



# Board of Trustees Meeting

Wednesday, April 14, 2021  
6:30 p.m.

~ Via Zoom Technology ~

**Packet #1**

# Board Calendars

NLACRC Board of Trustees Calendar  
Fiscal Year 2020-21

~ April 2021 ~						
◀ March						May ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<b>1</b> April Fool's Day  9:30 am Vendor Advisory Committee Meeting (break-out groups)	<b>2</b>	<b>3</b> Passover
<b>4</b> Easter Sunday  Passover	<b>5</b>	<b>6</b>	<b>7</b> 11:00 am-1:00 pm Consumer Advisory Committee Meeting	<b>8</b>	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b> 5:30 pm Board Packet Review 6:00 pm Board Dinner 6:30 pm Board Meeting (San Fernando Valley Office) <b>Presentation on Form 990 Tax Return</b>	<b>15</b> 10:00am-2:00 pm ARCA Executive Committee Mtg.  7:00 pm Self-Determination Advisory Meeting	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b> Earth Day  6:00 pm Consumer Services 7:00 pm Government/Community Relations  Administrative Professionals Day	<b>22</b>	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> 5:30 pm Post-Retirement Medical Trust 6:15 pm Administrative Affairs 7:15 pm Executive Committee	<b>29</b>	<b>30</b>	

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

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

~ May 2021 ~						
◀ April						June ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<b>1</b>
<b>2</b>	<b>3</b> <u>6:00 pm</u> Strategic Planning Committee Meeting	<b>4</b>	<b>5</b> <u>11:00am-1:00 pm</u> Consumer Advisory Committee Meeting	<b>6</b> <u>9:30 am</u> Vendor Advisory Committee (full meeting)	<b>7</b> <u>3:00 pm-6:00 pm</u> Common Language/Anti- Racism Workshop & Training	<b>8</b>
<b>9</b> Mother's Day	<b>10</b>	<b>11</b>	<b>12</b> <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)	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b> Shavuot	<b>17</b> Shavuot	<b>18</b> Shavuot	<b>19</b> <u>6:00 pm</u> Consumer Services Committee Meeting  <u>7:00 pm</u> Government/Community Relations Committee Meeting	<b>20</b> <u>10:00am-2:00 pm</u> ARCA Executive Committee Mtg.  <u>7:00 pm</u> Self-Determination Advisory Meeting	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b> <u>10:00 am</u> Antelope Valley Vendor Forum	<b>25</b>	<b>26</b> <u>6:00 pm</u> Administrative Affairs Committee Meeting  <u>7:00 pm</u> Executive Committee Meeting	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b> Memorial Day (NLACRC closed)					

**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, April 14, 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** – Ana Quiles, Board Treasurer and Kim Rolfes, Deputy Director & CFO
5. **Public Input & Comments** (3 minutes)
6. **Consent Items**
  - A. Approval of Agenda (Packet 1, Page 6)
  - B. Approval of February 10<sup>th</sup> Board Meeting Minutes (Packet 1, Page 9)
  - C. Approval of March 10<sup>th</sup> Board Meeting Minutes
7. **CPA Presentation of IRS Form 990 Tax Return**
  - A. Acceptance of NLACRC's IRS Form 990 Tax Return
8. **Committee Action Items**
  - A. Administrative Affairs Committee – Ana Quiles
    1. Approval of Contracts
      - a) Symphony Behavioral Health (PL1993-612) (Packet 1, Page 26)
      - b) Symphony Behavioral Health (PL1994-615) (Packet 1, Page 31)
      - c) Elwyn Wyse (PL2031-999) (Packet 1, Page 36)
      - d) Elwyn Quartz (IP-1819-11-999 – First Amendment) (Packet 1, Page 40)
  - B. Consumer Services Committee – Gabriela Herrera
    1. Approval of Aging Adult Services and Supports Policy (Packet 1, Page 44)
  - C. Executive Committee – Lety Garcia

