registration information. NLACRC staff and Board members have attended the State of the State with LA City Councilmembers sponsored by this organization.

### **Palmdale Chamber of Commerce**

<https://www.palmdalechamber.org/>

The Palmdale Chamber of Commerce's mission is to promote, develop, and service business, industry, and community. This organization promotes the local economy through a close association with the City of Palmdale and interaction with various governmental entities that regulate and impact business in Palmdale and surrounding communities. This organization recently merged with the Lancaster Chamber of Commerce. Some legislative events that have been offered by the Palmdale Chamber of Commerce in prior years include a Congressional District Forum and Congressional Luncheon.

### **Board Member Involvement**

NLACRC provides information to Board members about applicable upcoming events. If you are interested in attending these events, please contact Sara Iwahashi at [siwahashi@nlacrc.org](mailto:siwahashi@nlacrc.org) to register. If you find any other events sponsored by these organizations that you are interested in attending, please contact Sara Iwahashi at the email above for assessment.

North Los Angeles County Regional Center

**Board of Trustees**

**Board Buddies: FY 2020-21**

**Nicholas Abrahms – Jeremy**

**Ivette Arriaga – Lillian**

**Christina Cannarella – Marianne**

**Marianne Davis, 2<sup>nd</sup> Vice President**

**Leticia Garcia, President**

**Gabriela Herrera – Angelina**

**Nelmonika Jones – Sharoll**

**Jennifer Koster – Caroline**

**Sharoll Jackson, Vendor Advisory Committee Chair**

**Angelina Martinez, ARCA Delegate**

**Lillian Martinez, Secretary**

**Caroline Mitchell, ARCA Consumer Advisory Committee Delegate**

**Ana Quiles, Treasurer & ARCA Alternate**

**Jeremy Sunderland, 1<sup>st</sup> Vice President**

**Curtis Wang**

*~ 7 Open Positions ~*

# **Government & Community Relations Committee**

## Community and Legislative Educator Report 11/2020

### Legislative Update

The California legislature is currently at recess and new and returning members of both houses will be sworn in on December 7, 2020 with the legislature reconvening on January 4th, 2021. Between December 7th and January 4th new members of the legislature are attending training and others are attending to staffing their offices. Legislation can be introduced, but this is unlikely until January. During October and November there have been informational hearings on issues related primarily to the COVID-19 response including issues students are experiencing during distance learning. While hearings are being held in the Capitol, in person attendance is discouraged and the public is strongly encouraged to participate via the web portal, phone, or Remote Testimony Stations outside the Capitol. There had been discussion earlier in the year regarding the potential for a special session, but that has not been discussed and is not likely at this point in the year.

### State Budget

According to the *California Spending Plan* released on October 23rd, 2020 by the Legislative Analyst's Office the 2020-21 California spending plan provides nearly \$18 billion from the General Fund for human services programs. This is an increase of \$1.9 billion or nearly 12 percent, compared to the revised prior year spending level. This includes \$5.8 billion which is an increase of \$854 million or 17 percent from 2019-20 spending levels. This increase is primarily the result of increasing caseloads, costs per consumer, and labor costs in programs such as those in the Department of Developmental Services.

Each year the LAO publishes the California Spending Plan to summarize the annual state budget. The publication provides an overview of the *2019-20 Budget Act*, then highlights major features of the budget approved by the Legislature and signed by the Governor.

California Spending Plan <https://lao.ca.gov/Publications/Report/4083>

2020-21 Spending Plan Human Services <https://lao.ca.gov/Publications/Report/4286>

“The spending plan provides \$9.8 billion from all fund sources for DDS in 2020-21, an increase of 16.2 percent over revised 2019-20 expenditures of \$8.5 billion. The General Fund provides \$5.9 billion in 2020-21, or 60 percent of the DDS budget, while federal funds account for \$3.9 billion, or 40 percent. General Fund spending is up \$854 million, or 17 percent, relative to the revised 2019-20 budget. More than half of the year-over-year growth in General Fund spending is a result of caseload growth, changes in service utilization, and costs associated with scheduled increases to the state minimum wage.”

“Of the total 2020-21 DDS budget, \$9.3 billion is for the community services program, while \$398.5 million is for the state-operated residential and community facilities program.”

“The spending plan assumes that DDS will serve 366,352 individuals in 2020-21 (50,200 infants and toddlers under age 3 and 316,153 consumers ages 3 and older), up 5.2 percent from 2019-20.”

