



Board of Trustees Meeting

Wednesday, March 10, 2021
6:30 p.m.

~ Via Zoom Technology ~

Packet #1

Board Calendars

NLACRC Board of Trustees Calendar Fiscal Year 2020-21

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

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

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

~ March 2021 ~						
◀ February						April ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3 <u>11:00am-1:00 pm</u> Consumer Advisory Committee Meeting	4 <u>9:30 am</u> Vendor Advisory Committee (full meeting)	5	6
7 Daylight Savings Time Starts	8	9 <u>5:30 pm-8:30 pm</u> Nominating Committee Interviews	10 <u>5:30 pm</u> Board Packet Review <u>6:00 pm</u> Board Dinner <u>6:30 pm</u> Board Meeting (San Fernando Valley Office) Presentation of Audited Financial Statement	11	12 <u>10:30am- 2:00 pm</u> ARCA CAC Mtg. (Sacramento)	13 NLACRC's 47 th Anniversary
14	15	16 <u>5:30 pm-8:30 pm</u> Nominating Committee Interviews	17 St. Patrick's Day <u>6:00 pm</u> Consumer Services Committee Meeting <u>7:00 pm</u> Government/Community Relations Committee Meeting	18 ARCA Meetings (Tentative) <u>7:00 pm</u> Self-Determination Advisory Meeting	19 ARCA Meetings (Tentative)	20 First Day of Spring
21	22 <u>10:00 am</u> Antelope Valley Vendor Forum	23 <u>5:30 pm-8:30 pm</u> Nominating Committee Interviews & Meeting	24	25	26	27
28 Passover	29 Passover	30	31 <u>6:00 pm</u> Administrative Affairs Committee Meeting <u>7:00 pm</u> Executive Committee Meeting			

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, March 10, 2021
6:30 p.m.

~ **AGENDA** ~

1. **Call to Order & Welcome** – Lety Garcia, Board President
2. **Housekeeping**
 - A. Spanish Interpretation Available
 - B. Public Attendance (please note name in Chat)
3. **Board Member Attendance** – Yesenia Martinez, Board Secretary
4. **Introductions** – Jeremy Sunderland, Board Vice President and Dr. Jesse Weller, Chief of Program Services
5. **Public Input & Comments** (3 minutes)
6. **Consent Items**
 - A. Approval of Agenda (Page 6)
 - B. Approval of January 13th Board Meeting Minutes
 - C. Approval of February 10th Board Meeting Minutes
7. **Windes Training and Presentation of FY 2019-20 Audited Financial Statements** (Page 9)
 - A. Acceptance of NLACRC’s FY 2019-20 Audited Financial Statements (Page 74)
8. **Committee Action Items**
 - A. Ad Hoc Bylaws Committee – Lety Garcia
 1. Presentation of Proposed Bylaws Changes (Page 76)
 2. Presentation of Board of Trustees Code of Conduct (Page 103)
 - B. Administrative Affairs Committee – Ana Quiles
 1. Approval of Contracts
 - a) Child Development Institute (HL0020-805) (Page 104)
 - b) Brilliant Corners (PL1864-999) – First Amendment (Page 108)

- C. Executive Committee – Lety Garcia
 - 1. Approval of Executive Committee Critical Calendar (Page 113)
- D. Government & Community Relations Committee – Jeremy Sunderland
 - 1. Approval of Legucator Contract (Page 116)
- 9. **Association of Regional Center Agencies** – Angelina Martinez
 - A. Report on ARCA Meetings
- 10. **Executive Director’s Report** – Ruth Janka
- 11. **Ad Hoc Bylaws Committee** – Lety Garcia
 - A. Minutes of February 12th Meeting (Page 177)
 - B. Minutes of March 1st Meeting
- 12. **Administrative Affairs Committee** – Ana Quiles
 - A. Minutes of the January 27th Meeting (Page 183)
 - B. Minutes of the February 24th Meeting
 - C. Board Member Support/Expenses (Respite/1099) Update
 - D. FY 2020-21 Financial Report (Page 190)
 - E. FY 2020-21 Provider Relief Funds Financial Statement (Page 194)
- 13. **Consumer Advisory Committee** – Caroline Mitchell
 - A. Minutes of the January 6th Meeting (Page 196)
 - B. Minutes of the February 3rd Meeting (Page 198)
 - C. Minutes of the March 3rd Meeting (Page 200)
- 14. **Consumer Services Committee** – Gabriela Herrera
 - A. Minutes of the January 20th Meeting (Page 203)
 - B. Minutes of the February 17th Meeting
 - C. POS Expenditures Meeting (Virtual) – March 11th
 - D. Virtual Town Hall – March 18th – Regional Center Services
- 15. **Executive Committee** – Lety Garcia
 - A. Minutes of the January 27th Meeting (Page 213)
 - B. Minutes of the February 24th Meeting
 - C. Thank You Letter to Governor Newsom (Page 220)
 - D. ARC Public Policy Conference – Seats Available

16. **Government & Community Relations** – Jeremy Sunderland
 - A. Minutes of the January 20th Meeting (Page 222)
 - B. Minutes of the February 17th Meeting

17. **Nominating Committee** – Curtis Wang
 - A. Minutes of the February 3rd Meeting
 - B. Status of Board & VAC Member Recruitment
 - C. Next Meeting: TBD

18. **Post-Retirement Medical Trust Committee** – Lety Garcia
 - A. Minutes of January 27th Meeting
 - B. Next Quarterly Meeting: April 28th at 5:30 p.m.

19. **Strategic Planning Committee** – Marianne Davis
 - A. Minutes of the February 1st Meeting
 - B. Next Quarterly Meeting: May 3rd at 6:00 p.m.

20. **Vendor Advisory Committee** - Sharoll Jackson
 - A. Minutes of the January 7th Meeting (Page 228)
 - B. Minutes of the February 4th Meeting (Page 240)
 - C. Minutes of the March 4th Meeting

21. **Old Business/New Business**
 - A. Board and Committee Meeting Attendance Sheets (Page 251)
 - B. Board and Committee Meetings Time Report (Page 255)
 - C. Updated Acronyms Listing (Page 258)
 - D. Meeting Evaluation (Page 264)

22. **Announcements/Information/Public Input**
 - A. Next Meeting: Wednesday, April 14th at 6:30 p.m.

23. **Adjournment**



Windes Training & Presentation of FY 2019-20 Audited Financial Statements



NORTH LOS ANGELES COUNTY
regional center

Regional Center Financial Statements Overview

WINDES

AUDIT | TAX | ADVISORY

AGENDA

- Introduction of Windes, Inc.
- Type of Audits and their respective requirements
- Terminologies
- Financial Statements
 - ✓ Statement of Financial Position
 - ✓ Statement of Activities
 - ✓ Statement of Functional Expenses
 - ✓ Statement of Cash Flows
 - ✓ Footnotes
- Financial Focal Points

INTRODUCTION TO WINDES, INC.

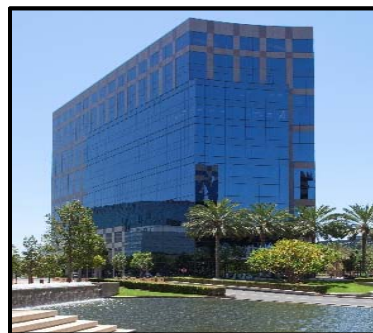


Our Firm

- 95 years of experience in the public accounting practice
- One of the largest regional CPA firms in California
- 180 professionals
- Serving over 4,400 businesses
- Three offices



Long Beach



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RELATED EXPERIENCE – REGIONAL CENTERS



Windes has been the auditor or is the current auditor for the following regional centers (16 out of 21 Centers):

- Alta California Regional Center
- Central Valley Regional Center
- Eastern Los Angeles Regional Center
- Frank D. Lanterman Regional Center
- Harbor Regional Center
- Inland Counties Regional Center
- North Bay Regional Center
- North Los Angeles Regional Center
- Orange County Regional Center
- Redwood Coast Regional Center
- San Diego-Imperial County Regional Center
- San Gabriel/Pomona Regional Center
- South Central Los Angeles Regional Center
- Tri-Counties Regional Center
- Valley Mountain Regional Center
- Westside Regional Center

TYPES OF AUDITS

- **Financial Statement Audits**
 - Conducted by an outside independent CPA firm
 - Done annually and focuses on the financial results of the organization for a given fiscal year
 - Includes compliance audit depending on receipt of federal funds
- **DDS Compliance Audits**
 - Conducted biannually by CA Department of Developmental Services
 - Involves review of operations and some financials for compliance with DDS contract and regulations
- **IRS Tax Audits**
 - Conducted by the Internal Revenue Service
 - Auditees are randomly selected
 - Involves review of the organization's filed tax returns for compliance with tax regulations



TYPES OF AUDITS (CONTINUED)

- **Who Requires a Financial Statement Audit?**
 - Mandated per the Regional Center's contract with DDS
 - Per the California State Attorney General, any non-profit with revenues greater \$2 million requires an annual audit.
 - Regional center revenue typically ranges between \$100 - \$ 500 million
- **Purpose of Financial Statement Audits**
 - Statements provide a snapshot of the Center's financial position and results of the fiscal year-ended
 - Typically submitted to banks and DDS. Banks review the statements for assessment of credit worthiness and DDS reviews it as part of their oversight responsibility.



REGIONAL CENTER AND DDS TERMINOLOGY

- **Fiscal year** – For Centers, this covers the period from July 1 through June 30 of the next year. Within a fiscal year are the three open contract periods, which are identified as current year (CY), prior year (PY), and the year before prior year (2PY).
- **Contract year** – identifies which contract period a particular funding is made during the 5-year cycle. Each period is assigned a letter (A thru E). Regional Centers have three calendar years to utilize funding from a given contract period.
- Funding and budget amendments are broken down between OPS and POS with specific rules for each category.
 - **OPS (Operations)** – Costs associated with running the regional center and not directly associated with consumer care.
 - **POS (POS)** – Costs associated with providing direct consumer care services (i.e. Transportation, Day Care, Respite, etc.)



GENERAL ACCOUNTING TERMINOLOGY

- **Unmodified Opinion** – commonly referred to as a clean opinion. Provides assurance the financial statements are in properly reported in accordance with GAAP.
- **GAAP (Generally Accepted Accounting Principles)** – common set of accounting principles and rules utilized in the US for entities preparing financial statements. (This sometimes differs from DDS contract rules.)
- **Accrual Accounting** – method of recognizing revenue and expenses when incurred versus when cash is exchanged.
- **GAAS (Generally Accepted Auditing Standards)** – common rules and guidance auditors are required to follow in conducting a financial statement audit.
- **GAGAS (Generally Accepted Government Auditing Standards)** – common rules and guidance auditors are required to follow in conducting an audit of federal funds.



Unmodified Opinion

**PRELIMINARY DRAFT
Subject to Change
For Management Review Only**

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of North Los Angeles County Regional Center, Inc. as of June 30, 2020 and 2019, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, during the year ended June 30, 2020, North Los Angeles County Regional Center, Inc. adopted Accounting Standards Update (ASU) No. 2014-09, *Revenue from Customers (Topic 606)* and ASU No. 2018-08, *Not-for-Profit Entities (Topic 958): Clarifying the Scope of the Accounting Guidance for Contributions Received and Contributions Made*, and their related amendments. Our opinion is not modified with respect to this matter.

Other Matters

Other Information

It was conducted for the purpose of forming an opinion on the financial statements as a
e accompanying schedule of expenditures of federal awards, as required by Title 2 U.S.

FINANCIAL STATEMENT COMPONENTS

- Statement of Financial Position
- Statement of Activities
- Statement of Functional Expenses
- Statement of Cash Flows
- Footnotes
- Schedule of Federal Expenditures



STATEMENT OF FINANCIAL POSITION

- Commonly known as the balance sheet. For non-profit accounting, the official, Statement of Financial Position is the correct name.
- Identifies the assets, liabilities, and net assets at a point in time. For example June 30, 2020. Similar to a photo snap shot of the financials on a given date.
- Assets – are items the Center has legal rights over or it could be items that are legally owed to the Center in the future.

ASSETS	
	Jul. <u>2020</u>
ASSETS	
Cash and cash equivalents	\$ 29,876,637
Cash - client trust funds	4,460,590
Contract receivable - state of California	20,483,452
Receivables from Intermediate Care Facility vendors	4,924,463
Other receivables and prepaid expenses	1,827,933
Due from State - deferred rent	2,381,167
Due from State - accrued vacation and and other employee benefits	<u>111,230,965</u>
⌋ ASSETS	<u>\$ 175,185,207</u>

STATEMENT OF FINANCIAL POSITION (CONTINUED)

- Liabilities – obligations the Center owes to others that will be settled in the future.
- Net Assets – the difference between total assets and total liabilities

LIABILITIES AND NET DEFICIT	
LIABILITIES	
Accounts payable	\$ 57,686,562
Accrued expenses	972,437
Accrued vacation and other employee benefits	2,344,537
Retirement health care plan obligation	37,361,747
Pension plan obligation	115,624,505
Deferred rent	2,381,167
Unexpended client support	2,761,727
	<u>219,132,682</u>
 COMMITMENTS AND CONTINGENCIES (Notes 4, 5, 6 and 7)	
 NET DEFICIT	
Without donor restrictions	<u>(43,947,475)</u>
 LIABILITIES AND NET DEFICIT	 <u><u>\$ 175,185,207</u></u>

STATEMENT OF ACTIVITIES

- Commonly known as the profit and loss (P&L) statement. For non-profit accounting, the Statement of Activities is the correct name.
- Identifies the revenue and during a period of time. For example, July 1, 2019 through June 30, 2020.
- Revenue – Predominantly from DDS contract. Other common revenue items are ICF SPA funding and Contributions.
 - ICF SPA funding – reimbursement of transportation services from a vendor through DDS.
 - Contributions – outside donations to supplement what DDS contract doesn't cover.

	For <u>2020</u>
CHANGE IN NET ASSET WITHOUT DONOR RESTRICTIONS	
REVENUE AND SUPPORT	
Contracts - state of California	\$ 562,164,266
Intermediate Care Facility supplemental services income	9,963,310
Interest income	416,216
Other income	39,116
Total Revenue and Support	<u>572,582,908</u>

STATEMENT OF ACTIVITIES (CONTINUED)

- Expenses – reported on a functional basis. For example, costs reported as program expenses or supporting services.
- Program expense are mainly POS expenditures that are related to consumer care.
- Supporting service are mainly OPS expenditures.

EXPENSES

Program Services:

Direct consumer services	561,603,763
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Supporting Services:

General and administrative	<u>10,967,360</u>
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Total Expenses	<u>572,571,123</u>
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STATEMENT OF FUNCTIONAL EXPENSES

- This is unique for non-profit financial statements detailing expenditures by their natural categories and function.
- Functional categories are the same ones from the statement of activities and require a minimum of two categories: Program Expenses and Supporting Services
- Option to breakout out Program Services further (i.e. Intake, Case Management, etc.)
- Expenses – reported on a functional basis. For example, costs reported as program expenses or supporting services.
- Program expenses are mainly POS expenditures that are related to consumer care.
- Supporting service are mainly OPS expenditures.

STATEMENT OF FUNCTIONAL EXPENSES (CONTINUED)

STATEMENT OF FUNCTIONAL EXPENSES FOR THE YEAR ENDED JUNE 30, 2020

	Program Services	Supporting Services	Total Expenses
	Direct Consumer Services	General and Administrative	
Salaries	\$ 27,905,263	\$ 5,049,538	\$ 32,954,801
Employee health and retirement benefits	17,587,735	2,671,807	20,259,542
Payroll taxes	398,806	64,664	463,470
Total Salaries and Related Expenses	45,891,804	7,786,009	53,677,813
Purchase of Services			
Other purchased services	329,094,973	-	329,094,973
Day program	90,554,662	-	90,554,662
Residential services	88,572,712	-	88,572,712
Facility rent	3,454,462	300,922	3,755,384
General expenses	706,322	1,031,247	1,737,569
Data processing	-	831,297	831,297

STATEMENT OF CASH FLOWS

- Reports on the in's and out's of cash movement during the year in three categories.
- Operating Activities – cash movement related to the main operations of the Center

	<u>2020</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from State contract with DDS	\$ 561,681,404
Receipts from Intermediate Care Facility Vendors	8,884,043
Interest income	416,216
Payments to employees and related benefits	(53,533,002)
Payments for general services and operations	(10,704,410)
Payments to vendors for consumer services	(499,301,681)
Net Cash Provided By Operating Activities	<u>7,442,570</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Reimbursement from State contract for equipment	231,618
Purchase of equipment	(231,618)
Net Cash Provided By Investing Activities	<u>-</u>

STATEMENT OF CASH FLOWS (CONTINUED)

- Investing Activities – cash movement associated with investment portfolio and property/equipment.
- Financing Activities – cash movement associated with loans (proceeds and payments)

	<u>2020</u>
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from State contract with DDS	\$ 561,681,404
Receipts from Intermediate Care Facility Vendors	8,884,043
Interest income	416,216
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Net Cash Provided By Operating Activities	<u>7,442,570</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Reimbursement from State contract for equipment	231,618
Purchase of equipment	(231,618)
Net Cash Provided By Investing Activities	<u>-</u>

FINANCIAL STATEMENTS ADDITIONAL DISCUSSION

- **Footnotes to the Financial Statements**
 - Required disclosure to provide details/background to the financial statements.
 - Typically, the first footnote discloses the background of the Center and its operations.
- **Schedule of Expenditures of Federal Awards**
 - Reports on all Federal funding received either directly from a Federal agency or through another entity.
 - Part of a Center's funding of the Early Start (Part C) Program originated from a Federal agency (Department of Education).

FINANCIAL FOCAL POINTS

- Board Members have fiduciary responsibility to review and approve the financial statements. Here are some focal points for board members:



Statement of Financial Position

- Look for large fluctuations in balances between the years or new accounts that weren't there last year.
- Cash – Is the Center in position to adequately fund future operations and satisfy the needs? Any need to borrow funds?
- Accounts Receivable – Are funds owed to the Center from DDS or ICF SPA vendors being remitted timely?
- Accounts Payable – are expenses (vendors & employees) being paid timely? Any long-term obligations that need advance planning for future funding?

FINANCIAL FOCAL POINTS (CONTINUED)

Statement of Activities and Functional Expenses

- Trends for revenue and expenses should be going in similar directions. For example, increase to revenue should also yield increases to expenses.
- Revenue – Are the amounts reported in line with DDS contracts and latest budget amendments?
- Expenses – Are they consistent with operations and expectation based DDS guidance or other current events (i.e. COVID-19)?
- Change in Net Assets – In theory, it should be zero as expenses are reimbursed through the DDS contract. However, donations funds or other non-DDS activities could be reported on the financial statements.



Questions?



WINDES

AUDIT | TAX | ADVISORY

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**PRELIMINARY DRAFT
Subject to Change
For Management Review Only**

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

**FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019**

CONTENTS

Independent Auditors' Report.....	1-2
Statements of Financial Position.....	3
Statements of Activities	4
Statements of Functional Expenses	5-6
Statements of Cash Flows	7-8
Notes to the Financial Statements	9-31
Schedule of Expenditures of Federal Awards.....	32
Notes to Schedule of Expenditures of Federal Awards.....	33
Independent Auditors' Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	34-35
Independent Auditors' Report on Compliance for Each Major Program and on Internal Control Over Compliance Required by the Uniform Guidance.....	36-38
Schedule of Findings and Questioned Costs.....	39

INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of
North Los Angeles County Regional Center, Inc.

Report on the Financial Statements

We have audited the accompanying financial statements of North Los Angeles County Regional Center, Inc. (a California nonprofit corporation), which comprise the statements of financial position as of June 30, 2020 and 2019, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

**PRELIMINARY DRAFT
Subject to Change
For Management Review Only**

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of North Los Angeles County Regional Center, Inc. as of June 30, 2020 and 2019, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As discussed in Note 1, during the year ended June 30, 2020, North Los Angeles County Regional Center, Inc. adopted Accounting Standards Update (ASU) No. 2014-09, *Revenue from Customers (Topic 606)* and ASU No. 2018-08, *Not-for-Profit Entities (Topic 958): Clarifying the Scope of the Accounting Guidance for Contributions Received and Contributions Made*, and their related amendments. Our opinion is not modified with respect to this matter.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated [REPORT DATE], on our consideration of North Los Angeles County Regional Center, Inc.'s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering North Los Angeles County Regional Center, Inc.'s internal control over financial reporting and compliance.

**PRELIMINARY DRAFT
Subject to Change
For Management Review Only**
Long Beach, California
[REPORT DATE]

PRELIMINARY DRAFT
Subject to Change
For Management Review Only

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

STATEMENTS OF FINANCIAL POSITION

ASSETS

	June 30,	
	2020	2019
ASSETS		
Cash and cash equivalents	\$ 29,876,637	\$ 22,434,067
Cash - client trust funds	4,460,590	3,915,787
Contract receivable - state of California	20,483,452	20,124,436
Receivables from Intermediate Care Facility vendors	4,924,463	3,913,852
Other receivables and prepaid expenses	1,827,933	2,768,974
Due from State - deferred rent	2,381,167	2,419,107
Due from State - accrued vacation and and other employee benefits	111,230,965	103,714,766
TOTAL ASSETS	\$ 175,185,207	\$ 159,290,989

LIABILITIES AND NET DEFICIT

LIABILITIES		
Accounts payable	\$ 57,686,562	\$ 47,487,755
Accrued expenses	972,437	827,626
Accrued vacation and other employee benefits	2,344,537	1,844,982
Retirement health care plan obligation	37,361,747	27,047,057
Pension plan obligation	115,624,505	90,196,414
Deferred rent	2,381,167	2,419,107
Unexpended client support	2,761,727	3,203,023
	219,132,682	173,025,964
COMMITMENTS AND CONTINGENCIES (Notes 4, 5, 6 and 7)		
NET DEFICIT		
Without donor restrictions	(43,947,475)	(13,734,975)
TOTAL LIABILITIES AND NET DEFICIT	\$ 175,185,207	\$ 159,290,989

The accompanying notes are an integral part of these financial statements.

**PRELIMINARY DRAFT
Subject to Change
For Management Review Only**

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

STATEMENTS OF ACTIVITIES

	For the Year Ended June 30,	
	2020	2019
CHANGE IN NET ASSET WITHOUT DONOR RESTRICTIONS		
REVENUE AND SUPPORT		
Contracts - state of California	\$ 562,164,266	\$ 498,202,340
Intermediate Care Facility supplemental services income	9,963,310	8,608,902
Interest income	416,216	340,429
Other income	39,116	144,399
Total Revenue and Support	572,582,908	507,296,070
EXPENSES		
Program Services:		
Direct consumer services	561,603,763	497,722,190
Supporting Services:		
General and administrative	10,967,360	9,567,695
Total Expenses	572,571,123	507,289,885
CHANGE IN NET ASSETS BEFORE HEALTH CARE AND PENSION PLAN-RELATED CHANGES OTHER THAN NET PERIODIC POST-RETIREMENT BENEFIT COST	11,785	6,185
HEALTH CARE AND PENSION PLAN-RELATED CHANGES OTHER THAN NET PERIODIC POST-RETIREMENT BENEFIT COST	(30,224,285)	(26,554,926)
CHANGE IN NET ASSETS	(30,212,500)	(26,548,741)
NET (DEFICIT) ASSETS AT BEGINNING OF YEAR	(13,734,975)	12,813,766
NET (DEFICIT) AT END OF YEAR	\$ (43,947,475)	\$ (13,734,975)

The accompanying notes are an integral part of these financial statements.

PRELIMINARY DRAFT
Subject to Change
For Management Review Only

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2020

	<u>Program Services</u>	<u>Supporting Services</u>	
	<u>Direct Consumer Services</u>	<u>General and Administrative</u>	<u>Total Expenses</u>
Salaries	\$ 27,905,263	\$ 5,049,538	\$ 32,954,801
Employee health and retirement benefits	17,587,735	2,671,807	20,259,542
Payroll taxes	398,806	64,664	463,470
Total Salaries and Related Expenses	<u>45,891,804</u>	<u>7,786,009</u>	<u>53,677,813</u>
Purchase of Services			
Other purchased services	329,094,973	-	329,094,973
Day program	90,554,662	-	90,554,662
Residential services	88,572,712	-	88,572,712
Facility rent	3,454,462	300,922	3,755,384
General expenses	706,322	1,031,247	1,737,569
Data processing	-	831,297	831,297
Contract and consulting services	1,161,716	26,317	1,188,033
Legal fees	632,676	65,005	697,681
Communication	299,274	30,593	329,867
Staff travel	286,907	54,177	341,084
Insurance	257,698	96,718	354,416
Equipment purchases	208,930	22,688	231,618
Office expenses	335,342	43,600	378,942
Facility maintenance	-	254,160	254,160
Equipment rental	135,319	12,904	148,223
ARCA dues	-	106,406	106,406
Printing	10,966	700	11,666
Accounting fees	-	91,214	91,214
Board expenses	-	71,496	71,496
Equipment maintenance	-	141,907	141,907
TOTAL EXPENSES	<u>\$ 561,603,763</u>	<u>\$ 10,967,360</u>	<u>\$ 572,571,123</u>

The accompanying notes are an integral part of these financial statements.

PRELIMINARY DRAFT
Subject to Change
For Management Review Only

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2019

	<u>Program Services</u>	<u>Supporting Services</u>	
	<u>Direct Consumer Services</u>	<u>General and Administrative</u>	<u>Total Expenses</u>
Salaries	\$ 27,034,795	\$ 4,119,069	\$ 31,153,864
Employee health and retirement benefits	15,561,274	2,237,210	17,798,484
Payroll taxes	361,644	54,708	416,352
Total Salaries and Related Expenses	<u>42,957,713</u>	<u>6,410,987</u>	<u>49,368,700</u>
 Purchase of Services			
Other purchased services	284,662,220	-	284,662,220
Day program	86,547,161	-	86,547,161
Residential services	74,844,725	-	74,844,725
Facility rent	3,301,780	411,258	3,713,038
General expenses	1,534,613	561,863	2,096,476
Data processing	-	1,218,057	1,218,057
Contract and consulting services	1,661,969	113,150	1,775,119
Legal fees	549,007	65,732	614,739
Communication	253,541	41,325	294,866
Staff travel	441,444	48,332	489,776
Insurance	254,004	88,110	342,114
Equipment purchases	204,554	18,631	223,185
Office expenses	315,625	17,541	333,166
Facility maintenance	-	181,057	181,057
Equipment rental	149,090	13,284	162,374
ARCA dues	-	106,406	106,406
Printing	44,744	2,844	47,588
Accounting fees	-	81,198	81,198
Board expenses	-	91,412	91,412
Equipment maintenance	-	96,508	96,508
 TOTAL EXPENSES	 <u><u>\$ 497,722,190</u></u>	 <u><u>\$ 9,567,695</u></u>	 <u><u>\$ 507,289,885</u></u>

The accompanying notes are an integral part of these financial statements.

PRELIMINARY DRAFT
Subject to Change
For Management Review Only

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

STATEMENTS OF CASH FLOWS

DIRECT CASH FLOW METHOD	For the Year Ended June 30,	
	2020	2019
CASH FLOWS FROM OPERATING ACTIVITIES		
Receipts from State contract with DDS	\$ 561,681,404	\$ 502,037,106
Receipts from Intermediate Care Facility Vendors	8,884,043	8,171,022
Interest income	416,216	340,429
Payments to employees and related benefits	(53,533,002)	(49,789,774)
Payments for general services and operations	(10,704,410)	(11,325,129)
Payments to vendors for consumer services	(499,301,681)	(442,566,343)
Net Cash Provided By Operating Activities	7,442,570	6,867,311
CASH FLOWS FROM INVESTING ACTIVITIES		
Reimbursement from State contract for equipment	231,618	223,185
Purchase of equipment	(231,618)	(223,185)
Net Cash Provided By Investing Activities	-	-
NET CHANGE IN CASH AND CASH EQUIVALENTS	7,442,570	6,867,311
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	22,434,067	15,566,756
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 29,876,637	\$ 22,434,067

The accompanying notes are an integral part of these financial statements.

PRELIMINARY DRAFT
Subject to Change
For Management Review Only

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

STATEMENTS OF CASH FLOWS
(Continued)

INDIRECT CASH FLOW METHOD	For the Year Ended June 30,	
	2020	2019
RECONCILIATION OF CHANGE IN NET ASSETS		
Change in net assets	\$ (30,212,500)	\$ (26,548,741)
Adjustments to reconcile change in net assets to net cash from operating activities:		
(Increase) decrease in:		
Cash - client trust funds	(544,803)	173,215
Contracts receivable - state of California	(359,016)	4,192,564
Receivable from Intermediate Care Facility vendors	(1,010,611)	(582,279)
Other receivables and prepaid expenses	941,041	12,191,863
Due from State - deferred rent	37,940	(134,613)
Due from State - accrued vacation and other employee benefits	(7,516,199)	(16,284,945)
Increase (decrease) in:		
Accounts payable	10,198,807	3,175,163
Accrued expenses	144,811	(421,074)
Accrued vacation and other employee benefits	499,555	61,127
Retirement health care plan obligation	10,314,690	4,668,201
Pension plan obligation	25,428,091	26,929,304
Deferred rent	(37,940)	134,613
Unexpended client support	(441,296)	(687,087)
	<u>\$ 7,442,570</u>	<u>\$ 6,867,311</u>
Net Cash Provided By Operating Activities	<u>\$ 7,442,570</u>	<u>\$ 6,867,311</u>

The accompanying notes are an integral part of these financial statements.

**PRELIMINARY DRAFT
Subject to Change
For Management Review Only**

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019**

NOTE 1 – Summary of Significant Accounting Policies

Basis of Presentation

The North Los Angeles County Regional Center, Inc. (the Center) was incorporated on March 13, 1974 as a California nonprofit corporation. The Center was organized in accordance with the provisions of the Lanterman Developmental Disabilities Services Act (the Act) of the Welfare and Institutions Code of the State of California. In accordance with the Act, the Center provides diagnostic evaluations, client program management, and lifelong planning services for persons with developmental disabilities, and their families. The areas served include the San Fernando, Antelope, and Santa Clarita Valleys.

The Act includes governance provisions regarding the composition of the Center's Board of Trustees (the Board). The Act states that the Board shall be comprised of individuals with demonstrated interest in, or knowledge of, developmental disabilities, and other relevant characteristics, and requires that a minimum of 50% of the governing board be persons with developmental disabilities or their parents or legal guardians; and that no less than 25% of the members of the governing board shall be persons with developmental disabilities. In addition, a member of a required advisory committee, composed of persons representing the various categories of providers from which the regional center purchases client services, shall serve as a member of the regional center board. To comply with the Act, the Board includes persons with developmental disabilities, or their parents or legal guardians, who receive services from the Center and a client service provider of the Center.

The Center's mission is to provide lifelong partnerships and planning to persons with developmental disabilities by promoting their civil and personal rights, providing comprehensive information, advocating in cooperation with consumers, promoting and providing quality of services, and supporting full participation of consumers and families in all aspects of community life.

The Center contracts with the State of California Department of Developmental Services (DDS) to operate a regional center for the developmentally disabled, and their families. Under the terms of these contracts, funded expenditures are not to exceed \$560,663,851 for the 2019-2020 contract year and \$496,187,786 for the 2018-2019 contract year. Amounts received from DDS contracts are recognized as revenue when the Center has incurred qualifying operational expenditures per the DDS contracts. Amounts received prior to incurring qualifying operational expenditures are recorded as contract advances and are included as contract receivable – state of California on the statement of financial position.

PRELIMINARY DRAFT
Subject to Change
For Management Review Only

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019

NOTE 1 – Summary of Significant Accounting Policies (Continued)

Basis of Presentation (Continued)

As of June 30, 2020 and 2019, actual net expenditures were \$543,672,269 under the 2019-2020 contract and \$488,448,555 under the 2018-2019 contract. The remaining amounts on the 2019-2020 and 2018-2019 contract years where the Center can be reimbursed for qualifying expenditures are approximately \$3,268,000 and \$7,739,000, respectively, subject to any future budget amendments.

As discussed above, the Center operates under contracts with the DDS. Contract revenue is funded on a cost reimbursement basis. The net deficit reported as of June 30, 2020 and 2019 on the statements of financial position is primarily the result of the implementation of an accounting standard regarding the reporting of the Center's post-retirement health care plan and pension plan. As further discussed in Notes 5 and 6, the accounting standard required the Center to recognize as a charge to net assets the actuarial gains and losses along with any prior service cost, which had not yet been recognized as components of periodic plan expenses and amounted to (\$44,099,824) and (\$13,875,539) as of June 30, 2020 and 2019, respectively. For purposes of reporting plan expenses, the unrecognized actuarial gains and prior service costs will continue to be amortized into plan expenses over future years. Plan expenses under the post-retirement health care and pension plans are reimbursed under the DDS contract as the Center funds each plan. Although the Center expects that the plan costs will ultimately be funded over future years, plan funding will depend on continued funding by DDS.

Recently Adopted Accounting Standard

On July 1, 2019, the Center adopted Accounting Standards Update (ASU) 2014-09, *Revenue from Contracts with Customers (Topic 606)* (ASU 2014-09), ASU 2018-08, *Not-for-Profit Entities (Topic 958): Clarifying the Scope and the Accounting Guidance for Contributions Received and Contributions Made* (ASU 2018-08), and their related amendments. ASU 2014-09 requires an entity to recognize the amount of revenue to which it expects to be entitled for the transfer of promised goods or services to customers. The updated standard replaced most existing revenue recognition guidance in U.S. GAAP and permits the use of either a full retrospective or retrospective with the cumulative-effect transition method. ASU 2018-08 provides additional guidance on characterizing grants and similar contracts with resource providers as either exchange transactions or contributions, as well as distinguishing between conditional and unconditional contributions.

The Center has elected the cumulative-effect transition method resulting in no adjustment to the opening balance to net assets.

**PRELIMINARY DRAFT
Subject to Change
For Management Review Only**

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019**

NOTE 1 – Summary of Significant Accounting Policies (Continued)

Basis of Accounting

The financial statements of the Center have been prepared on the accrual basis of accounting and, accordingly, revenues are recognized when earned and expenses are recognized when the obligation is incurred. Reimbursements from the state are considered earned when a qualifying expense is incurred.

Financial Statement Presentation

The Center is required to report information regarding its financial position and activities according to two classes of net assets based on the existence or absence of donor imposed restrictions: without donor restrictions and with donor restrictions.

Without Donor Restrictions – Net assets that are not subject to donor-imposed restrictions.

With Donor Restrictions – Net assets subject to donor-imposed restrictions that will be met either by actions of the Center or the passage of time. As the restrictions are satisfied, net assets are reclassified as Without Donor Restrictions and reported in the accompanying statements of activities as net assets released from restrictions. Also included in this category are net assets subject to donor-imposed restrictions that the corpus be invested in perpetuity and only the income be made available for program operations in accordance with donor restrictions. Such income generally includes interest, dividends, and realized and unrealized earnings from the corpus.

As of June 30, 2020 and 2019, the Center had no net assets with donor restrictions.

Contributions

Contributions received are recorded as without donor restrictions or with donor restrictions depending on the existence and nature of any donor-imposed restrictions.

Contributions, including pledges, are recognized as support in the period received or pledged. Unconditional promises to give that are expected to be collected within one year are recorded at their net realizable value. Unconditional promises to give that are expected to be collected in future years are recorded at the present value of their estimated future cash flows. Amortization of the discount to present value is included in contribution revenue. Conditional promises to give are not included as support until the conditions are substantially met.

**PRELIMINARY DRAFT
Subject to Change
For Management Review Only**

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019**

NOTE 1 – Summary of Significant Accounting Policies (Continued)

Contributions (Continued)

All contributions are considered to be available for unrestricted use unless specially restricted by the donor. Contributions received that are designated for future periods or restricted by the donor for specific purposes are reported as increases in net assets with donor restrictions. When a donor's stipulated time restriction ends or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. Permanently restricted contributions have restrictions stipulated by the donor that the corpus be invested in perpetuity and only income be made available for operations.

Use of Estimates and Assumptions

Management uses estimates and assumptions in preparing financial statements in accordance with accounting principles generally accepted in the United States of America. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenue and expenses. Principal areas requiring the use of estimates are assumptions utilized for the post-retirement health care plan, pension plan, and the functional allocation of expenses. Actual results could vary from the estimates that were assumed in preparing the financial statements.

Cash and Cash Equivalents and Concentration of Credit Risk

For purposes of the statements of cash flows, the Center considers all highly liquid instruments purchased with an original maturity of three months or less to be cash equivalents.

As of June 30, 2020 and 2019 and at various times during the years, the Center maintained cash balances in its bank in excess of federally insured limits.

Contracts Receivable – State of California

Support and contracts receivable – state of California is recorded on the accrual method as related expenses are incurred.

**PRELIMINARY DRAFT
Subject to Change
For Management Review Only**

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019**

NOTE 1 – Summary of Significant Accounting Policies (Continued)

Receivables from Intermediate Care Facility Vendors

The Centers for Medicare and Medicaid Services (CMS) approved federal financial participation in the funding of day and related transportation services purchased by the Center for consumers who reside in Intermediate Care Facilities (ICFs). CMS agreed that the day and related transportation services are part of the ICF service; however, the federal rules allow for only one provider of the ICF service. Accordingly, all the Medicaid funding for the ICF residents must go through the applicable ICF provider. The Center receives a 1.5% administrative fee based on the invoice submitted to DDS for the administrative work to implement the state plan amendment (SPA 07-004).

The DDS has directed the Center to prepare billings for these services on behalf of the ICFs and submit a separate state claim report for these services. The Center was directed to reduce the amount of their regular state claim to DDS by the dollar amount of these services. Reimbursement for these services will be received from the ICFs. DDS advances the amount according to the state claim to the ICFs. The ICFs are then required to pass on the payments received, as well as the Center's administrative fee to the Center within 30 days of receipt of funds from the State Controller's Office.

Equipment

Pursuant to the terms of the DDS contract, equipment purchases become the property of the State and, accordingly, are charged as expenses when incurred. For the years ended June 30, 2020 and 2019, equipment purchases totaled \$231,618 and \$223,185, respectively.

Accrued Vacation and Other Employee Benefits

The Center has accrued a liability and receivable from the State for leave benefits earned, and for post-retirement health care and pension plan as discussed in Notes 5 and 6. However, such benefits are reimbursed under the DDS contract only when actually paid.

Deferred Rent

The Center leases office facilities under lease agreements that are subject to scheduled increases of rental payments. The scheduled rent increases are amortized evenly over the life of the lease.

**PRELIMINARY DRAFT
Subject to Change
For Management Review Only**

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019**

NOTE 1 – Summary of Significant Accounting Policies (Continued)

Deferred Rent (Continued)

The deferred rent liability represents the difference between the cash payments made and the amount expensed since inception of the lease. The Center has recorded a receivable from the State for the deferred rent liability to reflect the future reimbursement of the additional rent expense recognized.

Post-Retirement Health Care Plan and Pension Plan

The Center is required to recognize the funded status of a benefit plan, measured as the difference between plan assets at fair value and the benefit obligation, in the statements of financial position, with an offsetting charge or credit to net assets. Gains or losses, prior service costs or credits that arise during the period but are not recognized as components of net period benefit cost, will be recognized each year as a separate charge or credit to net assets.

Allocation of Expenses

The statements of functional expenses allocate expenses to the program and supporting service categories based on a direct-cost basis for purchase of services and salaries and related expenses. Operating expenses are allocated to program and supporting services based on management's estimates of the benefits the expenses covered.

Income Taxes

The Center has received tax-exempt status from the Internal Revenue Service and California Franchise Tax Board under Section 501(c)(3) of the Internal Revenue Code and Section 23701(d) of the Revenue and Taxation Code, respectively.

The Center recognizes the financial statement benefit of tax positions, such as a filing status of tax-exempt, only after determining that the relevant tax authority would more likely than not sustain the position following an audit. The Center is subject to potential income tax audits on open tax years by any taxing jurisdiction in which it operates. The statute of limitations for federal and California purposes is generally three and four years, respectively.

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019**

NOTE 1 – Summary of Significant Accounting Policies (Continued)

Recently Issued Accounting Pronouncement

In February 2016, the Financial Accounting Standards Board (FASB) issued ASU 2016-02, *Leases (Topic 842)*, to increase transparency and comparability among organizations by recognizing lease assets and lease liabilities on the statements of financial position and disclosing key information about leasing arrangements for lessees and lessors. The new standard applies a right-of-use (ROU) model that requires, for all leases with a lease term of more than 12 months, an asset representing its right to use the underlying asset for the lease term and a liability to make lease payments to be recorded. The ASU is effective for the Center's fiscal years beginning after December 15, 2021 (fiscal year ending June 30, 2023 for the Center), with early adoption permitted. Management is currently evaluating the impact of this ASU on its financial statements.