1. Approval of Revised Board Member Travel Reimbursement Policy (Packet 1, Page 59)
  2. Approval of Revised Board Member Support Policy (Packet 1, Page 64)
  3. Approval to Terminate Board Member Expenses Policy (Packet 1, Page 69)
- 
9. **Association of Regional Center Agencies** – Angelina Martinez
    - A. Report on ARCA Meetings
  10. **Executive Director’s Report** – Ruth Janka
  11. **Self-Determination Program (SDP) Report** – Jesse Weller
  12. **Ad Hoc Bylaws Committee** – Lety Garcia
    - A. Minutes of March 1<sup>st</sup> Meeting
  13. **Administrative Affairs Committee** – Ana Quiles
    - A. Minutes of the February 24<sup>th</sup> Meeting
    - B. Minutes of the March 31<sup>st</sup> Meeting
    - C. B-2 Contract Changes
    - D. FY 2020-21 Financial Report
    - E. FY 2020-21 Provider Relief Funds Financial Statement
    - F. 3<sup>rd</sup> Quarter Human Resource Report (Packet 1, Page 71)
  14. **Consumer Advisory Committee** – Caroline Mitchell
    - A. Minutes of the April 7<sup>th</sup> Meeting
    - B. Disability Voices United Self-Determination Conference – Friday, April 16<sup>th</sup> – Sunday, April 18<sup>th</sup>
  15. **Consumer Services Committee** – Gabriela Herrera
    - A. Minutes of the February 17<sup>th</sup> Meeting (Packet 1, Page 73)
    - B. Minutes of the March 17<sup>th</sup> Meeting
    - C. April Virtual Town Hall – “School Age Services” – Thursday, April 22<sup>nd</sup> from 1:30 p.m. to 3:00 p.m.
    - D. Purchase of Service (POS) Expenditure Data Meeting – Friday, April 23<sup>rd</sup> from 10:00 a.m. to 12:00 p.m. (Spanish) and from 1:00 p.m. to 3:00 p.m. (English)
  16. **Executive Committee** – Lety Garcia
    - A. Minutes of the February 24<sup>th</sup> Meeting (Packet 1, Page 82)

- B. Minutes of the March 31<sup>st</sup> Meeting
- C. Common Language/Anti-Racism Workshop and Training – Friday, May 7<sup>th</sup> from 3:00 p.m. to 6:00 p.m.

**17. Government & Community Relations Committee – Jeremy Sunderland**

- A. Minutes of the February 17<sup>th</sup> Meeting (Packet 1, Page 92)
- B. Minutes of the March 17<sup>th</sup> Meeting
- C. ARCA Grassroots Day – Tuesday, April 20<sup>th</sup>

**18. Nominating Committee – Curtis Wang**

- A. Minutes of the February 3<sup>rd</sup> Meeting (Packet 1, Page 99)
- B. Minutes of the March 9<sup>th</sup> Meeting (Packet 1, Page 102)
- C. Minutes of the March 16<sup>th</sup> Meeting (Packet 1, Page 104)
- D. Minutes of the March 23<sup>rd</sup> Meeting (Packet 1, Page 106)
- E. Minutes of the March 30<sup>th</sup> Meeting
- F. Status of Board & VAC Member Recruitment

**19. Post-Retirement Medical Trust Committee – Lety Garcia**

- A. Next Quarterly Meeting: April 28<sup>th</sup> at 5:30 p.m.

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

- A. Next Quarterly Meeting: May 3<sup>rd</sup> at 6:00 p.m.

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

- A. Minutes of the March 4<sup>th</sup> Meeting
- B. Minutes of the April 1<sup>st</sup> Meeting

**22. Old Business/New Business**

- A. Board and Committee Meeting Attendance Sheets (Packet 1, Page 110)
- B. Board and Committee Meetings Time Report (Packet 1, Page 114)
- C. Updated Acronyms Listing (Packet 1, Page 117)
- D. Meeting Evaluation (Packet 1, Page 123)

**23. Announcements/Information/Public Input**

- A. Next Meeting: Wednesday, May 12<sup>th</sup> at 6:30 p.m.