<https://lao.ca.gov/Publications/Report/4286/1>

## Federal Response to COVID-19

The US Senate will return to session on November 9th where they will be in session through December 18th with the exception of the Thanksgiving week and other holidays. The House of Representatives will return to session on November 16th where they will remain in session until December 10th with the exception of the Thanksgiving week and other holidays.

There could be agreement to additional Federal coronavirus stimulus package, but much hangs in the balance as we await the certified election results. According to all official outlets, Joe Biden has defeated Donald Trump to win the presidency, however Donald Trump refuses to concede the election and has yet to initiate transition. The Democratic Party will retain control of the US House of Representatives with a few races including the 25th Congressional District in CA having yet to be called. The race in CA's 25th Congressional District between Congressman Mike Garcia and Assemblywoman Christy Smith remains close with 104 votes separating the two with Mike Garcia currently in the lead. As votes have continued to be counted since the election on November 3rd results have gone back and forth as to who is in the lead. The US Senate stands with 50 Republican seats and 48 Democratic seats and 2 races to yet be decided. Both Republican senators in Georgia have been forced into a runoff against Democratic challengers that will most likely determine control of the Senate after a six-year Republican majority.

## CA Legislative Calendar

November 30th – Adjournment Sine Die at Midnight (end of the 2-year legislative session)

December 7th – The 2021-22 Legislative Session convenes, and new members are sworn in  
January 4th, 2021 – The legislature reconvenes

January 10th, 2021 – Budget must be submitted by Governor

The 2021-22 legislative session in California officially convenes on December 7th and new and returning members of the legislature will be sworn in. The week of December 7th is reserved for new member training and staff hiring and bills can be introduced. The legislature then reconvenes on January 4th and the real work of the legislature begins at this time.

## November 3rd General Election

During the November 2020 Presidential Election, voters in the NLACRC catchment area cast votes for all seats in the US House of Representatives, odd numbered California Senate districts, all California Assembly districts, and even numbered LA City Council districts.

## 2020 General Election Results

Results as of 8:00am November 16th, 2020 and will change as additional ballots are counted. Check <https://electionresults.sos.ca.gov> for up-to-date results. CA election results will be certified by December 11th, 2020.

CA Congressional District 23 – **Kevin McCarthy (R) 61.6%** and Kim Magone (D) 38.4%

CA Congressional District 25 – **Mike Garcia (R) 50.0%** and Christy Smith (D) 50.0%

- 104 votes currently separate these candidates with Garcia in the lead

CA Congressional District 29 – **Tony Cardenas (D) 56.7%** and Angélica María Dueñas (D) 43.3%

CA Congressional District 30 – **Brad Sherman (D) 69.6%** and Mark S. Reed (R) 30.4%

CA Senate District 21 – **Scott Wilk (R) 50.8%** and Kipp Mueller (D) 49.2%

- 6,086 votes currently separate these candidates

CA Senate District 25 – **Anthony Portantino (D) 64.1%** and Kathleen Hazelton (R) 35.9%

CA Senate District 27 – **Henry Stern (D) 60.2%** and Houman Salem (R) 39.8%

CA Assembly District 36 – **Tom Lackey (R) 55.1%** and Steve Fox (D) 44.9%

CA Assembly District 38 – **Suzette Valladares (R) 74.1%** and Lucie Volotzky (R) 25.9%

CA Assembly District 39 – **Luz Rivas (D) 74.1%** and Ricardo Benitez (R) 25.9%

CA Assembly District 43 – **Laura Friedman (D) 69.7%** and Mike Graves (R) 30.3%

CA Assembly District 45 – **Jesse Gabriel (D) 66.4%** and Jeffi Girgenti (R) 33.6%

CA Assembly District 46 – **Adrin Nazarian (D) 63.5%** and Lanira K. Murphy (D) 36.5%

CA Assembly District 50 – **Richard Bloom (D) 80.5%** and Will Hess (D) 19.5%

## **Disability Vote CA**

A statewide coalition was established to coordinate a voter engagement campaign. The campaign produced many helpful materials that were shared widely. <https://disabilityvoteca.org>

A Post-Election Webinar: The Impact of the Election on the Disability Community was held on Friday, November 6th 12:00-1:30 and can be viewed along with all the other candidate conversations and webinars at <https://disabilityvoteca.org/videos-and-webinars>

## **DDS Directives related to COVID-19**

For a complete list of directives visit <https://www.dds.ca.gov/corona-virus-information-and-resources/> and click on Department Directives.