Reclassification

Certain amounts in the June 30, 2019 financial statements have been reclassified to conform to the 2020 financial statement presentation.

Subsequent Events

The Center's management has evaluated subsequent events from the statement of financial position date through [Report Date] the date the financial statements were available to be issued for the year ended June 30, 2020.

**PRELIMINARY DRAFT
Subject to Change
For Management Review Only**

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019**

NOTE 2 – Cash - Client Trust Funds and Unexpended Client Support

The Center functions as custodian for the receipt of certain governmental payments and resulting disbursements made on behalf of regional center consumers. These cash balances are segregated from the operating cash accounts of the Center and are restricted for consumer support. Since the Center is acting as an agent in processing these transactions, no revenue or expense is reflected on the accompanying statements of activities. The following is a summary of operating activity not reported in the statements of activities for the years ended June 30, 2020 and 2019:

	For the Year Ended June 30,	
	2020	2019
Support:		
Social Security and other client support	<u>\$ 15,653,830</u>	<u>\$ 15,747,411</u>
Disbursements:		
Living out of home	\$ 9,321,708	\$ 9,116,034
Other disbursements	<u>6,332,122</u>	<u>6,631,377</u>
	<u>\$ 15,653,830</u>	<u>\$ 15,747,411</u>

NOTE 3 – Contracts Receivable – State of California

The Center’s primary source of revenue is from the state of California. Subject to renewal, the Center enters into a five-year contract with the State of California’s Department of Developmental Services that is subject to annual appropriations by the State. The Center completed its first year of its 5-year contract with DDS that started fiscal year ended June 30, 2020. Revenue from the State is recognized monthly when a claim (invoice) for reimbursement of actual expenses is submitted to DDS for payment. These claims are paid at the State’s discretion either through a direct payment to the Center or by offsetting the claim against the cash advances received by the Center from the State.

PRELIMINARY DRAFT
Subject to Change
For Management Review Only

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019

NOTE 3 – Contracts Receivable – State of California (Continued)

As of June 30, 2020 and 2019, DDS had advanced the Center, under the regional center contracts, \$131,938,804 and \$117,645,795, respectively. For financial statement presentation, to the extent there are claims receivable, these advances have been offset against the claims receivable from DDS as follows:

	June 30,	
	2020	2019
Contracts receivable	\$ 154,422,256	\$ 140,189,338
Contract advances	<u>(131,938,804)</u>	<u>(117,645,795)</u>
Net contracts receivable/contract advances	<u>\$ 20,483,452</u>	<u>\$ 22,543,543</u>

The Center has renewed its contract with the State for the fiscal year ending June 30, 2021. The most recent contract amendment provides for funding of \$611,831,121.

In addition, the Center has accrued receivables from the State for expenses that will be settled in cash in future years. These expenses are required to be recognized as liabilities under generally accepted accounting principles; however, such benefits are reimbursed by the state contract only when actually paid. These expenses relate to accrued vacation and other employee benefits and the obligations for the post-retirement health care benefits and pension plan.

The Center’s contract with DDS includes various fiscal provisions, which provide that the state of California retains all rights, title, and interest to the funds provided by DDS and that funds received from DDS may only be used for the purpose of satisfying claims against or expenses of the Center incurred pursuant to and in the performance of its contract with DDS.

Due from State – accrued vacation and other employee benefits consisted of the following:

	June 30,	
	2020	2019
Vacation and other employee benefits	\$ 2,344,537	\$ 1,844,982
Retirement health care and pension plan obligation, net of unrecognized loss on pension (see Note 6)	<u>108,886,428</u>	<u>101,869,784</u>
	<u>\$ 111,230,965</u>	<u>\$ 103,714,766</u>

**PRELIMINARY DRAFT
Subject to Change
For Management Review Only**

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019**

NOTE 4 – Short-Term Borrowings and Equipment Loan

The Center has a revolving line of credit agreement with a bank whereby it may borrow up to \$50,000,000 until the expiration of the agreement on June 30, 2021. Borrowings are secured by substantially all assets of the Center with interest payable monthly at the greater of 2.25%, or 1% below the bank's prime rate. There was no balance outstanding as of June 30, 2020 and 2019. The agreement contains affirmative covenants. The Center was in compliance with all covenants as of June 30, 2020.

During March 2020, the Center entered into an equipment financing agreement with a bank to finance a maximum loan amount of \$3,000,000 for tenant improvements at a new facility. No amounts were drawn on this agreement as of June 30, 2020 and the maturity date and interest rate are dependent on the timing of loan draws.

As of [REPORT DATE], the Center has drawn \$1,358,728 under the agreement at an interest rate of 3.8%. The maturity date will be seven years following the final loan progress payment which is anticipated to be received during February 2021.

**PRELIMINARY DRAFT
Subject to Change
For Management Review Only**

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019**

NOTE 5 – Post-Retirement Health Care Plan

The Center sponsors a post-retirement health care plan through the California Public Employees' Retirement System (PERS) for its employees. The actuarial cost method used for determining the benefit obligations is the Projected Unit Benefit Cost Method. Under this method, the actuarial present value of projected benefits is the value of benefits expected to be paid for current active employees and retirees. The Accumulated Post-Retirement Benefit Obligation (APBO) is the actuarial present value of benefits attributed to employee service rendered prior to the valuation date. The APBO equals the present value of projected benefits multiplied by a fraction equal to service to date over service at full eligibility age. The Periodic Benefit Cost is the actuarial present value of benefits attributed to one year of service. This equals the present value of benefits divided by service at expected retirement. The actuarial assumptions are summarized below:

<i>Valuation Date</i>	June 30	
<i>Economic Assumptions</i>	<u>2020</u>	<u>2019</u>
<i>Discount Rate</i>		
Used to determine Net Periodic Benefit Cost	3.60%	4.25%
Used to determine Benefit Obligations	2.90%	3.60%
<i>Long-term Rate of Return on Plan Assets</i>		
Used to determine Net Periodic Benefit cost	5.50%	5.50%
Used to determine Benefit Obligations	5.00%	5.50%
General inflation	2.20%	2.50%
<i>Health Cost Trend</i>		
Health care cost trend rate assumed for next year	5.25%	9.75%
Rate to which the cost trend is assumed to decline (the ultimate trend rate)	4.00%	4.00%
Year that the rate reaches the ultimate trend rate	2073	2073
<i>Number of Participants</i>		
Active employees	533	455
Retired employees	157	157

PRELIMINARY DRAFT
Subject to Change
For Management Review Only

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019

NOTE 5 – Post-Retirement Health Care Plan (Continued)

The Center is required to recognize an expense each year equal to the Net Periodic Post-Retirement Benefit Cost.

The Center recognizes the post-retirement health care plan liability as the unfunded APBO in its financial statements. All previously unrecognized actuarial gains or losses are reflected in the statement of financial position. The plan items not yet recognized as a component of periodic plan expenses, but included as a separate charge to net assets, are:

	June 30,	
	2020	2019
Unamortized prior service costs	\$ -	\$ 330,084
Unamortized actuarial net (gain) loss	5,223,578	(1,828,232)
	\$ 5,223,578	\$ (1,498,148)

The pension-related changes other than net periodic pension cost increased net assets by \$5,223,578 and \$1,584,772 for the years ended June 30, 2020 and 2019, respectively.

The following table provides a reconciliation of the changes in the plan's benefit obligations:

Reconciliation of Benefit Obligations

	For the Year Ended	
	June 30,	
	2020	2019
Change in benefit obligations		
Obligations at beginning of year	\$ 52,454,828	\$ 46,426,713
Service cost	4,133,562	3,279,309
Interest cost	1,816,585	1,979,522
Actuarial loss	6,152,687	1,837,654
Benefits paid	(1,170,185)	(1,068,370)
Obligations at end of year	\$ 63,387,477	\$ 52,454,828

PRELIMINARY DRAFT
Subject to Change
For Management Review Only

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019

NOTE 5 – Post-Retirement Health Care Plan (Continued)

Reconciliation of Benefit Obligations (Continued)

The following table provides a reconciliation of the changes in the plan's assets:

	For the Year Ended	
	June 30,	
	<u>2020</u>	<u>2019</u>
Fair value of plan assets at beginning of year	\$ 25,407,771	\$ 24,047,857
Actual return on plan assets	501,507	1,248,485
Employer contributions	1,286,637	1,179,799
Benefits paid	<u>(1,170,185)</u>	<u>(1,068,370)</u>
Fair value of plan assets at end of year	<u>26,025,730</u>	<u>25,407,771</u>
Net amount recognized in the statements of financial position	<u>\$ (37,361,747)</u>	<u>\$ (27,047,057)</u>

Net periodic postretirement benefit cost consists of the following components:

	For the Year Ended	
	June 30,	
	<u>2020</u>	<u>2019</u>
Service cost	\$ 4,133,562	\$ 3,279,309
Interest cost	1,816,585	1,979,522
Return on assets	(1,400,630)	(1,325,696)
Amortization of unrecognized prior service cost	<u>330,084</u>	<u>330,093</u>
Net periodic post-retirement benefit cost	<u>\$ 4,879,601</u>	<u>\$ 4,263,228</u>

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019**

NOTE 5 – Post-Retirement Health Care Plan (Continued)

Reconciliation of Benefit Obligation (Continued)

The net amount recognized as a separate charge to net assets of \$5,223,578 and (\$1,498,148) as of June 30, 2020 and 2019, respectively, for prior service cost and unamortized net actuarial gain (loss) does not have an offsetting accrual from the DDS to reflect the future reimbursement of such benefits. The gain is recognized as a prepaid expense and the loss is netted with the receivable from DDS included in due from State-accrued vacation and other employee benefits on the statements of financial position.

Plan Assets

The plan's assets are reported at fair value. Fair value is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. A recent accounting standard has established a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (level 1 measurements) and the lowest priority to measurements involving significant unobservable inputs (level 3 measurements). The three levels of the fair value hierarchy are as follows:

- Level 1 inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities that the Center has the ability to access at the measurement date.
- Level 2 inputs are inputs other than quoted market prices included in level 1 that are observable for the asset or liability, either directly or indirectly.
- Level 3 inputs are unobservable inputs for the asset or liability.

The level in the fair value hierarchy within which a fair measurement in its entirety falls is based on the lowest level input that is significant to the fair value measurement in its entirety.

PRELIMINARY DRAFT
Subject to Change
For Management Review Only

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019

NOTE 5 – Post-Retirement Health Care Plan (Continued)

Plan Assets (Continued)

The following tables set forth by level, within the fair value hierarchy, the plan’s assets at fair value as of June 30, 2020 and 2019:

<u>June 30, 2020</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Cash and cash equivalents	\$ 1,510,560	-	-	\$ 1,510,560
Mutual funds				
Equity	14,427,484	-	-	14,427,484
Fixed income	9,224,120	-	-	9,224,120
Balanced	<u>863,566</u>	<u>-</u>	<u>-</u>	<u>863,566</u>
Total	<u>\$ 26,025,730</u>	<u>None</u>	<u>None</u>	<u>\$ 26,025,730</u>

<u>June 30, 2019</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Cash and cash equivalents	\$ 1,124,013	-	-	\$ 1,124,013
Mutual funds				
Equity	14,640,770	-	-	14,640,770
Fixed income	8,801,737	-	-	8,801,737
Balanced	<u>841,251</u>	<u>-</u>	<u>-</u>	<u>841,251</u>
Total	<u>\$ 25,407,771</u>	<u>None</u>	<u>None</u>	<u>\$ 25,407,771</u>

The investment objective of the plan is to provide a rate of return commensurate with a moderate degree of risk of loss of principal and return volatility. A trustee administers the plan assets and investment responsibility for the assets is assigned to outside investment managers. The assets of the plan are periodically rebalanced to remain within the desired target allocations.

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019**

NOTE 5 – Post-Retirement Health Care Plan (Continued)

Variability of Estimated APBO

Actual future costs may vary significantly from the estimates used in calculating the APBO for a variety of reasons. Future costs may vary from estimates due to a variety of factors including, but not limited to, changes in medical costs, applicable laws, mortality rates, retirement rates, termination rates, rate of return, or other changes in economic or demographic assumptions.

Cash Flow Estimates for Future Benefit Payments

The following estimated benefit payments are expected to be paid on a fiscal year basis:

For the Year Ending June 30,	
2021	\$ 1,260,315
2022	1,417,112
2023	1,559,702
2024	1,672,814
2025	1,758,951
2026-2030	<u>11,243,874</u>
	<u><u>\$ 18,912,768</u></u>

NOTE 6 – Pension Plan

The Center contributes to the California Public Employees’ Retirement System (PERS), an agent multiple-employer public employee retirement system that acts as a common investment and administrative agent for participating public entities within California. Substantially all of the Center’s employees participate in PERS.

PERS uses the Entry Age Normal Cost Method to fund benefits. Under this method, projected benefits are determined for all members and the associated liabilities are spread in a manner that produces level annual cost as a percent of pay in each year from the age of hire to the assumed retirement age. The cost allocated to the current fiscal year is called the normal cost.

PRELIMINARY DRAFT
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NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019

NOTE 6 – Pension Plan (Continued)

Employee contributions are approximately 7% of salary and wages. The Center is required to contribute the remaining amount necessary to fund benefits for its employees, using the actuarial basis adopted by the PERS Board of Administration. Total retirement expense for the years ended June 30, 2020 and 2019 was \$3,305,861 and \$2,547,153, respectively.

The actuarial calculations and contribution rates generated by CalPERS are based on various assumptions about long-term demographic and economic trends and behavior. The CalPERS actuarial assumptions and calculations are in accordance with Governmental Accounting Standards Board (GASB) guidance. However, GASB guidance is not applicable to the Center, as the Center is a nonprofit organization where the appropriate generally accepted accounting principles for reporting should be in accordance with Financial Accounting Standards Board (FASB) guidance. In order for the Center to obtain a valuation report in accordance with FASB, the Center has obtained the census data from PERS along with plan asset balances for the fiscal year ended June 30, 2020 and 2019 and had an actuarial valuation performed in accordance with FASB to record the unfunded pension obligation and related pension expense in the statements of financial position and statements of activities, respectively, as of and for the years ended June 30, 2020 and 2019. The actuarial assumptions are summarized below:

<i>Valuation Date</i>	June 30	
<i>Economic Assumptions</i>	<u>2020</u>	<u>2019</u>
Discount Rate	2.90%	3.65%
Long-term Rate of Return on Plan Assets	7.00%	7.00%
Salary Increases (annually)	4.00%	4.00%
 <i>Number of Participants</i>	 <u>2020</u>	 <u>2019</u>
Active members	526	458
Transferred members	68	62
Terminated members	318	294
Retired members or beneficiaries	245	234

PRELIMINARY DRAFT
Subject to Change
For Management Review Only

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019

NOTE 6 – Pension Plan (Continued)

The Center is required to recognize an expense each year equal to the Net Periodic Post-Retirement Benefit Cost.

The Center recognizes the pension plan liability as the unfunded ABO in its financial statements. All previously unrecognized actuarial gains or losses are reflected in the statements of financial position. The plan items not yet recognized as a component of periodic plan expenses, but included as a separate charge to net assets, are:

	June 30,	
	2020	2019
Unamortized experience loss	\$ 4,307,302	\$ 13,502,681
Unamortized gain from asset return	(1,743,497)	(4,074,592)
Unamortized (gain) loss from assumption changes	36,312,441	5,945,598
	\$ 38,876,246	\$ 15,373,687

The pension-related changes other than net periodic pension cost increased net assets by \$23,502,559 and \$24,970,154 for the years ended June 30, 2020 and 2019, respectively.

The following table provides a reconciliation of the changes in the plan’s benefit obligations:

Reconciliation of Benefit Obligations

	For the Year Ended	
	June 30,	
	2020	2019
Change in benefit obligations		
Obligations at beginning of year	\$ 205,085,093	\$ 168,746,067
Service cost	11,059,801	8,857,153
Interest cost	7,064,090	7,278,112
Actuarial loss	30,366,843	19,810,208
Experience (gain) loss	(9,195,379)	4,617,464
Benefits paid	(4,700,138)	(4,223,911)
Obligations at end of year	\$ 239,680,310	\$ 205,085,093

PRELIMINARY DRAFT
Subject to Change
For Management Review Only

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019

NOTE 6 – Pension Plan (Continued)

Reconciliation of Benefit Obligations (Continued)

The following table provides a reconciliation of the changes in the plan’s assets:

	For the Year Ended	
	June 30,	
	<u>2020</u>	<u>2019</u>
Fair value of plan assets at beginning of year	\$ 114,888,679	\$ 105,478,957
Actual return on plan assets	5,771,362	6,927,908
Employer and employee contributions	8,095,902	6,705,725
Benefits paid	<u>(4,700,138)</u>	<u>(4,223,911)</u>
Fair value of plan assets at end of year	<u>124,055,805</u>	<u>114,888,679</u>
Net amount recognized in the statements of financial position	<u><u>\$ (115,624,505)</u></u>	<u><u>\$ (90,196,414)</u></u>

Net periodic postretirement benefit cost consists of the following components:

	For the Year Ended	
	June 30,	
	<u>2020</u>	<u>2019</u>
Service cost	\$ 11,059,801	\$ 8,857,153
Interest cost	7,064,090	7,278,112
Return on assets	<u>(8,102,457)</u>	<u>(7,470,390)</u>
Net periodic post-retirement benefit cost	<u><u>\$ 10,021,434</u></u>	<u><u>\$ 8,664,875</u></u>

The net amount recognized as a separate charge to net assets of (\$38,876,246) and (\$15,373,687) as of June 30, 2020 and 2019, respectively, for unamortized net actuarial gain (loss) does not have an offsetting accrual from the DDS to reflect the future reimbursement of such benefits. Gains are recognized as a prepaid expense and losses are offset with receivables from the State for pension plan on the statements of financial position as of June 30, 2020 and 2019, respectively.

**PRELIMINARY DRAFT
Subject to Change
For Management Review Only**

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019**

NOTE 6 – Pension Plan (Continued)

Cash Flow Estimates for Future Benefit Payments

The following estimated benefit payments are expected to be paid on a fiscal year basis:

For the Year Ending June 30,	
2021	\$ 4,909,225
2022	5,257,719
2023	5,670,291
2024	6,118,053
2025	6,482,604
2026-2030	38,281,426
	\$ 66,719,318

NOTE 7 – Commitments and Contingencies

Commitments

The Center is obligated under certain operating leases for its office facilities and office equipment. The lease terms expire in various years through 2036. The Center is required to pay for taxes, utilities, maintenance, and insurance on the facilities. Future minimum rental commitments for noncancellable operating leases are as follows:

Year Ending June 30,	
2021	\$ 4,276,928
2022	4,335,614
2023	4,453,945
2024	4,587,561
2025	4,725,193
Thereafter	22,480,439
	\$ 44,859,680

Total office equipment and facilities rental expense for the years ended June 30, 2020 and 2019 was \$3,903,607 and \$3,875,412, respectively.

**PRELIMINARY DRAFT
Subject to Change
For Management Review Only**

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019**

NOTE 7 – Commitments and Contingencies (Continued)

Commitments (Continued)

Collective Bargaining Agreements

The Center retains a substantial portion of its labor force through Social Services Union, Local 721, Services Employees International Union. This labor force is subject to collective bargaining agreements and, as such, renegotiation of such agreements could expose the Center to an increase in hourly costs and work stoppages. The Center's collective bargaining agreement with the union is effective through December 18, 2022.

Contingencies

Funding

In accordance with the terms of the DDS contract, an audit may be performed by an authorized DDS representative. Should such audit disclose any unallowable costs, the Center may be liable to DDS for reimbursement of such costs. In the opinion of the Center's management, the effect of any disallowed costs would be immaterial to financial statements at June 30, 2020 and 2019 and for the years then ended.

The Center is dependent on continued funding provided by DDS to operate and provide services for its consumers. The Center's contract with DDS provides funding for services under The Lanterman Act. In the event that the DDS determines that the Center has insufficient funds to meet its contractual obligations, the DDS shall make best efforts to secure additional funds and/or provide the Center with regulatory and statutory relief.

Unemployment Insurance

The Center has elected to self-insure its unemployment insurance. The Center is required to reimburse the state of California for benefits paid to its former employees.

Legal Proceedings

The Center is subject to various legal proceedings and claims arising in the ordinary course of its operations. The Center's management believes that the ultimate resolution of these matters will not have a material adverse effect on the Center's financial position or activities.

**PRELIMINARY DRAFT
Subject to Change
For Management Review Only**

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019**

NOTE 7 – Commitments and Contingencies (Continued)

Contingencies (Continued)

Operational Risks Associated with the Impact of COVID-19

Because of the severity and global nature of the COVID-19 pandemic, it is reasonably possible that the estimates in the financial statements will change in the near term and the effect of such change could be material. The impact on the Center’s operations could be significant and have a material impact on its financial position and operating results. There is significant uncertainty and management is in the process of evaluating the potential future impact on its operations and financial statements.

NOTE 8 – Financial Assets and Liquidity Resources

As of June 30, 2020, financial assets and liquidity resources available within one year for general expenditure, such as operating expenses, were as follows:

	For the Year Ended June 30,	
	2020	2019
Financial Assets:		
Cash and cash equivalents	\$ 29,876,637	\$ 22,434,067
Contracts receivable – state of California	20,483,452	22,543,543
Receivable from Intermediate Care Facility vendors	4,924,463	3,913,852
Total financial assets available within one year	\$ 55,284,552	\$ 48,891,462

Each regional center submits a monthly purchase of service expenditure projection to DDS, beginning in December of each fiscal year. By February 1st of each year, DDS shall allocate to all regional centers no less than one hundred percent (100%) of the enacted budget for Operations and ninety-nine percent (99%) of the enacted budget for Purchase of Service. To do this, it may be necessary to amend the Center’s contract in order to allocate funds made available from budget augmentations and to move funds among regional centers. In the event that DDS determines that a regional center has insufficient funds to meet its contractual obligations, DDS shall make best efforts to secure additional funds and/or provide the regional center with regulatory and statutory relief. The contract with DDS allows for adjustments to the Center’s allocations and for the payment of claims up to two years after the close of each fiscal year.

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

**NOTES TO THE FINANCIAL STATEMENTS
JUNE 30, 2020 AND 2019**

NOTE 8 – Financial Assets and Liquidity Resources (Continued)

In addition, the Center maintains a line of credit (see Note 4) to manage cash flow requirements as needed should there be delays in reimbursement for expenditures from DDS.

NOTE 9 – Subsequent Events

Subsequent to the year ending June 30, 2020, the Center received approximately \$991,000 as part of the Provider Relief Fund Program (PRF Program). The PFR program was part of the Coronavirus, Relief, and Economic Security (CARES), the Paycheck Protection Program (PPP), and the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) act to assist healthcare providers for healthcare related expenses or lost revenues attributable to the coronavirus.

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Subject to Change
For Management Review Only**

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

**SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2020**

<u>Federal Grantor/ Pass-Through Grantor/ Program or Cluster Title</u>	<u>Federal CFDA Number</u>	<u>Grant Identification Number</u>	<u>Federal Expenditures</u>
U.S. Department of Education			
Passed through State of California Department of Developmental Services			
Special Education – Grants for Infants and Families with Disabilities	84.181A	H181A190037	<u>\$ 987,441</u>

See accompanying notes to schedule of expenditures of federal awards.

**PRELIMINARY DRAFT
Subject to Change
For Management Review Only**

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

**NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2020**

NOTE A - BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (Schedule) includes the federal award activity of North Los Angeles County Regional Center, Inc. under programs of the federal government for the year ended June 30, 2020. The information in the Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of North Los Angeles County Regional Center, Inc., it is not intended to, and does not, present the financial position, changes in net assets, or cash flows of North Los Angeles County Regional Center, Inc.

NOTE B - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting and based on State contract budget allocations. Such expenditures are recognized following cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE C - INDIRECT COST RATE

North Los Angeles County Regional Center, Inc. has elected not to use the 10% de minimis indirect cost rate allowed under the Uniform Guidance.

**INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER
FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Trustees of
North Los Angeles County Regional Center, Inc.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of North Los Angeles County Regional Center, Inc. (a California nonprofit corporation), which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated [REPORT DATE].

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered North Los Angeles County Regional Center, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of North Los Angeles County Regional Center, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of North Los Angeles County Regional Center, Inc.'s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or combination of a deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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For Management Review Only**

Compliance and Other Matters

As part of obtaining reasonable assurance about whether North Los Angeles County Regional Center, Inc.'s financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Center's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering North Los Angeles County Regional Center, Inc.'s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

**PRELIMINARY DRAFT
Subject to Change
For Management Review Only**
Long Beach, California
[REPORT DATE]

**INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR
PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE
REQUIRED BY THE UNIFORM GUIDANCE**

To the Board of Trustees of
North Los Angeles County Regional Center, Inc.

Report on Compliance for Each Major Federal Program

We have audited North Los Angeles County Regional Center, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on North Los Angeles County Regional Center, Inc.'s major federal program for the year ended June 30, 2020. North Los Angeles County Regional Center, Inc.'s major federal program is identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for North Los Angeles County Regional Center, Inc.'s major federal program based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirement of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about North Los Angeles County Regional Center, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for the major federal program. However, our audit does not provide a legal determination of North Los Angeles County Regional Center, Inc.'s compliance.

PRELIMINARY DRAFT
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Opinion on Each Major Federal Program

In our opinion, North Los Angeles County Regional Center, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2020.

Report on Internal Control over Compliance

Management of North Los Angeles County Regional Center, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered North Los Angeles County Regional Center, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on the major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of North Los Angeles County Regional Center, Inc.'s internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

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For Management Review Only**

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

**PRELIMINARY DRAFT
Subject to Change
For Management Review Only**

Long Beach, California

[REPORT DATE]

**PRELIMINARY DRAFT
Subject to Change
For Management Review Only**

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

**SCHEDULE OF FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2020**

SECTION I - SUMMARY OF AUDITORS' RESULTS

Financial Statements

The auditors' report expresses an unmodified opinion on whether the financial statements of North Los Angeles County Regional Center, Inc. were prepared in accordance with generally accepted accounting principles.

Internal control over financial reporting:

Material weakness(es) identified? – No

Significant deficiencies identified? – None reported

Noncompliance material to financial statements noted? – No

Federal awards

Internal control over major programs:

Material weakness(es) identified? – No

Significant deficiencies identified? – None reported

Type of auditors' report issued on compliance for major programs? – Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR section 200.516(a)? – No

Identification of major programs:

Special Education – Grants for Infants and Families with Disabilities CFDA #84.181A

Dollar threshold used to distinguish between Type A and Type B programs was \$750,000.

Auditee qualified as low-risk auditee? – Yes

SECTION II - FINDINGS - FINANCIAL STATEMENTS AUDIT

None

SECTION III - FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

None

Audited FY2019-2020 Financial Statements

The North Los Angeles County Regional Center’s (“NLACRC”) Administrative Affairs Committee reviewed and discussed NLACRC’s audited Fiscal Year 2019-2020 financial statements which was prepared and presented by Windes, Inc. On February 24, 2021, the Administrative Affairs Committee recommended an action of the Board of Trustees to accept the Fiscal Year 2019-2020 financial statements.

February 24, 2021

Ana Quiles, Board Treasurer

Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed its audited Fiscal Year 2019-2020 Financial Statements prepared by Windes, Inc. (“Windes”) and passed the following resolution:

RESOLVED THAT, The NLACRC Board of Trustees has reviewed the audited Fiscal Year 2019-2020 Financial Statements prepared by Windes, and such reports are hereby accepted by NLACRC’s Board of Trustees on **March 10, 2021**.

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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

March 10, 2021

Lillian Martinez, Board Secretary

Committee Action Items

BYLAWS
OF
NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

RESTATEMENT - DRAFT

ARTICLE I

PLACE OF BUSINESS

Section 1. Principal Executive Office. The principal office for the transaction of business of the North Los Angeles County Regional Center, Inc. (“Regional Center”) shall be located at 9200 Oakdale Avenue, Chatsworth, California, or at such other location as may be designated by the Board of Trustees (hereinafter referred to as the “Board”). The Board is granted full power and authority to change said principal executive office from one location to another.

Section 2. Other Offices. Branch or subordinate offices may be established at any time by the Board, at any place or places.

ARTICLE II

PURPOSE AND AREA OF SERVICE

Section 1. Purpose. The purpose of the Regional Center shall be to provide services to people with developmental disabilities, to infants and toddlers up to 36 months of age at high risk of becoming developmentally disabled, and to persons at high risk of parenting a developmentally disabled infant person with a developmental disability, as defined in the Lanterman Developmental Disabilities Services Act and other legislation.

Section 2. Area of Service. The Regional Center’s area of service shall be an area of the northern portion of the County of Los Angeles including the Santa Clarita and Antelope valleys, State of California, as specified in the contract between the Regional Center and the State of California.

Section 3. Limitations. The general purposes for which the Regional Center is formed are to operate exclusively for the purpose of providing services to individuals with developmental disabilities, and, as applicable, families. ~~charitable purposes.~~

ARTICLE III

MEMBERSHIP

Section 1. Members. The Regional Center shall have no members, as that term is defined in California Corporations Code Section 5056. Any reference herein to a member of the Board of Trustees or to a member of one or more Committees established hereunder is not intended to be and shall not be construed as a reference to a member, as defined in California Corporations Code Section 5056.

Section 2. References to Actions by Members. Any action that would otherwise require approval by the members shall require only approval by the Board. All rights that would otherwise vest in members shall vest in the Trustees.

ARTICLE IV

BOARD OF TRUSTEES

Section 1. Powers and Duties. Subject to limitations of the Articles of Incorporation, these Bylaws and applicable portions of the Lanterman Developmental Disabilities Services Act and regulations thereunder, the business and affairs of the Regional Center shall be managed and all corporate powers shall be exercised by or under the direction of the Board. Without limiting the generality of the powers of the Board hereunder to conduct the business of the Regional Center, the Board shall have the following specific powers and duties:

(a) The Board shall elect and, if appropriate, remove officers of the Regional Center, prescribe their duties, establish rules and regulations to guide the officers in the performance of their duties, and take such action as it determines appropriate to secure the faithful performance by each officer of his or her designated duties.

(b) The Board shall select and employ the executive director of the Regional Center, who shall have the executive and administrative responsibility for carrying out the purpose, program and activities of the Regional Center in accordance with the policies formulated and adopted by the Board and as otherwise provided for in these Bylaws.

(c) The Board shall establish the policies of the Regional Center and shall determine a plan by which the policies of the Regional Center shall be carried out.

(d) The Board shall ensure that the Regional Center provides necessary training and support to its members to facilitate their understanding of and participation in the business affairs of the Regional Center.

(e) The Board shall maintain a Consumer Advisory Committee composed of people with developmental disabilities who are being served by the Regional Center, as more particularly described at Article VII, Section 10, of these Bylaws.

(f) The Board shall appoint and maintain a Vendor Advisory Committee composed of a wide variety of people representing the various categories of providers from which the Regional Center purchases consumer services, as more particularly described at Article VII, Section 9, of these Bylaws.

(g) The Board shall establish and maintain such other committees as are provided for in these Bylaws or are otherwise determined necessary or desirable by the Board and shall fix the duties and powers for each of these committees.

Section 2. Number of Trustees. The authorized number of Trustees shall be not less than fourteen (14) or more than twenty-two (22), as fixed from time to time by the Board. The authorized number of Trustees may be changed by Bylaws amending this Section 2, duly approved by the Board in accordance with the provisions of Article IX herein.

Section 3. General Board Requirements. Anything herein to the contrary notwithstanding, the Board shall be composed of Trustees that enable the Board, as a whole, to conform to all of the following criteria:

(a) The Board shall be composed of individuals with a demonstrated interest in, or knowledge of, developmental disabilities, each of whom shall reside, work, or have a family member who receives services within the Regional Center's catchment area;

(b) The membership of the Board shall include people with finance, legal, management or board governance, public relations, and developmental disability program skills;

(c) The membership of the Board shall include representatives of the various categories of disability to be served by the Regional Center;

(d) The Board shall reflect the geographic and ethnic characteristics of the area to be served by the Regional Center;

(e) At least one-half of the duly elected Trustees shall be people with developmental disabilities or parents or legal guardians of people with developmental disabilities and, except as hereinafter provided, people with developmental disabilities shall comprise not less than twenty-five percent (25%) of the Board. If the Regional Center is not able to comply with the requirement that not less than twenty-five percent (25%) of the Board be comprised of people with developmental disabilities, the Board shall issue a finding stating the reasons for its inability

to comply with such requirements and providing such other information as may be required by the Department of Developmental Services (DDS) and shall present said finding and such other information to DDS and to the local State Council office. Nothing in this Section 3 shall be construed to require that the composition of the Board in any manner whatsoever be in proportion to the composition of the Regional Center's consumers at any given time or the composition of the community within the Regional Center's catchment area in general.

(f) Every board member must complete and file a conflict-of-interest statement by August 1 of each year, and must file a subsequent statement if there is a change in status that creates a potential or present conflict-of-interest. Every new board member must complete and file a conflict-of-interest statement no later than 30 days of being selected.

(g) If a present or potential conflict of interest is identified for the Executive Director or a board member that cannot be eliminated, a copy of the conflict-of-interest statement and a plan that proposes mitigation measures, including timeframes and actions the regional center governing board or the individual, or both, will take to mitigate the conflict of interest.

Section 4. Vendor Advisory Committee Designee. Anything herein to the contrary notwithstanding, one (1) Trustee shall be designated by the Vendor Advisory Committee.

Section 5. Limitations on Certain Trustees.

(a) No Trustee who is an employee or member of the governing board of a provider from which the Regional Center purchases consumer services shall be permitted to do any of the following:

(1) Serve as an officer of the Board;

(2) Vote on any fiscal matter affecting the purchase of services from any provider by the Regional Center;

(3) Vote on any issue in which the Trustee has a financial interest, as defined at Section 87103 of the California Government Code and as determined by the Board.

A Trustee who is an employee or member of the governing board of a provider from which the Regional Center purchases consumer services shall also provide a list to the Board of such Trustee's financial interests, as defined at Section 87103 of the California Government Code.

(b) For board members with a conflict of interest, there may be certain limitations depending upon the nature of the conflict of interest. Any board member with a conflict of interest must have a proposed Conflict Resolution Plan that is a written, detailed plan to eliminate, or mitigate and manage, the present or potential conflict of interest, along with any necessary supporting documents. The proposed Conflict Resolution Plan shall:

(1) Describe the precise nature of the present or potential conflict of interest or activity and give a detailed description of the conflict:

(A) The type of interest creating the present or potential conflict; and

(B) The identity and relationship between the individual(s) and/or entity(ies) involved; and,

(C) The roles and duties of each individual and/or entity that gives rise to the present or potential conflict of interest.

(2) State the action(s) that the regional center governing board, regional center and/or the individual(s) will take, including the necessary timeframes, to eliminate or mitigate and manage the present or potential conflict of interest. Actions to eliminate, or mitigate and manage, the present or potential conflict of interest may include, but are not limited to, one or more of the following:

(A) Resignation of the individual(s) from the position or activity creating the conflict of interest.

(B) Refraining from participation, or limiting the individual's ability to act, in a particular matter or category of matters.

(C) Change of assignment, duties, or position.

(D) Divestiture of financial interests that give rise to the conflict of interest.

(E) Terminating or refraining from relationships that give rise to conflicts of interest.

(3) Provide a detailed explanation of how each of the proposed actions will actually eliminate or mitigate and manage the present or potential conflict of interest.

(4) Provide the name, position and duties of the individual(s) who will be responsible for ensuring that any actions, limitations, or restrictions included in the Conflict Resolution Plan, if approved by the Department, will be taken, applied, followed, and monitored. Explain any oversight and monitoring mechanism in enough detail to allow the Department to ascertain that the mechanism is sufficient to eliminate, or mitigate and manage, the present or potential conflict of interest.

(5) A proposed Conflict Resolution Plan shall be signed by the individual(s) subject to the Conflict Resolution Plan, in addition to the person in the designated position or committee responsible for reviewing the Conflict of Interest Reporting Statement, and the person in the designated position or committee responsible for monitoring performance under the proposed Plan, if approved.

(c) Not later than 90 calendar days after the State Council receive copies of the completed Conflict of Interest Reporting Statement and the proposed Conflict Resolution Plan for a regional center governing board member or regional center executive director, the State Council shall each provide to the Department of Developmental Services (“Department”) their written approval or disapproval of the proposed Conflict Resolution Plan. If the State Council fails to provide the Department with its written approval or disapproval of the proposed Plan within 90 calendar days of receipt of the Conflict of Interest Reporting Statement and the proposed Plan, the Department alone may make the decision to disapprove the proposed Plan. The Department shall not approve a proposed Conflict Resolution Plan without the approval of the State Council.

(d) The Department shall determine whether a proposed Conflict Resolution Plan is sufficient or needs to be modified to adequately eliminate, or mitigate and manage, the present or potential conflict of interest. The Department may impose additional restrictions and additional obligations to the proposed Conflict Resolution Plan and/or make a determination that further information is required.

(e) The Department is responsible for making the final decision as to what conditions, restrictions, obligations, or actions, if any, shall be imposed or taken by the regional center governing board, regional center, and/or the individual(s), to eliminate, or mitigate and manage, the present or potential conflict of interest.

(f) The submission of a proposed Conflict Resolution Plan does not authorize an individual with a present or potential conflict of interest to engage in any activity that constitutes a present or potential conflict of interest. The proposed Conflict Resolution Plan shall be approved, in writing, by the Department, and the Conflict Resolution Plan fully implemented prior to the individual engaging in otherwise prohibited conduct. Department approval is not granted until the regional center receives such determination in writing. Individuals shall not engage in activities in which there is a present or potential conflict of interest except in accordance with the terms of an approved Conflict Resolution Plan.

(g) Department approval of a proposed Conflict Resolution Plan is not valid unless it is based upon full disclosure of all relevant information by the regional center governing board,

regional center, and/or the individual(s) with the present or potential conflict of interest. Nondisclosure or misrepresentation of present or potential conflicts of interest or of material information bearing on the proposed Conflict Resolution Plan decision shall result in the Department's rescission of its approval and/or immediate denial of the proposed Conflict Resolution Plan, in addition to any civil penalties imposed pursuant to Welfare and Institutions Code section 4626.

(h) The Department shall issue its modification, approval, or denial of the proposed Conflict Resolution Plan, in writing, to the regional center governing board or the regional center's designated party within 30 calendar days of receiving the written approval or disapproval of the proposed Conflict Resolution Plan from the State Council for regional center governing board members or executive directors, and within 30 calendar days of receipt of the proposed Conflict Resolution Plan, for employees, contractors, agents and consultants, unless the Department determines there is good cause for extending the time to respond.

(i) If the proposed Conflict Resolution Plan of an employee, contractor, agent or consultant is denied by the Department, the individual shall have 30 calendar days from the date of receipt of the Department's written denial in which to take the necessary action to eliminate the conflict of interest or resign his or her position as an employee, contractor, agent, or consultant. The Department may, in exercise of its discretion, grant the individual and/or the regional center an extension in which to complete any actions necessary to eliminate the conflict of interest.

(j) If the proposed Conflict Resolution Plan of a regional center governing board member or executive director is denied by the Department and/or the State Council in the respective area, the governing board member or executive director shall have 30 calendar days from the date of receipt of the Department's written denial in which to take the necessary action to eliminate the conflict of interest or resign his or her position as a regional center governing board member or executive director. The Department may, in exercise of its discretion, grant the regional center governing board, governing board member, executive director or regional center, an extension in which to complete any actions necessary to eliminate the conflict of interest.

(k) If the proposed Conflict Resolution Plan is approved by the Department, the approved Conflict Resolution Plan shall be implemented not later than 30 calendar days after written notification is mailed by the Department, unless the Department grants the regional center governing board, the regional center and/or the individual(s) an extension in which to complete any actions necessary to implement the approved Conflict Resolution Plan.

(m) The regional center governing board, the regional center, and/or the covered individual(s) shall fully comply with all elements set forth in the approved Conflict Resolution Plan. When required by the terms of the approved Plan, the regional center governing board, the regional center, and the individual(s) shall provide documentation demonstrating compliance with the approved Plan to the Department.

(n) A new proposed Conflict Resolution Plan shall be submitted to the Department on an annual basis and upon any change of status that creates a present or potential conflict of interest.