**24. Adjournment**





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

*Draft*

The Board of Trustees of North Los Angeles County Regional Center, Inc., a nonprofit corporation, held their regular board meeting via Zoom on February 10, 2021.

Trustees Present

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

Guests Present

Cathy  
Cynthia  
Diane Bernstein  
Victoria Berrey  
Amparo Dallas  
Andrea Devers  
Gladis Espino-Romero  
Jordan Feinstock  
Jacqueline Gaytan  
Araceli Gonzalez  
Ismael Maldonado  
Nicolas Marquevich  
Diana Padilla Garcia  
Zonia Sanchez  
Jennifer Siguenza  
Melinda Tannan  
Deshawn Turner

Staff Present

Sara Iwahashi  
Ruth Janka  
Michele Marra  
Yesenia Martinez  
Sandra Rizo  
Kim Rolfes  
Jesse Weller  
Jennifer Williamson  
Liliana Windover

Trustees Absent

Caroline Mitchell

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

Lety Garcia, president, called the meeting to order at 6:33 p.m.

**2. Housekeeping**

A. Spanish Interpretation Available

Ruth announced that Spanish interpretation is available for those who are interested. Please see a note in the Chat on how to access it.

B. Public Attendance (please note name in Chat)

Ruth requested meeting attendees to please note their name in the Chat so we can capture public attendance. In addition, she asked members of the public to

please respect the board meeting format since it is a board meeting that is being held publicly. There will be an opportunity for public input at the beginning and at the end of the meeting. She also shared that NLACRC will be holding a town hall in the near future, please watch for our News You Can Use newsletter for details.

Lety asked board members to ask their questions in the Chat to help the meeting stay on track.

**3. Board Member Attendance – Yesenia Martinez, Board Secretary**

Yesenia took the attendance of board members.

**4. Introductions – Lety Garcia, Board President and Ruth Janka, Executive Director**

At a previous meeting, it was discussed for the board members and staff to take turns introducing themselves at board meetings so that everyone can get to know each other. Lety Garcia and Ruth Janka volunteered to take the first turns.

Lety shared that she retired after 35 years in the TV and sales industry. Her son, the youngest of three, has been a regional center consumer for 26 years. She shared her experience in the regional center system. Her favorite song is “I Am Every Woman” by Chaka Khan.

Ruth shared she has been with NLACRC for 25 years come this July. She began her career in Case Management and spent some time in other positions within the center. In July, she will complete her second year of being the Executive Director. Her favorite song is anything by Cold Play.

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

Christina played a story about the severe impact of COVID-19 on individuals with developmental disabilities when they are not aware of their right to have a support person present during hospitalization.

Amparo Dallas shared her frustration with individuals continuing to be referred to as disabled; they are human. Our consumers deserve the same care, respect, and dignity and in response to individuals not being prioritized sooner, she commented that it is sad that our governor is not listening to our community.

Marianne Davis shared information regarding the National Audubon Society's new program called Birdability (birdability.org).

Araceli Gonzalez shared her concerned regarding the reopening of schools and how that will impact our students. We need to have some roundtable conversations around that because we have a lot of school age individuals in our regional center system.

## 6. Consent Items

- A. Approval of Revised Agenda – February 10, 2021 – (Packet 2, Page 72)

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

- B. Approval of January 13<sup>th</sup> Board Meeting Minutes – deferred

The minutes of the January 13<sup>th</sup> meeting will be presented at the March board meeting.

## 7. Committee Action Items

- A. Administrative Affairs Committee – Ana Quiles

1. Approval of Contracts

- a) Keolis Transit Services, LLC (HL0468-875 & PL1242-883)  
(Packet 1, Page 10)

**M/S/C** (M. Davis/J. Sunderland; Abstentions: C. Cannarella)  
To approve the Keolis Transit Services contract as presented.