There have been many resources added to the DDS website to assist families, self-advocates, and providers at <https://www.dds.ca.gov/corona-virus-information-and-resources/>

Up to date COVID related data is available on <https://www.dds.ca.gov/corona-virus-information-and-resources/> and then click on data.

DDS released its Family Member Engagement Guide that can be accessed at [https://www.dds.ca.gov/wp-content/uploads/2020/09/FinalFamilyMemberEngagementGuide\\_9.30.20.pdf](https://www.dds.ca.gov/wp-content/uploads/2020/09/FinalFamilyMemberEngagementGuide_9.30.20.pdf)

During October and November DDS has held a series of briefings on Alternative Services, Monthly Rates, Participant Directed Services, and Self-Advocate and Family Member Informational Meetings. Information to view these webinars or register can be found at <https://www.dds.ca.gov/corona-virus-information-and-resources/>.

## **DS Task Force**

<https://www.dds.ca.gov/initiatives/ds-task-force/>

On October 29th from 12:00-1:30 a DS Task Force monthly check-in meeting was held to discuss the current state of the DDS community. The DS Task Force provides guidance on the delivery of services to Californians who have intellectual and developmental disabilities. During the October monthly check-in updates were provided regarding the wildfires, COVID-19, Self-Advocate and Family Engagement Guide, Participant Directed Services, Self Determination, DDS Directives, Early Start, Annual Tree Lighting, and Mask Campaign.

DDS shared data regarding COVID-19 positive consumers and deaths of consumers was shared along with breakdowns of residence type, age, gender, ethnicity, and comparisons to overall regional center community population. In addition, mitigation measures were reviewed along with concern for the need for continued mitigation measures in light of upcoming flu season.

DDS held a System & Fiscal Reform Workgroup on November 9th to discuss what is working in the Alternative Services model, suggested improvements, short term recommendations, long term recommendations, and next steps.

### **Collaboration with the Consumer Community Self-Advocacy Group and Consumer Advisory Committee**

Leading up to the November Presidential election, the CAC held a Voter Registration and Engagement presentation during their monthly meeting on October 7. We were able to talk about the importance of representation through voting and many resources, including the Disability Vote CA, and the Voter Information page on the NLACRC's website were shared and promoted as valuable resources.

### **VICA/VIA, Chamber, and Community Activities**

On October 13th VICA held a Leaders Forum with Congressman Mike Garcia who discussed concerns in California such as in education and the economy. He stated that Congress needs to pass COVID relief that includes increased unemployment benefits in the range of \$400, extend the PPP for small businesses, and protection from COVID litigation (for businesses, schools, churches, and other non-profits). He expressed frustration over lack of continued negotiations in Congress to come to an agreement on further COVID relief. He stated that schools need to return to session and get kids back to school physically.

Congressman Garcia answered a series of questions mostly focusing on reopening of businesses including amusement parks, funding for infrastructure, and other COVID response. A question was posed regarding the developmental disability community: What is your plan to ensure that people with developmental disabilities continue to have access to necessary services through Medicaid and other critical support systems? Congressman Garcia responded to the question through a COVID lens and stated that there are current resources available for the disability community. He shared that there has been support for including funding for individuals with disabilities in COVID relief bills, but this has not come to fruition. He then discussed social security as a right of workers who have paid into that program.

On October 14th, Palmdale Chamber of Commerce planned to hold a virtual Candidates Forum with Assemblywoman Christy Smith and Congressman Mike Garcia. Assemblywoman Smith was called to a hearing of the Assembly Education Committee in Sacramento, so the forum was held with Congressman Mike Garcia. He was presented questions on a variety of topics including the economy, climate change, foster youth, mental health, bipartisanship,

When asked about mental health challenges Congressman Garcia stated that step one is to acknowledge the challenges. He then discussed the mental health challenges of veterans who have served over the last 20 years. Garcia shared that we need to recognize the challenges



and get the resources in the local community. Stated that some homeless people are not homeless because they want to be, but because of mental health challenges. When asked about addressing homelessness in the community he stated that there needs to be more resources and these can be provided by local non-profits to provide necessary services for individuals experiencing homelessness. He ended the conversation by sharing that he would like to continue service on the Committee on Transportation and Infrastructure and the Committee on Science, Space, and Technology. In addition, he would like to serve on the House Armed Services Committee and the House Appropriations Committee if reelected to serve another term.