(o) The regional center governing board and/or the regional center shall retain a copy of each Conflict of Interest Reporting Statement and any approved Conflict Resolution Plan for the period of time consistent with the record retention requirements in its state contract.

Section 6. Disqualified Individuals. In order to prevent potential conflicts of interest with regard to decisions of the Board, none of the following individuals shall be eligible to serve as a Trustee:

(a) An individual who is an employee of DDS or any State or local agency which provides services to a Regional Center consumer, if employed in a capacity which includes administrative or policy-making responsibility, or responsibility for the regulation of the Regional Center;

(b) ~~Except as hereinafter provided,~~ an individual who is ~~or who is related to~~ an employee or a member of the State Council or a State Council regional advisory committee.

(c) Except for the Trustee designated by the Vendor Advisory Committee, an individual who is or who is related to an individual who:

(1) Is a director, officer, owner, partner, shareholder, or trustee of any individual or business venture from whom or from which the Regional Center either purchases or otherwise obtains goods or services to conduct its operations (“Business Provider”).

(2) Holds any position of management in a Business Provider.

(3) Has decision or policy-making authority in a Business Provider.

(d) Any person who has or who is related to a person who has a financial interest in Regional Center operations, as defined herein, except as a consumer of Regional Center services. A financial interest in Regional Center operations will exist if it is reasonably foreseeable that a Trustee’s interest, or a Trustee’s decision regarding that interest, will have a material financial

effect on the Trustees' interest in or relationship with a Business Provider pursuant to California Government Code Section 87103. The financial effect shall be considered material if the decision will, or will be likely to, result in a benefit, detriment, gain, loss or profit to the Trustee or to the Business Provider in which the Trustee has a relationship.

Section 7. Election and Term of Office. Except as otherwise provided herein, the Trustees shall be elected by the Board and shall serve for a term as hereinafter provided:

(a) Except for Trustees who are elected to fill a vacancy, each Trustee shall be elected for a term of up to three years, as designated by the Board, with each term commencing on the first day of July of the year in which the Trustee is elected to office; provided in no event shall a Trustee serve in such capacity for a period longer than seven years within an eight year period. Per the requirements of the Lanterman Act, members of the governing Board shall not be permitted to serve more than seven years within each eight year period .

(b) Each year, during which the term of one or more Trustees is due to expire, the Nominating Committee shall submit to the Board, at the regularly scheduled meeting held in May, a list of candidates it recommends for election to membership to the Board. At the May meeting in which the Nominating Committee submits its recommended candidates to the Board, any member of the Board may nominate from the floor other candidates for membership to the Board, provided the individual nominated is a person who has submitted an application to serve as a Trustee to the Nominating Committee, and provided further that the nomination is both joined by at least four (4) other members of the Board and is consented to by the individual nominated. If one or more candidates for membership to the Board are nominated by a Trustee from the floor at a regularly scheduled meeting, the Nominating Committee shall, prior to the election, meet and interview those candidates who have not previously been interviewed and shall present a report concerning such interviews to the Board at the next meeting.

(c) The election of Trustees shall be held at regularly scheduled meetings of the Board.

(d) At each election, the Board may determine to leave one (1) or more, but not more than seven Trustee positions vacant.

(e) The Board shall vote for the election of Trustees by voice vote, unless either the number of candidates for membership to the Board exceeds the number of Trustees to be elected or any one or more Board members requests that the vote be conducted by written ballot. If the Board decides to use written ballots for an election, they must make that clear during the nomination phase of the candidates to enable the secretary to prepare the ballots for the election. Before the election, each Board member will be provided with a ballot with their name printed at the top of it. All members of the Board present at the meeting at which the Trustees are to be elected, including the Board member presiding at the meeting, shall be eligible to vote. A candidate must receive a majority of votes cast by the Trustees eligible to vote at the meeting to be elected as a Trustee and, if the number of candidates nominated exceeds the number of

Trustees to be elected, the candidates receiving the highest number of votes shall be elected as Trustees, provided the number of votes received by those candidates in each case constitute a majority of the votes cast by Trustees eligible to vote. Votes shall be counted and certified by both the Secretary of the Board and the Secretary of the Regional Center. When announcing the outcome of the election, the Secretary of the Board will state whether or not the nominee was elected; the number of votes for or against will not be divulged. In the event candidates receiving a majority of the votes cast by the Trustees eligible to vote are less than the number of Trustees to be elected, then, subject to Subsection (d), the Board may declare a vacancy, or vacancies, on the Board. In the event a Trustee position remains vacant because of a tie vote among candidates, each of whom has received a majority of the votes cast by Trustees eligible to vote, a run-off vote shall be conducted and the candidate, or candidates, receiving the highest votes shall be elected to fill the vacant Trustee position or positions. Each Board member can vote only once for each vacant position and cast no more votes than the total number of vacant positions to be voted on. After the election, the secretary will keep the used ballots for a limited period of time so anyone wanting to see the used ballots will have the opportunity to do so.

(f) Anything herein to the contrary notwithstanding, the Vendor Advisory Committee shall be entitled to designate one member from its Committee to serve as a Trustee at the meeting at which Trustee elections are held. The Trustee designated by the Vendor Advisory Committee shall serve a term of one year.

(g) Each Trustee shall serve as a member of the Board until such time as he or she:

(1) Resigns, which for this purpose shall include a Trustee's deemed resignation for failure to satisfy the attendance requirements for Board members as described Subsection (h) of this Section 7.

(2) Is removed for cause, including but not limited to noncompliance with the Board Code of Conduct, by a majority of the Trustees then in office. A Trustee may be removed for cause only if he or she has been declared of unsound mind by a final order of court, has been convicted of a felony, or has been found by a final order or judgment of any court to have breached any duty under Article 3 of the California Corporations Code.

(3) Is removed without cause by two-thirds (2/3) vote of the Trustees then in office, provided notice of any proposed action to remove a Trustee without cause is mailed to each Trustee then in office at least twenty (20) days prior to the scheduled meeting at which the proposed removal is to be considered.

(4) Completes his or her term in office or, if sooner, completes seven years in office as a Trustee in an eight year period.

(h) In the event a Trustee shall be absent from either three consecutive regularly-scheduled Board meetings or from three consecutive committee meetings or shall be absent from

five regularly-scheduled Board meetings or from five committee meetings during any twelve month period, then the Trustee shall, without any notice or further action required of the Board, be automatically deemed to have resigned from the Board effective immediately. If a Trustee is serving on more than one committee at any time, his or her attendance at meetings of each committee shall be considered separately in determining the Trustee's absences for purposes of this Subsection (h). The secretary of the Board shall mail notice of each Trustee's absences during the preceding twelve (12) month period to each Trustee with the following month's board meeting packet.

Section 8. Vacancies. A vacancy or vacancies on the Board shall be deemed to exist in the case of the death, resignation, or removal of any Trustee, if the authorized number of Trustees is increased or if the Trustees fail at any meeting of the Board at which any Trustees are elected, to elect the full authorized number of Trustees. Except for a vacancy caused by the death, resignation, or removal of the Trustee designated by the Vendor Advisory Committee, vacancies on the Board may be filled by a majority of the remaining Trustees at a meeting.

Section 9. Meetings.

(a) The Board shall hold 10 regular meetings during the fiscal year, rotating meetings among each regional center office location as follows: 5 at the San Fernando Valley office, 2 at the Santa Clarita office and 3 at the Antelope Valley office. One meeting may serve as a Board training. The Board shall schedule its regular meetings on the second Wednesday of the month, if not a legal holiday, or if a legal holiday, then on the next succeeding Wednesday that is a business day, unless otherwise scheduled by a majority vote of the Board by the members. The Secretary of the Board shall notify each Trustee of the date, time and place of each regular meeting, by either first-class mail, postmarked at least four (4) days prior to the date of the scheduled meeting, or by telephone, e-mail, or in person at least forty-eight (48) hours before the time of said meeting.

(b) Special meetings of the Board may be called by the President, by the Executive Committee, or by one-third of the Trustees then in office. Notice of the date, time, and place of a special meeting shall be provided each Trustee by the Secretary of the Board in the same manner and within the same time periods as provided in Subsection (a) concerning regular meetings, except that the notice shall include a description of the proposed purpose of the meeting and an agenda of those items to be considered at the meeting.

(c) All meetings of the Board shall be open and public, and all persons shall be permitted to attend any meeting, except as otherwise provided herein. At each meeting of the Board, time shall be permitted for public input and any person attending an open and public meeting of the Board shall have the right to record the proceedings on a tape recorder in the absence of a reasonable finding by the Board that such recording constitutes, or would constitute,

a disruption of the proceedings. The Regional Center shall provide a copy of Article 3 (Sections 4660-4669) of the California Welfare and Institutions Code to each Trustee at the time he or she assumes his or her duties as Trustee.

(d) In addition to the notice required to be provided to the Trustees pursuant to Subsections (a) and (b) above, the Board shall provide notice of each meeting to any person who requests such notice in writing. Notwithstanding the notice requirements set forth in Subsections (a) and (b), notice shall be mailed at least seven (7) days in advance of each meeting to each person who requests notice under this Subsection (d). The notice shall include the date, time, and place of the meeting and a specific agenda for the meeting, which shall include an identification of all substantive topic areas to be discussed. No item shall be added to the agenda which is not set forth in the notice, except for urgent matters not related to the purchase of service reductions requested by DDS and for which notice could not have been provided at least seven (7) days before the meeting, and except for new items brought before the Board by members of the public.

(e) An emergency meeting of the Board may be called without complying with the notice requirements provided for at Subsection (d) in the case of an emergency situation involving matters upon which prompt action is necessary because of either an actual or threatened disruption of Regional Center services. For purposes of this Subsection (e), “emergency situation” means any activity that severely impairs public health, safety, or both, as determined by a majority of the members of the Board. In these situations, while not required, advance notice shall be provided to the extent practicable and the local State Council office shall be notified of each emergency meeting. The minutes of an emergency meeting, including a description of any actions taken at the meeting, shall be mailed immediately to those persons who requested notice pursuant to Subsection (d).

(f) Anything herein to the contrary notwithstanding, the Board may hold a closed session to discuss or consider one or more of the following:

- (1) Real estate negotiations;
- (2) The appointment, employment, evaluation of performance, or dismissal of a Regional Center employee;
- (3) Employee salaries and benefits;
- (4) Labor contract negotiations;
- (5) Pending litigation, as described at Section 4664 of the California Welfare and Institutions Code.

Anything herein to the contrary notwithstanding, any matter dealing with a particular Regional Center consumer must be conducted in a closed session, unless it is requested that the issue be discussed publicly by either the consumer, the consumer’s conservator, or the consumer’s parent or guardian where the consumer is a minor. Minutes of closed sessions shall be taken by the Board Secretary in a notebook kept by a designated officer or employee of the Regional Center,

but these minutes shall not be considered public records. Prior to and directly after holding any closed session, the Board shall state the specific reason or reasons for the closed session. In the closed session, the Board may consider only those matters covered in its statement.

(g) Meetings of the Trustees shall be presided over by the Board President, or, in his or her absence, by the First Vice President, or, in his or her absence, by the Second Vice President, or, in the absence of all of them, by a Trustee chosen by a majority of the Trustees present. The Secretary of the corporation shall act as Secretary of the Board of Trustees. In the absence of the Secretary, the presiding officer shall appoint a person to act as Secretary for the meeting.

(h) The provisions set forth in Subsections (c), (d) and (f) of this Section 9 shall not apply to the corporate affairs of the Board which have no relationship to the role and responsibility of the Regional Center.

(i) All meetings of the Board shall be held in facilities accessible to persons with physical disabilities. The Regional Center shall not conduct any meeting, conference, or other function in any facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, color, national origin, ancestry, sex, or disability.

(j) All meetings shall be available for virtual participation in order to promote easier access and will remain in effect until further notice. Board member virtual participation constitutes attendance at board and committee meetings.

Section 10. Quorum and Voting. A majority of the Trustees entitled to vote shall constitute a quorum of the Board for the transaction of business, except as otherwise provided in these Bylaws. Every act or decision done or made by a majority of the Trustees present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board, unless a greater number is required by law or by these Bylaws.

Section 11. Freedom from Liability. No Trustee shall be personally liable for the debts, liabilities, or obligations of the Regional Center.

ARTICLE V

OFFICERS

Section 1. Number and Title. The officers of the Regional Center shall be members of the Board and shall consist of a President, First Vice President, Second Vice President, Treasurer, ARCA delegate and ARCA alternate, and Secretary, and such other officers as may be provided for by the Board.

Section 2. Election. The officers of the Regional Center shall be elected by the Board at the regularly scheduled June meeting of the Board. A slate of nominees shall be submitted by the Nominating Committee prior to the Board's regularly scheduled June meeting. Nominations may be made from the floor at the meeting in which the election is held or at any time prior to the election for that office. In the event that there is more than one (1) nominee for an office or should any Board member request it, the vote shall be by secret ballot. The candidate receiving the highest number of votes shall be elected to the office provided that he or she has received a majority vote in favor of election. In the event that no candidate receives a majority vote in favor of election, there shall be a runoff between the two (2) highest candidates. Election shall be by individual office, in the order the offices are identified in these Bylaws.

Section 3. Term of Office. Officers shall serve for a term of one (1) year commencing on July 1 and ending on June 30 of the following calendar year or, if later, on the date his or her successor is elected. Notwithstanding the foregoing, an officer may be removed by the vote of two-thirds (2/3) of the total membership of the Board. Notice of a proposed removal action shall be mailed to the full Board prior to the general meeting at which such vote would be taken. With the exception of the President, who may serve no more than two (2) consecutive terms of office, there is no limitation to the number of terms that may be served.

Section 4. Vacancies. In the case of death, resignation, or removal of any officer of this corporation, the Board shall elect his or her successor, who shall hold his or her office for the unexpired term of that office.

Section 5. Duties of the President. The President shall preside at all meetings of the Trustees. Subject to the control of the Board, he or she shall:

- (a) Call meetings of the Board.
- (b) Execute on behalf of the Regional Center any and all instruments necessary to transact the business of the Regional Center in accordance with such authority as may be granted to him or her by the Board.
- (c) Chair the quarterly Post-Retirement Medical Trust meetings.
- (d) Exercise such other powers and perform such duties as may be prescribed by the Board or these Bylaws.

Section 6. Duties of First Vice President. The First Vice President shall:

- (a) In the absence or incapacity of the President, perform the duties of the President.
- (b) Participate in the quarterly meetings of the Post-Retirement Medical Trust Committee.
- (c) Exercise such other powers and perform such duties as may be prescribed by the Board or these Bylaws.

Section 7. Duties of Second Vice President. The Second Vice President shall:

- (a) In the absence or incapacity of the First Vice President, act to fulfill the duties of that office.
- (b) Act as parliamentarian.
- (c) Exercise such other powers and perform such duties as may be prescribed by the Board or these Bylaws.

Section 8. Duties of Secretary. The Secretary shall:

- (a) Cause to be taken and maintained at the principal office of corporation the minutes of meetings of the Board and the Executive Committee.
- (b) Maintain a log or record of actions taken in executive session and transfer this record to his or her successor.
- (c) Sign the original copy of the Bylaws when revisions are made.
- (d) Review the attendance of Board members at monthly meetings and inform the President if a Board member has failed to meet the attendance requirements as described at Section 7, Subsection (h), of Article IV.
- (e) Exercise such other powers and perform such duties as may be prescribed by the Board or these Bylaws.

Section 9. Duties of Treasurer. The Treasurer shall:

- (a) Review and report on the Regional Center contract with DDS and the preliminary allocation.

- (b) Oversee and report on the fiscal status of the Regional Center:
 - (1) Review all financial reports and the financial status of the Regional Center.
 - (2) Review all audits to assure conformity with accepted practices and contractual requirements.
 - (3) Review the initiation of changes to bank accounts, tax returns, and other ongoing corporate financial transactions.
- (c) Participate in the quarterly meetings of the Post-Retirement Medical Trust Committee.
- (d) Exercise such other powers and perform such duties as may be prescribed by the Board or these Bylaws.

Section 10. Duties of ARCA Delegate. The ARCA delegate shall:

- (a) Represent the Regional Center at ARCA meetings.
- (b) Report to the Board regarding actions taken at the ARCA meetings.
- (c) Assure that the Board votes on any issues requiring such action.
- (d) Exercise such other powers and perform such duties as may be prescribed by the Board or these Bylaws.
- (e) Willing to accept a leadership role in ARCA. The delegate board members play an essential role in ARCA and contribute to its policy direction.
- (f) Able to clearly articulate the center's position on statewide issues.
- (g) Able to work effectively in a large group and with individuals who may have differing opinions.
- (h) Able to explain complex issues to the Board in the context of state and local concerns.
- (i) Willing to commit the time to fully participate in ARCA activities.

Section 11. Duties of ARCA Alternate. The ARCA alternate shall, in the absence, inability or incapacity of the ARCA delegate, perform the duties of the ARCA delegate.

Section 12. Absences. In the case of the absence of any officer of the Regional Center, or for any other reasons that the Board may deem sufficient, the Board may delegate, for the time being, any and/or all the powers or duties of that officer to any other Trustee or Trustees, providing that the majority of the Board votes in favor of such delegation of power.

ARTICLE VI

EXECUTIVE DIRECTOR

Section 1. Duties of Executive Director. The Executive Director shall act in the capacity of the Chief Executive Officer of the Regional Center and, as such, shall have the authority and responsibility for the day-to-day management and administration of the affairs, employees and resources of the Regional Center. The Executive Director shall, subject to the policies of the Regional Center, employ, supervise, manage, control, and discharge the employees of the Regional Center.

Section 2. Policy Responsibility. The Executive Director shall advise and counsel the Board in matters of policy and shall act as a representative for the Regional Center at community, state, and national meetings.

Section 3. Performance Review. The performance of the Executive Director shall be reviewed annually by the Board.

ARTICLE VII

COMMITTEES

Section 1. Provision for Committees. The Regional Center shall have such committees as are provided for herein or as are designated by resolution adopted by a majority vote of the Board.

Section 2. Appointment of Committees. Except for the Executive Committee, the Vendor Advisory Committee, and the Consumer Advisory Committee, membership on committees shall be by appointment by the President with the advice and consent of the Board. All committee members must be Trustees, with the exception of the Consumer Advisory Committee, Post-Retirement Medical Trust Committee, Strategic Planning Committee, and Vendor Advisory Committee.

Section 3. Structure and Operation of Committees.

(a) All chairpersons of committees shall be appointed by the President unless otherwise specified in the Bylaws.

(b) No committee may speak for the Board as a whole or take action that may be binding upon the Board or the Regional Center without the expressed permission or authorization of the Board, except as otherwise provided for in these Bylaws.

(c) Minutes are to be kept of all committee meetings and kept on file at the principal office and posted on the Regional Center's website.

(d) Members may serve more than one (1) consecutive term on a committee.

(e) Committees of the Board shall be comprised of a minimum of three (3) Trustees except for the Consumer Advisory Committee, Post-Retirement Medical Trust Committee, Strategic Planning Committee, and Vendor Advisory Committee.

(f) The members of a committee provided for hereunder may participate in any meeting through the use of conference telephone, video conferencing, or other similar communications equipment. Participation in a meeting, through the use of conference telephone pursuant to this paragraph, shall constitute presence in person at such meeting as long as all members participating in such meeting can hear one another. Participation in a meeting through use of electronic video screen communication or other communications equipment (other than conference telephone) pursuant to this paragraph, shall constitute presence in person at that meeting if all of the following apply:

(1) Each member participating in the meeting can communicate with all of the other members concurrently.

(2) Each member is provided with the means of participating in all matters before the committee, including, without limitation, the capacity to propose or to interpose an objection to a specific action to be taken by the committee.

(3) The committee adopts and implements some means of verifying both of the following:

(a) A person participating in the meeting is a committee member or other person entitled to participate in the meeting.

(b) All actions of or votes by the committee are taken or cast only by the committee members and not by persons who are not committee members.

Section 4. Executive Committee.

(a) Composition. The Executive Committee shall consist of the duly elected officers

and the most immediate past President still serving on the Board. The president shall be the chairperson.

(b) Authority and Duties. The primary purpose of the Executive Committee shall be to respond to matters of an urgent nature, which call for immediate action or commitment prior to the next scheduled meeting of the Board. In such matters, the Executive Committee shall have the full power and authority of the Board, except that the Executive Committee shall have no authority to adopt, amend or repeal Bylaws. The Executive Committee shall also have such power and authority to perform such other duties as the Board may from time to time determine or delegate. All business conducted by the Executive Committee on behalf of the Board shall be reported at the next meeting of the Board. The Executive Committee shall also have the power and authority to oversee the performance evaluation and negotiate contracts with the Executive Director of the Regional Center.

(c) Conduct of Business. A quorum shall be 50% of the Executive Committee. The Executive Committee may conduct its business in an informal manner except that the affirmative vote of a majority of committee members present at a duly called meeting shall be necessary to transact the business of the committee, except as provided in Subsection (d) of this Section 4. Members of the Board are invited to express their opinions to the Executive Committee and to attend any meetings of the Executive Committee.

(d) Action Without Meeting. Any action required or permitted to be taken by the Executive Committee under any provision of the California Corporations Code may be taken without a meeting, if all members of the Executive Committee shall individually or collectively consent, in writing, to such action. Such written consent or consents shall be filed with the minutes of the proceedings of the Executive Committee. All such business conducted by the Executive Committee on behalf of the Board shall be reported at the next meeting of the Board.

Section 5. Nominating Committee.

(a) Composition. The membership of the Nominating Committee shall consist of not less than four (4) members. The Nominating Committee members will elect their own chairperson. A quorum shall consist of 50% of the members of the Nominating Committee.

(b) Term of Members. The term of members shall be set at two (2) years, with not more than two (2) members of the Nominating Committee being replaced annually to provide for continuity.

(c) Duties. The duties of the Nominating Committee shall be to collect, categorize, screen, and keep on file at the principal office all applications submitted to the Regional Center

for the Board designated business. These applications shall be kept confidential; only the Board President, Executive Director, Secretary, and members of the Nominating Committee (including the Vendor Advisory Committee representative) may have access to them.

(1) Selection of Board Members. The Nominating Committee shall have the responsibility to seek out and select qualified candidates for presentation and election as Trustees of the Regional Center, as provided for at Section 7 of Article IV of these Bylaws.

(2) Selection of Officers. The Nominating Committee shall present a slate to the Board for the office of President, First Vice President, Second Vice President, Secretary, Treasurer, ARCA delegate and ARCA alternate, as provided for at Section 2 of Article V of these Bylaws. In the event of a vacancy occurring in any office during a term of office, the Nominating Committee shall present to the Board its recommendation for a person or persons to fill the vacancy.

(3) Selection of Vendor Advisory Committee Members. The Nominating Committee shall submit to the Board a slate of providers to be elected to the Vendor Advisory Committee by the Board at its regularly scheduled June meeting.

(4) Selection of Consumer Advisory Committee Members. The Consumer Advisory Committee shall be composed of adult consumers who reside in the regional center's catchment area and participate in 4 Consumer Advisory Committee meetings during any 12-month period.

Section 6. Consumer Services Committee.

(a) Composition. The Consumer Services Committee shall select its chairperson. A quorum shall consist of 50% of the members of the Consumer Services Committee.

(b) Term of Members. The term of members shall be set at one (1) year.

(c) Duties. The duties of the Consumer Services Committee shall be to review and recommend standards and policy consistent with the needs of Regional Center consumers with regard to:

(1) Regional Center services such as consumers' rights, case management, intake, assessment, and community development.

(2) Services provided by agencies outside the Regional Center.

Section 7. Government and Community Relations Committee.

(a) Composition. The Government and Community Relations Committee shall select its chairperson. A quorum shall consist of 50% of the members of the Government and Community Relations Committee.

(b) Term of Members. The term of members shall be set at one (1) year.

(c) Duties. The duties of the Government and Community Relations Committee shall be to:

(1) Review any pending legislation pertinent to people with developmental disabilities and to coordinate contacts with legislators representing the catchment area or responsible for introducing, reviewing or acting upon legislation affecting the segment of the population served by this Regional Center; and

(2) To inform and educate the diversified communities served by the Regional Center as to the purposes, policies and operational procedures of the organization; and to serve as a clearing-house for all public awareness forums.

Section 8. Administrative Affairs Committee.

(a) Composition. The Treasurer shall be the chairperson. A quorum shall consist of 50% of the members of the Administrative Affairs Committee.

(b) Term of Members. The term of members shall be set at one (1) year.

(c) Duties. The duties of the Administrative Affairs Committee shall be to review and monitor contract obligations; review and monitor the budget; report expenditures to the Board; recommend policy in personnel matters regarding hiring, salaries, retention and related issues; and recommend policies affecting other areas of administrative services.

Section 9. Vendor Advisory Committee.

(a) Composition. The membership of the Vendor Advisory Committee shall consist of not more than eighteen (18) members. It shall be composed of persons representing a wide variety of the various categories of providers from which the Regional Center purchases consumer services including the disabilities served by the Regional Center. The Trustee designated to the Board by the Vendor Advisory Committee shall serve as chairperson. A quorum shall consist of 50% of the members of the Vendor Advisory Committee.

(b) Election and Term of Members. The members of the Vendor Advisory Committee shall be elected by the Board and shall each serve a term of three (3) years. Such term shall commence on July 1 of the year in which a member is elected unless the member has been elected to fill a vacancy as provided for herein. If a vacancy occurs on the Vendor Advisory Committee, the Nominating Committee shall recommend a replacement to the Board as a whole who shall then elect the replacement by a majority vote. In the event a member has been elected to fill such

vacancy, the term shall commence upon election or as otherwise provided by the Board and shall continue for the balance of the regular term subject to such vacancy. No member shall serve on the Vendor Advisory Committee for more than six (6) consecutive years. An individual who has served six (6) consecutive years shall not be eligible to again serve as a member of the Vendor Advisory Committee for a period of twelve (12) months. If an individual who resigns from the Vendor Advisory Committee prior to the expiration of his or her term is re-appointed to the Vendor Advisory Committee in less than twelve (12) months, his or her prior months/years served on the Vendor Advisory Committee shall be considered part of the person's term.

(c) Duties. The duties of the Vendor Advisory Committee shall be to provide advice, guidance, recommendations, and technical assistance to the Board to assist the Board in carrying out its mandated duties. The Vendor Advisory Committee shall designate one (1) of its members to serve as a member of the Board.

Section 10. Consumer Advisory Committee.

(a) Composition. The Consumer Advisory Committee shall be composed of adult consumers who reside in the regional center's catchment area and participate in four Consumer Advisory Committee meetings during any 12-month period.

(b) Election of Committee Chair. The Consumer Advisory Committee chair shall be a member of the Board of Trustees and elected by the Board of Trustees. The term of office shall be one year with no limitations on the number of terms. However, the Nominating Committee should give consideration to alternating their nomination for the position among eligible board members. Election of the committee chair will occur at the time of the regular board elections. The Nominating Composition Committee will also recommend the nomination of a vice-chair.

(c) Duties. The duties of the Consumer Advisory Committee shall be to provide the Center's Board of Trustees with recommendations on legislation or services and supports provided by the center or other publicly funded entities

Section 11. Strategic Planning Committee

(a) Composition. The Strategic Planning Committee shall be consistent with requirements found in the Lanterman Developmental Disabilities Services Act for regional centers when convening any task force or advisory group. As such, the Strategic Planning Committee shall have members who are or who represent primary consumers, family members, service providers, the State Council, and staff. The Strategic Planning Committee should have not less than twelve (12) or more than sixteen (16) members. The chairperson is selected by the members of the committee. The board president, with the advice and consent of the Board of

Trustees, shall appoint committee members. A quorum shall consist of 50% of the members of the Strategic Planning Committee.

(b) Duties. The Strategic Planning Committee is charged with providing advice in the development and implementation of the Regional Center's annual performance contract, the objectives contained therein, and recommendations to the Board of Trustees on adopting and modifying goals and objectives contained in the contract. The committee may advise to the Board of Trustees on developing a long-range resource development plan and participate in the strategic planning of types of services needed. The Strategic Planning Committee may identify gaps in the service delivery system, including generic agencies, and recommend alternatives to close these gaps, such as systems advocacy, legislation, or interagency coordination. At the direction of the Board, the Strategic Planning Committee may be charged with developing recommendations for the Board's consideration in other areas, such as housing or other activities that may require the Regional Center to utilize a community forum for input.

ARTICLE VIII

RECORDS AND REPORTS

Section 1. Inspection of Records. The Regional Center shall maintain adequate and correct accounts, books, and records of its business and properties. All of such books, records, and accounts shall be kept at its principal place of business in the State of California, as fixed by the Board from time to time.

Section 2. Inspection of Records. All books and records shall be open to inspection by the Trustees at all reasonable times and in the manner provided in the California Corporations Code.

Section 3. Certification and Inspection of Bylaws. The original or a copy of these Bylaws as amended or otherwise altered to date, certified by the Secretary of the Board, and shall be open to inspection by the Trustees as provided in the California Corporations Code.

Section 4. Checks, Drafts, Etc. All checks, drafts, or other orders for payment of money, notes or other evidences of indebtedness issued in the name of or payable to the Regional Center, shall be signed or endorsed by such person or persons and in such manner as shall be determined from time to time by resolution of the Board.

Section 5. Contracts, Etc. - How Executed. The Board, except as in the Bylaws or otherwise provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the corporation. Such authority may be

general or confined to specific instances. Unless authorized by the Board, no officer, agent or employee of the Regional Center shall have any power or authority to bind the Regional Center by any contract or engagement, or to pledge its credit or render it liable, for any purpose or to any account.

Section 6. Audited Financial Statements; Reports. The governing Board of the Regional Center shall annually contract with an independent accounting firm for an audited financial statement. The audit report and accompanying management letter shall be reviewed and approved by the regional center board and submitted to DDS within 60 days of completion and before April 1 of each year.

ARTICLE IX

AMENDMENT OR REVISION OF BYLAWS

These Bylaws, or any provision or provision thereof, may be amended or repealed, or new Bylaws may be adopted, at any regular meeting of the Board by a two-thirds (2/3) vote of the Board, provided that the amendment or revision has been submitted in writing at the previous regular meeting of the Board; such action shall be subject, however, to the limitations of the California Corporations Code.

ARTICLE X

RULES

All persons becoming Trustees of the Regional Center shall agree to abide by and be bound by these Bylaws and the rules, regulations and other orders of the Board made pursuant thereto. The rules contained in the revised Robert's Rules of Order shall govern the Regional Center in all cases to which they are applicable.

ARTICLE XI

INDEMNIFICATION

Section 1. Right of Indemnity. To the fullest extent permitted by law, the Regional Center shall indemnify its Trustees, officers, employees, and other people described in Section 5238, subdivision (a) of the California Corporations Code, including persons formerly occupying any

such position, against all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred by them in connection with any “proceeding,” as that term is used in that Section, and including an action by or in the right of the corporation, by reason of the fact that the person is or was a person described in that section. “Expenses,” as used in this Bylaw, shall have the same meaning as in Section 5238, Subdivision (a) of the California Corporations Code.

Section 2. Approval of Indemnity. On written request to the Board by any person seeking indemnification under Section 5238, Subdivision (b) or Section 5238, Subdivision (c) of the California Corporations Code, the Board shall promptly determine under Section 5238, Subdivision (e) of the California Corporations Code whether the applicable standard of conduct set forth in Section 5238, Subdivision (b) or Section 5238, Subdivision (c) has been met and, if so, the Board shall authorize indemnification.

Section 3. Advancement of Expenses. To the fullest extent permitted by law and except as otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under Sections 1 and 2 of these Bylaws in defending any proceeding covered by those Sections shall be advanced by the Regional Center before final disposition of the proceeding, on receipt of the Regional Center of an undertaking by or on behalf of that person that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the Regional Center for those expenses.

Section 4. Insurance. The Regional Center shall have the right to purchase and maintain insurance to the full extent permitted by law on behalf of its Trustees, officers, employees, and other agents, against any liability asserted against or incurred by any Trustee, officer, employee, or agent in such capacity or arising out of the Trustee’s, officer’s, employee’s, or agent’s status as such. Such coverage shall include, but not be limited to, indemnity for fiduciaries of any Regional Center employee benefit plan or plans. Purchase of such coverage shall be limited to that which is reasonably prudent in light of the Regional Center’s budget considerations, as reviewed from time to time.

CERTIFICATE OF SECRETARY

The undersigned, being the Secretary of the Regional Center Board of Trustees, hereby certifies:

1. That I am the duly elected and acting Secretary of the Board of Trustees of North Los Angeles County Regional Center, Inc., a California Nonprofit Public Benefit Corporation; and

2. That the attached Restatement of the Bylaws, consisting of twenty-two (22) pages, was duly adopted by the Board of Trustees of the Regional Center on March 11, 2015, and is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and have affixed the seal of this corporation hereto this XXth day of XXXXX 2021.

[SEAL]

Lillian Martinez, Secretary
NLACRC Board of Trustees

Revised and approved by the Board of Trustees April 17, 1974.
Revised and approved by the Board of Trustees January 8, 1975.
Revised and approved by the Board of Trustees November 10, 1976.
Revised and approved by the Board of Trustees April 9, 1980.
Revised and approved by the Board of Trustees February 11, 1981.
Revised and approved by the Board of Trustees January 12, 1983.
Revised and approved by the Board of Trustees May 16, 1984.
Revised and approved by the Board of Trustees January 16, 1985.
Revised and approved by the Board of Trustees March 12, 1986.
Revised and approved by the Board of Trustees September 9, 1987.
Revised and approved by the Board of Trustees December 9, 1987.
Revised and approved by the Board of Trustees October 12, 1988.
Revised and approved by the Board of Trustees January 11, 1989.
Revised and approved by the Board of Trustees December 13, 1989.
Revised and approved by the Board of Trustees May 8, 1991.
Revised and approved by the Board of Trustees June 10, 1992.
Revised and approved by the Board of Trustees May 12, 1993.
Revised and approved by the Board of Trustees December 8, 1993.
Revised and approved by the Board of Trustees September 14, 1994.
Revised and approved by the Board of Trustees May 8, 1996.
Revised and approved by the Board of Trustees October 9, 1996.
Revised and approved by the Board of Trustees December 10, 1997.
Revised and approved by the Board of Trustees October 14, 1998.
Revised and approved by the Board of Trustees February 10, 1999.
Revised and approved by the Board of Trustees March 8, 2000.
Revised and approved by the Board of Trustees June 13, 2001.
Revised and approved by the Board of Trustees September 10, 2003.
Revised and approved by the Board of Trustees June 9, 2004.
Revised and approved by the Board of Trustees March 14, 2007.
Revised and approved by the Board of Trustees May 14, 2008.
Revised and approved by the Board of Trustees July 30, 2008.
Revised and approved by the Board of Trustees May 11, 2011.
Revised and approved by the Board of Trustees March 11, 2015.
Revised and approved by the Board of Trustees June 14, 2017.
Revised and approved by the Board of Trustees June 13, 2018.
Revised and approved by the Board of Trustees January 15, 2020.

**North Los Angeles County Regional Center
Board of Trustees
CODE OF CONDUCT**

I, _____, recognize the important roles and responsibilities that I am undertaking in serving as a member of the Board of Trustees of the NLACRC. I hereby pledge to carry out in a trustworthy and diligent manner the duties and obligations in my role as Board member:

- ✓ To support NLACRC’s mission, goals and policies, and act in NLACRC’s best interests.
- ✓ To attend and actively participate in Board meetings.
 - ▶ To be on time.
 - ▶ To be prepared, including having read the agenda and materials prior to meeting.
- ✓ To join and actively participate in at least one committee each year.
 - ▶ To attend committee meetings and take on tasks as needed or requested.
- ✓ To volunteer skills, experience, and contacts in service to NLACRC’s goals and needs.
- ✓ To represent NLACRC in a positive and supportive manner at all times and in all places. To seek the involvement and interest of the community in NLACRC’s programs and activities.
- ✓ To respect the perspectives and contributions of fellow Board members and staff, and to set aside my personal interests in Board discussions and votes.
- ✓ To serve with respect, concern, courtesy, and responsiveness in carrying out the organization’s mission and demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all our activities in order to inspire confidence and trust in our activities.
- ✓ To use sensitivity and make efforts to avoid offensive or malicious language or statements. Members should not make disparaging remarks toward age, gender, race, ethnicity, disability, religious orientation, or sexual orientation of other board members. Good faith efforts should be made toward cultural sensitivity.
- ✓ Avoid representing myself on behalf of, or as a spokesperson, for NLACRC or the Board of Trustees without prior expressed consent of the Board of Trustees or NLACRC. This does not mean you cannot identify yourself as a NLACRC Trustee of the Board.

Signature

Date

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	Renewal of Payment Agreement Purchase of Services (POS) Program Vended since 1999
2.	The Name of Vendor or Service Provider	Child Development Institute Vendor Number: HL0020, Service Code: 805
3.	The Purpose of the Contract	<p>The service provider provides Infant Development Program services pursuant to Title 17, Section 54342(a)(37), and the appropriate requirements in 17 CCR, Sections 56710 through 56734 and 56760 through 56774.</p> <p>Effective June 29, 2020, Assembly Bill 79 of Statutes of 2020 (“AB 79”), amended the Welfare and Institutions Code (“WIC”), to add Section 4691.12(b) and amend 4691.12(c) to provide a rate increase effective January 1, 2021 through December 1, 2021, for service codes 520 (independent living services), 805 (infant development program), and 116 (Early Start specialized therapeutic services).</p> <p>Effective January 1, 2021, DDS has authorized the Center to increase the Service Provider’s rate that is in effect as of December 31, 2020 by 8.2%.</p>
4.	The Contract Term	Three (3) year payment agreement, effective 05/01/2019 – 04/30/2022
5.	The Total Amount of the Contract	Projected annual cost is \$1,216,886.43 per year, or \$3,650,659.28 over the entire three (3) year term of the payment agreement.
6.	The Total Proposed Number of Consumers Served	Projected 128 consumers per month.
7.	The Rate of Payment or Payment Amount	<p>Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized negotiated hourly rate of \$103.71, which includes the AB 79 8.2% increase.</p> <p>The Payment Agreement under this contract will replace the previous Payment Agreement dated September 11, 2019, which included the time-</p>

		limited Bridge Funding (2.1%) rate increase effective May 1, 2019-April 30, 2020.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Infant Development Program services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	<p>Title 17, Section 57300, establishes that DDS shall set the rate for community-based day programs, including Infant Development Program services, pursuant to CCR, Title 17, Section 54302(a)(16).</p> <p>Title 17, Section 57300(d) establishes that for those service providers for whom DDS establishes a rate, once the service provider receives notice of the rate established by DDS, any regional center, purchasing, or intending to purchase services from the service provider may negotiate with the service provider the level of payment for services provided to its consumers for a specified period time. The level of payment negotiated by the regional center may be less than but shall not exceed the maximum rate established by DDS.</p> <p>Pursuant to regulation, the service provider has negotiated a rate with NLACRC that is less than the DDS set rate of \$130.07 per hour.</p>
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	None

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

Ana Quiles, Board Treasurer

February 24, 2021

Date

Contract Summary and Board Resolution

The North Los Angeles County Regional Center's ("NLACRC") Board of Trustees reviewed and discussed the Payment Agreement ("Agreement", or "Contract") for **Child Development Institute** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC's Board of Trustees Contract Policy, the Contract between NLACRC and **Child Development Institute** was reviewed and approved by NLACRC's Board of Trustees on **March 10, 2021**.

NLACRC's 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Lillian Martinez, Board Secretary

March 10, 2021
Date

Vendor Name: Child Development Institute

Vendor Number: HL0020

Service Code: 805

Service Code Description: Infant Development Program

Service Address: 18050 Vanowen Street, Reseda, CA 91335

Service Description: Child Development Institute provides 1:1 Infant Development Program services through an interdisciplinary approach to promote physical, cognitive, language and speech, self-help and psychological development for children ages 0 -3.