B. Government & Community Relations Committee – Jeremy Sunderland

1. Approval for Spring Legislative Town Hall Event

**M/S/C** (J. Koster/G. Herrera; no abstentions) To approve a spring legislative town hall event.

C. Post-Retirement Medical Trust Committee – Lety Garcia

1. Approval of revised PRMT Critical Calendar – (*Packet 2, Page 76*)

**M/S/C** (G. Herrera/A. Martinez; no abstentions) To approve the revised Post-Retirement Medical Trust Committee (PRMT) critical calendar as presented.

2. Recommendation for Deposit into CalPERS UAL Trust – (*Packet 2, Page 77*)

**M/S/C** (M. Davis/A. Quiles; no abstentions) To approve to redirect the available FY 2018-2019 encumbered funds from PRMT to the CalPERS UAL to minimize the impact that the annual CalPERS lump sum payments will have on NLACRC's future operations budget.

D. Strategic Planning Committee – Marianne Davis

1. Approval of SPC Critical Calendar – (*Packet 1, Page 13*)

**M/S/C** (A. Quiles/J. Koster; no abstentions) To approve the Strategic Planning Committee (SPC) critical calendar as presented.

E. Board Officers for FY 2021-22

The board was informed that Board Officer positions are a 1-year term. If you are interested in pursuing a position, or if you want to continue as an officer, please contact Yesenia.

- F. Executive Director Evaluation Form due back by March 5<sup>th</sup> – (Packet 1, Page 14) & Instructions – (Packet 2, Page 93)

Michele clarified to the board that the Executive Director Evaluation forms are due back by March 9<sup>th</sup>, not the 5<sup>th</sup> as stated on the agenda. She gave a reminder that all board members that have been on the board for three (3) or more months must participate in the evaluation. Please know that if you do not reply, it will be considered a resignation.

The form will be sent individually to board members in a PDF Fillable format. Please fill it out the forms and return them by the due date. Once we receive your evaluation, they will be forwarded to the Negotiating Committee for review.

- G. Negotiating Committee Meeting with Executive Director

Michele informed that Ana Maria Parthenis-Rivas is in the process of scheduling the Negotiating Committee and Executive Director meeting.

## 8. **Additional Action Items**

1. Board Resolution for the 1<sup>st</sup> Amendment to AV Lease – (Packet 2, Page 95)

**M/S/C** (J. Sunderland/A. Martinez; Abstentions: C. Cannarella) To approve the Board Resolution for the 1<sup>st</sup> Amendment to the Antelope Valley (AV) lease as presented.

## 9. **Association of Regional Center Agencies – Angelina Martinez**

- A. Report on ARCA Meetings

It was reported that ARCA announced that UC Davis is making their curriculum on social and sexual identities available to regional centers. The program is called Social Sexual Program for Consumers over 18 and it will be free. More coming soon.

Angelina also shared that Rep. Calderon is helping our community by advocating the passing of two bills. One of the bills removes the requirement that consumers have a social security number (SSN) to apply for regional center services. In addition, share shared her sentiment that we need to work shoulder to shoulder to bring services to our community.

**10. Executive Director's Report – Ruth Janka – (*Packet 2, Page 98*)**

Ruth gave her Executive Director's report, which included information on legislation; COVID-19 testing and vaccinations; DDS directives; Personal Protective Equipment (PPE); regional center operations; and community and systems activities. The center's monthly quality assurance, consumer statistics, and special incident reports were included with her report.

Christina shared her opinion that regional centers should not just track vaccines; they should track extreme side effects as well.

Dr. Weller shared that NLACRC is part of the Lanterman Housing Coalition, a group that discusses housing and homelessness. It meets monthly on the 4<sup>th</sup> Thursday of the month.