On October 20th, SCV Chamber of Commerce held a virtual Candidates Forum with Congressman Mike Garcia and Assemblywoman Christy Smith who are running for California's 25th Congressional District. The beginning of the discussion focused on the local and Federal response to the current health crisis. AB 5 was also discussed, and Congressman Mike Garcia shared his opposition to the law and support for its repeal. Assemblywoman Christy Smith shared that AB 5 was a bill to codify a CA Supreme Court decision (Dynamex) and enforces employment law for all employers. Other topics included the Federal and local response to COVID-19 where Congressman Garcia shared that we can do better at every level and stated that the Governor of California should allow local city governments make decisions for opening businesses and schools based on local data. Assemblywoman Smith stated that the President has not been honest with the American people about the health crisis. They agreed that there is an overreliance on China for supplies of PPE and we need to become more independent in our manufacturing of PPE. Discussion also addressed the candidates' positions on wildfire prevention and response, support for first responders, local infrastructure including transportation, meaningful support for small independent businesses, and Federal and State budgets.

The Forum can be viewed at: <https://www.youtube.com/watch?v=b4p36EeQ1eU&t=2s>

A full list of upcoming events is posted below, but you are encouraged to follow local legislators on Facebook, subscribe to the NLACRC News You Can Use, follow NLACRC on Facebook, and subscribe to elected officials' newsletters for up to date information on events and resources.

## **UPCOMING EVENTS**

Community events are open to all community members and are not hosted by NLACRC. Please check the links provided for further information and RSVP if you plan to attend. VICA, VIA, and Chamber of Commerce events are typically open to members and/or there may be a cost to attend the events. VICA and VIA both have committees related to disability services. For more information go to [www.vica.com](http://www.vica.com), [via.org](http://via.org), [www.scvchamber.com](http://www.scvchamber.com), and [www.sanfernandovalleychamber.com](http://www.sanfernandovalleychamber.com)

## **North Los Angeles County Regional Center Events**

NLACRC continues to hold trainings and meetings that are informative for providers, families, self-advocates, and others. These include Alianza de Hombres, Cafecito Entre Nos, Self-Determination meetings, Performance Contract Public Meetings, Consumer Advisory Committee, Black and African American Support Group, Aprendiendo Entre Nos, and Board



and committee meetings. All meetings have been held virtually providing opportunity for more to join from their home or other locations using Zoom.

<https://nlacrc.org/about-us/calendar-of-events>

### **Family Focus Resource Center Webinars**

Family Focus Resource Center continues to hold informative free webinars on relevant topics such as Renting During COVID-19, Food Resources, Special Education Advocacy during COVID-19, IHSS During COVID-19, and a Back to School Virtually 2-part series webinar offered in English & Spanish as well as a Resources for Transition-Age Youth Webinars were offered live and recorded and are now available on the website, along with other resources.

<https://www.csun.edu/family-focus-resource-center/webinars>

**Attendance Sheets, Acronyms Listing,  
&  
Meeting Evaluation**

North Los Angeles County Regional Center

**ALPHABET SOUP**

AAIDD	- American Association on Intellectual and Developmental Disabilities
AAP	- Adoption Assistance Program
AB	- Assembly Bill (State)
ABLE Act	- The “Achieving a Better Life Experience” (ABLE) Act of 2014
ACRC	- Alta California Regional Center
ADA	- Americans with Disabilities Act
ADC	- Adult Development Center
AFPF	- Annual Family Program Fee
AIS	- ARCA Information Systems
ARCA	- Association of Regional Center Agencies
ARFPSHN	- Adult Residential Facility for Persons with Specialized Healthcare Needs
BCBA	- Board-Certified Behavior Analyst
CAC	- Consumer Advisory Committee
CAL-ARF	- California Association of Rehabilitation Facilities
CAL-TASH	- The Association for Persons with Severe Handicaps
CARF	- Commission on Accreditation of Rehabilitation Facilities
CASA	- Community Advocacy Services Association
CASHPCR	- California Association of State Hospitals-Parent Councils for the Retarded
CCF	- Community Care Facility
CCL	- Community Care Licensing
CCR	- California Code of Regulations
CCS	- California Children’s Services (State and County)
CDCAN	- California Disability Community Action Network
CDE	- Comprehensive Diagnostic Evaluation
CDER	- Client Development Evaluation Report
CIE	- Competitive Integrated Employment
CMS	- Centers for Medicare and Medicaid Services (formerly HCFA)
CMIS	- Client Management Information System
COEC	- Community Outreach and Education Committee (ARCA)
COLA	- Cost of Living Adjustment
CP	- Cerebral Palsy
CPES	- Community Provider of Enrichment Services
CPP	- Community Placement Plan
CRDP	- Community Resource Development Plan
CSC	- Consumer Service Coordinator