Staffing:

- Speech and Language Pathologists,
 - Speech-Language Pathology Assistants, per 16 CCR, Div 13.4, Article 12, Section 1399.170-1399.170.20.1
- Occupational Therapists
- Physical Therapists

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

Vendor #	Service Code	Service Description
PL0564	605	Adaptive Skills Training
PL1615	024	Purchase Reimbursement

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	First Amendment to CPP Housing Agreement, Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Brilliant Corners, a California nonprofit corporation, known as the Housing Development Organization (“HDO”)
3.	The Purpose of the Contract	<p>CPP Housing Agreement is for the acquisition and renovation and improvement of an Enhanced Behavioral Support Home (“EBSH”), for consumers, who are at risk of institutionalization or out-of-state placement, or are transitioning to the community from a developmental center, other state-operated residential facility, institution for mental disease (IMD), or out-of-state placement.</p> <p>An EBSH provides intensive behavioral services and support to adults with developmental disabilities who need intensive services and supports due to challenging behaviors that cannot be managed in a community setting without the availability of enhanced behavioral services and support, pursuant to WIC 4684.81 and 17 CCR Section, 59072.</p> <p>The purpose of the First Amendment is to 1) change the capacity of the EBSH from three (3) consumers to four (4) consumers approved by DDS on January 11, 2021; and 2) increase the Maximum Funding Amount for renovation funding approved by DDS on January 20, 2021.</p>
4.	The Contract Term	<p>Commences on the effective date of the Property acquisition (January 29, 2021) and ends on the earlier of (i) the date the HDO is no longer the owner of the Property or (ii) December 31, 2050, subject to any earlier termination as provided in the Agreement.</p> <p>However, the termination or expiration of the Agreement does not affect the continued enforceability of the documents intended to survive its termination.</p>

5.	The Total Amount of the Contract	<p><u>Original Contract</u>: \$400,000 to acquire one (1) property to acquire and renovate an EBSH.</p> <p><u>First Amendment</u>: to increase the Maximum Funding from \$400,000 to \$990,753:</p> <ul style="list-style-type: none"> - Maximum Acquisition Amount: \$221,800.00, consisting of FY2020 Funding - Maximum Renovation Amount: \$768,953, consisting of \$178,200 of FY2020 Funding and \$590,753 of FY2021 Funding
6.	The Total Proposed Number of Consumers Served	Projected four (4) consumers
7.	The Rate of Payment or Payment Amount	<p><u>Original Contract</u>: Payment for acquisition reimbursed to the HDO based on the actual purchase price of the Property. Reimbursement to HDO includes purchase price, escrow fees, and Developer Fees of 2.5% of the purchase price.</p> <p><u>First Amendment</u>: \$990,753</p> <p>\$400,000 is project NLACRC-1920-9 \$590,753 is project NLACRC-2021-1</p> <p>Payment for renovations will be reimbursed to the HBD based on performance milestones.</p>
8.	Method or Process Utilized to Award the Contract.	Request For Proposal (“ RFP ”) process published by NLACRC on November 1, 2019.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	<p>On October 1, 2020, DDS approved \$400,000 of acquisition funding in the FY2019-2020 CPP start up plan, under Project Number NLACRC-1920-9.</p> <p>On November 20, 2020, DDS approved an additional \$500,000 of renovation funding in the FY2020-2021 CPP start up plan, under Project Number NLACRC-2021-1</p> <p>On January 20, 2021, DDS approved an additional \$90,753.00 of renovation funding under project NLACRC-2021-1, and reallocated \$178,200.00 from acquisition funding to renovation funding under project NLACRC-1920-9.</p>

		Renovation funds in the amount of \$590,753 will be allocated in the B-2 allocation for FY2021.
10.	<p>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</p>	<p>Acquisition of property occurred on January 29, 2021 and is known as the “Wyse Property” (located in Agua Dulce, CA)</p> <p>Restrictive Covenant recorded against the Property to ensure the Property acquired shall be used and occupied only by Consumers in accordance with the provisions in DDS’s CPP/CRDP Guidelines.</p> <p>DDS Deed of Trust. The purpose of the DDS Deed of Trust is to secure HDO’s obligations to DDS, including HDO’s obligations under the Restrictive Covenant. HDO agrees to execute amendments and modifications to the DDS Deed of Trust as reasonably requested by DDS. Required to follow DDS “Guidelines for Purchasing and Developing Permanent Housing through the Regional Center Community Placement Plan”.</p>

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the First Amendment to the CPP Housing Agreement (“**First Amendment**”, “**Agreement**”, or “**Contract**”) for **Brilliant Corners** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the First Amendment between NLACRC and **Brilliant Corners** was reviewed and approved by NLACRC’s Board of Trustees on **March 10, 2021**.

NLACRC’s Board of Trustees hereby authorizes and designates any officer of NLACRC to finalize, execute and deliver the First Amendment 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 First Amendment shall be conclusively evidenced by the execution of the First Amendment 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 Board of Trustees; (3) the Resolution is in full force and has not been revoked or changed in any way.

Lillian Martinez, Board Secretary

March 10, 2021
Date

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

Vendor #	Service Code	Service Code Description
PL1162	999	Start-Up
PL1161	999	Start-Up
H89090	101	Housing Services

Vendor Name: Brilliant Corners

Vendor Number: PL1864

Service Code: 999

Service Code Description: Start Up Funding for CPP/PDF Costs

Service Address: 1360 Market Street, Suite 300, San Francisco, CA 94103

Service Description:

Brilliant Corners is a non-profit Housing Development Organization (HDO) that was awarded FY 19-20 and FY 20-21 Community Resource Development Plan (CRDP) funding to acquire and renovate a 4-bed Enhanced Behavioral Supports Home (EBSH). The home is located at 35158 Wyse Road, Agua Dulce, CA 91390.



CRITICAL CALENDAR FOR FY 2020-21

JULY

Orientation for new committee. Committee reviews their policies & procedures, bylaws statement, Board Audit section, and Core Values for Policy Development.

Committee is provided with copies of their approved critical calendar for the new fiscal year.

AUGUST

Committee reviews the committee action log from the previous fiscal year.

Public meetings are held this month or September to get community input into the center's performance contract for next calendar year.

The Chief Organizational Development Officer (CODO) will review with the new board president his/her responsibilities and the process surrounding the executive director's performance evaluation.

SEPTEMBER

Whistleblower Compliance Officer (Michele Marra) gives the committee an annual report on compliance activity.

Annual Update on NLACRC's Strategic Plan.

OCTOBER

Committee meeting.

NOVEMBER

Committee meeting.

DECEMBER

(A committee meeting will not be held in December.)

JANUARY

The CODO, Deputy Director-CFO, and Director of Finance will meet with the board president and the negotiating committee to review the performance evaluation and compensation process.

The negotiating committee requests external compensation data from the CODO.

Committee begins discussion about the next annual Board Retreat.

Committee identifies locations for the Board Retreat and Board Dinner.

FEBRUARY

The negotiating committee will meet with the executive director.

MARCH

Committee meeting.

APRIL

Committee reviews drafts of board master and critical calendars for next fiscal year.

The CODO, Deputy-Director-CFO, and Director of Finance meet with the negotiating committee to provide the compensation data for review and provides any requested additional information.

Executive director's evaluation to be completed and a summary report is reviewed (in executive session).

MAY

The Board President presents proposed committee assignments for next fiscal year.

Committee discusses board goals for the next fiscal year.

JUNE

(A committee meeting will not be held in June.)

The CODO will prepare the documentation necessary to process the negotiating committee's compensation and/or contract changes as appropriate.

The CODO will schedule a meeting with the executive director and provide the board president with all required documents needed for the meeting (e.g. compensation, performance review information, employment contract changes, etc.).

Copies of all signed documents will be provided to the CODO to allow for timely processing of compensation information.

[ccal.2021]

CONSULTING SERVICES AGREEMENT

BETWEEN

NORTH LOS ANGELES COUNTY REGIONAL CENTER

9200 Oakdale Avenue, Suite 100

Chatsworth, CA 91311

(818) 778-1900

AND

Advanced Behavioral Pathways, LLC

28368 Constellation Road, #398

Valencia, CA 91355

661-803-3586 (business)

661-554-0183 (fax)

info@abpathways.com

TERM OF AGREEMENT: March 10, 2021 through September 30, 2021

CONSULTING SERVICES AGREEMENT

This Consulting Services Agreement (“**Agreement**”), dated as of March 10, 2021 is entered into by and between NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC., a California not-for-profit corporation (“**NLACRC**”) and ADVANCED BEHAVIORAL PATHWAYS, LLC, a Limited Liability Company (“**Contractor**”), in accordance with the following facts:

WITNESSETH

- A. NLACRC desires to contract with Contractor to implement a comprehensive community legislative education and engagement plan to support NLACRC efforts to educate its community; continue discussions with local elected leaders at the City, County, and State levels to develop and implement solutions to the issues identified through the Needs Assessment Survey; continue legislative advocacy and voter engagement trainings; and promote the legislative platform of NLACRC (the “**Services**”).
- B. NLACRC is in a position to make funds available from its budget for fiscal year ending June 30, 2021 (the “**FY2021 Funds**”) in the amount of up to \$82,456.00 to the Contractor in connection with developing a legislative strategy for NLACRC.
- C. Contractor represents and warrants that is capable and experience in providing legislative education and consulting services and desires to provide such services for NLACRC.
- C. NLACRC wishes to obtain such services from Contractor.

NOW THEREFORE IT IS AGREED:

1. DESCRIPTION OF SERVICES:

During the term of this Agreement, Contractor shall perform those Services described in this Agreement and in the Contractor’s proposal, which is referenced hereto as “**Attachment A**” and incorporated herein by the reference (the “**Proposal**”).

2. TERM:

This Agreement shall commence on March 10, 2021 and shall terminate on September 30, 2021. Notwithstanding any other provision of this Agreement to the contrary, either party may terminate this Agreement upon thirty (30) days written notice to the other for any reason or no reason whatsoever.

3. PAYMENT:

In consideration for the provision of services by Contractor, NLACRC shall compensate the Contractor as follows:

A. The Services. Contractor's pricing is described in "**Attachment B**". The Services includes several components: (i) an hourly rate for consulting services; (ii) fees for participation in committees and meetings; (iii) fees for participating in grassroots visits; (iv) fees for providing a Board Training; (v) fees for providing legislative and community trainings; (vi) fees for participating in legislative events and activities; and, (vii) reimbursement of travel, lodging, meal, and mileage expenses, as follows:

(1) Consulting Services Rate: NLACRC shall compensate Contractor at the following rates:

a. Lead Consultant: The rate of \$140.00 per hour (remotely/virtually) for Additional Consulting Services as identified as being required by NLACRC, up to 190 hours, not to exceed the maximum sum of **\$26,600.00**. The number of hours provided by the Contractor shall be based solely on services requested by NLACRC and subject to the maximum sum as stated above. NLACRC does not guarantee a minimum number of hours. In all cases, Additional Consulting Services shall require NLACRC's express prior written approval; such approval shall be in writing and shall not be unreasonably withheld.

b. Assistant Consultant: The rate of \$94.00 per hour (remotely/virtually) for Additional Consulting Services as identified as being required by NLACRC, up to 124 hours, not to exceed the maximum sum of **\$11,656.00**. The number of hours provided by the Contractor shall be based solely on services requested by NLACRC and subject to the maximum sum as stated above. NLACRC does not guarantee a minimum number of hours. In all cases, Additional Consulting Services shall require NLACRC's express prior written approval; such approval shall not be unreasonably withheld.

(2) Monthly Written Legislation Report: NLACRC shall compensate the Contractor at the rate of \$560.00 per report, not to exceed seven (7) monthly written legislation reports, up to the maximum sum of **\$3,920.00**.

(3) Participation in Committees and Meetings: NLACRC shall compensate Contractor at the following rates:

a. Government and Community Relations Committee (GGRC): The rate of \$820.00 per meeting (remotely/virtually), up to six (6)

- committee meetings, not to exceed the maximum sum of **\$4,920.00**.
- b. Vendor Advisory Committee (VAC): The rate of \$420.00 per meeting (remotely/virtually), up to six (6) committee meetings, not to exceed the maximum sum of **\$2,520.00**.
 - c. Disparity Committee: The rate of \$240.00 per meeting (remotely/virtually), up to seven (7) committee meetings, not to exceed the maximum sum of **\$1,680.00**.
 - d. Self-Advocacy Meetings: The rate of \$360.00 per meeting (remotely/virtually) for actual participation in meetings, up to three (3) meetings, not to exceed the maximum sum of **\$1,080.00**. Participation in all self-advocacy meetings shall require NLACRC's express prior written approval; such approval shall not be unreasonably withheld.
 - e. Consumer Advisory Committee (CAC): The rate of \$360.00 per meeting (remotely/virtually) for actual participation in meetings, up to three (3) meetings, not to exceed the maximum sum of **\$1,080.00**. Participation in all CAC meetings shall require NLACRC's express prior written approval; such approval shall not be unreasonably withheld.
- (4) Grassroots Visits: NLACRC shall compensate the Contractor at the rate of \$840.00 per visit (remotely/virtually), up to the maximum sum of **\$11,760.00**.
 - (5) Board of Trustee Training: NLACRC shall compensate the Contractor at the rate of \$1,200.00 per training (remotely/virtually), for one (1) board training, up to the maximum sum of **\$1,200.00**.
 - (6) Legislative and Community Trainings: NLACRC shall compensate Contractor at the following rates:
 - a. Training performed in English: The rate of \$920.00 per training (remotely/virtually), for two (2) trainings, up to the maximum sum of **\$1,840.00**.
 - b. Training performed in Spanish: The rate of \$800.00 per training (remotely/virtually), for two trainings, up to the maximum sum of **\$1,600.00**.
 - c. Additional Trainings (English or Spanish): The rate of \$600.00 per training (remotely/virtually), subject to the maximum sum(s) stated above in Section 3A(6)(a) and (b). All additional trainings shall

require NLACRC's express prior written approval; such approval shall not be unreasonably withheld.

(7) Legislative Event: The rate of \$4,200.00 per event (remotely/virtually), up to the maximum sum of **\$4,200.00**. The Legislative Event is subject to NLACRC's express prior written approval; such approval shall not be unreasonably withheld.

(8) ARCA Grassroots Day and ARC California Conference ("Legislative Event"): NLACRC shall compensate Contractor for participation in Legislative Events actually held by ARCA and ARC, at the following rates:

a. Lead Consultant Rate: The rate of \$1,600.00 per each event up to the maximum sum of **\$4,800.00**.

b. Assistant Consultant Rate: The rate of \$1,200 per each event up to the maximum sum of **\$3,600.00**.

B. Maximum Compensation, Funding Sources. The Maximum Compensation amount under this Agreement for consulting services is **\$82,456.00**. The maximum compensation consists of the FY2021 Funds.

C. Invoices. Contractor shall deliver invoices to NLACRC on a monthly basis for the actual services performed. All invoices shall include the date of services, the services provided, the amount of services, and the total amount of reimbursable expenses billed.

D. Conditions to Payment. The services provided by the Contractor shall be based solely on Services requested by NLACRC and actually provided by the Contractor; and subject to a maximum amount as stated in Section 3.B. above. All activities performed by the Contractor shall be rendered within the scope of this Agreement. NLACRC agrees to remit payment to Contractor within thirty (30) days from receipt of a properly documented invoice that has been approved by the Deputy Director-Chief Financial Officer. Invoices are to be sent to the attention of Sara Iwahashi, Public Information Supervisor, at either NLACRC's business address at 9200 Oakdale Avenue, Suite 100, Chatsworth, CA 91311; or by email at siwahashi@nlacrc.org. If NLACRC disputes a specific invoice line item, NLACRC shall pay all amounts that are undisputed and the parties shall use their best efforts to resolve any disputed billed amounts.

E. Consequence of Failure of Funding Contingency. If there is a failure of a Funding Contingency (as defined in Section 14 below), NLACRC shall pay Contractor a portion of the contracted amount for all Services performed by Contractor and Deliverables received by NLACRC prior to the date NLACRC notifies Contractor of the failure of the Funding Contingency, even if Contractor does not invoice such

Services and Deliverables to NLACRC until after the failure of the Funding Contingency.

- F. Procedure for Changes in Services and Deliverables. During the term of this Agreement, NLACRC may request changes in the scope of Contractor's Services and Deliverables. Such changes, including any increase in the amount of Contractor's compensation, shall be in writing and shall not be valid unless signed by both parties. Contractor shall not be entitled any additional compensation for Services performed or Deliverables provided hereunder except pursuant to written agreement with NLACRC, which describes such Services and Deliverables and the compensation therefor.
- G. Contractor's Termination Right for Nonpayment. If invoices are unpaid after sixty (60) days, Contractor's services may terminate its Services and Deliverables on seven (7) days written notice to NLACRC, until satisfactory arrangements are made for payment.
- H. Failure to Perform. Neither party shall be responsible for failure to fulfill its obligations due to causes beyond its control including, but not limited to, acts of nature, states of war or civil unrest, insurrection and acts of governments, which cause an impossibility of performance, whether temporary or otherwise.

4. INDEMNITY:

To the fullest extent permitted by law, Contractor agrees to indemnify NLACRC and hold harmless NLACRC and its agents, employees, officers and directors from and against any and all claims, damages, personal injury, costs, judgments, penalties, attorneys' fees and/or liabilities arising out of or connected with (i) the conduct of Contractor's business, (ii) Contractor's performance of its duties under this Agreement or (iii) any act, omission or neglect of Contractor, its agents or employees in the performance of their duties. The foregoing indemnity shall include, but not be limited to, the defense or pursuit of any claim or proceeding involved therein, whether or not litigated. If any action is brought against NLACRC, Contractor upon notice from NLACRC shall defend the same at Contractor's expense by counsel reasonably satisfactory to NLACRC. NLACRC need not have first paid any such claim in order to be so indemnified.

To the fullest extent permitted by law, NLACRC agrees to indemnify Contractor and hold harmless Contractor and its agents, employees, officers and directors from and against any and all claims, damages, personal injury, costs, judgments, penalties, attorneys' fees and/or liabilities arising out of or connected with (i) the conduct of NLACRC's business, (ii) NLACRC's performance of its duties under this Agreement or (iii) any act, omission or neglect of NLACRC, its agents or employees in the performance of their duties. The foregoing indemnity shall include, but not be limited to, the defense or pursuit of any claim or proceeding involved therein, whether or not litigated. If any action is brought against Contractor, NLACRC upon notice from Contractor shall defend the same at NLACRC's expense by counsel reasonably satisfactory to Contractor. Contractor need not have first

paid any such claim in order to be so indemnified.

5. RECORDS:

Contractor agrees to maintain and preserve for five (5) years after termination of this Agreement with NLACRC any pertinent books, documents, papers, and records of the Contractor related to this Agreement.

6. NO ASSIGNMENTS

This Agreement and rights and duties hereunder shall not be assigned by Contractor. If Contractor is an entity, a change in control of members holding a majority ownership or voting interest in such entity shall constitute an assignment in violation of this Agreement.

7. INDEPENDENT CONTRACTOR STATUS

- a. Contractor is an independent contractor. Thus, Contractor and its agents and employees, in the performance of this Agreement, shall act in an independent capacity, and not as officers, employees or agents of the State of California or NLACRC. Contractor shall be wholly responsible for the manner in which Contractor and its employees perform the services required of Contractor by the terms of this Agreement.
- b. Contractor will not accrue employee fringe benefits from NLACRC, nor will NLACRC be responsible for withholding or paying any amount of workers compensation, disability insurance or any federal or state, local income or payroll tax of any kind to Contractor or for its benefit. Contractor agrees to be solely responsible for all matters relating to payment of its employees, including compliance with Social Security withholdings and all other regulations governing such matters.
- c. Contractor is free to take employment from others as an independent contractor, or in any other status, whether or not competitive with the business of NLACRC.
- d. Contractor shall have no authority to enter into or execute any agreement on behalf of NLACRC, to incur any liability or indebtedness or any kind or nature in the name of or on behalf of NLACRC or to otherwise bind NLACRC in any manner. Contractor shall not be, or in any manner represent, imply or hold itself out to be an agent, partner or representative of NLACRC.
- e. Contractor shall provide all equipment, technology and materials necessary or desirable to perform the services identified under this Agreement.
- f. Contractor shall be responsible for all of their own business expenses including, but not limited to, automobile repair and maintenance, gasoline, insurance, workers' compensation insurance, self-employment taxes and any incidental expenses related to its performance under this Agreement.

8. NONDISCRIMINATION:

Contractor shall not deny the contract benefits herein to any person on the basis of race, religion, color, ethnic group identification, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40), sexual orientation or sex, nor shall Contractor discriminate unlawfully against any employee or applicant for employment because of race, religion, color, ethnic group identification, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age (over 40), sexual orientation or gender.

9. INSURANCE:

8.1 Contractor acknowledges that since Contractor is not an employee of NLACRC, Contractor has no right to receive workers' compensation for any injury or death arising out of services to be performed by Contractor under this Agreement. Accordingly, Contractor agrees to hold NLACRC harmless and indemnify NLACRC from any and all claims arising out of any injury, disability, or death, which might be suffered by Contractor or any of Contractor's employees or agents.

8.2 Contractor shall obtain and maintain workers' compensation insurance with statutory limits of coverage at all times Contractor employs one or more employees during the term of this Agreement.

8.3 Contractor agrees to procure and maintain in full force and effect during the term of this Agreement a general liability insurance policy. The minimum liability under such policy shall be \$1,000,000 per occurrence. The insurer shall be rated A XI or better in the most recent edition of Best's Insurance Guide. Contractor shall name NLACRC as an "additional insured" under the policy. Upon the request of NLACRC, Contractor shall furnish adequate evidence of insurance coverage to NLACRC.

10. NO TERMS NOT INCLUDED:

This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind of the parties hereto.

11. TERMINATION UPON BREACH:

Contractor shall be in breach of this Agreement if, in NLACRC's reasonable opinion, Contractor fails to perform all of its obligations described in this Agreement. If the breach is noncurable, this Agreement shall automatically terminate upon NLACRC's written notice to Contractor of Contractor's breach. If the breach is curable, this Agreement shall terminate within seven days after NLACRC notifies Contractor of Contractor's breach if Contractor fails to cure such breach within such seven-day period.

12. ATTORNEYS' FEES ON BREACH:

In any dispute arising from this Agreement, the prevailing party therein shall be entitled to reasonable attorneys' fees to be awarded as part of its costs from the non-prevailing party.

13. VENUE:

The parties hereto agree that in the event of litigation arising from this Agreement, the venue for resolution shall be Los Angeles County, California.

14. FUNDING CONTINGENCY:

Notwithstanding anything in this Agreement to the contrary, the validity of this Agreement (including NLACRC's obligation to remit payments to Contractor) is conditioned on NLACRC's receipt of adequate funds from the California Department of Developmental Services ("DDS") to pay for the services described in this Agreement (the "Funding Contingency"). The Funding Contingency is a part of this Agreement because NLACRC's annual funding agreement with DDS provides that such funding agreement is subject to the appropriation of funds by the Legislature, and that if such funds are not appropriated for any fiscal year into which such funding agreement extends, the funding agreement is of no force and effect. NLACRC shall therefore have the right and option to terminate this Agreement without liability, and such termination shall be deemed a failure of the Funding Contingency, if (1) DDS for any reason fails to deliver funds to NLACRC for any period covered by this Agreement or (2) NLACRC receives funds from DDS for a period covered by this Agreement but NLACRC determines that such funds are inadequate to pay for all of the vendor services and other expenses which NLACRC expects to incur in such fiscal year, and therefore elects to fund other services rather than the services identified in this Agreement or (3) NLACRC receives funds from DDS for a period covered by this Agreement and initially allocates a portion of such funds for the services in this Agreement, but thereafter elects to reallocate some or all of such DDS funds to fund services other than the services in this Agreement. When insufficient funds exist for NLACRC to pay for all potential services, NLACRC shall have the right (under clauses (2) and (3) above) in its sole and arbitrary discretion to fund services other than the services identified in this Agreement, based on which services NLACRC believes are in its best interests. If there is a failure of the Funding Contingency, then (1) NLACRC shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and (2) neither party shall be obligated to further perform any provisions of this Agreement.

In addition to the above, if there are insufficient funds available from DDS to pay for all of the vendor services and other expenses which NLACRC expects to incur in any fiscal year, as determined by NLACRC in its sole and arbitrary discretion, NLACRC shall have the option at any time, on 30 days notice to Contractor, to reduce or change the scope of services being provided under this Agreement. In such event, the parties will in good faith negotiate to attempt to agree on Contractor's new amount of compensation under the modified Agreement. If the parties are unable to agree on Contractor's new compensation for its modified services within such 30 day period, NLACRC shall then either (1)

terminate this Agreement, because of the failure of a Funding Contingency or (2) rescind its modification of Contractor's services, in which event this Agreement shall continue in full force and effect without such modification in services or compensation.

15. DRUG-FREE WORKPLACE POLICY:

Contractor shall at all times comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code, Section 8350 et seq.).

16. NOTICES:

All notices, requests, consents, demands and other communications required or permitted to be given hereunder shall be in writing and deemed to have been sufficiently given or served for all purposes if delivered personally or deposited in the U.S. mail by certified or registered mail, return receipt requested, to the following addresses:

If to Contractor:
Advanced Behavioral Pathways, LLC

28368 Constellation Road, #398
Valencia, CA 91355
Attn. Michelle Heid, BCBA, Director
661-803-3586
Email: MHeid@abpathways.com

If to NLACRC:
North Los Angeles County Regional
Center
9200 Oakdale Avenue, Suite 100
Chatsworth, CA 91311
Attn. Kim Rolfes, Deputy Director-Chief
Financial Officer
818-756-6112
Email: krolfes@nlacrc.org

17. COUNTERPARTS; DELIVERY:

This Agreement may be executed in counterparts, each of which shall be deemed an original and both of which shall constitute a single instrument. Signed copies of this Agreement delivered by facsimile or as a PDF attachment to an email shall be deemed the same as originals.

Executed at Chatsworth, California as of the date first written above.

“CONTRACTOR”

“NLACRC”

Advanced Behavioral Pathways, LLC,
a Limited Liability Company

North Los Angeles County Regional Center,
a California nonprofit corporation

By: _____
Michelle M. Heid, MA, BCBA

By: _____
Ruth Janka, Executive Director

ATTACHMENT A

To CONSULTING SERVICES AGREEMENT

Attach: COMMUNITY & LEGISLATIVE EDUCATOR PROPOSAL 2021



**COMMUNITY AND LEGISLATIVE EDUCATOR
PROPOSAL 2021**

NORTH LOS ANGELES COUNTY REGIONAL CENTER

PRESENTED BY:

Michelle Heid & Raquel Armendariz

**PATHWAYS TO
ADVOCACY**
engage & empower



**Community and Legislative Educator Project Proposal 2021
Proposal for Services**

Table of Contents		Page
Executive Summary		2
Activities of the Community and Legislative Educator Project 2021		4
Statement of Services for 2021 Proposal		6
Summary of 2021 Proposal		16
2021 Rate Schedule		17
Statement of Work		19
Calendar		
2021 Calendar of Activities		22-31
Appendices		
A.	Candidates' Forum 2020 Proposal	33
B.	Voter Education Training 2020 Proposal	35
C.	Curriculum Vitae for Michelle Heid	38
D.	Curriculum Vitae for Raquel Armendariz	43



Executive Summary

In 2016 North Los Angeles County Regional Center began an ambitious project aimed to provide community and legislative education to individuals with developmental disabilities, their families, service providers, and other stakeholders. Over the past three years, the Community and Legislative Education Project has educated, motivated, empowered, and engaged self-advocates and families in an ongoing campaign to influence policy to preserve the promise of the Lanterman Act.

The Lanterman Act was passed in 1969 and gives people with developmental disabilities the right to services and supports they need to lead independent lives in their communities. The Lanterman Act, required that the state provide a “pattern of facilities and services sufficiently complete to meet the needs of each person with developmental disabilities, regardless of age or degree of disability, and at each stage of life” and has stood as an example of good public policy for over 50 years. The Lanterman Act was initiated through fierce advocacy of a small group of parents who wanted better than state institutions for their children. Since this time, we have seen a move toward community support and deinstitutionalization. This movement has been made possible through advocacy from the community to sustain the promise of the Lanterman Act. We have seen many attacks to this promise including the cost cutting measures during the Great Recession when some services were capped, eligibility criteria for early start was tightened in ways that excluded some individuals, and some services were cut altogether. At this time, the legislature promised the community that these services would be restored, but we have yet to see full restoration of services that were cut.

In 2019, a rate study conducted by DDS demonstrated that the community-based service system was underfunded by \$1.8 billion and suggested rate reforms that promised to bring the funding for services in line with the actual cost of those services and create a sustainable system. Our community knew then it was important to advocate for an appropriate rate model to support quality services. Additionally, this was a time of relative prosperity in California and many advocates believed it was the time to address challenges within the system to protect the promise of the Lanterman Act for generations to come. Due to the economic and humanitarian challenges the 2020 pandemic has wrought, it is critical that our community stay engaged and advocate for continued supports necessary for individuals with developmental disabilities to live full and independent lives in their communities.

Throughout the challenging circumstances that 2020 has brought, we have seen threats to our community-based service system with proposed cuts that had the potential to irreparably harm the fragile underfunded system of services and supports. The regional center system was spared from these cuts only due to the action and support of legislators in Sacramento. Cuts in the 2020-21 State Budget were avoided through fierce advocacy from our community including sharing with legislators the importance of the services and supports for individuals and their families.

The community-based service system currently supports over 330,000 individuals and the North Los Angeles County is the 3rd largest regional center serving over 28,000 individuals and their families through a network of approximately 1,600 community-based service providers. Through community education and advocacy the North Los Angeles County Regional Center has become a leader across the state.

In 2020/2021, Raquel Armendariz and Michelle Heid will provide consistency with the previous years and will continue the Community and Legislative Educator Project through community education focusing on assisting with achieving the legislative priorities identified by the Board of Trustees. We will engage with the self-advocate community through attendance of the Consumer Advisory Committee Meetings and NLACRC's Self-Advocacy Group meetings to listen to their concerns and provide guidance as needed to assist them with taking action to influence policy and make changes important to their lives. We will provide training to the individuals, families, service providers, and other community stakeholders. Additionally, we will assist with hosting legislative events and attending community meetings to build relationships with the larger community.

The project aims to maintain relationships with elected officials that have been built during previous years and continue to meet with newly elected officials to share information that will allow them to be advocates for our community. This relationship building is critical for two critical reasons. First, it allows policy makers to advocate for and understand the needs of individuals with developmental disabilities, their families, and their service providers. Secondly, it allows self-advocates and their families to be motivated to have their voices heard and be empowered to make positive changes in their lives. This increased self-advocacy has benefits far outweighing the goals outlined and can lead to an increased quality of life for all those involved.

The Community and Legislative Educator Project aims to meet the needs of the diverse community representative of all geographic, socioeconomic, and cultural areas served by NLACRC, including the monolingual families that may be at risk of falling into the underserved and underrepresented groups if materials, trainings, and legislative information is not provided in Spanish. A recent report stated, "about 40% of today's regional center consumers are Hispanic" (Stanford Law School, 2019). This goal will be achieved by producing all written educational materials in English and Spanish and connecting with the community through a variety of means including mailed communication, phone calls, trainings (in-person and virtual), email communication, webinars, and offering simultaneous translation for events in which the content can only be delivered in English, such as Candidates' Forums and Town Halls.



Overall Goal

The 2021 Community and Legislative Educator Project aims to support the Legislative Priorities of the Board of Trustees of the North Los Angeles County Regional Center. These priorities focus on supporting individuals with developmental disabilities, their families, and their service providers through legislative and community action and education. A cornerstone of these priorities is continued relationship building with our local elected officials through visits and other opportunities for connection. Over the past three years, through the Community and Legislative Educator Project, the legislators representing the NLACRC catchment area have become some of the most vocal advocates for our community. These legislators understand the importance of ensuring that individuals with developmental disabilities and their families have the supports they need to live full and productive lives in their communities.

Through the coming year, we aim to continue these relationships, empower our community, and advocate for services that meet the needs of each person with developmental disabilities, regardless of age or degree of disability, and at each stage of life. Our hope is for a sustainable system of community supports for individuals with developmental disabilities which allows them to live full and productive lives in their communities.

Activities of the 2021 Community and Legislative Educator Project

The following outlines the proposed activities aimed to support the Legislative Priorities of the Board of Trustees of the North Los Angeles County Regional Center.

1. Continue our community engagement and encourage participation in identifying what issues are important and relevant to our constituencies.
 - a. Provide information to the Board of Trustees, Vendor Advisory Committee, and Government/Community Relations Committee through written and in-person updates
 - b. Research issues and legislative events relevant to the NLACRC community
 - c. Facilitate consumer and family engagement in legislative advocacy actions
2. Conduct legislative advocacy trainings which inform our community and encourage them to participate in advocacy activities.
 - a. Provide education and training to the NLACRC Board of Trustees through annual training and as appropriate on relevant issues
 - b. Conduct legislative advocacy trainings for consumers and families in both English and Spanish
3. Hold at least one annual legislative event at the Government & Community Relations Committee's discretion.
 - a. Facilitate legislative event in support of the committee's proposal

4. Develop and maintain relationships with elected representatives and candidates for legislative office through virtual and live meetings, candidates' forums, and events, as determined by the Government/Community Relations Committee.
 - a. Assist committee with development and execution of legislative event(s) in support of the vision of the Board of Trustees and/or NLACRC leadership
 - b. Organize and coordinate virtual and in-person grassroots visits with elected officials
 - c. Facilitate board member attendance at advocacy trips to Sacramento
 - d. Attend local events where elected officials will be present to share information about the disability community and facilitate involvement of other community members.

5. Build and sustain relationships with disability community organizations, service providers, and other entities that can support and further the mission of NLACRC.
 - a. Attend meetings as directed by NLACRC to develop and maintain relationships with entities such as State Council on Developmental Disabilities (SCDD), Valley Industry Association (Santa Clarita), Valley Industry and Commerce Association (San Fernando Valley), and local chambers of commerce.
 - b. Participate in local resource fairs in collaboration with NLACRC to share legislative advocacy information with attendees.

6. Continue to advocate for federal funding through appropriate methods (included but not limited to email, social media, and the agency's website) and to government entities that have the power to influence the state of the regional center service system (such as the Health and Human Services Department Secretary, Department of Finance, and the Legislative Analysts' Office).
 - a. Share advocacy information with the community on the importance of federal funding to California's regional center system
 - b. Research and share information about opportunities to advocate for sustained and increased federal funding



STATEMENT OF SERVICES FOR 2021 PROPOSAL

1. Community Engagement

NLACRC has been a leader in community engagement and participation in legislative advocacy. This has been achieved through community education and encouraging legislative action to implement and sustain the Lanterman Act as envisioned. Additionally, this entails hearing from and listening to the community to learn what is important to individuals with disabilities, their families, and those who provide the critical supports and services. The Community and Legislative Education Project aims to sustain and support these activities through ongoing education, information sharing, and taking advantage of opportunities to hear from our community.

- a. Provide information to the Board of Trustees, Vendor Advisory Committee, and Government/Community Relations Committee through written and in-person updates
 - Provide monthly written updates for the Vendor Advisory Committee and Government/Community Relations Committee in advance of the monthly meetings.
 - Provide in-person updates at the monthly Vendor Advisory Committee meeting, Government/Community Relations Committee meetings, and at other meetings as requested by the Government/Community Relations Committee or NLACRC leadership.
 - Monthly updates will include a legislative update, legislative calendar, other relevant information, and upcoming events.
 - Legislative information will be shared in a manner that explains the direct impact to the NLACRC community (self-advocates, families, providers, NLACRC, and others).
 - Information regarding current issues, the budget process, and other legislative actions will be shared during written updates and monthly in-person meetings throughout the year to ensure the NLACRC community continues to be informed.
 - In addition to the monthly updates, share educational information as needed throughout the year with the community to support legislative advocacy and actions.

- b. Research issues and legislative events relevant to the NLACRC community. Legislative information relevant to our community is learned through a variety of sources both online and at meetings (in-person and virtual) including hearing from other organizations such as Association of Regional Center Agencies, State Council on Developmental Disabilities, Disability Rights California, Department of Developmental Services, Developmental Services Task Force, Valley Industry

Association, Valley Industry and Commerce Association, local chambers of commerce, and others.

- Reviewing and analyzing all available information on an ongoing basis allows sharing of information in a summarized format to inform our community on how legislative actions directly impact the NLACRC community.
 - Ongoing research allows information to be shared directly to the NLACRC Board of Trustees, Vendor Advisory Committee, and provided to NLACRC to be shared via newsletters and social media.
 - Attending meetings and events within and outside the disability community allows for learning and sharing of information relevant to the legislative advocacy of NLACRC and the disability community. This knowledge sharing is two way in that we are able to learn via the information shared by others and provide information relevant to our local community.
 - Analyzing information allows determination of actions to be taken to advocate on issues important to our community.
 - Meet with members of our community including underrepresented groups (via attending support groups, Consumer Advisory Committee, and NLACRC's Self-Advocacy group) to gain their perspective, learn about the barriers, and listen to concerns in order to inform our legislative efforts.
- c. Facilitate consumer and family engagement in legislative advocacy actions and disseminate information to the NLACRC community
- Collaborating with NLACRC to facilitate involvement of the Consumer Advisory Committee (CAC) and NLACRC's Self-Advocacy group in taking action towards legislative advocacy.
 - Attend monthly Disparity Committee meetings to collaborate with the North Los Angeles County Regional Center staff, Family Focus Resource Center, Integrated Community Collaborative, and other community advocates in the development and planning of activities that advance the efforts to significantly reduce disparities in access to services.
 - A critical component of the Community and Legislative Education Project is facilitation of self-advocates' advocacy actions to allow them to practice skills and have their voices heard. This is achieved through attending meetings, providing training, and collaborating in developing actions for the members of the CAC and Self-Advocacy group along with conducting community trainings and attending community events.
 - These ongoing interactions also allow for inclusion of self-advocates during visits with elected representatives which is important to the relationship development with elected officials and empowerment of self-advocates. In addition, this allows self-advocates to begin to take legislative action in their lives and have their voices heard.

2. Legislative Advocacy Trainings

Sustained legislative advocacy is critical to maintaining the promise of the Lanterman Act now and into the future. The Lanterman Act stands as an example of great public policy and provides the supports and services individuals with developmental disabilities and their families need to live full and independent lives in the community. An important component of advocacy is education on the Lanterman Act, how to influence legislative policy, and the importance of building relationships with policy makers. Legislation is a continually changing process which adapts to the current environment and needs of the community, therefore ongoing education is an important component of any effective legislative advocacy efforts.

- a. Provide education and training to the NLACRC Board of Trustees through an annual training
 - Present a two hour yearly legislative training in September in coordination with NLACRC to prepare members of the board, NLACRC staff, and VAC to be effective legislative advocates and take action as needed to further the mission of NLACRC and in support of the legislative priorities.
 - Develop training in relation to the legislative priorities and relevant to current legislative events and issues.
 - Training will be provided virtually or in-person at the determination of NLACRC and will include development of content for promotional materials, a PowerPoint presentation, and handouts to accompany the training.

- b. Provide ongoing education for the community on relevant issues
 - Stay up to date on legislative events through ongoing research and analysis of information to be shared during monthly reports and to NLACRC for use in newsletters and social media.
 - Seek out and disseminate information about legislative and advocacy-related events that focus on providing advocacy strategies for Spanish-speaking regional center clients and their families. Share this information at disparity committee meetings, support group meetings, and share with NLA for use in newsletters and social media.
 - Summarize important information and share it in English and Spanish with the community in a timely manner allowing for individuals with developmental disabilities, their families, and service providers to take action.
 - Suggest actions needed to make change with current legislative proposals or based on current information in order for our community to influence policy decisions and practice self-advocacy skills.

- c. Hold Legislative Trainings (virtually or in-person with a virtual option) in English and Spanish
 - These two-hour trainings are aimed at educating the community and ensuring their participation in legislative actions.
 - Trainings will be open to all community members and presented in English and Spanish in-person with a virtual option or fully virtual.

- Training content will be developed based on current legislation, legislative actions, budget actions, and other information relevant to the community.
- Legislative Trainings are proposed to be held on:
 - Tuesday, February 9th 6:00-8:00pm English
 - Thursday, February 11th 6:00-8:00pm Spanish
 - Tuesday, May 18th 6:00-8:00pm English (following the May Revise)
 - Thursday, May 20th 6:00-8:00pm Spanish (following the May Revise)
- Legislative Trainings will include planning, development of content for promotional materials, recruitment of participants, invitations and coordination of invited legislators, PowerPoint presentation, training materials and handouts, presenting training, and end of training survey for participants. NLACRC would develop and disseminate promotional materials, host virtual or in-person training (provide location, platform, snacks, and drinks), and assist with coordination of attendees (track RSVPs).

3. Annual Legislative Event

NLACRC has a long history of engagement with local elected representatives through annual legislative events. These legislative events have included formal legislative breakfasts, town halls, Lanterman Act celebration, and others. These events have provided an opportunity for the community to hear from their elected representatives at the Federal, State, and local levels. More importantly, they have served as a venue for our elected representatives to get to know our community and hear from them about issues important in their lives. This interaction has resulted in relationships between the local disability community and their elected representatives.

- a. Facilitate legislative event in support of the committee's proposal
 - Provide assistance to carry out the Government/Community Relations Committee's vision for an annual legislative event whether this is in-person or virtual.
 - This assistance includes, but is not limited to, the development of a proposal, draft invitations, select and prepare location, coordinate with and prepare invited elected officials, development of written background materials, develop event timeline and schedule, assist with marketing, develop content for event materials (program), development of representative questions, moderation if appropriate, provide support to community moderators and those asking representative questions, assist with technology in preparation for and during event, assist with information dissemination, draft representative questions, and develop content for follow up communications.
 - NLACRC responsibilities include (as appropriate) securing the venue or virtual platform (payment and insurance), disseminating the event information to the community (promotion), participation/attendance on the day of the event, signage and printing of event materials, registering attendees, hosting/speaking, providing refreshments, supplying

interpretation equipment and personnel, photography, and sending follow up communications.

- Legislative events typically include inviting local (State, Federal, and/or County) elected officials to speak to our community and answer questions. Attendees include NLACRC staff, self-advocates, families, providers, and the larger disability community.
- Advancement in the use of technology has increased accessibility to events for our community as a result, providing a virtual option will be considered for any future in-person events.
- Proposed dates for a 2-3 hour legislative event include:
 - Friday, April 16th (morning)
 - Saturday, April 17th (daytime or mid-day)
 - Thursday, April 22nd (evening) day after GCRC
 - Friday, April 23rd (morning)
 - Saturday, April 24th (daytime or mid-day)
 - Thursday, April 29th (evening)

4. Engage with Elected Representatives and Candidates

Engagement with elected representatives has led to our community having strong relationships with many of our elected officials at the Federal, State, and local levels. These relationships have led to elected officials having a deeper understanding of the needs of our community. State legislators in the NLACRC catchment area have become some of the most vocal and active advocates for our community within the Legislature. The changing nature of the legislature means there are always new elected officials to develop relationships with, so there is a need for ongoing relationship building. Formal and informal visits with elected officials also provide an empowering opportunity for self-advocates and their families to have their voices heard by policy makers and practice self-advocacy skills.

- a. Assist Government/Community Relations Committee with development and execution of legislative event as outlined above
 - See Candidates' Forum 2020 Proposal included as Appendix A & Voter Education Training 2020 Proposal included as Appendix B as examples of proposed events.
- b. Organize and coordinate virtual and in-person grassroots visits with elected officials
 - Ongoing visits with elected officials at all levels is necessary to build meaningful relationships and provide elected officials with information directly from members of our community. This allows our elected officials to be effective advocates for our community.
 - Grassroots visits (meetings with elected officials in their local offices) are critical to relationship building and are a coordinated effort between NLACRC and the Community Legislative Educator project.
 - January 2021 will bring about the start of a new 2-year legislative session in California and new members of the Legislature to build relationships with. Meeting with new and returning members is critical to the ongoing advocacy efforts.

- Due to the 2020 health crisis many events and meetings moved to virtual platforms out of necessity to maintain safety. It is suggested that visits be held virtually in lieu of in-person events until in-person visits can be safely resumed.
 - Schedule meetings with new and existing members of the US House of Representatives, CA Legislature, and local municipalities.
 - Grassroots teams will include members of the community including NLACRC Board of Trustees, Vendor Advisory Committee, Consumer Advisory Committee, NLACRC's self-advocacy group, provider community, and invite NLACRC staff to participate. Groups will be arranged to ensure diversity of representation.
 - Assistance will include, but is not limited to, development of invitations/meeting requests, coordination with elected officials, development of teams, meeting preparation for all team members, development of written materials with input from NLACRC to be provided to the teams and elected official prior to the meeting, facilitation of team during meeting ensuring all have an opportunity to have their voice heard, and drafting of content for follow up communications.
 - NLACRC responsibilities will include identifying staff to attend visits, providing input for development of materials, approving and sending invitations/meeting requests, and sending follow up communications through newsletters and other avenues.
 - Grassroots visits are proposed to be requested as follows:
 - February Assembly Districts 38 & 45, Senate District 27, and Congressional District 25
 - March Assembly Districts 46 & 39 and Senate District 18, and Congressional District 30
 - April Assembly Districts 36 & 43 and Senate District 21, and Congressional District 29
 - May Assembly District 50 and Senate District 25
- c. Facilitate board member attendance at advocacy trips to Sacramento
- Due to the 2020 health crisis there were limited opportunities to attend advocacy trips (conferences, hearings, and events) in Sacramento and during 2021 events such as conferences may continue to be held virtually.
 - Advocacy events virtually and in-person will be explored to maximize the opportunities to practice advocacy skills and be influential in preserving the Lanterman Act.
 - In past years, advocacy trips have included the Arc/UCP Developmental Disabilities Public Policy Conference (March/April), ARCA grassroots visits (April), and budget hearings (April/May).
 - Prior to advocacy events training will be provided to the selected teams in preparation for ensuring opportunities are maximized. These trainings will focus specifically on the logistics, purpose of the event, and NLACRC's legislative priorities will guide discussion during grassroots visits.

- Pair advocacy trips with visits with leaders in the disability community including representatives from ARCA, DRC, SCDD, and others to learn and begin to influence legislative policy throughout California.
 - Participants in advocacy trips are to be chosen by the Board and be representative of the community.
 - Assistance with advocacy opportunities includes, but is not limited to, identification of opportunities, development of training materials, development of materials to be used during the event, facilitation of team members participation, development of content for follow up communications.
- d. Attend local events where elected officials will be present to share information about the disability community and facilitate involvement of other community members.
- Elected officials often host and attend local events including events hosted by community organizations. These events are a great opportunity to build on other interactions and provide members of our community with additional opportunities to have their voice heard.
 - These events are identified through research and members of the community who indicate interest will be guided in their participation in order to maximize effectiveness of these interactions.

5. Engage with Disability Organizations, Service Providers, and Others

Interaction with disability organizations and service providers can guide legislative priorities of NLACRC, develop relationships, and encourage legislative priorities of other organizations to more closely align with those of the regional center. Interaction with the larger community provides information about the disability community facilitating inclusion and greater understanding of the needs of the disability community. Over the past two years, the disability community has increased its participation within the Valley Industry Association (VIA), Valley Industry and Commerce Association (VICA), and local chambers of commerce leading to increased access to events and information. These organizations also have committees of interest to the disability community that discuss issues such as education, healthcare, and government relations. Membership in these organizations has allowed facilitation of participation for NLACRC Board members and staff leading to greater involvement and influence within these groups.

- a. Attend meetings as directed by NLACRC to develop and maintain relationships with entities such as State Council on Developmental Disabilities (SCDD), Valley Industry Association (VIA), Valley Industry and Commerce Association (VICA), and local chambers of commerce.
- The SCDD is established by state and federal law as an independent state agency to ensure that people with developmental disabilities and their families receive the services and supports they need. The full council typically meets six times per year in Sacramento and their variety of committees meet 3-5 times per year.
 - Since the 2020 health crisis, all meetings have been held virtually allowing for greater participation and involvement from the community. This is

expected to continue into 2021 and many have been advocating for a permanent virtual meeting attendance option when in-person meetings resume.

- SCDD's Legislative and Public Policy Committee (LPPC) meets to discuss policies, issues of importance to the disability community and implement the policy-related State Plan objectives and activities of the Council.
 - Attending the SCDD Council and LPPC meetings allows for influence of their policy priorities and provides information regarding the issues of importance to the larger disability community.
 - In 2020 SCDD's policy priorities included protecting and enhancing civil rights, guaranteeing access to education and employment, prompting access to quality supports in the community, ensuring safety in the community, and improving housing and community living. SCDD's 2019-2020 Legislative Platform includes sections on promise of the Lanterman Act, self-determination, self-advocacy, employment and economic self-sufficiency, transportation, health care, education, housing, community participation, transition to adult life, safety, and quality and rates for services and supports.
 - Engagement with the larger (non-disability) community in the SFV, SCV, and AV is crucial to develop meaningful relationships with other influential organizations and people and active participation is key.
 - This active participation will help further the legislative priorities and goals of NLACRC in a variety of ways including development of relationships with employers, influence policy decisions, and further inclusion of individuals with disabilities into the larger non-disability community.
- b. Participate in local resources fairs in collaboration with NLACRC to share legislative advocacy information with attendees.
- Attend local resource fairs and events as directed by NLACRC to share information about the importance of legislative advocacy and voting and share other relevant information with our community.
 - Events such as the CSUN Special Needs Resource Fair, Transition 2 Independence Conference and Resource Fair hosted by Senator Scott Wilk and Assemblymember Tom Lackey allow for sharing of legislative information with our community.
 - Research community events and resource fairs to identify opportunities to share information with the community.

6. Advocate for Federal Funding and Engage with State Stakeholders

The Lanterman Act has always been funded through a federal-state partnership, but the relative shares contributed by the federal and state governments have evolved over time with the percentage of federal funding increasing. In fiscal year 2018-19 about 40% of DDS's total funding for California's regional center system came from the Center for Medicare and Medicaid Services (CMS) with the rest coming virtually all from the State's General Fund. Although there are advantages from a budgetary standpoint, the state's substantial reliance on Medicaid funding makes the system vulnerable to cuts in federal aid.

It is imperative that the advocacy efforts for adequate funding renews its commitment to uphold the promise of the Lanterman Act as the percentage of California residents requiring regional center support continues to increase and the below-market reimbursement rates, the high costs of housing, and rising labor costs threaten to drive a significant number of providers out of the industry. Additional factors are likely to drive up costs including the aging of the consumer and caregiver population and the rise in the prevalence of autism. Additional challenges include difficulty in attracting and retaining qualified personnel due to limited capacity to offer competitive salaries and failure to comply with regulations issued by the Centers for Medicare and Medicaid Services.

- a. Share advocacy information with the community on the importance of federal funding to California's regional center system
 - There are several threats to federal funding including compliance with HCBS requirements for individuals to reside in a home or community-based setting, compliance with the HCBS Final Settings Rule, and service coordinator-to-consumer ratios required under the HCBS Waiver (1 to 62).
 - In order to maximize the federal reimbursement for services, individuals with developmental disabilities need to be enrolled in the HCBS waiver program requiring establishment of Medi-Cal eligibility. Many barriers exist through this process including difficulty for families in completing and submitting applications in a timely manner.
 - Understanding the importance of federal funding for California's regional center system is the first step, but increased waiver participation is needed to maximize federal funding for our community.

- b. Research and share information about opportunities to advocate for sustained and increased federal funding
 - Information about the importance of federal funding will be included in trainings.
 - Opportunities to advocate for increased federal funding and barriers to maximizing this funding will be identified and shared with stakeholders.
 - Trailer bill language was included in the 2020-21 budget requesting the LAO to review the impacts and implications of federal funding to the state I/DD system and this brings about an opportunity for our community to share information with the LAO and possibly remove barriers to increasing this funding.

Calendar

A proposed calendar has been created which outlines all meetings and activities for the Community and Legislative Educator Project. An effort has been made to propose dates for all project activities, but final dates will be determined to meet the needs of the community in collaboration with NLACRC and the Board of Trustees.

Please see the full calendar of activities

Major Activities for 2021

January 2021

- Legislature reconvenes for first year of legislative session January 4th
- Governor releases January budget

February 2021

- Legislative Training (English/Spanish)
- Grassroots visits with AD 38 & 45, SD 27, and CD 25

March 2021

- NLACRC 46th Anniversary
- Grassroots visits with AD 46 & 39, SD 18, and CD 30

April 2021

- Legislative Event
- Grassroots visits with AD 36 & 43, SD 21, and CD 29

May 2021

- Governor releases May Revise
- Legislative Training (English/Spanish)
- Grassroots visits with AD 50 and SD 25

June 2021

- Budget passed by midnight June 15th

July 2021

- State fiscal year begins

Summary of Statement of Services for 2021 Proposal

During 2016/2017 NLACRC embarked on a bold action to educate, motivate, empower, and engage self-advocates, family members, service providers, and staff to ensure the promise of the Lanterman Act is protected. During the first four years of the Community and Legislative Educator Project this goal was advanced and during the 2020/2021 year we hope to continue to empower and engage the disability community through educational training and advocacy activities. This work will continue to be guided by NLACRC's legislative priorities and will focus on community engagement, legislative advocacy training, legislative events, advocating for federal funding, and engaging with elected officials, candidates, disability organizations, service providers, and stakeholders.



2021 RATE SCHEDULE

COMMUNITY AND LEGISLATIVE EDUCATOR

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Community and Legislative Educator Project 2021 Rate Schedule

Rate schedule represents activities included in the 2020/2021 statement of services and further detail about projects listed is included in the statement of work. The rates are project based with an hourly rate for any additional projects, activities, events, or other needs agreed upon by both NLACRC and Pathways to Advocacy. The project will be a collaboration between Michelle Heid, Raquel Armendariz, and additional staff of Pathways to Advocacy as needed. The rates below are shown for both in-person and virtual meeting attendance.

Activity	Virtual	In-Person
Lead Consultant Rate	\$ 140.00	\$ 210.00
Assistant Consultant Rate	\$ 94.00	\$ 142.00
Monthly Written Report (Legucator Report)	\$ 560.00	\$ 560.00
GCRC Meeting	\$ 820.00	\$ 1,200.00
VAC Meeting	\$ 420.00	\$ 740.00
Disparity Committee	\$ 240.00	\$ 320.00
Self-Advocacy and CAC Meetings	\$ 360.00	\$ 480.00
Grassroots Visits (per visit)	\$ 840.00	\$ 1,200.00
Board Training	\$ 1,200.00	\$ 1,600.00
Legislative and Community Trainings (original)	\$ 920.00	\$ 1,280.00
Legislative and Community Trainings (repeated)	\$ 600.00	\$ 800.00
Legislative and Community Trainings (translated)	\$ 800.00	\$ 1,000.00
Legislative Event	\$ 4,200.00	\$ 5,800.00
Legislative Trip (in person only)		
Consultant		\$ 1,600.00 per day
Asst Consultant		\$ 1,200.00 per day
Reimbursables (flight, lodging, and meals)		\$ 1,800.00 per trip

Invoices will be sent at the beginning of the month for the previous month's activities including partial billing (based on work conducted) for projects agreed upon by NLACRC and PTA yet not fully executed due to factors outside our control.

Reimbursable expenses are to include flight, meals, lodging, and event fees should attendance be requested at events. Expenses will be based on actual expenditures and all receipts will be submitted. Mileage is included in rates provided and is not added as an additional expense.



STATEMENT OF WORK

COMMUNITY AND LEGISLATIVE EDUCATOR

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Community and Legislative Educator Project 2021 Statement of Work

Community and Legislative Educator Report - monthly report

The Community and Legislative Educator Report will be presented to NLACRC leadership prior to the monthly Government and Community Relations Committee meeting and presented to the board during the monthly GCRC meeting. It will then be presented to the Vendor Advisory Committee with any additional information pertinent to the vendor community in an addendum (if needed). The monthly report can then be included in the board packet for the monthly meeting.

Government and Community Relations Committee

Rate includes 1-2 consultants attending both the monthly meeting, a preparation meeting with the NLACRC team, all related communication, and any needed follow up. Typically both consultants attend these meetings as they are seen as a critical component of the project therefore, efforts will be made for both consultants to attend these monthly meetings.

Vendor Advisory Committee (VAC)

Rate includes meeting attendance for duration of the meeting, presentation of monthly report, preparation, all related communication, and any needed follow up.

Disparity Committee

Rate includes meeting attendance, preparation, all related communication, and any needed follow up communication. Efforts will be made to bring legislative information to each committee meeting that is relevant to committee discussions.

Self-Advocacy and CAC Meetings

Rate includes one consultant attending, presentation, preparation, all related communication, and any needed follow up with meeting attendees or hosts. All presentations will include a handout and a related activity for the group to complete during or after the meeting in order for self-advocates to practice skills learned during the training.

Grassroots Visits

Rates for grassroots visits include scheduling and coordination with legislative offices, all related communication, coordination and preparation of the NLACRC team to attend, drafting materials for team (in coordination with NLACRC staff), preparation/training meetings as needed to ensure members are prepared to attend, meeting teams at an appointed location, assisting team during the meeting, and drafting follow up communications including thank you notes. NLACRC to assist with development of meeting packets, printing/providing any needed materials, and sending follow up communications. For virtual visits NLACRC will be responsible for provision and set up of virtual meeting platform.

Legislative Trip

Rates include planning logistics necessary for execution of trip (travel, lodging, and meals), scheduling of necessary meetings, drafting materials for team (in coordination with NLACRC staff), preparation/training meetings as needed to ensure members are prepared to attend, meeting teams at an appointed location, leading team throughout trip, and any needed follow up with attendees and individuals or legislators met during the trip including drafting thank you notes. NLACRC to assist with development of meeting packets to hand out to legislators and other individuals, securing lodging and flights for attendees based on input from Legucators, printing/providing any needed materials, and sending follow up communications.

Legislative trips would include any trips to Sacramento or other locations that include travel outside of the NLACRC catchment area and include leading a team of attendees such as the ARCA grassroots visits. Rates will be adjusted for half days or trips that do not involve leading a team should that be requested by NLACRC. Number of consultants to attend trips will depend on the scope of the planned activities and will be determined based on discussion with NLACRC during the planning phase.

Annual Board Training & Legislative and Community Trainings

Rates for trainings include planning of a 2 hour training, drafting of content for flyer/marketing materials, preparation of content for training (PowerPoint and handouts as appropriate), presenting training, managing chat/Q&A during virtual trainings, all related communication, and any follow up communication. Rates for trainings longer or shorter than 2 hours will be adjusted accordingly. NLACRC responsibility to include finalization and dissemination of marketing materials, registration of attendees, providing staff host when appropriate, and providing an online training platform (Zoom or other webinar platform).

Rate schedule includes rates for original trainings, repeated trainings, and translated trainings. Reduced rates are offered for trainings which are repeated from prior presentations. Translated trainings are those that have been presented in English and then translated to Spanish for presentation in Spanish. An original training in Spanish would be billed at the rate of original trainings.

Legislative Event

Rate for legislative event includes development of a proposal in line with NLACRC's vision, develop timeline and schedule, locating venue options, drafting invitations and marketing materials, coordinating attendance for invited speakers/elected officials, development of written material for invited speakers/elected officials, hosting/moderating as appropriate, assistance with technology, drafting program and other materials as needed for the event, venue set up and clean up, preparation for any invited speakers as needed, drafting content for follow up communications, and all communication related to the event.

NLACRC will be responsible for registration of attendees, finalization and dissemination of marketing materials, finalization and securing of venue, providing staff hosts when needed, venue set up and clean up, scheduling for ancillary services (e.g., photography, interpretation), printing needed materials (e.g., program, handouts, name badges, signs), and provide snacks and drinks as appropriate. Day of event duties will be coordinated between NLACRC and Pathways to Advocacy.



2021 CALENDAR

COMMUNITY AND LEGISLATIVE EDUCATOR

PATHWAYS TO
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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Monthly Meetings VIA Education Cmte. VIA Advocacy Cmte.	SCV Chamber of Commerce Govt. Affairs Council	Governor releases January budget			1 Statutes take effect New Year's Day NLACRC Closed	2
3	4 Legislature reconvenes for first year of legislative session Monthly Update Due	5	6 Consumer Advisory Committee meeting 11:00am-1:00pm	7 Vendor Advisory Committee 9:30am	8	9
10	11	12 NLA Monthly Call	13 Board Meeting (SFV office) 6:30pm	14	15	16
17	18 Martin Luther King Day NLACRC closed	19 Inauguration Day-->	20 Govt./Community Relations Committee Meeting 7:00pm VICA Govt. Affairs Committee 8:30-10am	21	22	23
24	25 VAC Update Due Antelope Valley Vendor Forum 10:00am	26	27	28	29	30
31						

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Monthly Update Due	2	3 Consumer Advisory Committee meeting 11:00am-1:00am	4 VICA Education Cmte. 8:30-10:00am Vendor Advisory Cmte. Mtng. 9:30am (breakout groups)	5	6
7 Super Bowl Sunday	8	9 NLA Monthly Call Legislative Academy (English) 6:00-8:00pm TENTATIVE DATE	10 Board Meeting (Santa Clarita Valley office) 6:30pm	11 Legislative Academy (Spanish) 6:00-8:00pm TENTATIVE DATE	12	13
14	15 Presidents' Day NLACRC Closed	16	17 VICA Govt. Affairs Committee 8:30-10:00am Consumer Services Committee Mtng. 6:00pm Govt./ Community Relations Cmte. Mtng. 7:00pm	18	19	20
21	22 VAC Update Due	23	24	25	26 Purim	27
28					Monthly Meetings VIA Education Committee VIA Advocacy Committee	SCV Chamber of Commerce Government Affairs Council

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Monthly Update Due LOA Report: Federal Funding due to legislature	2 Presidential Primary Election	3 Consumer Advisory Committee meeting 11:00am-1:00pm	4 Vendor Advisory Committee 9:30am (full meeting)	5 Employee Appreciation Day	6
7	8 International Women's Day	9 NLA Monthly Call	10 Board Meeting (San Fernando Valley Office) 6:30pm	11	12	13 NLACRC 46th Anniversary
14 Daylight Savings Starts	15	16 St. Patrick's Day -->	17 VICA Government Affairs Committee 8:30-10:00am Consumer Services Committee Mtng. 6:00pm Government/ Community Relations Committee meeting 7:00pm	18	19	20
21 World Down Syndrome Day	22 VAC Update Due Antelope Valley Vendor Forum 10:00am	23	24	25	26 Purple Day for Epilepsy	27 Passover begins through April 4th
28	29	30	31 César Chávez Day		Monthly Meetings VIA Education Committee VIA Advocacy Committee	SCV Chamber of Commerce Government Affairs Council

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Monthly Meetings VIA Education Committee VIA Advocacy Committee	SCV Chamber of Commerce Government Affairs Council		Autism Awareness Month	Vendor Advisory Committee meeting (breakout groups) 9:30am	Good Friday World Autism Awareness Day	
4 Easter (Passover ends)	5 Monthly Update Due	6	7 Consumer Advisory Committee Meeting 11:00am-1:00pm	8	9	10
11	12	13 NLA Monthly Call Ramadan Begins	14 Board Meeting (San Fernando Valley Office) 6:30pm	15 Tax Day	16	17
18	19	20	21 VICA Government Affairs Committee 8:30-10:00am Consumer Services 6:00pm Government/ Community Relations Committee Mtng. 7:00pm	22	23	24
25	26 VAC Update Due	27	28	29	30	

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Monthly Meetings VIA Education Committee VIA Advocacy Committee	SCV Chamber of Commerce Government Affairs Council	Governor releases May Revise Draft proposal for 2020/2021				1
2	3 Monthly Update Due	4 Cinco de Mayo -->	5 Consumer Advisory Committee meeting 11:00am-1:00pm	6 Vendor Advisory Committee 9:30am VICA Education Cmte. 8:30-10:00am	7	8
9 Mother's Day	10	11 NLA Monthly Call	12 Board Meeting (SFV office) 6:30pm	13 Eid al-Fitr End of Ramadan	14 Annual Board Retreat 6:00pm	15 Annual Board Retreat 8:00am- 1:00pm
16	17	18 Legislative Academy (English 6:00- 8:00pm TENTATIVE DATE	19 VICA Govt. Affairs Cmte. 8:00-10:00am Consumer Services Committee Mtng. 6:00pm Govt./ Community Relations Cmte. Mtng. 7:00pm	20 Legislative Academy (Spanish) 6:00-8:00pm TENTATIVE DATE	21	22
23	24 VAC Update Due Antelope Valley Vendor Forum 10:00am	25	26 Update to Vendor Advisory Committee	27 Shavuot begins at sundown	28 Shavuot	29 Shavuot
30	31 Memorial Day NLACRC closed					

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Monthly Meetings VIA Education Committee VIA Advocacy Committee	SCV Chamber of Commerce Government Affairs Council	1 Monthly Update Due	2 Consumer Advisory Committee Meeting 11:00am-1:00pm	3 Vendor Advisory Committee meeting (breakout groups) 9:30am	4	5
6	7	8 NLA Monthly Call	9 Board Meeting (SFV office) 6:30pm	10	11	12
13	14	15	16 VICA Government Affairs Committee 8:30am-10:00am	17	18	19 Juneteenth
20 Father's Day	21	22	23	24	25	26
27	28	29	30			

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Monthly Meetings VIA Education Committee VIA Advocacy Committee	SCV Chamber of Commerce Government Affairs Council	Begin drafting proposal for 2020/2021		1	2	3
4 Independence Day	5 Independence Day Federal Holiday	6	7 Consumer Advisory Committee Meeting 11:00am-1:00pm	8	9	10
11	12	13	14	15	16	17
18	19	20	21 VICA Government Affairs Committee 8:30am-10:00am	22	23	24
25	26 VAC Update Due ADA Awareness Day	27	28	29	30	31

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Consumer Advisory Committee Meeting 11:00am-1:00pm	5 Vendor Advisory Committee 9:30am VICA Education Committee 8:30- 10:00am	6	7
8	9 Monthly Update Due	10	11 Board Meeting (SFV) 6:30pm	12	13	14
15	16	17 NLA Monthly Call	18 VICA Government Affairs Committee 8:30am-10:00am	19	20	21
22	23 VAC Update Due	24	25 Government/Community Relations Committee Meeting 7:00pm	26	27	28
29	30 Monthly Update Due (for September)	31			Monthly Meetings VIA Education Committee VIA Advocacy Committee	SCV Chamber of Commerce Government Affairs Council

September 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Monthly Meetings VIA Education Committee VIA Advocacy Committee	SCV Chamber of Commerce Government Affairs Council		1 Consumer Advisory Committee Meeting 11:00am-1:00pm	2 Vendor Advisory Committee 9:30am	3	4
5	6 Labor Day	7 NLA Monthly Call Rosh Hashana	8 Board Meeting (SFV) 6:30pm	9	10	11
12	13	14	15 VICA Government Affairs Committee 8:30am-10:00am Government/ Community Relations Committee Meeting 7:00pm	16 Yom Kippur	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



APPENDICES

COMMUNITY AND LEGISLATIVE EDUCATOR

PATHWAYS TO
ADVOCACY
engage & empower

North Los Angeles County Regional Center CANDIDATES' FORUM 2020 PROPOSAL

2020-2021 Legislative Priority: Develop and maintain relationships with elected representatives and candidates for legislative office through virtual and live meetings, candidates' forums, and events, as determined by the Government & Community Relations Committee.

The following is a proposal to hold a Virtual Candidates' Forum in October 2020 in preparation for the General Election on November 3rd, 2020. This forum will help inform our community about candidates running for office and begin building a relationship with the official who will be representing our community while in office.

It is proposed that due to logistic limitations and in the interest of equitable time to hear from the candidates on issues that concern our community, forums should be comprised of one race from the NLACRC's catchment area with the two candidates vying for office. If the G/CRC determines they would like to hear from more candidates, additional forums are proposed. Legucator team will assist NLACRC in collaboration with G/CRC in planning and execution of the forum(s) by drafting the invitations, scheduling the event, coordinating and preparing candidates, develop timelines, moderate if appropriate, and assist with technology prior and during the event.

Proposed actions by the Legucators and the G/CRC Committee:

- G/CRC to determine the race(s) to be highlighted through the Candidates' Forum.
- Consider forming a planning subcommittee for the Candidates' Forum
- G/CRC to consider two potential dates October 1st, 2020 or October 8, 2020 tentatively 6:00pm-7:00pm – based on NLACRC calendar and consideration for candidate calendars which are likely to fill up closer to the election
- Confirm and test the ability to provide simultaneous translation (Spanish)
- Online pre-registration to attend will be required along with ability to submit questions/comments ahead of time
- Determine whether questions (Q&A) should be allowed via chat during the event
- G/CRC to consider selecting a member to moderate the event – alongside with member of Legucator team (as appropriate)
- Prepare a list of representative questions/topics
- A task list will be developed and carried out by the planning committee at the earliest time possible following approval of the proposed candidates' forum and format.

2020 General Election/Races

Due to the nature of a virtual forum, it is proposed that one race is highlighted during a 2-hour forum which provides time for logging in, welcome, introductions, representative questions, responses from both candidates, possibly Q & A during the event, and closing remarks. In person forums in the past have been 2.5-3 hours and there have been 4-6 candidates.

Below is a list of candidates running for Federal and State offices in the NLACRC catchment area (with the exception of those running unopposed). On November 3rd, all seats in the House of Representatives, odd numbered California Senate districts, and all Assembly districts are up for election. It is proposed that the G/CRC select race(s) to highlight in 1 or 2 Virtual Candidate Forums. Consideration should be made for the following variables:

- Representative area of the NLACRC catchment area - How much area of the NLA catchment area does the district cover?
- Competitiveness of the race - How close was the race in the March primary election?

- Political affiliations of candidates - Are there candidates representing both parties or are they both from the same political party?
- Current relationship with the candidates – How much do we already know about them, have we met with them, or their current knowledge about our community?

US HOUSE OF REPRESENTATIVES

CA Congressional District 23 – small portion of the NLA catchment area in the Antelope Valley

Kevin McCarthy (R) Incumbent – 69.6% and **Kim Magone (D)** Retired Systems Engineer – 30.40%

CA Congressional District 25 – Nationally, considered one of the most competitive congressional races in the November election. The 117th congressional district is from Simi Valley through the Santa Clarita Valley and into the cities of Lancaster and Palmdale.

Christy Smith (D) California Assemblywoman/Mother – 45.14% and **Mike Garcia (R)** Small Businessman/Father/ Currently serving the remainder of the term for the 116th Congress – 54.86%

CA Congressional District 29 – small portion of the NLA catchment area in the SFV

Tony Cárdenas (D) Incumbent – 58.5% and **Angélica María Dueñas (D)** HR Generalist/Mother – 23.0%

CA Congressional District 30 – western SFV

Brad Sherman (D) Incumbent – 58.11% and **Mark S. Reed (R)** Businessman/Realtor/Rancher – 22.6%

CALIFORNIA SENATE

CA Senate District 21 – SCV and Antelope Valley

Scott Wilk (R) Incumbent – 51.27% and **Kipp Mueller (D)** Workers Rights Attorney – 19.64%

CA Senate District 27 – Conejo Valley, parts of SFV and a sliver of SCV

Henry Stern (D) Incumbent – 70.1% and **Houman Salem (R)** Business Owner – 29.19%

CALIFORNIA ASSEMBLY

CA Assembly District 36 – Antelope Valley

Tom Lackey (R) Incumbent – 50.92% and **Steve Fox (D)** Attorney/Educator – 18.09%

CA Assembly District 38 – Santa Clarita Valley

Suzette Valladares (R) Educator/Nonprofit Director – 31.7% and **Lucie Volotzky (R)** Sm Business Owner – 16.5%

CA Assembly District 39 – northeastern SFV

Luz Rivas (D) Science Educator/Incumbent – 77.76% and **Ricardo Benitez (R)** Contractor – 22.24%

CA Assembly District 43 – far eastern end of the SFV

Laura Friedman (D) Incumbent – 75.64% and **Mike Graves (R)** Small Business Owner – 20.72%

CA Assembly District 46 – central and southeastern SFV

Adrin Nazarian (D) Incumbent – 69.6% and **Lanira K. Murphy (D)** Public Educator – 30.34%

CA Assembly District 50 – Pacific Ocean to the Santa Monica Mtns, along with a section of Central LA

Richard Bloom (D) Incumbent – 78.75% and **Will Hess (D)** - Writer/Director/Producer – 14.45%

Los Angeles County Registrar-Recorder/County Clerk as of August 1, 2020 <https://results.lavote.net/>

**North Los Angeles County Regional Center
VOTER EDUCATION TRAINING 2020 PROPOSAL**

2020-2021 Legislative Priority: Conduct legislative advocacy trainings which inform our community and encourage them to participate in advocacy activities.

The following is a proposal to hold a Legislative Training in October 2020 in preparation for the General Election on November 3rd, 2020. This training will help inform our community about candidates running for office and ballot propositions. This training will also provide voter education including the importance of voting, voting options (vote-by-mail and in-person voting), and how to vote (including a demonstration of how to fill out your vote-by-mail ballot). This training will be non-partisan and will strive to inform our community and empower them to vote in the upcoming November 2020 election.

Local races to be covered include:

Congressional Races:

- District 25: Christy Smith (D) and Mike Garcia (R)
- District 30: Brad Sherman (D) and Mark S. Reed (R)

California Senate Races:

- District 21: Scott Wilk (R) and Kipp Mueller (D)
- District 27: Henry Stern (D) and Houman Salem (R)

California Assembly Races:

- District 36: Tom Lackey (R) and Steve Fox (D)
- District 38: Suzette Valladares (R) and Lucie Volotzky (R)
- District 39: Luz Rivas (D) and Ricardo Benitez (R)
- District 46: Adrin Nazarian (D) and Lanira K. Murphy (D)

The following are offered as recommendations:

- Training will be 1.5-2 hours via Zoom Webinar (allows for uninterrupted training)
- Proposed dates include October 20th in Spanish and October 22nd in English
- Use 3 hosts to share information (each presenting from their own location)
 - Moderator: Michelle (English) and Raquel (Spanish) from the Legucator Team
 - NLA Host: NLA Staff to welcome audience to training, introduce moderators, provide some training content (at their discretion), invite questions, and close webinar
 - Co-moderator from GCRC/Board: Board member to present some of the training content (to be determined by them and the team)
 - Information to be sent to NLA Staff and Co-moderator to prepare for training
 - Hold 1-2 pre training sessions to review format, content, and test equipment
- Online pre-registration for attendees to include ability to submit questions/comments (during registration that can be addressed during training)
- Allow for questions to be submitted via chat or Q&A to be answered at the end of the prepared content
- Chat and Q&A to be monitored by Legucator Team

- Prepared training content PowerPoint to be created by Legucator Team
- Training announcements to be sent out by NLA with content assistance from Legucator Team

Proposed Dates

October 21st, 22nd, 27th, and 29th (English the first day of the week and Spanish the 2nd)
 Evening training 6:00-8:00pm or 6:30-8:00pm

NLA Staff Host Duties

- All content will be drafted prior to the training and provided to the NLA staff host for presentation
- A run through of the training will be conducted prior to the training at the convenience of the NLA staff host
- Introduction and welcome at the beginning of the training
- Self-introduction and introduction of legucator and board member
- Lead interactive segment asking attendees “why do you vote?” and encourage them to put answers in the chat
- Review voting rights for individuals with disabilities
- Encourage voting
- Provide a closing including thanking presenters along with attendees

Training Outline	Person
Play video during intro – 10 minutes prior to training <ul style="list-style-type: none"> • Fade video and switch to main training PowerPoint • There will be some lag if a video is played depending on the internet speed of the attendee https://www.youtube.com/watch?time_continue=5&v=GvZKbwwKTiw&feature=emb_logo	Legucator
Introduction to training and welcome to be provided by NLA Staff Host <ul style="list-style-type: none"> • Welcome to the training • Self-introduction and introduction of both hosts 	NLA Host
Review agenda for training (candidates for office, voting, and ballot propositions)	GCRC/Board Host
Overview of November 3rd Election <ul style="list-style-type: none"> • When and How • LA County’s In-Person Voting Process (10 days before at any vote center) • Vote-by-Mail • What will we be voting on: <ul style="list-style-type: none"> ○ Presidential election ○ Congressional election ○ State Assembly and Senate <ul style="list-style-type: none"> ■ Statewide Propositions ■ Local Propositions 	Legucator GCRC/Board Host
Overview of 8 Congressional and State races (listed above) <ul style="list-style-type: none"> • Area each race covers with description and map • Information about each candidate from their website bios • Candidate statement on disability issues (when available) 	Legucator or this can be broken up and presented by others
Interactive segment - ask attendees “why do you vote?” and encourage them to	NLA Host

put answers in the chat	
Importance of voting and why we are encouraging voting (content from Disability Votes CA)	Legucator
Voting rights for individuals with disabilities	NLA Host
Voting Options <ul style="list-style-type: none"> • In-person voting in LA County at vote centers • Vote-by-mail • Remote Accessible Vote by Mail (RAVBM) 	GCRC/Board Host
How to complete your vote-by-mail ballot (with demonstration)	Legucator
Explain Ballot Propositions (select those that most impact our community)	Legucator
Resources	Legucator
VOTE! <ul style="list-style-type: none"> • Encourage voting • Encourage them to share information with others 	GCRC/Board Host
Thank you for attending and closing	NLA Host

MICHELLE M. HEID, MA, BCBA

CURRICULUM VITAE 1/2021

CONTACT INFORMATION

28368 Constellation Road Suite 398, Valencia, CA 91355 | 661-803-3586 | MHeid@abpathways.com

EDUCATION

- 2010-2012 **M.A.** in Teaching with specialization in Applied Behavior Analysis
National University, La Jolla, California
Thesis: "Effectiveness of Applied Behavior Analysis Education Provided to Parents of Children with Autism"
- 1997-1999 **B.S.** in Kinesiology
California State University Northridge, Northridge, California
Area of concentration: Teaching and Coaching
Clubs: Kinesiology Majors Club
- 1995-1997 **A.A.** Degree in Liberal Arts
Allan Hancock College, Santa Maria, California
Clubs: Basketball

CERTIFICATIONS

- 2012-present Board Certified Behavior Analyst (recertification valid through 5/31/2021)
Certification # 1-12-11856

CLINICAL INTERNSHIP

- 2011-2012 Behavioral Learning Center, Inc., Valencia, California
Supervised Internship for Board Certified Behavior Analyst
1500 hour supervised fieldwork and 75 hours individual supervision

RELEVANT TRAINING AND INFORMATION

- 2010-present Nonviolent Crisis Intervention Trained (expiration 2/2021)
2013-present National Provider Identification (NPI) Number: 1659616894
2013-present Council for Affordable Quality Healthcare (CAQH) Number: 12484670

PROFESSIONAL EXPERIENCE

ACADEMIC EXPERIENCE

- 7/2015 – 9/2019 Adjunct Faculty, Department of Psychology
National University

TEACHING

GRADUATE, NATIONAL UNIVERSITY

- ABA 600 Basics of Behavior Analysis
ABA 601 Behavior Assessment, Research Design, and Analysis
ABA 602 Processes of Applied Behavior Analysis
ABA 603 Applications of Applied Behavior Analysis
ABA 604 Advanced Applications in Applied Behavior Analysis I
ABA 606 Ethics for Behavior Analysts

APPLIED EXPERIENCE

- 5/2019 – present Owner/Director **Pathways to Advocacy, LLC, Santa Clarita, California**
- Provide community and legislative education for regional centers and provider organizations focusing on advocacy for the disability community
 - Provide community and legislative education through private and non-public organizations
 - Engage with elected officials and candidates regarding legislation and policy impacting individuals with developmental disabilities
 - Provide testimony to Senate and Assembly hearings on legislation impacting the disability community
- 10/2014 – present Owner/Director **Advanced Behavioral Pathways, LLC, Santa Clarita, California**
- Contract with Local Educational Agencies and other schools to provide behavioral services to students with IEPs and in support of general education students and classrooms
 - Behavior Intervention and Design (BID)
 - Behavior Intervention Implementation (BII)
 - Conduct functional behavior assessments
 - Develop and implement individualized behavior intervention plans
 - Attend Individualized Education Program meetings
 - Work collaboratively with interdisciplinary teams to meet students educational and behavioral needs
 - Follow all laws and regulations related to provision of special education
 - California Education Code
 - California Code of Regulations Title 5
 - United States Office of Education Title 20
 - Title 34 of the Code of Federal Regulations
 - Nonpublic Agency Certified with the California Department of Education NPA ID: 9901322
 - Provide behavioral services for individuals with disabilities through private contracts and North Los Angeles County Regional Center: vendor #PL1471
 - Conduct functional behavior assessments for individuals across the lifespan
 - Implement behavior intervention plans in homes, schools, and community settings
 - Provide applied behavior analysis-based caregiver education and training
- 1/2009 – 9/2014 Senior Program Manager
Behavioral Learning Center, Inc., Santa Clarita, California
- 2007-2011 Owner/Director
Parent 2 Parent – consultation services, Santa Clarita, California
- 2006-2008 Child Development Specialist
Progressive Steps, Inc., Santa Clarita, California
- 1999-2000 Physical Education Teacher
Los Angeles Unified School District, Northridge, California

PROFESSIONAL PRESENTATIONS

- Heid, M. & Letso, S. (May 2020) Mamas Know Best: What autism moms want you to know about legislative advocacy. Presented at 4th Annual Conference of the Behavior Analyst Leadership Council, online.
- Heid, M. (April 2020) Mama Knows Best: Importance of legislative advocacy – now more than ever! Presented at the 2020 CalChella Conference of the California Association for Behavior Analysis, online in lieu of the 2020 Annual Western Regional Conference.
- Heid, M. (2019) Exploring Your Interests for Parents and Young Adults with Disabilities. Keynote Address presented at the 2019 Transition 2 Independence Conference, Santa Clarita and Antelope Valley, California.