CSLA	- Community Supported Living Arrangement
CVRC	- Central Valley Regional Center
DAC	- Day Activity Center
DCFS	- Department of Children and Family Services (County)
DD	- Developmental Disabilities
DD Council	- State Council on Developmental Disabilities
DDS	- Department of Developmental Services (State)
DHCS	- Department of Health Care Services
DHS	- Department of Health Services (State)
DOE	- Department of Education (State and Federal)
DOF	- Department of Finance
DOH	- Department of Health
DOR/DR	- Department of Rehabilitation
DPSS	- Department of Public Social Services (County)
DRC	- Disability Rights California (formerly Protection & Advocacy, Inc.)
DSM	- Diagnostic and Statistical Manual of Mental Disorders
DSP	- Direct Support Professional
DSS	- Department of Social Services (State)
DOR	- Department of Rehabilitation (State)
DRC	- Disability Rights California (formerly Protection & Advocacy)
DTT	- Discrete Trial Training
DVU	- Disability Voices United
EBSH	- Enhanced Behavioral Support Home
ECF	- Exceptional Children's Foundation
EDD	- Employment Development Department (State)
EDMS	- Electronic Document Management System
ELARC	- Eastern Los Angeles Regional Center
EPSDT	- Early and Periodic Screening, Diagnosis, and Treatment
FACT	- Foundation for Advocacy, Conservatorship, and Trust of CA
FCPP	- Family Cost Participation Program
FDC	- Fairview Developmental Center
FEMA	- Federal Emergency Management Assistance
FETA	- Family Empowerment Team in Action
FHA	- Family Home Agency
FMS	- Financial Management Service
FNRC	- Far Northern Regional Center
FSA	- Flexible Spending Account

GGRC	- Golden Gate Regional Center
HCBS	- Home and Community Based Services (Waiver)
HCFA	- Health Care Financing Administration (now called CMMS)
HIPAA	- Health Insurance Portability and Accountability Act
HOPE	- Home Ownership for Personal Empowerment
HRC	- Harbor Regional Center
HUD	- Housing and Urban Development (Federal)
ICB Model	- Individualized Choice Budget Model
ICC	- Inter-agency Coordinating Council
ICC	- Integrated Community Collaborative/Intregadoras
ICF	- Intermediate Care Facility
ICF/DD	- Intermediate Care Facility/Developmentally Disabled
ICF/DD-H	- Intermediate Care Facility/Developmentally Disabled-Habilitative
ICF/DD-N	- Intermediate Care Facility/Developmentally Disabled-Nursing
ICF/SPA	- Intermediate Care Facility/State Plan Amendment
IDEA	- Individuals with Disabilities Education Act
IDEIA	- Individuals with Disabilities Education Improvement Act
IDP	- Individual Development Plan
IDT	- Inter-disciplinary Team
IEP	- Individual Educational Plan
IFSP	- Individual Family Service Plan
IHP	- Individual Habilitation Plan
IHSS	- In-Home Supportive Services
ILC	- Independent Living Center
ILS	- Independent Living Services
IMD	- Institutes of Mental Disease
IPP	- Individual Program Plan
IRC	- Inland Regional Center
ISP	- Individual Service Plan
KRC	- Kern Regional Center
LACHD	- Los Angeles County Health Department
LACDMH	- Los Angeles County Department of Mental Health
LACTC	- Los Angeles County Transportation Commission
LADOT	- Los Angeles Department of Transportation (City)
LAUSD	- Los Angeles Unified School District