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- Heid, M., Bermudez, I., Holguin, F., & Trautman-Eslinger, S. (2019) How A Trip To Boys Town Helped 5 Behavior Analysts Rediscover Their Humanity. Panel presented at the 2019 Annual Western Regional Conference of the California Association for Behavior Analysis, Long Beach, California.
- McAlear, M., Carr, J., Heid, M., and Shabani, D. (2019) Legislative Advocacy and Licensure: How behavior analysts can and should protect their right to practice. Panel presented at the 2019 Annual Western Regional Conference of the California Association for Behavior Analysis, Long Beach, California.
- Heid, M. (June 2018) What Every Practitioner Should Know: Systems Navigation and Legislative Advocacy. Presented for PSY 551-A at Cal State University, Northridge, California.
- Holguin, F., Heid, M., & Guiou, T. (2018) To flap or not to flap? Who decides? Exploring the relationships between social significance, clients' rights, and applied behavior analysis. Panel presented at Association of Professional Behavior Analysts: Annual Conference. St. Louis, Missouri.
- Heid, M., Holguin, F., & Trautman-Eslinger, S. (2018) To flap or not to flap? Who decides? Exploring the relationships between social significance, clients' rights, and applied behavior analysis. Panel presented at the 2018 Annual Western Regional Conference of the California Association for Behavior Analysis, Santa Clara, California.
- Heid, M. and Miller, S. (2017) Legislative Advocacy Training. Presented in collaboration with the North Los Angeles County Regional Center, Van Nuys, California.
- Heid, M., Holguin, F., Mathur, S. K., & Trautman-Eslinger, S. (2017). Intersection of behavior analysis and neurodiversity: Where we have failed and what we can do to fix it. Panel presented at the 2017 Annual Western Regional Conference of the California Association for Behavior Analysis, Anaheim, California.
- Heid, M. and Miller, S. (2016). Legislative Training. Presented for the North Los Angeles County Regional Center Board of Trustees, Van Nuys, California.
- Heid, M. (2016). Change is Coming: The Time to Act is Now! Presented for the Koch Young Resource Center of the Frank D. Lanterman Regional Center. Los Angeles, California.
- Heid, M. (2016). Making a Difference: Legislative Advocacy. Presented at Transition to Independence: Creating Options for Individuals with Developmental Disabilities. Santa Clarita, California.
- Heid, M. (2016). Change is Coming: The Time to Act is Now! Presented for North Los Angeles County Regional Center. Van Nuys, California.
- Heid, M. (2016). Behavioral Strategies for Teachers & Paraprofessionals: Utilizing strategies to increase student success. Presented for the Saugus Union School District. Santa Clarita, California.
- Heid, M. (2015). How Legislation Impacts Students with Disabilities. Presented for the SCV SELPA Community Advisory Committee. Santa Clarita, California.
- Heid, M. (2015). Legislation Update 2015: Where We Are Now and Where Our Community Needs To Go. Presented at the CSUN Family Focus Resources Center. Santa Clarita, California.
- Heid, M. (2015). ABCs of ABA: Utilizing strategies to achieve success. Presented at Autism Conferences of America. AutismWest. Pasadena, California.
- Youngbauer, J., Shepherd-Look, D. E., Dickson, K. D., Alvarado, M., Matinata, V. & Heid, M. (2015). Bibliography: Child Abuse, Sexual Abuse, and Physical Abuse: Selected References. Published by the Association for Professional Behavior Analysts.
http://www.apbathome.net/downloads/Child%20Abuse%20Bibliography%20July2015_51441670229.pdf
- Heid, M. (2015). Legislation 2015: What every behavior analyst should know. Presented at the Southern California Consortium for Behavior Analysis. Cal State University, Northridge, California.
- Cross, S., Heid, M., Johnson, S., Kazemi, E., & Saltzman, M. (2015). Staff Credentialing Taskforce Update. Presented at the California Consortium for Behavior Analysis. Cal State University, Northridge, California. <http://ccbainfo.org/research-on-aba/>
- Heid, M. (2015). Legislation Overview 2015: How legislation impacts the DD community. Presented at the CSUN Family Focus Resources Center. Santa Clarita, California.
- Berrey, V., Heid, M., Secchi, K. (2014). Insights and Experiences. Presented at the annual Special Education Local Plan Area (SELPA) Legislative Sharing Day. Sacramento, California.
- Heid, M. (2014). Overview of the Legislative Process. Presented at Behavioral Learning Center, Inc. in conjunction with the Southern California Consortium for Behavior Analysis. Sherman Oaks, California.

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- Heid, M. (2014). The Resistant Child: Managing Daily Behavior Challenges. Presented at College of the Canyons in conjunction with the City of Santa Clarita. Santa Clarita, California.
- Heid, M. (2013). An Introduction to Applied Behavior Analysis for Related Professionals. Presented at California Lutheran University. Thousand Oaks, California.
- Heid, M. (2013). Introduction to Autism: A Workshop for Parent and Caregivers. Presented at the Valencia Library in conjunction with the City of Santa Clarita. Santa Clarita, California.
- Heid, M. and Jenkins, A. (2013). Behavioral Services Provided by NLACRC: Collaboration of the Children's Services Work Group of the Vendor Advisory Committee. Presented to the Board of Trustees of the North Los Angeles County Regional Center. Van Nuys, California.
- Heid, M. (2012). The Resistant Child: Managing Daily Behavior Challenges. Presented at the Valencia Library in conjunction with the City of Santa Clarita. Santa Clarita, California.
- Heid, M. (2011). Effective Parent Training and Consultation. Participant in panel discussion for the Southern California Consortium for Behavior Analysis (SCCBA). Cal State University, Northridge.
- Berrey, V. and Heid, M. (2009). Maximizing Your Parenting Experience. Presented at the Back to School Autism/Asperger's Conference. Anaheim, California.
- Heid, M. (2006). Autism Spectrum Disorder: Early Detection and What You Can Do. Presented at College of the Canyons Foster and Kinship Care Education Program, Santa Clarita California

SERVICE AND CONTRIBUTIONS

- 2020-present Member, Behavioral Health Center of Excellence (BHCOE) ANSI Commission
- 2020-present Member, Bridge Project Advisory Board, California State University Northridge
- 2019-present Member, DS Task Force Safety Net Workgroup, California Department of Developmental Services
- 2019-present Chair, Pubic Policy Committee, California Association for Behavior Analysis (CalABA)
- 2019-present Member, Santa Clarita Mayor's Committee for Employment of Individuals with Disabilities
- 2015-present Member, Self Determination Advisory Committee of NLACRC (Chair 2018-2020)
- 2014-present Member, Community Advisory Committee for Special Education, California State University Northridge
- 2013-present Member, Santa Clarita Family Focus Resource Center Advisory Committee
- 2018-2020 Member, Assemblywoman Christy Smith's 38th District Small Business Advisory Group
- 2017-2019 Member, Membership Committee, California Association for Behavior Analysis (CalABA)
- 2017-2019 Member, Pubic Policy Committee, California Association for Behavior Analysis (CalABA)
- 2015-2019 Board Consultant, California Consortium for Behavior Analysis (CCBA)
- 2015-2018 Member, Board of Trustees, North Los Angeles County Regional Center (NLACRC)
- 2015-2018 Chair, Vendor Advisory Committee, North Los Angeles County Regional Center (NLACRC)
- 2015-2016 Member, Staff Credentialing Task Force, California Consortium for Behavior Analysis (CCBA)
- 2013-2015 Chair, Pubic Policy Committee, Southern California Consortium for Behavior Analysis (SCCBA)
- 2013-5/2015 Member, Board of Directors, Southern California Consortium for Behavior Analysis (SCCBA)
- 2013-5/2015 Member, Ethics Committee, Southern California Consortium for Behavior Analysis (SCCBA)
- 2012-2015 Member, Vendor Advisory Committee, North Los Angeles County Regional Center
- 2007- 2016 Member, Santa Clarita Valley SELPA Community Advisory Committee
- 2004-2012 Founding Board Member, Santa Clarita Autism Asperger Network (SCAAN)

MEMBERSHIPS AND AFFILIATIONS

- 2016-present The Arc of California
- 2016-present Affiliate Member of Association for Behavior Analysis International (ABAI)
- 2012-present Association of Professional Behavior Analysts (APBA)
- 2010-present California Association for Behavior Analysis (CalABA)
- 2010-2019 California Consortium for Behavior Analysis (CCBA)

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PROFESSIONAL REFERENCES

Sarah Trautman, M.A., BCBA

Co-Founder at Team On Location, LLC
President and Founder STE Consultants, LLC (former)
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CONTACT INFORMATION

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OBJECTIVE

To bring a high level of commitment, professionalism, and integrity to a role as a Community Educator. To work collaboratively and efficiently with other community leaders, and professionals in order to become part of a team that engages, promotes, and facilitates, personal and professional development and advocacy for the diverse members of our community.

EDUCATION

Master of Education | Spring 2016 | University of Cincinnati

Major: Behavior Analysis

Related coursework: Ethics, Behavior Analysis, Autism Spectrum Disorders, Physical and Developmental Disabilities of School-Age Children, Best Practices, Curriculum Development, Data Analysis

Bachelor of Arts | Spring 2008 | California State University, Northridge

Major: Child and Adolescent Development

Related coursework: Family Studies, Cultural Diversity, Child and Adolescent Psychology, Child Psychopathology, Learning Differences

Associate of Science | Spring 2004 | College of the Canyons

Major: Early Childhood Education

Related coursework: Human Development, Organizational Skills, Curriculum Implementation, Community Outreach

Certifications and Affiliations

- Board Certified Behavior Analyst 2019 - Certificate # 1-19-35076
- Assemblywoman Christy Smith's Education Advisory Committee member
- Spanish language biliteracy
- CPI trained in Nonviolent Crisis Intervention.
- Mental Health First Aid certificate of course completion

Professional Experience

Community Legislative Educator | **Pathways to Advocacy** | Aug. 2018-present

- Assist in providing community and legislative education for the North Los Angeles County Regional Center and other organizations focusing on advocacy for the disability community
- Provide community legislative education and training through private and non-public organizations
- Coordinate visits with elected officials on legislation and policy impacting individuals with developmental disabilities

Behavior Analyst | **Advanced Behavioral Pathways** | Aug. 2019-present

- Provide high quality services to clients and families in line with best practices and behavior analytic research
- Provide behavioral analytic services for individuals with disabilities
 - School-based
 - Family homes
 - Community locations

Bilingual Family Support Provider | **CSUN Family Focus Resource Center** | Feb. 2019-Sep. 2019

- Provide comprehensive information about public and private services, and laws and educational programs to families who may need additional help accessing services

- Assist families, regardless of their linguistic barriers, access resources to improve the lives of individuals with developmental disabilities

Special Education Behavior Analyst-Intern | **Saugus Union School District** | Aug. 2013-Apr. 2019

- Attended, presented, and collaborated in Individualized Education Program (IEP) meetings to report on behavioral progress of students, and to make individualized, data-based recommendations.
- Provided support to Special Education Specialists and General Education Teachers by addressing their concerns in a timely manner, through onsite observations, and collaborative planning.
- Responsible for researching, developing, writing, implementing, monitoring, and reporting on progress of behavior intervention plans of students in our District.
- Acted as a liaison between students with a behavior support plan, teachers, student support team specialists, family members, and various professionals working in the behavioral and mental health field in the community.
- Assisted and led professional development classes and training, and was selected by my peers to be part of the Positive Behavioral Interventions & Supports (PBIS) Leadership Team for the Saugus School District, as well as an Advisor for the Circle of Friends inclusion program at Charles Helmers School.

Special Education Paraeducator | **Saugus Union School District** | Sep. 2007-Aug. 2013

- Demonstrated the ability to handle emotionally-charged situations through the use of problem-solving and mediation techniques.
- Adapted classroom activities, assignments and/or materials under the direction of the supervising teachers for the purpose of supporting and reinforcing students' Individualized Education Program (IEP) objectives.
- Maintained current training in Crisis Prevention Intervention (CPI) and Positive Behavioral Interventions and Supports (PBIS) with the emphasis given to the impact on the social, emotional and academic outcomes for students as well as the welfare of all the individuals involved.

Primary Intervention Program Facilitator | **Saugus Union School District** | Sep. 1999-Oct 2002

- Provided support for identified students during scheduled weekly sessions.
- Established rapport and positive relationships with referred students.
- Participated and attended individual and ongoing group training sessions, as well as state conferences.
- Used communication skills, creative play materials, and games with individual students experiencing school adjustment difficulties.
- Assisted in the collection and maintenance of screening and assessment data.
- Completed and diligently maintained various confidential forms, records and files.

PROFESSIONAL REFERENCES

- Victoria Berrey, MPA Program Manager, Family Focus Resource Center California State University Northridge 18111 Nordhoff Street E-109 Northridge, CA 91330-8265 victoria.berrey@csun.edu
- Cindy Kozlowski, Program Specialist, Saugus Union School District Early Start, 24930 Avenue Stanford, Santa Clarita, CA 91355 ckozlowski@saugusUSD.org
- Joanna White, Director of Special Education, William S. Hart School District, 21380 Centre Pointe Parkway, Santa Clarita, CA 91350 jmwhite@hartschool.org

ATTACHMENT B

To CONSULTING SERVICES AGREEMENT

Attach: COMMUNITY & LEGISLATIVE EDUCATOR FEES 2020/2021



2021 RATE SCHEDULE

COMMUNITY AND LEGISLATIVE EDUCATOR

PATHWAYS TO
ADVOCACY
engage & empower



**Community and Legislative Educator Project 2021
Rate Schedule**

Rate schedule represents activities included in the 2020/2021 statement of services and further detail about projects listed is included in the statement of work. The rates are project based with an hourly rate for any additional projects, activities, events, or other needs agreed upon by both NLACRC and Pathways to Advocacy. The project will be a collaboration between Michelle Heid, Raquel Armendariz, and additional staff of Pathways to Advocacy as needed. The rates below are shown for both in-person and virtual meeting attendance.

Activity	Virtual	In-Person	
Lead Consultant Rate	\$ 140.00	\$ 210.00	
Assistant Consultant Rate	\$ 94.00	\$ 142.00	
Monthly Written Report (Legucator Report)	\$ 560.00	\$ 560.00	
GCRC Meeting	\$ 820.00	\$ 1,200.00	
VAC Meeting	\$ 420.00	\$ 740.00	
Disparity Committee	\$ 240.00	\$ 320.00	
Self-Advocacy and CAC Meetings	\$ 360.00	\$ 480.00	
Grassroots Visits (per visit)	\$ 840.00	\$ 1,200.00	
Board Training	\$ 1,200.00	\$ 1,600.00	
Legislative and Community Trainings (original)	\$ 920.00	\$ 1,280.00	
Legislative and Community Trainings (repeated)	\$ 600.00	\$ 800.00	
Legislative and Community Trainings (translated)	\$ 800.00	\$ 1,000.00	
Legislative Event	\$ 4,200.00	\$ 5,800.00	
Legislative Trip (in person only)			
Consultant		\$ 1,600.00	per day
Asst Consultant		\$ 1,200.00	per day
Reimbursables (flight, lodging, and meals)		\$ 1,800.00	per trip

Invoices will be sent at the beginning of the month for the previous month's activities including partial billing (based on work conducted) for projects agreed upon by NLACRC and PTA yet not fully executed due to factors outside our control.

Reimbursable expenses are to include flight, meals, lodging, and event fees should attendance be requested at events. Expenses will be based on actual expenditures and all receipts will be submitted. Mileage is included in rates provided and is not added as an additional expense.

Advanced Behavioral Pathways, LLC
Pathways to Advocacy Budget
FY2020-2021 (March 10, 2021 through September 30, 2021)

A Description	B Virtual Per Unit Fee	C Frequency or Units	D Consultant Fees	E Committees & Meetings	F Grassroots Visit(s)	G Legislative Trainings	H Legislative Trip	I Total Contract Amount (D thru H)	J Total (Virtual) Contract Amount (B*C)	K Cross Check Should = \$0 (I-J)
Consultant Fees (Lead Consultant Rate per Hour)	\$140.00	190	\$26,600					\$26,600	\$26,600	\$0
Consultant Fees (Assistant Consultant Rate per Hour)	\$94.00	124	\$11,656					\$11,656	\$11,656	\$0
Monthly Written Report (Legucator Report)	\$560.00	7		\$3,920				\$3,920	\$3,920	\$0
GCRC Meeting: Page 7	\$820.00	6		\$4,920				\$4,920	\$4,920	\$0
VAC Meeting: Page 8	\$420.00	6		\$2,520				\$2,520	\$2,520	\$0
Disparity Committee: Page 8	\$240.00	7		\$1,680				\$1,680	\$1,680	\$0
Self-Advocacy Meetings: Page 8	\$360.00	3		\$1,080				\$1,080	\$1,080	\$0
CAC Meetings: Page 8	\$360.00	3		\$1,080				\$1,080	\$1,080	\$0
Grassroots Visits (per visit): page 11	\$840.00	14			\$11,760			\$11,760	\$11,760	\$0
Board Training; Page 9	\$1,200.00	1				\$1,200		\$1,200	\$1,200	\$0
Legislative & Community Trainings (original): See page 9	\$920.00	2				\$1,840		\$1,840	\$1,840	\$0
Legislative & Community Trainings (repeated): See Page 9	\$600.00	0				\$0		\$0	\$0	\$0
Legislative & Community Trainings (translated): See page 9	\$800.00	2				\$1,600		\$1,600	\$1,600	\$0
Legislative Event: page 9	\$4,200.00	1				\$4,200		\$4,200	\$4,200	\$0
Legislative Event: Registration Fee is \$0	\$0.00	2				\$0		\$0	\$0	\$0
Legislative Trip: Lead Consultant per day (ARCA Grassroots Day/ARC conference)	\$1,600.00	3					\$4,800	\$4,800	\$4,800	\$0
Legislative Trip: Assistant Consultant per day (ARCA grassroots Day/ARC conference)	\$1,200.00	3					\$3,600	\$3,600	\$3,600	\$0
Legislative Trip: Reimbursables per trip (Flight, Lodging, Meals, Mileage)	\$0.00	3					\$0	\$0	\$0	\$0
Total Contract			\$38,256	\$15,200	\$11,760	\$8,840	\$8,400	\$82,456	\$82,456	\$0

Maximum ABX2-1 Funding:	\$82,488
Difference (must be greater than \$0)	\$32

Definitions:
CAC: Consumer Advisory Committee
GCRC: Government and Community Relations Committee
VAC: Vendor Advisory Committee

Consultant Hours Allocated	
60/40	Percent
190	60.5%
124	39.5%
314	100.0%

Maximum ABX2-1:	\$141,404
Monthly Amount	\$11,784
Months of Contract	7
Maximum Contract Value	\$82,488

Ad Hoc Bylaws Committee

Ad Hoc Bylaws Committee Meeting

February 12, 2021

Draft

Present: Marianne Davis, Leticia Garcia, Lillian Martinez, and Jeremy Sunderland – Committee Members

Ruth Janka and Yesenia Martinez – Staff

Absent: Christina Cannarella

I. Call to Order

Lety Garcia called the meeting to order at 4:05 p.m.

II. Consent Items

A. Approval of Revised Agenda

M/S/C (J. Sunderland/M. Davis) To approve the agenda as presented.

B. Approval of Minutes from January 5th Meeting

M/S/C (J. Sunderland/M. Davis) To approve the minutes as presented.

III. Committee Business

A. Review Suggested Bylaws Revisions

The committee reviewed the proposed changes to the bylaws. Ruth screen-shared the bylaws draft and applied the changes in real-time.

The committee reviewed and finalized the previously suggested changes in the following articles:

1. **Article II**

Section 1. Purpose

The wording the paragraph was amended from “infants and toddlers ages 0-3” to “to infants and toddlers up to 36 months of age” and

“developmentally disabled infant” was removed from the sentence.

Section 2. Area of Service

The section was amended to add wording to add the Santa Clarita and Antelope valleys to the area of service. The specific wording is “including the Santa Clarita and Antelope valleys”

Section 3. Limitations

The section was amended to remove “charitable purposes” to replace it with “the purpose of providing services to individuals with developmental disabilities, and, as applicable, families.”

2. **Article IV**

Section 3. General Board Requirements

The two additional criteria were added to the list of requirements:

“f) Every board member must complete and file a conflict-of-interest statement by August 1 of each year, and must file a subsequent statement if there is a change in status that creates a potential or present conflict-of-interest. Every new board member must complete and file a conflict-of-interest statement no later than 30 days of being selected.

(g) If a present or potential conflict of interest is identified for the Executive Director or a board member that cannot be eliminated, a copy of the conflict-of-interest statement and a plan that proposes mitigation measures, including timeframes and actions the regional center governing board or the individual, or both, will take to mitigate the conflict of interest.”

Section 5. Limitations on Certain Trustees

This section was amended to include more details on the requirements as they relate to a Conflict of Interest (COI) for Board members.

Per the committee’s request, Ruth asked and verified with Michele Marra that the board cannot vote on whether or not to do a COI for an individual as COIs are a statutory requirement.”

The reference to “area boards” was removed from the bylaws as area boards no longer exist.

Section 6. Disqualified Individuals

This section was amended to remove references to a family member’s employment at State Council or a State Council regional advisory committee causing the disqualification of an individual. Specifically, “except as hereinafter provided” and “or who is related to” were removed from item (b).

Section 7. Election and Term of Office

Item (g) (2) was amended to add wording to reference to the need for compliance with the Board Code of Conduct. Specifically, “including but not limited to noncompliance with the Board Code of Conduct”.

Section 9. Meetings

Item (a) was amended to add the Board meeting location rotation. Specifically, adding “rotating meetings among each regional center office location as follows: 5 at the San Fernando Valley office, 2 at the Santa Clarita office and 3 at the Antelope Valley office”.

Additionally, item (j) was added to allow for virtual participation in Board meetings. Item (j) states, “All meetings shall be available for virtual participation in order to promote easier access and will remain in effect until further notice. Board member virtual participation constitutes attendance at board and committee meetings.”

3. **Article VII. Committees**

Section 11. was amended to include the Strategic Planning Committee, language was added to Article VII to reflect the provisions in the board policy for a strategic planning committee.

M/S/C (M. Davis/J. Sunderland) To recommend to the Board of Trustees to approve the bylaws draft revision with the amendments noted above.

B. Identify Updates Needed

The committee reviewed the proposed Code of Conduct. There were several

suggested changes, specifically:

Deleting the third to last check mark that stated, “Avoid insensitive or offensive language or insensitivity towards others. Make efforts to understand and honor the local culture. Using offensive language or behavior may be grounds for disciplinary action.” This language was replaced with, “To use sensitivity and make efforts to avoid offensive or malicious language or statements. Members should not make disparaging remarks toward age, gender, race, ethnicity, religious orientation, ability or other board members. Good faith efforts should be made toward cultural sensitivity.”

An additional provision was added that states, “To avoid representing myself as a spokesperson for NLACRC or the Board of Trustees.”

The above changes will be applied to the draft and then brought back to this committee for review.

Action: Ruth will research language regarding board members’ contact with media.

C. Update Timeline for Draft Revision

The bylaws draft revision will be presented to the Board at the next board meeting.

IV. Board Meeting Agenda Items

The following items were identified for the Ad Hoc Bylaws section of the March 10th board meeting agenda:

- A. Minutes of February 12th Meeting
- B. Bylaws Revision Draft

V. Announcements / Information

The committee discussed t-shirts and lapel pins for board members.

VI. Adjournment

Lety Garcia adjourned the meeting at 6:16 p.m.

Submitted by:

Yesenia Martinez
Executive Assistant

[adhocbylaws.feb12.2021]

Administrative Affairs Committee

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes
January 27, 2021

Draft

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

Kevin Shields – VAC Representative

Ruth Janka, 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 6:25 p.m.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Revised Agenda

M/S/C (L. Martinez/M. Davis) To approve the revised agenda as presented.

B. Approval of Minutes from the November 24th Meeting

M/S/C (L. Martinez/J. Sunderland) To approve the minutes as presented.

IV. Committee Business

A. Training on Contract Process

Kim presented the training on the contract process to the committee. The presentation was included in the meeting packet.

Ana Quiles asked if the contract process training could be added to NLACRC's new board member training.

Action: Ruth will work with Yesenia to add the contract training process presentation to the new board member training information.

B. FY 2020-21 Financial Report

Kim reviewed the December 2020 financial report, which showed the Center's projected operations budget allocation was \$59,078,015 and the Purchase of Service (POS) budget was \$562,591,002 for a total budget of \$621,669,017. We spent \$48,429,905 in December. The Center's administrative operating expenses were 14.5% YTD, which is under the statutory 15% administrative cost cap.

1. Statewide Regional Center POS Expenditure Projection (PEP) Report
Copies of the January 10, 2021 report was provided to and reviewed with the Committee. According to the report, 10 of the 21 regional centers are projecting a potential POS deficit for this fiscal year (including NLACRC), while the other 11 regional centers are projecting a POS surplus. Statewide, the regional center system is projecting a POS surplus of approximately \$6.9 million.
2. CARES Act Funding to Cover NLACRC's COVID-19 Related Expenses
Kim informed the committee that the Center received Provider Relief Funds aka CARES Act funding in the amount of \$991,227 on November 20, 2020. The Provider Relief Funds are federal funds, separate and apart from the regional center funding from the State, and must be spent by June 30th and must be used for COVID-related expenditures that support the operations of the regional center. We are planning to use the Provider Relief Funds to acquire technology to support remote working by our staff and for maintaining the Center's facilities for the health and wellbeing of staff working in the Center's offices, to include additional COVID-19 related expenditures, such as janitorial services or cleaning supplies. We will create a separate financial report for the Provider Relief Funds to report on the use of the federal funds for the committee and board. Kim shared that she anticipates the Center will be audited on the use of the Provider Relief Funds and assured the committee that we have put in place process and procedures to document all expenditures made from the federal funds received.
3. COVID-19 Related Expenses Report
Copies of the January 6, 2021 COVID-19 expenditures reports were provided to and reviewed with the Committee. Vini reviewed the reports with the Committee, which is summarized below:

FY2019-2020 Operations expenses: \$180,860.50
FY2019-2020 POS expenses: \$18,539,312.85

FY2020-2021 Operations expenses: \$286,893.69

FY2020-2021 POS expenses: \$29,788,725.68

Kim reported that she is participating on a workgroup of CFO's, which had been established to support DDS and other regional centers with submitting a FEMA claim for 2019-2020 operations and POS COVID-19 related expenditures. The purpose of the CFO workgroup is to organize the expenditure data for all regional centers and provide justifications for the expenditures to support DDS and regional centers with this statewide effort to submit a FEMA claim. If the claim is approved by FEMA, the funding will go to the general fund.

4. Administrative Expenditures Survey

Kim informed the committee that the Administrative Expenditures Survey was included in the packet. Kim explained that pursuant to statute, the Board of Trustee Transparency Policy, and the Center's contract with DDS, the Administrative Expenditure Report must be submitted to DDS by December 1st and, also be posted on our website. Kim reported that both of these actions occurred as required.

C. Approval of Contracts

1. Keolis Transit Services, LLC (HL0468-875 & PL1242-883)

M/S/C (M. Davis/J. Sunderland) To recommend to the Board of Trustees to approve the Keolis contract.

D. Executed Contracts by NLACRC

1. No Report: POS Minimum Wage Increase

2. POS Contract Renewal(s): One (1) contract was renewed.

3. No Report: Addition of New Sub-Code to Existing POS Contract

4. No Report: Addition of CIE & PIP Services to Existing POS Contract(s)

5. No Report: Provider Supplemental Rate Increases

6. No Report: POS Contracts for Health & Safety Waiver Exemptions Approved by DDS

7. POS New Contracts due to COVID-19: Twelve (12) contracts for new services related to COVID-19 were executed by the Center.
8. POS Contracts to add COVID-19 Subcode(s): Twenty-four (24) contracts or amendments were executed to add COVID-19 related subcodes to contracts.
9. Health & Safety Exemptions Approved by Executive Director under DDS Directive dated August 15, 2020: The Center has executed one hundred, thirty four (134) health and safety exemptions for supports in a residential setting related to COVID-19.
10. AV Relocation Contracts: Three (3) amendments to contracts related to the AV Relocation were executed.

E. Update on Antelope Valley Office Relocation

Kim informed the committee that we expect that we will be able to occupy our new AV office and have staff utilize the new AV office during February. The final walkthrough is scheduled tomorrow, January 28th. Once the final walk through is completed, we will begin making lease payments on the AV 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 January 21, 2021. 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:	\$2,588,205
FY 2019-20:	146,682
FY 2018-19:	<u>59,890</u>
	\$2,794,777

The month-to-month change is down 28.7%

G. Worker's Compensation Audit Update

Kim informed the committee that Redwood Fire & Casualty Insurance Company aka "Berkshire Hathaway" provides worker's compensation insurance to the Center. At the beginning of each year, the Center provides the insurance carrier an estimate of its annual payroll expenses, which is used

by Berkshire Hathaway to determine the Center’s worker’s compensation insurance premium. Since the annual payroll expense provided to the insurance carrier is an estimate, Berkshire Hathaway conducts an audit of the Center’s payroll records at the end of the fiscal year to determine whether a refund of the insurance premium is due to the Center or an additional premium payment is due from the Center. The audit found that the Center will be receiving a refund of \$117,569. The reason for the premium refund is because the COVID-19 pandemic affected the Center’s ability to recruit staff as planned and due to the COVID-19 pandemic the Center was authorized to reclassify workers from the “sales” rate to “clerical” rate, which is at a much lower premium, since the majority of our workforce was working remotely. The auditors acknowledged how well NLACRC maintains its records and documentation, which made their audit extremely efficient. Kim shared that one of our payroll staff, Vickie Nguyen, should be acknowledged for the work she does to ensure the auditors have the documentation and information needed for the audit. Overall, excellent audit went very well and we received very positive feedback from the auditor.

H. Change in In-Home Respite Worker Rates and Mileage Reimbursement Rates effective January 1, 2021

Kim informed the committee that effective January 1, 2021, the in-home respite rate increased from \$17.03 per hour to \$19.80 per hour. Additionally, effective January 1, 2021, the IRS mileage rate decreased from \$0.575 per mile to \$0.56 per mile. Kim shared that reimbursements to board members for in-home respite services or for mileage reimbursements related to board-related activities would be paid at these new rates.

I. Human Resource Reports

1. Monthly Report: Michele provided the committee with copies of the summary and reviewed it with the committee. The summary included the following information:

FY 2020-21 authorized positions	589
Open positions on hold	0
Open positions vacant	-50
Separations	-7
Sub-total	532
New hires	12
Positions filled	544

She informed the committee that we have brought on temporary staff to help with COVID. We are working on converting our temporary IT Operations Manager to an employee. Additionally, there is progress on filling the HR Director and Consumer Services Director positions. Please know that we are working on expanding our LinkedIn presence and participating in job fairs to help with recruitment.

2. 2nd Quarter Report: During the 2nd quarter of this fiscal year, the center had 0 positions on hold, 23 new hires, 2 promotions, and 16 separations for a quarterly turnover rate of 0.08%.

V. Items for the Next Board Meeting

The following items were identified for the committee's section of the February 10th board meeting agenda:

- A. Minutes of the January 27th Meeting
- B. FY 2020-21 Financial Report
- C. Approval of Contracts
- D. Contract Training PowerPoint

VI. Announcements/Information/Public Input

- A. Next Meeting: Wednesday, February 24th at 6:00 p.m.

VII. Executive Session

M/S/C (J. Sunderland/A. Martinez) to go into Executive Session at 7:49 p.m.

- A. Quarterly Legal Update

VIII. Adjournment

Ana Quiles adjourned the meeting at 8:17 p.m.

Submitted by,

Yesenia Martinez
Executive Assistant

[aamin_Jan27_2021]



**NORTH LOS ANGELES COUNTY REGIONAL CENTER
FINANCIAL REPORT-MONTHLY RECAP
FISCAL YEAR 2020-2021
January 2021**

BUDGET CATEGORY	Projected Annual B-2 Budget	Month Exp	Y-T-D Expenditures	Projected Annual Expenditures	Projected Annual Surplus/(Deficit)	Percent Under(Over) Budget
Operations						
Salaries & Benefits	\$46,026,602	\$3,281,995	\$23,748,169	\$46,026,602	\$0	0.00%
Operating Expenses	\$12,125,925	\$711,914	\$5,332,400	\$12,125,925	\$0	0.00%
Subtotal OPS General	\$58,152,527	\$3,993,908	\$29,080,569	\$58,152,527	\$0	0.00%
Salaries & Benefits - CPP Regular	\$476,734	\$29,318	\$260,454	\$476,734	\$0	0.00%
Operating Expenses - CPP Regular	\$98,616	\$0	\$0	\$98,616	\$0	0.00%
Subtotal OPS CPP Regular	\$575,350	\$29,318	\$260,454	\$575,350	\$0	0.00%
Salaries & Benefits - DC Closure/Ongoing Workload	\$410,380	\$21,264	\$143,209	\$410,380	\$0	0.00%
Operating Expenses - DC Closure/Ongoing Workload	\$11,900	\$0	\$0	\$11,900	\$0	0.00%
Subtotal OPS DC Closure/Ongoing Workload	\$422,280	\$21,264	\$143,209	\$422,280	\$0	0.00%
Family Resource Center	\$207,187	\$0	\$0	\$207,187	\$0	0.00%
Self Determination Program Participant Supports	\$149,328	\$0	\$0	\$149,328	\$0	0.00%
Subtotal OPS Projects	\$356,515	\$0	\$0	\$356,515	\$0	0.00%
Total Operations:	\$59,506,672	\$4,044,491	\$29,484,232	\$59,506,672	\$0	0.00%
Purchase of Services						
POS (General)	\$561,621,191	\$45,152,780	\$302,411,322	\$567,756,499	(\$6,135,308)	-1.09%
CPP Regular and DC Closure/Ongoing Workload (Note)	\$1,085,539	\$4	\$601	\$1,085,539	\$0	0.00%
Total Purchase of Services:	\$562,706,730	\$45,152,785	\$302,411,922	\$568,842,038	(\$6,135,308)	-1.09%
Total NLACRC Budget:	\$622,213,402	\$49,197,275	\$331,896,155	\$628,348,710	(\$6,135,308)	-0.99%

Note A: B-2 Amendment will include additional Rent Allocation, CPP-OPS Funding, and CPP-POS Funding

Note B: The CPP-POS Projection will be reported in the February 2021 Financial Statements

NORTH LOS ANGELES COUNTY REGIONAL CENTER
FISCAL YEAR 2020-2021
January 2021

TOTAL BUDGET SOURCES	
Prelim from DDS for OPS	\$45,721,951
B-1 from DDS for OPS, Projects, and CRDP/CPP	\$12,858,198
B-2 from DDS for OPS, Projects, and CRDP/CPP	\$678,643
B-3 from DDS for OPS, Projects, and CRDP/CPP	
Prelim from DDS for POS	\$406,650,667
B-1 from DDS for POS and POS-CRDP/CPP	\$146,600,305
B-2 from DDS for POS-CRDP/CPP	\$890,753
B-3 from DDS for POS-CRDP/CPP	
Subtotal - Total Budget received from DDS	\$613,400,517
Projected Revenue	\$247,880
Subtotal - Projected Revenue Operations	\$247,880
Projected ICF/SPA Transportation/Day Program Revenue	\$8,565,005
Subtotal - Projected Revenue Purchase of Services	\$8,565,005
Total Budget	\$622,213,402

OPERATIONS BUDGET SOURCES	
GENERAL OPERATIONS (Excludes Projects, CPP Regular, CRDP/CPP)	
Preliminary, General Operations (OPS)	45,721,951
B-1, OPS Allocation	12,050,385
B-2, OPS Allocation	132,311
B-3, OPS Allocation	
Total General OPS	57,904,647
Projected Interest Income	\$88,455
Projected Other Income	\$24,425
Projected ICF/SPA Admin Fee	\$135,000
Total Other Revenue	247,880
TOTAL GENERAL OPS	58,152,527
CRDP/CPP Regular	
Preliminary, Community Resource Development Plan ("CRDP") /Community Placement Plan ("CPP")	\$0
B-1, OPS CRDP/CPP	\$316,954
B-2, OPS CRDP/CPP	\$258,396
Total CRDP/CPP Regular	\$575,350
DC Closure/Ongoing Workload	
Preliminary, Developmental Center ("DC") Closure/Ongoing Workload	\$0
B-1, OPS DC Closure/Ongoing Workload	\$134,344
B-2, OPS DC Closure/Ongoing Workload	\$287,936
Total CPP DC Closure/Ongoing Workload	\$422,280
OPS PROJECTS	
Family Resource Center ("FRC")	\$207,187
Self Determination Program ("SDP") Participant Supports	\$149,328
Total OPS PROJECTS	\$356,515
Total Operations Budget	\$59,506,672

PURCHASE OF SERVICES (POS) BUDGET SOURCES	
General POS (Excludes CPP-POS Regular, CRDP/CPP)	
Preliminary, POS	\$406,650,667
B-1, POS Allocation	\$146,405,519
B-2, POS Allocation	\$0
B-3, POS Allocation	\$0
Total General POS Allocation	\$553,056,186
ADD:	
Projected ICF SPA Revenue	\$8,565,005
Total Budget, General POS	\$561,621,191

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
CONSOLIDATED LINE ITEM REPORT
FISCAL YEAR 2020-2021
January 2021**

	Projected Annual B-2 Budget	Net Month	Expended Y-T-D	Projected Remaining Expenses	Proj Annual Expenses	Projected Surplus/ (Deficit)
PURCHASE OF SERVICE						
POS (General)						
3.2 Out of Home	94,821,438	7,669,893	52,918,655	42,938,639	95,857,294	(1,035,856)
4.3 Day Programs	81,496,387	6,376,307	41,651,053	40,735,623	82,386,676	(890,289)
4.3 Habilitation Programs	4,522,386	386,759	2,016,795	2,554,995	4,571,790	(49,404)
5.4 Transportation	21,090,857	1,503,475	9,817,218	11,504,042	21,321,260	(230,403)
6.5 Other Services	359,690,123	29,216,345	196,007,601	167,611,878	363,619,479	(3,929,356)
Total POS (General):	561,621,191	45,152,780	302,411,322	265,345,177	567,756,499	(6,135,308)
CRDP & CPP						
CRDP & CPP Placements	194,786	4	601	194,186	194,786	0
CRDP & CPP Assessments	0	0	0	0	0	0
CRDP & CPP Start Up	890,753	0	0	890,753	890,753	0
Deflection CRDP & CPP	0	0	0	0	0	0
Total CRDP & CPP:	1,085,539	4	601	1,084,939	1,085,539	0
HCBS Compliance Funding	0	0	0	0	0	0
Total HCBS:	0	0	0	0	0	0
Total Purchase of Service:	562,706,730	45,152,785	302,411,922	266,430,116	568,842,038	(6,135,308)
OPERATIONS						
25010 Salaries/Benefits	43,798,169	3,093,182	22,414,408	21,383,761	43,798,169	0
25010 ABX2-1	3,115,547	239,395	1,737,425	1,378,122	3,115,547	0
Total Salaries/Benefits:	46,913,716	3,332,577	24,151,832	22,761,884	46,913,716	0
OPERATING EXPENSE						
30010 Equipment Rental	382,522	(36,877)	30,383	352,139	382,522	0
30020 Equipment Maint	100,715	2,959	100,715	(0)	100,715	0
30030 Facility Rent	4,708,470	405,162	2,547,442	2,161,028	4,708,470	0
30040 Facility.Maint. AV	72,019	0	36,738	35,281	72,019	0
30041 Facility Maint. SFV	135,917	27,260	85,808	50,109	135,917	0
30042 Facility Maint. SCV	111,037	12,646	20,412	90,625	111,037	0
30050 Communication	445,913	22,417	259,024	186,889	445,913	0
30060 General Office Exp	289,052	8,130	75,599	213,453	289,052	0
30070 Printing	32,814	106	18,520	14,294	32,814	0
30080 Insurance	399,770	0	399,770	0	399,770	0
30090 Utilities	77,139	9,155	68,279	8,860	77,139	0
30100 Data Processing	140,400	0	57,326	83,074	140,400	0
30110 Data Proc. Maint	213,500	7,704	132,837	80,663	213,500	0
30120 Interest Expense	128,297	6,744	16,479	111,818	128,297	0
30130 Bank Fees	171,752	0	42,541	129,211	171,752	0
30140 Legal Fees	736,220	2,865	128,312	607,908	736,220	0
30150 Board of Trustees Exp	101,500	0	4,650	96,850	101,500	0
30151 ARCA Dues	109,598	0	0	109,598	109,598	0
30160 Accounting Fees	87,531	0	0	87,531	87,531	0
30170 Equipment Purchases	1,517,029	167,355	673,549	843,480	1,517,029	0
30180 Contr/Consult-Adm	1,106,126	60,928	432,266	673,860	1,106,126	0
30220 Mileage/Travel	337,400	2,172	15,218	322,182	337,400	0
30240 General Expenses	690,316	9,264	155,302	535,014	690,316	0
30240 ABX2-1	141,404	3,924	31,229	110,175	141,404	0
Total Operating Expenses:	12,236,441	711,914	5,332,400	6,904,041	12,236,441	0
Total Operations:	59,150,157	4,044,491	29,484,232	29,665,925	59,150,157	0
Total Gross Budget :	621,856,887	49,197,275	331,896,155	296,096,040	627,992,195	(6,135,308)
OPS Projects:	356,515	0	0	356,515	356,515	0
Total Gross Budget with Projects:	622,213,402	49,197,275	331,896,155	296,452,555	628,348,710	(6,135,308)

NORTH LOS ANGELES COUNTY REGIONAL CENTER
Operations ("OPS") Project Line Item Report
FISCAL YEAR 2020-2021
January 2021

	Projected Annual B-2 Budget	EXPENDED MONTH	EXPENDED Y-T-D	BALANCE REMAINING	PROJECTED EXPENDITURES	SURPLUS/ (DEFICIT)
Family Resource Center ("FRC")	\$207,187	\$0	\$0	\$207,187	\$207,187	\$0
Self Determination Program ("SDP") Participant Support	\$149,328	\$0	\$0	\$149,328	\$149,328	\$0
TOTAL:	\$356,515	\$0	\$0	\$356,515	\$356,515	\$0

Family Resource Center: Family Resource Center provides services and support for families and infants and toddlers, under the age of three years, that have a developmental delay, disability, or condition that places them at risk of a disability. Services include, as specified in Government Code 95024(d)(2), parent-to-parent support, information dissemination, public awareness, and family-professional collaboration activities; and per Government Code 95001(a)94), family-to-family support to strengthen families' ability to participate in service planning.

Self Determination Program Participant Support: The SDP allows for regional center consumers and their families more freedom, control, and responsibility in choosing services, supports, and providers to help meet the objectives in their individual program plans. The SDP Participant Support is for regional centers, in collaboration with the local volunteer advisory committees, to assist selected participants in their transition to SDP.

NORTH LOS ANGELES COUNTY REGIONAL CENTER
PROVIDER RELIEF FUNDS aka CARES ACT FUNDING
FINANCIAL REPORT-MONTHLY RECAP
FISCAL YEAR 2020-2021
January 2021

DESCRIPTION	PROVIDER RELIEF FUNDING aka CARES ACT FUNDING	EXPENDED MONTH	EXPENDED Y-T-D	BALANCE REMAINING	PROJECTED EXPENDITURES	SURPLUS/ (DEFICIT)
Provider Relief Funds aka CARES Act Funding	\$991,226.62	\$0.00	\$0.00	\$991,226.62	\$991,226.62	\$0
TOTAL:	\$991,226.62	\$0.00	\$0.00	\$991,226.62	\$991,226.62	\$0

Provider Relief Funding: On April 10, 2020, Health and Human Services ("HHS") made available the first disbursement of \$30 billion of the \$100 billion that Congress allocated to hospitals, physicians, and other health care providers in the Public Health and Social Services Emergency Fund in the Coronavirus Aid, Relief and Economic Security Act ("CARES Act"), also known as the Provider Relief Funding. Eligible providers include participants in state Medicaid/Children's Health Insurance Program ("CHIP") programs. Regional Centers were eligible for the Provider Relief Funds because regional centers provide Medicaid-funded case management services to Consumers. Service Providers were also eligible because a substantial percentage of Consumers served have Medi-Cal and received Medicaid-funded Home & Community-Based Services ("HCBS"). NLACRC applied for the Provider Relief Fund and received Provider Relief Funds on November 20, 2020. NLACRC must utilize the Provider Relief Funds by June 30, 2021, or any unused amounts will be forfeited and must be returned to HHS. All recipients of Provider Relief Funds must submit documents sufficient to ensure that the Provider Relief Funds received were used for healthcare-related expenses or lost revenue attributable to the coronavirus. Provider Relief Funds must be used for COVID-19 or health related expenses purchased to prevent, prepare for, and respond to coronavirus, including but not limited to, acquiring additional resources, including facilities, equipment, supplies, health care practices, staffing, and technology to expand or preserve care delivery.

Consumer Advisory Committee

North Los Angeles County Regional Center
Consumer Advisory Committee Meeting Minutes (Via Zoom)
January 6, 2021

Present: Bill Abramson, Pam Aiona, Josefina Hernandez, Juan Hernandez, and Destry Walker

Silvia Bonilla, Sara Iwahashi, and Jose Rodriguez – Staff

Absent: Caroline Mitchell

1. Call to Order & Introductions

Pam Aiona, in the absence of the 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 November 4th Meeting

M/S/C (D. Walker/J. Hernandez) To approve the minutes as presented.

3. Committee Business

A. Presentation: Emergency Preparedness (Julie Eby-McKenzie, State Council on Developmental Disabilities)

The Emergency Preparedness presentation was presented to the committee.

Additional Presenters

- Bebo Saab, Office of Clients' Rights Advocacy
- Scott Baron

B. Training/Presentation Calendar for FY 2021-22

The committee reviewed the training/presentation calendar.

C. Agenda for the January 13th Board Meeting

The committee reviewed and discussed the agenda for the January 13th Board meeting.

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 the January 6th Meeting

5. Announcement / Information / Public Input

A. Updated CAC Meeting Attendance Sheet

The updated CAC meeting attendance sheet was shared with the committee.

B. Next Meeting: February 3, 2021 at 11:00 a.m.

6. Adjournment

Pam Aiona adjourned the meeting at 1:00 p.m.

Submitted by,

Yesenia Martinez
Executive Assistant

[camin_jan6_2021]



North Los Angeles County Regional Center
Consumer Advisory Committee Meeting Minutes (Via Zoom)
February 3, 2021

Present: Bill Abramson, Pam Aiona, Caroline Mitchell, Enrique Rogel, Destry Walker, Cynthia, and Melinda

Silvia Bonilla, Sara Iwahashi, and Jose Rodriguez – Staff

Absent: All present

1. Call to Order & Introductions

Caroline Mitchell, chair, called the meeting to order at 11:01 a.m.

2. Consent Items

A. Approval of Agenda

M/S/C (D. Walker/P. Aiona) The agenda was approved as presented.

3. Committee Business

A. Presentation: Consumers on the Board (Kathryn Lincoln)

Katherine Lincoln was unable to give her presentation due to technical difficulties. She will reschedule with Jose for next month.

B. Training/Presentation Calendar for FY 2021-22

1. Consumers on the Board Presentation
2. LAPD – what type of training are they receiving when interacting with the disabled community?
3. Assembly Member and Council Member – how are they able to help the disabled community & the economic impact COVID-19 has had on budget?

4. Identify Agenda Items for the Next Board Meeting

The CAC identified the following items for their section of the February board meeting

agenda:

A. Minutes from the February 3rd Meeting

5. Announcement / Information / Public Input

A. Updated CAC Meeting Attendance Sheet

B. Next Meeting: Wednesday, March 3, 2021 at 11:00 a.m.

Public Input

Caroline asked the group to contact their representatives to advocate for consumers to receive the COVID-19 vaccine.

The importance of participating on the Board was discussed. Advocating to ensure that adult consumers get their fair share of services needed needs to be a priority on the board. When Board meetings resume in the office, how can consumers that are unable to attend in person participate? Can a hybrid meeting be created so they have the opportunity to participate via Zoom? Caroline to bring issues at the next Board meeting.

CAC members were invited to attend the Self Advocacy meeting next month to participate in the emergency preparedness presentation. Members were encouraged to check their current emergency preparedness items to ensure they are not expired and to replace items as needed.

6. Adjournment

Caroline Mitchell adjourned the meeting at 12:06 p.m.

Submitted by,

Yesenia Martinez
Executive Assistant

[camin_feb3_2021]



North Los Angeles County Regional Center
Consumer Advisory Committee Meeting Minutes (Via Zoom)
March 3, 2021

Present: Caroline Mitchell, Bill Abramson, Jessica Gould, Josefina Hernandez, Lesly Forbes, Pamela Aiona, Suzanne Paggi, Joseph Hernandez, Cynthia, J. Rodriguez, Kathryn Lincoln

Silvia Bonilla, Sara Iwahashi, Jose Rodriguez, Juan Hernandez, Ana Maria Parthenis-Rivas – Staff

1. Call to Order & Introductions

Caroline Mitchell, Chair, called the meeting order at 11:06 a.m.

2. Consent Items

A. Approval of Agenda

M/S/C (L. Forbes/J. Hernandez) To approve the agenda as modified.

B. Approval of Minutes from the February 3rd Meeting

M/S/C (B. Abramson/L. Forbes) To approve the minutes as presented.

3. Committee Business

A. Presentation: Consumers on the Board (Kathryn Lincoln)

- i. Board Packet Review information was shared in the chat.
- ii. Question by Cynthia: Will we still be able to participate in Board meetings by phone or zoom in the future?

B. Training/Presentation Calendar for FY 2021-22

- i. LAPD – J. Rodriguez has not heard back yet from LAPD.
- ii. Pet Adoption – In progress.
- iii. Assembly and Council Members – C. Mitchell has emailed the Mayor and Assemblywomen Smith.
- iv. Topic proposed by Cynthia: Vaccinations
- v. Topic proposed by J. Rodriguez: Zoom basics
- vi. Topic proposed by C. Mitchell: Lanterman Act

4. Identify Agenda Items for the Next Board Meeting

The CAC identified the following items for their section of the April board meeting agenda:

- A. Minutes from the February 3, 2021 Meeting

5. Announcement / Information / Public Input

- A. C. Mitchell - ARCA group is doing a project of letters to Senators regarding CSCs and consumer input. Deadline is March 26. C. Mitchell will share information with J. Rodriguez.
- B. S. Iwahashi - Metro Event taking place this evening at 6:30 pm, Metro's Fareless System Initiative. J. Rodriguez to share information with attendees.
- C. J. Rodriguez – One Generation's Lyft Ride Program for Seniors and Ride to Your COVID-19 Vaccination with Access.
- D. Next Meeting: April 7, 2021 at 11:00 a.m.

6. Adjournment

Caroline Mitchell adjourned the meeting at 12:30 p.m.

Submitted by,

Ana Maria Parthenis-Rivas
Executive Administrative Assistant

[camin_mar3_2021]



Consumer Services Committee

North Los Angeles County Regional Center
Consumer Services Committee Meeting Minutes
January 20, 2021

Draft

Present: Nicholas Abrahms, Christina Cannarella, Lety Garcia, Gabriela Herrera, Sharoll Jackson, Nelmonika Jones, Jennifer Koster, and Curtis Wang – Committee Members
Orli Almog – Vendor Advisory Committee Representative
Michelle Heid – Guest
Evan Ingber, Sara Iwahashi, Ruth Janka, Michele Marra, Yesenia Martinez, Cristina Preuss, Kim Rolfes, Jesse Weller, and Jennifer Williamson – Staff Members

Absent: All present

I. Call to Order & Introductions

Lety Garcia called the meeting to order at 6:03 p.m., due to the resignation of the committee chair, and introductions were made.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Agenda

The following items were added to the agenda:

IV. I. Level of Care Options and Service Delivery

IV. J. Diversity and Inclusion Policy

M/S/C (C. Wang/N. Jones) To approve the agenda as modified.

B. Approval of Minutes of the November 18th Meeting

M/S/C (C. Cannarella/G. Herrera) To approve the minutes as presented.

IV. Committee Business

A. New Committee Chair

Nelmonika Jones stepped down as the Consumer Services Committee chair,

effective immediately. The committee was asked for volunteers to take over as chair. Gabriela Herrera volunteered and was elected as the new chair.

M/S/C (N. Abrahms/C. Wang) To approve Gabriela Herrera as the new Consumer Services Committee chair.

B. 2nd Quarter Appeals/Hearings Report

Copies of the report were provided and reviewed. During the 2nd quarter ended December 31, 2020:

1. Eligibility: 482 Notices of Action (NOAs) were issued and 11 were returned (appealed); 9 additional hearings were requested from NOAs sent in previous quarters.
2. Service: 257 NOAs were issued and 9 were returned; 1 additional hearing was requested from an NOA issued in a previous quarter.
3. Hearings: 7 fair hearings were held:
 - 6 eligibility hearings (5 denied, 1 dismissed, and 0 pending a decision)
 - 1 service hearing (0 granted, 0 denied, 0 dismissed, and 1 pending)

The committee needed some clarification regarding service denials. Jesse informed the committee that when services are denied, alternatives are offered to consumers and families. Ruth informed the committee that, at times, there are families who choose to request NOAs even though they agree with the alternative plans; our assumption is that the notice is requested so consumers/parents have appeal information should they change their mind and want a hearing. Further, there are some cases where there is a service requested that we cannot provide due to statute, for example, requests for an experimental treatment. This is a service request that we cannot resolve as regional centers are prohibited explicitly in statute from funding an experimental treatment. That said, NLACRC will assess and offer an alternative service known to be effective to address the issue.

The committee requested more data on the appeals as it pertains to ethnicity and access to services. Ruth informed the committee that it is possible to capture the data going forward, however, capturing the historical data may be arduous as we have not been tracking it, and thus, it may require a manual review (which will take time).

Action: Ruth will get consult with staff on obtaining historical appeals information regarding ethnicity and service types, and will set up a tracking system for all prospective appeals.

The committee discussed the need for consumers and families to be educated on the Fair Hearings process. This prompted a question regarding the level and frequency of training required of CSCs. Ruth informed the committee that all new staff, directors, and supervisors attend a 6-hour Lanterman Act training. In addition, they attend training and refresher courses solely on the Fair Hearings process on notices and timelines.

Action: Jesse will circle back with information on the frequency that CSCs are trained on the Fair Hearings process.

C. 2nd Quarter Exceptions/Exemptions Report

Copies of the report were provided and reviewed. During the 2nd quarter:

The exceptions report lists requests from consumers and families for services that are outside of the center's service standards and whether those services were approved or denied. During the 2nd quarter of this fiscal year, the center approved 491 requests, approved 11 alternate services, and denied 3 requests.

The exemptions report lists requests made for services that have been suspended or reduced as a result of the trailer bill language for respite. The report showed that during the 2nd quarter, the center approved 0 requests and denied 0.

Action: Jesse will work with Yesenia to distribute the PowerPoint, presented at the Town Hall, regarding Participant Directed Services to the committee.

D. 2nd Quarter Consumer Diagnosis Report

Copies of the report were provided to the committee for their review. The report showed diagnostic information about the center's consumers each quarter since July 1, 2018. Of the 27,500 consumers that the center serves, the diagnosis breakdown is as follows:

1. Intellectual Disability: 8,937
2. Autism: 12,778 (an increase of 18.77% since July 1, 2018)

3. Cerebral Palsy: 565
4. Epilepsy: 259
5. Other developmental disability: 1,263
6. Status 0, 1, 2: 3,698 (a decrease of 12.24%)

Status 0 are clients in intake, Status 1 are clients in Early Start (at risk), and Status 2 clients are children over 3 that have been found eligible for regional center services.

E. Monthly Community Resource Development Plan (CRDP) Reports (November and December 2020)

Copies of the November and December 2020 reports were provided and Jesse reviewed the December 2020 report with the committee.

As of March 18, 2020, the center still had 7 consumers living in Institutes for Mental Disease (IMDs), locked facilities usually housing 15 or more individuals); 5 of the 7 have pending placements; 1 TBD.

F. Self-Determination Program Update

The center currently has 158 consumers who are eligible to participate in SDP; 34 of those consumers are fully active in the program and have approved budgets; 36 budgets have been certified; 30 budgets are in the certification process; and 54 person-centered plans have been completed. SDP information and orientation meetings are being held monthly.

Jesse informed the committee that North LA was recognized by the Department as being one of the regional centers with the most movement in the Self-Determination Program. In addition, Jesse made the following SDP announcements:

1. NLACRC has an opening in the Self-Determination Local Advisory; applications are available on our website.
2. The next Self-Determination LVAC is on January 21st at 7 p.m.
3. The Self-Determination Orientation & Information meeting was held on January 4th.
4. A Self-Determination RFP, for individualized coaching and supports, informational meeting was held on January 11th.

Furthermore, the committee was provided a quick preview of the data that will be included in the upcoming CSC SDP report.

G. VAC's Draft Older Adult Services and Supports Policy Update

The committee was informed that this topic will be covered during the Chief of Program Services report.

H. Approved CSC's Priorities for FY 2020-21

The board approved FY2020-21 Consumer Services Committee's Priorities were included in the packet for reference.

The committee discussed adjusting the meeting time of the Consumer Services Committee meeting to extend it to allow more time to cover the topics in detail, particularly SDP. The committee discussed options, ranging from starting earlier to holding the meeting on a different day of the week. It was decided to not change the meeting time for the committee, with the option to revisit it again in the future.

I. Level of Care Options and Service Delivery

Ruth explained that if an individual requires care and supervision at the nursing level, which regional center's call "licensed level of care" and the care/supervision is to be purchased by a regional center, then it must be provided by a licensed individual per state law. This is a longstanding issue, and NLACRC understands the difficulty this may cause for families, as some families prefer a family member to be the caregiver and there is a nursing shortage in the state of California. Due to the statutory requirement that paid nursing services be provided by a licensed nurse, regional centers do not have statutory authority to be flexible on this narrow issue.

Christina shared that there are different entities that have different requirements on this issue. She feels it would be helpful to educate consumers and families on the different entities and their requirements on personal care assistance.

Action: Ruth and Jesse will look at providing training for consumers and families on personal assistance options.

Action: Yesenia will include Jazmin Zinnerman on future Consumer Services

Committee meeting information.

J. Diversity and Inclusion Policy

The idea of developing a Diversity and Inclusion policy started with service equity given the POS data, in terms of communities of color accessing services. Ruth informed the committee that she would like to consult with a Diversity and Inclusion consultant on policy development to facilitate the process and to allow for a multi-prong approach. We will take the lead of our consultant in terms of what strategies we should be implementing. Part of the plan is to provide training for our staff and have the consultant review our policy and procedures. We are ultimately looking to ensure our practices are inclusive in all the communities we serve and assess where there is room for improvement. Additionally, we seek to to start with leadership being trained in diversity and inclusion.

Michele shared that North LA is very forward thinking in our internal disparity committee. We have created brochures that provide information to our community about the availability of services, and the most common services sought for individuals based on age. In addition, we are in the process of developing a language access plan. As part of the process, we are looking at different aspects of disparity and sharing our findings with the Consumer Services Committee. While we do not yet have a diversity policy, NLACRC has been actively addressing disparity and continues the dialogue.

Ruth assured the committee that we are reviewing data and, seek to learn the barriers to accessing services, and lastly assured the committee that NLACRC wants to understand the cause of disparity.

V. **Chief of Program Services Report** (Jesse Weller)

A. Announcements

1. The Older Adults Survey is still in progress. The due date for survey is January 29th.
2. NLACRC is continuing to contact consumers and families regardless of recent contact.

B. Staffing Update

1. Recruiting for Consumer Services Director, Branch Offices and SDP

2. Recruiting for CPP/CRDP & Specialized Services Supervisor
3. Recruiting for 3 specialized positions (1:25 for complex support needs)
4. Created temporary CSC lead positions for placement reviews and CPP/CRDP

C. Group Meetings/Events

1. Alianza de Hombres (Men's Group): continues to meet monthly.
2. Cafecito Entre Nos (Coffee Among Us): continues to meet monthly.
3. Black and African-American Family Focus Support Group: meets the first Monday of each month.
4. Modern Support Services: Armenian Support Group and Spanish-speaking support group; meets every 2nd and 4th Tuesday at 6:30 p.m.
 - CalABLE meeting on January 19th (English) and January 21st (Spanish).
5. Family Focus Resource Center (FFRC) continues to offer events for families.

D. Surge Placement Update

1. COVID-19 Displaced/Exposed: 4 beds
2. COVID-19 Positive: 5 beds
3. Fairview Development Center – No NLACRC Consumers as of 1/25/2021
4. Porterville Development Center – No NLACRC Consumers as of 1/25/2021

E. NLACRC's Disparity Committee

1. Continuing to work on the Plain Language Access Plan.
2. The Spanish-speaking Self-Advocacy Group continues to meet.
3. In order to address some confusion on the DDS Directive regarding
4. overtime for respite (participant directed services), we will be providing training at our next Cafecito Entre Nos.
5. Aprendiendo Entre Nos continues to meet.

F. Early Start

There is an Early Start webinar series, which includes the following topics:

1. Telepractice Services (web-based strategies for infants and toddlers)
2. Wellness, Mental Health, Resilience/Family Stressors taking place on Tuesday, January 12, 2021 from 10 a.m. to noon
3. Supporting Parents in Addressing Challenging Behaviors taking place on Tuesday, January 19, 2021

G. Adult Services

1. SLS Orientation is scheduled to take place on January 21st at 3 p.m.
2. OCRA will be holding two-part SSI Workshops to discuss what it is, eligibility, and how to apply; Part 1 is on January 21st and Part 2 is on January 28th.

H. Employment

NLACRC has a partnership meeting with RCOC to discuss employment initiatives. RCOC employment is very high and their Associate Director of Employment services is willing to partner with us to help us get more consumers into competitive employment.

VI. Board Meeting Agenda Items

The following items were identified for the committee's section of the February 10th board meeting agenda:

- A. Minutes of the January 20th Meeting
- B. 2nd Quarter Appeals/Hearings Report
- C. 2nd Quarter Exceptions/Exemptions Report
- D. 2nd Quarter Consumer Diagnosis Report

VII. Announcements / Information Items / Public Input

Michele informed the committee that, at the last board meeting, we discussed holding Town Halls more frequently to inform and gather information from our community. I would like to recommend that, at the next committee meeting, we discuss potentially using the information we gather to help us formulate our legislative priorities, etc.

Ruth announced that we would like to see a Town Hall as soon as February.

- A. Next Meeting: Wednesday, February 17th at 6:00 p.m.

VIII. Adjournment

Gabriela adjourned the meeting at 7:20 p.m.

Submitted by:

Yesenia Martinez
Executive Assistant

[csmin_Jan20_2021]



Executive Committee

North Los Angeles County Regional Center
Executive Committee Meeting Minutes
January 27, 2021

Draft

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

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

Absent: All present

I. Call to Order

Lety Garcia, president, called the meeting to order at 8:25 p.m.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Agenda

Added item:

IV.L. COVID Vaccination Communication

M/S/C (A. Martinez/J. Sunderland) To approve the agenda as modified.

B. Approval of Minutes from the October 28th Meeting

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

C. Approval of Minutes from the November 24th Meeting

M/S/C (J. Sunderland/M. Davis) To approve the minutes as presented.

IV. Committee Business

A. FY 2020-21 Board Budget vs Expenditures

Kim informed the committee that the FY 2020-2021 Board Budget was updated to reclassify some of funding to add a category for board training expenses. Currently, we have only used 4.58% of the budget.

B. Executive Committee Critical Calendar Approval

This item was deferred to the February Executive Committee meeting in order to add the Executive Director Performance Evaluation timeline.

Action: Michele will make the changes to the critical calendar and send to the next committee meeting.

C. Diversity and Inclusion Consultant Update

Michele informed the committee of the progress in the selection of a diversity and inclusion consultant. NLACRC is seeking clarification on a few areas of the Just Communities proposal and is awaiting their response. Their references have been reviewed and we are hoping it will be finalized next week.

Ruth informed the group that NLACRC is one of three regional centers in the state working on a diversity and inclusion policy. The other two regional centers are both working with consultants, began by training their board and staff, and then began policy development. Given that implementing a diversity and inclusion initiative, including policy development, requires subject matter expertise NLACRC plans to secure the diversity and inclusion consultant to assist and guide policy development.

D. Separate SDP Report at Board Meetings

Ruth informed the committee that a board member has recommended that a separate Self-Determination Program report regarding NLACRC be made to the board by a family member. Typically, this has been included in the Executive Director's report, however since the SDP implementation has many facets, staff support the recommendation a separate SDP report.

Jesse reported that he has been working with the Center's board liaison to the SDP local volunteer advisory committee and they agreed upon a strategy for reporting implementation status to the board. Jesse also informed that he is revamping the SDP meeting report and, for consistency, will be sharing the

same data from the SDP meeting in the report out to the Consumer Services Committee. Additionally, Jesse will provide additional data to the board as the phase-in period sunsets and the SDP program expands to all consumers eligible; this will be June 2021 per statute. Ruth will integrate the additional details in her Center Operations report to the Executive Committee.

E. Ana Quiles – Conflict of Interest Resolution Plan Approval

Michele informed the committee that Ana Quiles' COI Resolution Plan was approved by DDS. It will be shared at the next board meeting.

F. Executive Director's Evaluation: Negotiating Committee requests external compensation data from the chief organization development officer

Michele informed the committee that the Negotiating Committee has already requested compensation data and she has started on compiling the information.

G. Length of Board Meetings Discussion

Ruth informed the committee that over the past few months some board members have expressed concern about the length of time of board meetings. Moreover, Ruth shared that last year board members left due to the amount of time and not having that amount of time available.

The committee had the following suggestions to shorten the length of board meetings:

- Town hall meetings to give the public a forum to discuss their concerns.
- Using the Public Input section to share personal thoughts.
- Including more information on ARCA trainings during the meeting.
- Checking with other regional centers and maybe revisiting the board and committee meetings schedules.
- Using the Zoom technology to help answer questions in the Chat.
- Using the existing board buddy system to minimize basic questions during board meetings.
- Offering tiered board membership, which would require a change to bylaws.

Ruth mentioned that the Center is receiving requests from the public for board meeting packets ahead of the meeting, which contain draft minutes not yet finalized by the board and thus, recommended not disseminating packets due to the draft documents. Kim shared that anything that comes to the board becomes public information, therefore, should be disseminated ahead of the meeting upon request.

Action: Kim will research the requirements for sharing meeting packets with the public ahead of the meetings and bring it back to the committee.

Action: Angelina agreed to include more information on ARCA training in her report out.

Action: Review the board buddies at the next board meeting and recommend board veterans to reach out to their board buddies to offer support.

Action: Yesenia will work on identifying the people that use the Zoom call-in feature to attend the board meetings.

H. Board Member Code of Conduct

Lety informed the committee that Marianne shared a Code of Conduct template that can be adapted for use with our board members. She shared that she feels it is a good suggestion and it is open for discussion.

Ruth added that the code of conduct will be incorporated into the Board Member Responsibilities policy. Once the information is added, we then take it to the Ad Hoc Bylaws Committee. Please know that we are going to have a number of recommendations that will be coming from this committee.

Lety informed the committee that the Ad Hoc Bylaws Committee will make the changes and then take it to the board for approval.

Ana reminded the group that there was a discussion about adding a reference to the Code of Conduct in the bylaws.

I. Annual Board Retreat Discussion

The idea of holding a virtual board retreat was brought up for discussion. The majority of committee members shared their preference to defer holding a retreat until members could meet in-person. As such, the committee decided to defer any further discussion/planning of a retreat until we are confirmed that the retreat can be an in-person event.

Action: Recommend deferral of board retreat until the retreat can be planned as an in-person event.

J. Identify Location for Board Retreat and Board Dinner

Deferred, see item I.

K. Board Meeting Feedback

This topic was discussed under item G.

L. COVID Vaccination Communication

The committee discussed assembling a taskforce or a mini strategic plan to allow the Center to disseminate vaccination communications promptly and completely to major stakeholders, parents, vendors, and support groups.

Action: Ruth and Kim will work on a plan of how NLACRC will be disseminating the vaccination information to our community.

M. Finalize Agenda for February 10th Board Meeting

The committee finalized the agenda for the February 10th board meeting.

V. **Center Operations**

COVID-19

- The reopening of LA County is still based on the color-coding tiers, which is determined by data on positivity rates. While positivity has decreased to 9.8% from 13%, LA County continues to be in the Tier 1 (Purple – Widespread).

- System-wide over 400 individuals have died. Please know that we have a centralized reporting system that includes service provider staff and regional center staff.
- Our SANDIS system has been updated to track immunizations and to generate reports. Our CSCs will be collecting the information from consumers and families as part of our consumer contact program.
- Jesse informed the committee that as we are contacting our community members, we are noticing an increase in vaccination reporting so we are integrating it into our follow up.

Vaccination Distribution

Please know that LA County Public Health is handling vaccine distribution, which means that they decide who gets the vaccination. In our system, congregate living arrangements were the only ones prioritized to receive the vaccination. Further, Phase 1A Tier 2 was based on occupation, which included our regional centers. Subsequently, DDS issued a letter and directed regional centers to disseminate the information regarding vaccine eligibility for consumers with Down syndrome, epilepsy, cerebral palsy, or other combined health issues. However, Public Health did not agree with this and thus, various LA County Public Health vaccination sites have been turning away family member caregivers and regional center employees; Public Health has the authority to decline the administering the vaccine. NLACRC has informed DDS of the issue, and despite the various sites that have turned away caregivers and staff, NLACRC will continue sending out the information (with a disclaimer that it could be possible that they will be turned away) and providing the verification letter to those that are eligible.

Updates

- DVU Connect – Town Hall happened today.
- The Department is changing the Early Start Program Review to an online self-assessment and will be doing an annual review versus a triennial review. NLACRC is one of three regional centers selected to pilot this program.
- Virtual Town Hall will be February 4th regarding COVID Vaccinations; we are planning to send out the information, in English and Spanish, tomorrow.
- NLACRC continues to request EPG and we are anticipating a second shipment. Additional, we have two N95 testing kits for loan to service

providers.

- SDP: 158 participants, 34 fully transitions, accepting web applications for open seat on SDP Local Advisory Committee. Additionally, there is an SDP RFP out for individualized coaching and supports that is due by January 21st.

VI. Board Meeting Agenda Items

The following items were identified for the Executive Committee's section of the February 10th board meeting agenda:

- A. Minutes of the January 27th Meeting
- B. Approval of Contracts
- C. Ana Quiles – Conflict of Interest Resolution Plan Approval
- D. Diversity and Inclusion Consultant Update
- E. Board Buddies and New Board Member Support
- F. COVID Information Dissemination
- G. Update on SDP Report at Board Meeting
- H. Annual Board Retreat Update

VII. Announcements / Information Items

- A. Next Meeting: Wednesday, February 24th, at 7:00 p.m.

VIII. Adjournment

Lety Garcia adjourned the meeting at 10:52 p.m.

Submitted by,

Yesenia Martinez
Executive Assistant

[ecmin_jan27_2021]





North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 | www.nlacrc.org

February 24, 2021

The Honorable Gavin Newsom
Governor of California
1303 10th Street, Suite 1173
Sacramento, CA 95814

Dear Governor Newsom,

North Los Angeles County Regional Center (NLACRC) provides services and support to over 28,000 individuals with developmental disabilities and their families in the San Fernando, Santa Clarita, and Antelope Valleys. On behalf of our community, we wish to express our most sincere gratitude for your leadership, vision, and actions to support our community during the COVID-19 pandemic. Through your support and commitment, individuals with disabilities, including developmental disabilities, are prioritized to receive the COVID-19 vaccine in March.

California has long been a leader in advocating, promoting and supporting individuals with developmental disabilities. We look forward to our continued partnership in protecting our community.

Thank you for your tireless leadership and support during these unprecedented times and please feel free to call upon us if NLACRC can be of assistance.

Respectfully,

Leticia Garcia
Board President

Ruth Janka
Executive Director

Government & Community Relations Committee

Government & Community Relations Committee Meeting Minutes

January 20, 2021

Draft

Present: Nicholas Abrahms, Christina Cannarella, Gabriela Herrera, Sharoll Jackson, Nelmonika Jones, Jennifer Koster, Jeremy Sunderland, and Curtis Wang – Committee Members

Orli Almog – Vendor Advisory Committee Representative

Victoria Berry and Michelle Heid – Guests

Evan Ingber, Sara Iwahashi, Ruth Janka, Michele Marra, Yesenia Martinez, Kim Rolfes, Jesse Weller, and Jennifer Williamson – Staff Members

Absent: Ivette Arriaga

I. Call to Order & Introductions

Jeremy Sunderland, chair, called the meeting to order at 8:25 p.m. and introductions were made.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Agenda

M/S/C (C. Wang/G. Herrera) To approve the agenda as presented.

B. Approval of Minutes from the November 18th Meeting

M/S/C (G. Herrera/N. Abrahms) To approve the minutes as presented.

IV. Committee Business

A. Legislative Educators Contract Update

Michele shared the genesis of the legislative educator’s contract and discussed the historical need for their support. In FY 2016-17, we did a Request for Proposal (RFP) for a legislative educator to increase our community’s

legislative footprint. We then had board members and staff help select the educators.

Thanks to support of the legislative educators, ARCA has acknowledged NLACRC as one of the regional centers to take the lead in conducting legislative outreach and establishing relationships with legislators. In addition, with the help of the legislative educators, we have organized legislative forums that have advocated for our community; grassroots efforts at the state and local levels; and participated in ARC activities.

The legislative consultant contract was included in the packet and Kim reviewed its main points with the committee. She informed the committee that the contract has a maximum sum of \$141,286, which is for legislative activities and consulting hours that will be used for supporting NLACRC's legislative goals and objectives.

After the discussion, the committee did not approve the contract as members were conflicted by the amount allocated; the amount represented the maximum amount of funding available annually however the contract was for 8 months. Furthermore, some members felt the committee could do some of the work identified in the contract. That said, the committee was open to revising the contract to a lesser amount. The committee and staff discussed ideas of how to reduce the contract amount without compromising the number of legislative activities. Some of the ideas were to open a new RFP, to reduce the amount of consulting hours, or to no longer contract with a legislative consultant. After discussion, the committee decided to have the contract revised by reducing the amount of consulting hours and reviewing it at the next committee meeting.

Action: Michele will revise the contract and bring it back in February.

B. Social Media Update (November and December 2020)

1. Facebook Analytics (English & Spanish) Reports

Sara provided the committee with reports from November and December 2020 for the Center's English and Spanish Facebook pages.

Victoria asked if NLACRC had considered adding Instagram to the list of social media outreach. Sara replied that the Center has YouTube and Twitter accounts and is currently looking at Instagram as part of our expansion.

2. Social Media Expansion Update

Jennifer informed the committee that social media expansion as it pertains to human interest stories is now being reviewed by the Center's HIPAA attorney. Once the attorney review is finalized, we can then bring in our plain language consultants.

C. Discussion re: Annual Spring Legislative Event

The committee discussed holding a virtual legislative town hall event as a way to give the community a platform where they can share their ideas and concerns. This idea stemmed from the January 13th board meeting during which community members shared that they felt that their input was stifled due to the meeting format.

The committee decided to hold a legislative town hall event in the next six months, with or without legislative educators.

M/S/C (C. Wang/C. Cannarella) To approve holding a Spring Legislative Town Hall event.

D. Upcoming Legislative Activities

Michele informed the committee of the recent activities and upcoming events. She announced the upcoming DDS budget hearings, which we will be sending out an email to the board for virtual attendance.

Per the January board meeting, we are working with VICA/VIA to get more information to recommend membership to the board. She shared that we are looking for other entities, like chambers of commerce. If you have any additional recommendations, please send them.

We attended the VICA After Dark that had a new legislator, Valladares as a guest. We learned a lot about her and were able to ask her questions.

E. NLACRC Consumer and Family Guide

Sara informed the committee that our staff subject matter expert is reviewing the NLACRC Consumer and Family Guide. This process will take a couple of weeks.

F. Language Access Plan

Jennifer informed the committee that we have finalized a plan for the Language Access Plan. The POS report will be used to identify language capacity to make sure we do not exclude any communities. The plan incorporates three phases. The first phase is data collection and assessment, which includes reaching out to FFRC for input; to our plain language consult working with our staff; and to our Language Access Committee, who will reach out to other committees as needed. The second phase is to seek input. The third and final phase is memorializing the plan.

V. Board Meeting Agenda Items

The following items were identified for the committee's section of the February 10th board meeting:

- A. Minutes of the January 20th Meeting
- B. Approval for Spring Legislative Town Hall event

VI. Announcements / Information / Public Input

- A. Christina voiced her support of creating town halls because she feels it shows the community that we do care.
- B. Next Meeting: Wednesday, February 17th at 7:00 p.m.

VII. Adjournment

Jeremy adjourned the meeting at 10:26 p.m.

Submitted by:

Yesenia Martinez
Executive Assistant

[gcrmin_jan20_2021]



Vendor Advisory Committee

North Los Angeles County Regional Center
Vendor Advisory Committee Meeting Minutes
January 7, 2021

Draft

Present: Orli Almog, Erica Beall, Suad Bisogno, Catherine Carpenter, Cal Enriquez, Bob Erio, Kenny Ha, Sharoll Jackson, Dana Kalek, Alex Kopilevich, Don Lucas, Jenni Moran, Sonia Ojeda, Daniel Ortiz, Kevin Shields, and Nick Vukotic - Committee Members

89 Service Providers also participated on the Zoom call.

Ruth Janka, Lisa Mayti, Kim Rolfes, Jesse Weller, Evelyn McOmie, Arsho Garlanian, Elisa Hill, Yesenia Martinez, Cristina Preuss, Sara Iwahashi, Venus Rodriguez-Khorasani, Erin Broughton-Rodriguez, Josie Dauglash, Moné Masa, Nancy Salyers, and Arpi Arabian – NLACRC Staff

Absent: All present

I. Call to Order & Introductions

Sharoll Jackson, VAC chair, called the meeting to order at 9:30 a.m. Introductions were made.

II. Public Input

Announcement of Alzheimer’s Orange County’s vendor staff training video development (information included in packet).

Announcement of Family Focus Resource Center’s IEP Workshop being held on January 20th. The information will be included in NLACRC’s News You Can Use email newsletter.

III. Consent Items

A. Approval of Agenda

The committee removed item XIII. Committee Work since workgroups do not meet until February.

M/S/C (J. Moran/K. Shields) To approve the agenda as modified.

B. Approval of Minutes from the November 5th Meeting

The meeting minutes will be presented at the next VAC meeting in February.

IV. Executive Director's Report (Ruth Janka)

A. State Updates

Governor Newsom announced a \$4.5 million equitable recovery package, which includes \$2 billion for schools. In addition, there is an expedited process for approval of a \$1.75 million relief for small businesses. Furthermore, there is the Golden State Stimulus Package, will provide additional funds to low-income families and undocumented Californians, who were excluded from the Federal stimulus; the payment will be \$600 per person.

B. COVID-19

COVID19 positive cases continue to increase both in the state and locally. Statewide there have been over 27,000 deaths; 21,500 hospitalized. Countywide, there are 840,000 cases with a positivity rate of approximately 20% (on a 7-day rolling average), which means in 1 in every 5 individuals in Los Angeles county either has or has had COVID19. The statewide regional center system reports 8,279 deaths. NLACRC's cumulative numbers are 621 positive; 501 actively positive; 91 recovered; 29 deaths; and 109 hospitalizations.

C. Vaccination Distribution and COVID-19 Testing

Currently, LA County is in the Phase 1, Tier 2, which includes home health care agencies and in-home support personnel. Please know that non-licensed agencies are also eligible for vaccinations with proper documentation including the DDS letter and photo identification, per Dr. DeAntonio. Some providers have reported that some vaccination sites have now started to turn away service provider staff, as well as family member caregivers. NLACRC is working with LA County Public Health to resolve the issue around service provider eligibility and family member caregiver eligibility for vaccination.