LCSW	- Licensed Clinical Social Worker
LDC	- Lanterman Developmental Center
LEA	- Local Education Agency
LICA	- Local Interagency Coordination Area
LRC	- Lanterman Regional Center
MCH	- Maternal and Child Health
MFCC	- Marriage, Family and Child Counselor
MHRC	- Mental Health Rehabilitation Center
MMIS	- Medicaid Management Information System
MSW	- Masters in Social Work
NADD	- National Association for the Dually Diagnosed
NASDDDS	- National Association of State Directors of Developmental Disabilities Services
NBRC	- North Bay Regional Center
NLACRC	- North Los Angeles County Regional Center
OAH	- Office of Administrative Hearings
OCRA	- Office of Client Rights Advocacy
OPS	- Operations funds (for Regional Centers)
OSEP	- Office of Special Education Programs
OSERS	- Office of Special Education and Rehabilitative Services
OSHA	- Occupational Safety and Health Administration
OT	- Occupational Therapy
PAI	- Protection and Advocacy, Inc. (now called Disability Rights CA)
PDD	- Pervasive Developmental Disorder
PDC	- Porterville Developmental Center
PDF	- Program Development Fund
PEP	- Purchase of Service Expenditure Projection (formerly SOAR)
PEPRA	- Public Employees' Pension Reform Act
PERS	- Public Employees' Retirement System
PET	- Psychiatric Emergency Team
PIP	- Paid Internship Program
PL 94-142	- Public Law 94-142 (Right to Education Bill)
PMRT	- Psychiatric Mobile Response Team
POLST	- Physician Orders for Life-Sustaining Treatment
POS	- Purchase of Services funds (for Regional Centers)
PRMT	- Post-Retirement Medical Trust

PRRS	- Prevention Resources and Referral Services
PRUCOL	- Permanently Residing in the U.S. Under Color of the Law
PT	- Physical Therapy
QMRP	- Qualified Mental Retardation Professional
RC	- Regional Center
RCEB	- Regional Center of the East Bay
RCFE	- Residential Care Facility for the Elderly
RCOC	- Regional Center of Orange County
RCRC	- Redwood Coast Regional Center
RDP	- Resource Development Plan
RFP	- Request for Proposals
RRDP	- Regional Resource Development Project
RSST	- Residential Service Specialist Training
SARC	- San Andreas Regional Center
SB	- Senate Bill (State)
SCDD	- State Council on Developmental Disabilities
SCIHLP	- Southern CA Integrated Health and Living Project
SCLARC	- South Central Los Angeles Regional Center
SDRC	- San Diego Regional Center
SDC	- Sonoma Developmental Center
SDP	- Self-Determination Program
SDS	- Self-Directed Services
SEIU	- Service Employees' International Union
SELPA	- Special Education Local Plan Area
SG/PRC	- San Gabriel/Pomona Regional Center
SLS	- Supported Living Services
SMA	- Schedule of Maximum Allowances (Medi-Cal)
SNF	- Skilled Nursing Facility
SOAR	- Sufficiency of Allocation Report (see PEP)
SOCCO	- Society of Community Care Home Operators
SPA	- State Plan Amendment
SRF	- Specialized Residential Facility
SSA	- Social Security Administration
SSDI	- Social Security Disability Insurance
SSI	- Supplemental Security Income
SSP	- State Supplementary Program

- TASH - The Association for the Severely Handicapped
- TCRC - Tri-Counties Regional Center
  
- UAP - University Affiliated Program
- UCI - Unique Client Identifier
- UCP - United Cerebral Palsy
- UFS - Uniform Fiscal System
  
- VAC - Vendor Advisory Committee
- VIA - Valley Industry Association (Santa Clarita Valley)
- VICA - Valley Industry & Commerce Association (San Fernando Valley)
- VMRC - Valley Mountain Regional Center
  
- WAP - Work Activity Program
- WIOA - Workforce Innovation and Opportunity Act

[alphabetsoup] January 7, 2021



North Los Angeles County Regional Center  
Board of Trustees

**Meeting Evaluation**

Name: \_\_\_\_\_

Comments: \_\_\_\_\_

1. Did the meeting follow the agenda? Yes \_\_\_ No \_\_\_

2. Did the meeting begin as scheduled? Yes \_\_\_ No \_\_\_

3. Did the meeting end as scheduled? Yes \_\_\_ No \_\_\_

4. Did you receive written or verbal information about the issues on the agenda? Yes \_\_\_ No \_\_\_

5. Did the information received enable you to make informed decisions? Yes \_\_\_ No \_\_\_

6. Did the issues concern:

a. Consumers? Yes \_\_\_ No \_\_\_

b. Board operations? Yes \_\_\_ No \_\_\_

c. Committee business? Yes \_\_\_ No \_\_\_

d. Center operations? Yes \_\_\_ No \_\_\_

e. None of the above? (please specify below)

\_\_\_\_\_  
\_\_\_\_\_

7. Did you feel prepared to participate in the meeting? Yes \_\_\_ No \_\_\_

8. What would you like more information about?

\_\_\_\_\_  
\_\_\_\_\_