ARCA and NLACRC continue to advocate for the inclusion of consumers, families, and staff to be prioritized for vaccinations. You will see regional centers listed in Phase 1, Tier 2 of LA County Public Health's vaccine distribution plan.

Please know we are publicizing the availability of COVID-19 testing locations, including pop-up sites, in our News You Can Use email newsletter and on our website.

D. DDS/Guidance

The Department requires all non-residential providers engaging in alternative service delivery to complete their SurveyMonkey, per vendorization, by Jan 15th. Please know that if you started the survey and did not complete it, it will not save. You will have to contact the Department and ask them to delete it. Then, proceed to fill out a new survey. Submit DDS requests to DDSC19directives@dds.com.

Average monthly rates for transportation and group supported employment will not go into effect until March 1st. Please continue following the billing methodology identified in the August DDS Directive for January and February billing.

NLACRC will continue to request and secure PPE as long as it is available. It is important to support our community and providers.

E. Operations

An update on our statistics and growth. As of November 30th, we are serving 28,020 consumers and families. The breakdown is 7,000 in Antelope Valley; 3,203 in Santa Clarita; and 17,744 in San Fernando Valley. Please know that during the pandemic NLACRC has seen a decline in intake and active cases since March of 2020, however, we are now seeing intake back on the rise.

DDS Self-Advocate and Family Members survey closed December 18th. The purpose of the survey is to find out the impact COVID-19 has had on consumers and families and to identify what services families found helpful. Please know we do not have any formal results on the survey. However, we know that, informally, the Department is reporting about 9,000 responses. We are looking to get more details on the outcome of the survey.

The NCI Adult In-Person Survey is still in progress. The survey is being conducted by State Council and it is for the National Core Indicator report.

North LA's support groups facilitated by Family Focus Resource Center, Dr. Weller, and Modern Support Services are continuing to meet virtually. For full details on the meeting dates and times, please see our website.

V. Deputy Director-Chief Financial Officer's Report (Kim Rolfes)

A. Fun Fact

Two Fun Facts were shared. The first week of January, which includes today, is "National Thank Your Customers" week. Kim thanked the service providers and their staff for their dedication, adaptability, hard work, and ongoing efforts to support our consumers and families during the COVID-19 pandemic. The second fun fact was that this week is also the "someday we will laugh about this week".

B. FY 2020-21 Financial Report

The Center's operations budget for this fiscal year is \$59,079,015 and the purchase of service (POS) budget is \$562,702,135, for a total budget of \$621,780,150. The first Purchase of Service Expenditure Projection ("PEP") report for FY2020-2021 regarding whether the Center has sufficient or insufficient POS allocation was changed from December 10, 2020 to January 10, 2021. At the next VAC meeting, NLACRC will give an update on whether or not the Center has a sufficient allocation.

C. FY 2018-19 Update

VAC members were reminded that the FY 2018-19 fiscal year is closing in March. Please submit any late bills for this fiscal year by February 6th as it is the last day NLACRC can process bills for this contract period.

D. Update on Annual Statement Mailing

The FY2019-20 annual statements were mailed to consumers and family members during the service month of December 2020.

E. Update on Antelope Valley Office

Kim shared that the Antelope Valley Office is nearly completed. The only remaining item is the occupancy permit, which is expected to be received by the end of the month.

F. POS Check Runs

The Center will continue to offer two POS check runs during the month of January. POS Checks will be transmitted for payment on January 19th and January 28th.

G. Staffing

NLACRC staffing still remains at 573 authorized staff positions, as of November 30th. Of which, we have 538 of those positions filled.

H. Personal Protective Equipment (PPE) Press Release

On November 23, 2020, NLACRC sent out a press release announcing that we distributed 1.4 million pieces of PPE to over 4,900 individuals and their families in partnership with our providers and the Department.

I. Purchase of Service (POS) Expenditure Report

NLACRC's POS Expenditures report that we are required to produce every year is now posted on our website. It demonstrates the Center's POS expenditures for FY 2019-20. In addition, we will be holding a public meeting to review the data.

J. Alternative Services Delivery and E-billing

Monthly Alternative Service Rates:

On December 2, 2020, DDS issued Guidance regarding Monthly Rates and Applicable Services for Alternative Nonresidential Services. DDS requested Regional Centers and providers to review the rates and related information and if the review indicated a need to adjust the calculated rate, the regional center must submit supporting documentation to the DDS by February 19, 2021. Rates may only be adjusted upon approved by DDS.

Evelyn reported that, as of this morning, the excel spreadsheet establishing the monthly rate and the associated rate letter have been sent out to service providers with an attached Excel document. The email containing the letter is coming from donotreply@dropbox.com. If you do not receive the email, please contact NLACRC at the alternative service email at alternativesservicedelivery@nlacrc.org.

Kim reported that the Center is actively updating all of the new monthly rates for eligible providers. Additionally, Kim reminded service providers that a Certification of Alternative Nonresidential Services (CANS) form is required from any service provider that is delivering services under the alternative service delivery model. Kim shared that in November, eligible service providers for the alternative service delivery model were provided an excel spreadsheet by NLACRC. The purpose of the excel spreadsheet was to gather data from service providers as outlined in the DDS Directive dated August 31, 2020. NLACRC will be utilizing this same excel spreadsheet to

identify consumers receiving alternative services that need to be authorized at the monthly rate effective January 1, 2021. This will expedite the process to create authorizations so that service providers will be able to bill for alternative services for the January 2021 service month.

E-billing:

Kim shared that the e-billing program was updated to collect data by day and by consumer on the type of activities performed under the alternative service delivery model. The e-billing program will replace the surveymonkey currently being utilized by DDS to gather this same data. This change will require service providers to collect and report, on a daily basis, the type of services consumers received. Kim reported that she has received feedback from service providers about the increased time and workload it will take to complete the e-billing process. Given the feedback received, NLACRC will be providing feedback to DDS in regards to the feedback NLACRC has been receiving from service providers.

K. Kim Rolfes Retirement Announcement

Ruth Janka shared that Kim Rolfes, NLACRC's Deputy Director-Chief Financial Officer will be retiring on November 13, 2021 with 35 years of service.

L. Minimum Wage and Rate Updates

Effective January 1, 2021, the State minimum wage increased. As a result of the State minimum wage increase, the participant-directed family member in-home respite rate increased to \$19.18 an hour. Additionally, the non-mobile rate increased to \$10.08 per day (service code 505 and 525) and \$10.80 per day (Service code 510 and 515). The rate changes will be updated by our Fiscal Department and will be reflected in service provider January 2021 invoices. For service providers eligible to seek a minimum wage increase, the minimum wage form is currently under revision and has not yet been posted on our website. NLACRC will send a communication to all service providers once the revised minimum wage form for 2021 is available on our website. Any service provider seeking a minimum wage increase should submit the request to raterequests@nlacrc.org. The other rate change effective January 1, 2021 is the IRS mileage rate, which decreased from \$0.575 per mile to \$0.56 per mile. As provided under regulation and statute, in-home respite service agencies respite work travel costs are eligible for mileage reimbursement based on the California travel reimbursement rates for state employees. DDS has not yet provided regional centers with the mileage rate for in-home respite agencies; however, NLACRC anticipates that the rate will decrease to reflect the change in the IRS mileage rate.

VI. Chief of Program Services Report (Jesse Weller)

A. Announcements

- The Older Adult Survey is due to close January 29th. I will have a report once the data is processed.
- DDS “A Person-Centered Approach to Risk Strategies for Handling Risk in a Person-Centered Way” presentation will be held on January 12th (10 a.m. to noon) and January 14th (1 p.m. to 3 p.m.). The presentation will be recorded.
- NLACRC Contact with Consumers and Families is continuing. We are contacting 5-10 individuals and families per day regardless of any recent contact. In addition, we are sending notices on our News You Can Use email newsletter asking families to contact us if their contact information has changed. We are asking service providers to refer families to us who have communication issues.
- Surge Placements availability are as follows:
COVID-19 Displaced/Exposed: 7 ambulatory beds
COVID-19 Positive: 2 ambulatory beds
Fairview Development Center is at capacity
- Placement Reviews & Visitation Safety Plans continue. We have sent out a communication letting our community know about our placement process to assure health and safety needs.

B. Staffing Updates

- Jazmin Zinnerman is the Center’s new Consumer Services Director-SFV Adult/Transition/CPP/Federal Revenue
- Recruiting for Consumer Services Director-Branch Offices and SDP
- Recruiting for CPP/CRDP & Specialized Services Supervisor
- Recruiting for 3 specialized positions (for complex support needs)

C. Group/Events

1. Alianza de Hombres (Men’s Group) continues to meet monthly.
2. Cafecito Entre Nos (Coffee Amongst Us) continues to meet monthly.
3. Aprendiendo Entre Nos (Learning Amongst Us) continues to meet

monthly.

4. Black & African American Family Focus Support Group: 1st Wednesday of each month
5. Modern Support Services—Armenian & Spanish-speaking Support Group: Every 2nd and 4th Tuesday
6. CalABLE meeting on January 19th (English) and January 21st (Spanish)

D. Self Determination Program (SDP) Update

- 34 consumers are fully active in the program with approved spending plans.
- NLACRC SDP Local Volunteer Advisory Committee (LVAC) vacancy – application is available on our website.
- SDP Orientation Meeting was held on January 4th.
- SDP Request for Proposal (RFP) is out for individualized coaching and supports due date is January 11th
- Next SDP LVAC meeting is on January 21st at 7 p.m.

E. Early Start

The Early Start webinar series includes the following topics:

- Telepractice Services (web-based strategies)
- Wellness, Mental Health, Resilience/Family Stressors taking place on January 12th 10 a.m. to noon

F. Adult Services

- Supported Living Services (SLS) Orientation is scheduled to take place on January 21st at 3 p.m.
- Office of Clients Rights Advocacy (OCRA) will be holding Supplemental Security Income (SSI) Workshops to discuss what it is and how to apply. Part 1 on January 21 and Part 2 on January 28th.

VII. Community Services Director's Report (Evelyn McOmie)

- The excel worksheet NLACRC is utilizing to identify service providers providing alternative services and consumers receiving services under the alternative service delivery model have been utilized to create monthly rate authorizations and collect CANS forms. NLACRC has 67 service providers eligible to provide alternative services which have not yet submitted their excel worksheet to NLACRC to process. Community Services staff will be following up with them.

- Under the DDS Guidance, issued on December 2, 2020, there is an exception process for service types/codes that are not listed on the Attachment B of the DDS Guidance. Service providers that provide a service type/code that is not reported on Enclosure B of the DDS Guidance, and wish to pursue an alternative services monthly rate should contact NLACRC's Community Services department at alternativeservicedelivery@nlacrc.org. Evelyn encouraged service providers to be specific in their email communication to Community Services by providing the vendor number(s) and consumer UCI#(s) for which they are seeking an exception. NLACRC will review the exception request and then send the request to DDS for review and approval.
- The DDS SurveyMonkey to collect data on the services provided to consumers under the alternative service delivery model is due to DDS on January 15th. This same information is on our website.
- Community Care Licensing (CCL) is continuing to send Public Information Notices. Service providers are encouraged to sign up to receive these notices as they provide important information and updates.
- Pharmacies dispensing COVID19 vaccinations are listed on the Center's website. NLACRC will continue to add locations dispensing the COVID19 vaccine as we learn of them.
- Regarding vaccine priority, Family Home Agency (FHA) certified homes are not considered congregate living settings and thus neither FHA providers are not eligible at this time. The Department of Health Services is currently vaccinating those listed in Tier 2 of Phase 1A. However, once we know that vaccine eligibility has expanded, NLACRC will inform the community.
- Reminder: The RFP that is posted for a vendor operating in SCV is closing on January 11th at 11:59 p.m.
- An additional request for vendorization is opening January 18th and closing in March. It is published and posted on NLACRC's website.
- Monthly alternative service rates have not been established for Transportation services and group supported employment. Service providers proving these types of services should continue to bill for services in the same manner for January and February. DDS will be sending additional guidance for these service types separately.

VIII. Progress Reports from Service Provider Return to Community Groups

A. Early Start (Chair: Dana Kalek)

The VAC was informed that the regional center has increased outreach with pediatricians. DDS has also created an announcement to increase awareness. Additionally, in collaboration with vendors, CSCs are being trained on telehealth. A total of seven vendors are providing the training and so far, two have been completed.

B. Individualized Services (Chair: Dr. Bruce Gale)

The current status is that e-therapy services continue to be authorized through 30-day extensions with no permanent status. E-therapy is not as well attended as other services; about 20 people. The online intake referrals have increased; however, there is a drop in the normal pattern. It could be a normal drop due to parents needing to learn more about it. The referrals received are all private, not from the regional center. CSCs are receiving training; however, the belief is that there continues to be a lack of understanding regarding telehealth services. Lastly, Dr. Gale will do another survey regarding telehealth services.

C. Site-Based Day Programs (Chair: Bob Erio)

The next meeting is on Thursday and we will discuss the dynamics around vaccination. Please contact Yesenia Martinez if you would like to attend.

D. Community-Based Day Programs (Chair: Suad Bisogno)

At the last meeting, the group reviewed alternative billing and vaccinations. Transportation shared that they are meeting again on February 2nd at 11:30 a.m.

E. Independent Living/Supported Living Services (Chair: Kevin Shields)

January 23rd is the birthday of the disability civil rights movement.

F. Residential Services (Chairs: Tetyana Wynter and Wilda White)

The group has not met. However, regrouping later this month to review the PIN and vaccines.

G. Transportation Services (Chairs: Kim Rolfes and Evelyn McOmie)

The group met yesterday, January 3rd. We are continuing EPG deliveries and transportation for essential services.

IX. Legislative Educators Report (Michelle Heid/Raquel Armendariz)

There was no update this month.

X. Committee Business

A. Update on VAC's Draft Older Adult Services & Supports Policy

Dr. Weller informed the committee that the survey is still in process. The due date for the survey is the end of the month. Once it closes, we will have the survey data to review.

B. VAC Priorities for FY 2020-21 were Approved by the Board

The board approved VAC Priorities for FY 2020-21 were included in the meeting packet.

C. Minimum Wage Quirk – Kim Rolfes

Kim will circle back on this topic.

XI. Agenda Items for the Next Board Meeting

The following items were identified for the VAC's section of the January 13th board meeting agenda:

A. Minutes of the November 5th VAC Meeting

B. Minutes of the January 7th VAC Meeting

XII. Announcements/Public Input

The Vendor Advisory Committee discussed and decided to continue holding the COVID-19 Return to Community group meetings.

A. Next Meeting: Thursday, February 4th at 9:30 a.m.

XIII. Adjournment

Sharoll Jackson adjourned the meeting at 11:19 a.m.

Submitted by,

Yesenia Martinez
Executive Assistant

[vacmin_jan7_2021]



North Los Angeles County Regional Center
Vendor Advisory Committee Meeting Minutes
February 4, 2021

Draft

Present: Orli Almog, Erica Beall, Suad Bisogno, Catherine Carpenter, Cal Enriquez, Bob Erio, Kenny Ha, Sharoll Jackson, Dana Kalek, Alex Kopilevich, Don Lucas, Jenni Moran, Daniel Ortiz, and Kevin Shields – Committee Members

104 Service Providers also participated on the Zoom call.

Ruth Janka, Lisa Mayti, Kim Rolfes, Jesse Weller, Evelyn McOmie, Arsho Garlanian, Elisa Hill, Yesenia Martinez, Cristina Preuss, Sara Iwahashi, Erin Broughton-Rodriguez, Josie Dauglash, Moné Masa, Nancy Salyers, and Lisa Kimura – NLACRC Staff

Absent: Nick Vukotic

I. Call to Order & Introductions

Sharoll Jackson, VAC chair, called the meeting to order at 9:34 a.m. Introductions were made.

II. Public Input

Victoria Berry of Family Focus Resource Center announced upcoming workshops for parents. For a list of all FFRC workshops and to register, please visit:
<http://www.csun.edu/family-focus-resource-center/workshops>

Dana Kalek of CDI shared that the Providence Community Health-Free Flu Clinics are taking place on February 17th and 20th. The phone number for parents to sign up is (818) 847-3860.

Erica Beall of Modern Support Services echoed the FFRC events and shared that Modern Support Services has an event calendar webpage:
https://www.supportgroupscentral.com/groups_detail.cfm?cid=45

Cal Enriquez shared about his recent meeting with Michelle Wells regarding mental health. He encouraged the committee to reach out to Michelle if there is interest in learning more. Contact Information: Michelle Wells, LCSW, Director of Child, Adolescent, & TAY Services at San Fernando Valley Community Mental Health Center, Inc. in Van Nuys, CA. Telephone is (818) 901-4830 or email at mwells@sfvcmhc.org. www.MovingLivesForward.org

Jodi Carr of Enviro-Master of LA shared information regarding the disinfection services her company provides. The disinfection service consists of an electrostatic sprayer to apply the product that allows the product to wrap around and get in places that your hands and wiping cannot reach. It is a once a week service. For more information on their service or employment opportunities, please contact her at JCarr@enviro-masterla.com or (310) 435-6299.

Bruce Gale shared that anyone that is looking for information about how schools conduct behavior assessment and create behavior plans, or information related to schools and mental health, here is one resource: www.pent.ca.gov. He will post updated information on his website next month, after the upcoming PENT meeting.

III. Consent Items

A. Approval of Agenda

M/S/C (S. Bisogno/J. Moran) To approve the agenda as presented.

B. Approval of Minutes from the November 5th Meeting

M/S/C (K. Shields/S. Bisogno) To approve the minutes as presented.

C. Approval of Minutes from the January 7th VAC Meeting

The meeting minutes will be presented at the next VAC meeting in March.

IV. Executive Director's Report (Ruth Janka)

A. Legislation

ARCA is drafting a legislative proposal directed toward equity in accessing regional center services by eliminating the requirement to gather personal information such as social security numbers and eliminating the requirement to pursue an appeal of a generic service before a regional center is allowed to fund.

Harry Bruell, PathPoint, shared an update regarding the LA Coalition's work in advocating for the professionalizing of wages for direct service professionals.

DDS has received approval from CMS regarding the rate increases for Independent Living Programs, Specialized Therapeutic Services – Early Start

and Infant Development Programs. Increases are effective Jan. 1st and will sunset December 31st.

NLACRC will be conducting town halls. We are considering twice a month, to provide a public forum to discuss issues. February's town hall is regarding COVID vaccinations and is scheduled to take place after the VAC meeting.

B. COVID-19

Governor Newsom lifted the stay at home order, and while the number of COVID19 positive cases continue to come down, folks are still being impacted and still need to be safe. Please know remote services have been extended and NLACRC will continue to operate in accordance with the Public Health orders.

DDS issued a directive on 1/29/2021 requiring consumer and family contacts, hospital contacts, and testing and vaccination plans. NLACRC's CSCs will continue to reach out to our community regarding their needs at this time and will track immunizations in SANDIS. NLACRC will continue to keep the community informed on testing and vaccinations in our News You Can Use newsletter, as well as our social media platforms and website.

NLACRC has received feedback that LA County Public Health Vaccination Sites have turned some individuals away even with the DDS letter demonstrating vaccine eligibility. Both NLACRC and DDS are working on resolving this issue with Public Health. Please know that Public Health will be expecting family member caregivers to provide a letter confirming Down syndrome, cerebral palsy, epilepsy, or special care needs diagnoses. We are providing separate letters to caregivers so they can supply those at the vaccination center, along with their photo identification and appointment confirmation. Caregivers for consumers with autism spectrum or intellectual disability and no other diagnosis are not eligible at this time. We can provide individuals requesting letters for autism; however, it will not be for vaccination eligibility. Other individuals currently eligible for the vaccine are individuals 65 years and older, IHSS workers, and family members employed by service providers.

NLACRC COVID-19 Statistics: 870 positive cases (719 active, 111 recovered, 40 deaths)

V. **Deputy Director-Chief Financial Officer's Report** (Kim Rolfes)

A. Fun Fact

Kim provided information regarding the changes in NLACRC's caseload growth over the past 5 years. The January service month was used to compare caseload data from January 2021 with January 2017. The data shows the largest caseload growth is school-age consumers, ages 3-13, and second largest was consumers age 23 and above.

B. Statewide Regional Center POS Projection (FY 2020-21)

The regional center system as a whole is projecting a statewide POS surplus of \$6.7 million. There are 11 regional centers reporting a POS surplus ranging from \$142k to \$37.2 million. Valley Mountain has the largest surplus. There are 10 regional centers reporting a POS deficit ranging from (\$2.2) million to (\$47.6) million). South Central LA Regional Center has the highest projected deficit at \$47.6 million. NLACRC has the 2nd smallest POS deficit in the amount of \$3.9 million. DDS will resolve regional center deficits by allocating additional funding to deficit regional centers or by reallocation funds from surplus regional centers to deficit regional centers.

C. FY 2018-19 Contract Year

VAC members were reminded that the FY 2018-19 fiscal year is closing in March 2021. Please submit any late bills for this fiscal year by February 6th as this is the last day NLACRC can process bills for this contract period.

D. Staffing

North LA has increased staffing to 589 authorized positions. Of those, 544 positions have been filled. Our turnover rate is 0.09%.

E. 1099-NEC

The 1099-NEC (nonemployee compensation) forms were mailed to service providers in January.

F. POS Expenditure Public Meeting

Each year, the center is required to hold public meetings to share information about how their POS dollars were spent. The POS Expenditures meeting for FY 19-20 will be held on March 11th from 11 a.m. to 12:30 p.m. and 6 p.m. to 7:30 p.m. A flyer will be sent to the community soon.

G. Additional POS Check Runs

The Center will continue to offer two POS check runs during the month of February. POS Checks will be transmitted for payment on January 17th and February 25th.

H. Alternative Services Delivery and E-billing

Monthly Alternative Service Rates:

During January 1, 2021, NLACRC created monthly alternative service rate authorizations based on the excel worksheets NLACRC asked service providers to complete and return to NLACRC during the later part of November 2020/early December 2020.

The monthly alternative service rates were based on calculations conducted by Burns and Associates and provided to regional centers by DDS. During January 2021, the Center's Consumer Services department sent service providers both the data provided by DDS and the rate letter to establish the monthly alternative services rate for eligible service types/codes. Evelyn asked service providers to notify NLACRC of any missing authorizations or rate information at alternativeservicedelivery@nlacrc.org. Service providers were informed that if the method of service delivery should change from "traditional" to "alternative" or vice versa, that they should contact their service coordinator to request the change.

Evelyn informed service providers that monthly alternative service rates have not been established for Transportation services and group supported employment. Service providers providing these types of services should continue to bill for services in the same manner for January and February. DDS will be sending additional guidance for these service types separately. NLACRC will communicate with service providers as soon as additional guidance is received from DDS.

Evelyn reminded service providers that the DDS Guidance provides an exception process for service providers to seek an alternative monthly services rate if the service type/code was not included as part of DDS Guidance. Service providers seeking an exception or who are interested in providing alternative services to consumers, should contact NLACRC at alternativeservicedelivery@nlacrc.org.

Evelyn shared that we are following up with DDS on the status of the monthly alternative service rates for service providers providing individualized supported employment (service code 952). We are striving to have information from DDS by tomorrow so that those service providers providing alternative services under service code 952 will be able to bill for services under the monthly rate.

Service providers reported issues with authorizations not accurately reflecting the method of service delivery during January 2021 (“Traditional” vs “Alternative”) and were seeking information on the process to correct authorizations in e-Billing. Service providers were asked to send the information to alternativeservicedelivery@nlacrc.org and NLACRC would follow up.

Action: Kim to provide an update at the next VAC meeting

E-Billing:

Kim shared that DDS Directive dated 01/27/2021 deferred the requirement that service providers indicate in e-billing by day and by consumer each type of activity provided to consumers under the alternative service delivery model. Rather DDS will continue to use the SurveyMonkey to collect data and information from service providers on alternative service delivery.

To support service providers with the e-billing, NLACRC has published on its website, an e-billing training video created by DDS, and information and reporting guidance on NLACRC’s website for service provider reference.

Service providers reported issues with the ability to reset their password for e-billing.

Action: Kim will look into the password reset issue and report back to the VAC.

I. DDS SurveyMonkey to Collect Data on Alternative Services

NLACRC has been receiving feedback from DDS that some of the SurveyMonkey responses from service provider are incomplete or inadvertently have clerical errors. NLACRC will be following up with DDS to determine next steps to address the feedback received about the surveys.

J. AB79 Rate Increase effective January 1, 2021

NLACRC received the rate letters from DDS and the rate increase effective January for independent living services (ILS) and infant development program are in process. NLACRC did not have any services authorized under Specialized Early Start services.

K. Minimum Wage Increase Update

The 2021 minimum wage worksheet is now posted on our website and ready for use by service providers seeking a minimum wage increase adjustment.

VI. Chief of Program Services Report (Jesse Weller)

A. Announcements

1. The vaccination eligibility letter that is provided to consumers was shared with the committee. Please know that the requirements from Public Health are consumer specific so NLACRC is not able to post a generic letter on our website. For more information, or if there are issues, please reach out to the Officer of the Day or the CSC.
2. The Older Adults Survey has closed as of January 31st. We are analyzing the data from the 244 responses. More to come.
3. The January 29th DDS Directive requires all regional centers to contact all consumers and families by February 28th. As part of the contact, we are updating consumer and family contact information in SANDIS. This process is to find out how families' needs have changed due to COVID.

B. Group Meetings/Events

1. Alianza de Hombres (Men's Group): continues to meet monthly.
2. Cafecito Entre Nos (Coffee Among Us): continues to meet monthly.
3. Black and African-American Family Focus Support Group: meets the first Monday of each month.
4. Modern Support Services: Armenian Support Group and Spanish-speaking support group; meets every 2nd and 4th Tuesday at 6:30 p.m.
 - Upcoming topics are CalABLE & COVID-19 Vaccinations
5. Family Focus Resource Center (FFRC) continues to offer events for families, including parent nights.

C. Surge Placement Update

1. COVID-19 Displaced/Exposed: 5 beds
2. COVID-19 Positive: 5 beds
3. Fairview Development Center – No NLACRC Consumers as of 2/4/2021
4. Porterville Development Center – No NLACRC Consumers as of 2/4/2021

D. NLACRC's Disparity Committee

1. Continuing to work on NLACRC's Plain Language Access Plan.
2. The Spanish-speaking Self-Advocacy Group continues to meet.
3. We are looking into how we can help the community understand the DDS Directive regarding overtime for respite (participant directed services).

E. Self-Determination Program (SDP) Update

The center currently has 158 consumers who are eligible to participate in SDP and 34 of those consumers are fully active in the program and have approved budgets. SDP information and orientation meetings are being held monthly and will increase to twice a month in anticipation of going live this summer. In addition, the following SDP announcements were made:

1. NLACRC has an opening on the SDP Local Volunteer Advisory Committee (LVAC); applications are available on our website.
2. The SDP LVAC continues to meet monthly; next meeting is February 18th at 7 p.m.
3. A SDP Request for Proposal (RFP), for individualized coaching and supports, informational meeting was held on January 11th.

F. Early Start

The ARCA Early Start meeting is scheduled to take place on February 23rd. Additionally, the Early Start webinar series continues with the following topic:

1. Remote Assessment: Perks, Problems, and Possibilities taking place on February 9th from 9 a.m. to 11 a.m.

G. Employment

NLACRC has a partnership meeting with Regional Center of Orange County (RCOC) to discuss employment initiatives. The rate of competitive integrated employment and paid internship program participation at RCOC is very high and they are willing to partner with NLACRC to help us increase the number of competitive employment opportunities for consumers.

VII. Community Services Director's Report (Evelyn McOmie)

- AB 79 rates have been received by DDS for service code 520 and 805. Community Services is processing and working with the Center's Accounting Department to update rates accordingly.
- Residential Services Orientation (RSO) classes will be held 3/15 through 4/12. Enrollment for classes is from 2/1 through 3/10. You can sign up through our website.
- DS1891 needs to be updated through Office of the Inspector General (OIG) and are now due. You must go on the website, review, and click submit updates, even if there are no updates (as this will demonstrate an update in the system).
- Please provide any organizational changes to vupdates@nlacrc.org.

Ruth informed the group that there has been a lot of advocacy occurring for vaccination for consumers. ARCA just shared that Secretary Ghaly is revisiting the vaccination plan and there is progress on prioritizing consumers. We will keep you posted. Please keep advocating and making those calls.

VIII. Committee Business

A. Update on VAC's Draft Older Adult Services & Supports Policy

This update was included in VI. Chief of Program Services Report.

IX. Agenda Items for the Next Board Meeting

The following items were identified for the VAC's section of the February 10th board meeting agenda:

- A. Minutes of the January 7th VAC Meeting
- B. Minutes of the February 4th VAC Meeting

X. Announcements/Public Input

Dr. Bruce Gale gave the update on the most recent ILS group meeting. The group discussed following up on authorizations and what constitutes traditional vs. alternative. There will be a follow up survey of 23,000 consumers and will send to Yesenia Martinez.

- A. Next Meeting: Thursday, March 4th at 9:30 a.m. (full meeting)

XI. Committee Work (The committee breaks into their workgroups)

- A. Early Start Services (Dana Kalek) – workgroup did not meet as they met previously.
- B. School Age Services (Cal Enriquez) – workgroup did not meet as they met previously.
- C. Adult Services (Suad Bisogno & Erica Beall) – workgroup did not meet as they met previously.
- D. Implementation of Legislative Changes (Sharoll Jackson) – met in a breakout room. **Action:** Ruth will follow up on HR525 as it pertains to increased funding to HCBS.

XII. Adjournment

Sharoll Jackson adjourned the meeting at 10:48 a.m.

Breakout workgroup session ended at 11:15 a.m.

Submitted by,

Yesenia Martinez
Executive Assistant

[vacmin_feb4_2021]



Attendance Sheets, Meeting Time Sheet, Acronyms Listing, and Meeting Evaluation

**NLACRC 2020-21 Board of Trustees
Board Meeting Attendance**

12-Month Attendance Board Members	Jul-20 Board	Aug-20 Board	Sep-20 Board	Oct-20 Board	Nov-20 Board	Dec-20 Dark	Jan-21 Board	Feb-21 Board	Mar-20 Board	Apr-20 Board	May-20 Board	Jun-20 Board	Total Absences
Nicholas Abrahms		P	P	P	P		P	P	P	P	P	P	0
Christina Cannarella		P	P	P	P		P	P	P	P	P	P	0
Marianne Davis		P	P	P	P		P	P	Ab	P	P	P	1
Leticia Garcia		P	P	P	P		P	P	P	P	P	P	0
Gabriela Herrera		P	P	Ab	P		Ab	P	P	P	P	Ab	3
Sharoll Jackson		P	P	P	P		Ab	P	P	Ab	P	P	2
Nelmonika Jones		P	P	P	P		P	P					0
Jennifer Koster		P	P	P	P		P	P					0
Angelina Martinez		P	P	Ab	P		P	P	P	P	P	P	1
Lillian Martinez		P	P	Ab	P		P	P	P	P	P	P	1
Caroline Mitchell		Ab	P	P	P		P	Ab	P	P	P	Ab	3
Ana Laura Quiles		P	P	P	P		P	P	P	P	P	P	0
Jeremy Sunderland		P	P	P	P		P	P	P	P	P	P	0
Curtis Wang		P	P	P	P		P	P	Ab	P	P	P	1

P = Present Ab = Absent

Attendance Policy: In the event a Trustee shall be absent from three (3) consecutive regularly-scheduled Board meetings or from three (3) consecutive meetings of any one or more committees on which he or she may be serving, or shall be absent from five (5) regularly-scheduled Board meetings or from five (5) meetings of any one or more Committees on which he or she may be serving during any twelve (12) month period, then the Trustee shall, without any notice or further action required of the Board, be automatically deemed to have resigned from the Board effective immediately. The secretary of the Board shall mail notice of each Trustee's absences during the preceding twelve (12) month period to each Board member following each regularly-scheduled Board meeting. (policy adopted 2-10-99)

**NLACRC 2020-21 Board of Trustees
Committee Attendance**

12-Month Attendance Board Members	Jul-20							Aug-20							Sep-20					Oct-20													
	AA	EC	CS	GCR	CAC	VAC	PRMT	AA	EC	CS	GCR	CAC	VAC	SPC	NC	AA	EC	CS	GCR	CAC	VAC	AA	EC	CS	GCR	CAC	VAC	PRMT					
Nicholas Abrahms			P	P						P	P																		P	P			
Christina Cannarella			P	P						P	P																		P	P			
Marianne Davis	P	P						P	P					P		Ab	Ab										P	P					
Leticia Garcia	P	P	P	P			P	P	P	P						P	P																P
Gabriela Herrera			Ab	Ab						P	P																		P	P			
Sharoll Jackson			P	P						P	P		P								P							P	P		P		
Nelmonika Jones										Ab	Ab																		Ab	Ab			
Jennifer Koster										Ab	P																		P	P			
Angelina Martinez								P	P					P	Ab	P	P										P	P					
Lillian Martinez	P	P						P	P							P	P										P	P					
Caroline Mitchell			P	P										P	P					Ab										Ab			
Ana Laura Quiles	P	P					P	P	P	P						P	P									P	P					P	
Jeremy Sunderland			P	P							P			P	P														P			P	
Curtis Wang			P	P						P	P			P														P	P				

P = Present Ab = Absent

Attendance Policy: In the event a Trustee shall be absent from three (3) consecutive regularly-scheduled Board meetings or from three (3) consecutive meetings of any one or more committees on which he or she may be serving, or shall be absent from five (5) regularly-scheduled Board meetings or from five (5) meetings of any one or more Committees on which he or she may be serving during any twelve (12) month period, then the Trustee shall, without any notice or further action required of the Board, be automatically deemed to have resigned from the Board effective immediately. The secretary of the Board shall mail notice of each Trustee's absences during the preceding twelve (12) month period to each Board member following each regularly-scheduled Board meeting. (policy adopted 2-10-99)

**NLACRC 2020-21 Board of Trustees
Committee Attendance**

12-Month Attendance Board Members	Nov-20							Dec-20 All Dark	Jan-21								Feb-21								
	AA	EC	CS	GCR	CAC	VAC	SPC		PRMT	AA	EC	CS	GCR	CAC	VAC	AHB	NC	AA	EC	CS	GCR	CAC	VAC	SPC	AHB
Nicholas Abrahms			P	P							P	P							P	P					
Christina Cannarella			Ab	P							P	P			P					Ab	Ab				Ab
Marianne Davis	Ab	Ab					P			P	P				P			P	P				P	P	
Leticia Garcia	P	P	P	P			P			P	P	P	P		P			P	P	P	P		P	P	P
Gabriela Herrera			P	P							P	P							P	P					
Sharoll Jackson			P	P		P					P	P		P					P	P		P			
Nelmonika Jones			P	P							P	P								Ab	P				
Jennifer Koster			P	P							P	P								P	P				
Angelina Martinez		P					P				P					P			P				P		P
Lillian Martinez		P					P				P	P			P				P	P			P	P	
Caroline Mitchell					P								Ab			P					P				P
Ana Laura Quiles	P	P									P	P	P						P	P				P	
Jeremy Sunderland	P	P		P							P	P	P		P	Ab	P		P	P		P		P	P
Curtis Wang			P	P								P	P						P	P					P

**NLACRC 2020-21 Board of Trustees
Committee Attendance**

12-Month Attendance Board Members	Mar-20							Apr-20							May-20							Jun-20							Total Absences		
	AA	EC	CS	GCR	CAC	VAC	NC	AA	EC	CS	GCR	CAC	VAC	PRMT	NC	AA	EC	CS	GCR	CAC	VAC	SPC	NC	AA	EC	CS	GCR	CAC		VAC	NC
Nicholas Abrahms			P	P						P	P							P	P												0
Christina Cannarella			P	P						P	P							P	P												4
Marianne Davis																						P									4
Leticia Garcia			P	P						P	P							P	P												0
Gabriela Herrera			P	P						P	P							P	P												2
Sharoll Jackson			P	P		P				P	P		Ab				P	P		P								P		1	
Nelmonika Jones																															5
Jennifer Koster																															1
Angelina Martinez							P							P								P						P		1	
Lillian Martinez	P	P					P	P	P					P	P	P													P	0	
Caroline Mitchell			P	P	P					Ab	Ab						Ab	Ab				P								7	
Ana Laura Quiles			P	P				P	P				P		P	P														0	
Jeremy Sunderland			P	P						P	P						P	P				P								1	
Curtis Wang			P	P			P			P	P			P			P	P										P		0	

North Los Angeles County Regional Center
 FY 2020-21 Board of Trustees
 Board and Committee Time Report

Committee	Jul-20				Aug-20			
	Start	End	Total Time	Rounded	Start	End	Total Time	Rounded
Ad Hoc Bylaws								
Administrative Affairs	6:30 PM	8:50 PM	02:20	2.25	6:04 PM	7:51 PM	01:47	1.75
Board Meeting					6:33 PM	9:10 PM	02:37	2.50
Consumer Services	6:04 PM	7:41 PM	01:37	1.50	6:04 PM	7:20 PM	01:14	1.25
Executive	8:52 PM	10:30 PM	01:38	1.75	8:03 PM	9:34 PM	01:31	1.50
Government and Community Relations	7:45 PM	9:33 PM	01:48	1.75	7:23 PM	8:55 PM	01:32	1.50
Nominating					5:36 PM	6:19 PM	00:43	0.75
Post Retirement Medical Trust	5:35 PM	6:29 PM	00:54	1.00				
Strategic Planning					6:08 PM	7:48 PM	01:40	1.75
Vendor Advisory					9:35 AM	12:32 PM	02:57	3.00

(Rounded to the nearest quarter of an hour.)

North Los Angeles County Regional Center
 FY 2020-21 Board of Trustees
 Board and Committee Time Report

Committee	Sep-20				Oct-20				Nov-20			
	Start	End	Total Time	Rounded	Start	End	Total Time	Rounded	Start	End	Total Time	Rounded
Ad Hoc Bylaws												
Administrative Affairs	6:00 PM	7:19 PM	01:19	1.25	6:17 PM	7:41 PM	01:24	1.50	6:02 PM	7:19 PM	01:17	1.25
Board Meeting	6:32 PM	9:18 PM	02:46	2.75	6:56 PM	8:54 PM	01:58	2.00	6:36 PM	8:55 PM	02:19	2.25
Consumer Services					6:09 PM	7:23 PM	01:14	1.25	6:03 PM	7:18 PM	01:15	1.25
Executive	7:19 PM	9:41 PM	02:22	2.25	8:01 PM	8:50 PM	00:49	0.75	7:20 PM	9:35 PM	02:15	2.25
Government and Community Relations					7:27 PM	8:36 PM	01:09	1.25	7:23 PM	8:28 PM	01:05	1.00
Nominating												
Post Retirement Medical Trust					5:33 PM	6:11 PM	00:38	0.75				
Strategic Planning									6:01 PM	6:58 PM	00:57	1.00
Vendor Advisory	9:35 AM	12:08 PM	02:33	2.50	9:38 AM	11:58 AM	02:20	2.25	9:30 AM	11:06 AM	01:36	1.50

(Rounded to the nearest quarter of an hour.)

North Los Angeles County Regional Center
 FY 2020-21 Board of Trustees
 Board and Committee Time Report

Committee	Dec-20		Jan-21				Feb-21			
	Start	End	Start	End	Total Time	Rounded	Start	End	Total Time	Rounded
Ad Hoc Bylaws			6:09 PM	7:49 PM	01:40	1.75	4:05 PM	6:16 PM	2:11	2.25
Administrative Affairs			6:25 PM	8:17 PM	01:52	1.75	6:00 PM	8:18 PM	2:18	2.25
Board Meeting			6:31 PM	9:15 PM	02:44	2.75	6:33 PM	8:48 PM	2:15	2.25
Consumer Services			6:03 PM	8:19 PM	02:16	2.25	6:05 PM	7:02 PM	0:57	1.00
Executive			8:25 PM	10:52 PM	02:27	2.50	8:25 PM	10:17 PM	1:52	2.00
Government and Community Relations			8:25 PM	10:26 PM	02:01	2.00	7:08 PM	8:23 PM	1:15	1.25
Nominating			5:33 PM	7:40 PM	02:07	2.00	5:39 PM	6:46 PM	1:07	1.00
Post Retirement Medical Trust			5:32 PM	6:24 PM	00:52	0.75				
Strategic Planning							6:06 PM	7:58 PM	1:52	1.75
Vendor Advisory			9:30 AM	11:19 AM	01:49	2.00	9:34 AM	10:48 AM	1:14	1.25

(Rounded to the nearest quarter of an hour.)

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?