**11. Ad Hoc Bylaws Committee – Lety Garcia**

A. Minutes of January 5<sup>th</sup> Meeting – (*Packet 1, Page 21*)

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

B. Proposed Timeline for Bylaws Revision

Lety reported that the next committee is happening this Friday to review the draft revision. The committee is hoping to have the bylaws revision approved by committee in March and approved by the board in April, or May at the latest.

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

A. Minutes of the January 27<sup>th</sup> Meeting – *deferred*

The minutes of the January 27<sup>th</sup> meeting will be presented at the March board meeting.

B. FY 2020-21 Financial Report – *(Packet 2, Page 129)*

The December 2020 financial report showed that the Center’s projected operations budget allocation was \$59,078,015 and the purchase of service (POS) budget was \$562,591,002 for a total budget of \$621,669,017.

C. 2<sup>nd</sup> Quarter Human Resources Report – *(Packet 1, Page 27)*

During the 2<sup>nd</sup> quarter of this fiscal year, the center had 23 new hires, 2 promotions, and 16 separations for a quarterly turnover rate of 0.08%.

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

A. Minutes of the January 6<sup>th</sup> Meeting – *deferred*

The minutes of the January 6<sup>th</sup> meeting will be presented at the March board meeting.

B. Minutes of the February 3<sup>rd</sup> Meeting – *deferred*

The minutes of the February 3<sup>rd</sup> meeting will be presented at the March board meeting.

**14. Consumer Services Committee – Gabriela Herrera (New Committee Chair)**

A. Minutes of the January 20<sup>th</sup> Meeting – *deferred*

The minutes of the January 20<sup>th</sup> meeting will be presented at the March board meeting.

B. 2<sup>nd</sup> Quarter Exceptions/Exemptions Report – *(Packet 1, Page 29)*

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 2<sup>nd</sup> quarter of this fiscal year, the center approved 491 requests, approved an alternate service for 11, and denied 3.

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 2<sup>nd</sup> quarter, the center approved 0 requests and denied 0.

C. 2<sup>nd</sup> Quarter Consumer Diagnosis Report – *(Packet 1, Page 32)*

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.

D. 2<sup>nd</sup> Quarter Appeals/Hearings Report – *(Packet 1, Page 38)*

During the 2<sup>nd</sup> quarter:



1. Eligibility: 482 Notices of Action (NOAs) were sent and 11 were returned (appealed); 9 additional hearings were requested from NOAs sent in previous quarters.
2. Service: 257 Notices of Action were sent and 9 were returned; 1 additional hearing was requested from NOAs sent in previous quarters.
3. Hearings: 7 fair hearings were held:
  - 6 eligibility hearings (5 denied, 1 dismissed, and 0 pending)
  - 1 service hearing (0 granted, 0 denied, 0 dismissed, and 1 pending)

E. Town Hall Meeting Update

Dr. Weller shared the town hall meeting was widely attended. We had over 100 attendees. It was an opportunity for NLACRC to follow up on specific matters. During the meeting, we covered priorities, barriers, and the vaccine eligibility letter that will be provided to individuals and families.

**15. Executive Committee – Lety Garcia**

A. Minutes of the January 27th Meeting – *deferred*

The minutes of the January 27<sup>th</sup> meeting will be presented at the March board meeting.

B. Approval of Ana Quiles Conflict of Interest Resolution Plan – (*Packet 1, Page 45*)

The board was informed that Ana Quiles' Conflict of Interest Resolution Plan was approved.

C. Diversity and Inclusion Consultant Update

Michele informed that NLACRC has completed the reference checks on both diversity and inclusion consultants, Just Communities and Visions. Next step is a meeting on February 11<sup>th</sup> with Just Communities and our Executive to see if need more information before we present it to the board. Just Communities

has confirmed that they would be available to provide training to our board in May or June.

D. Board Buddies and New Board Member Support – *(Packet 1, Page 48)*

Lety informed that the board buddies list is included in the meeting packet. If new board members need support, please reach out to your buddy. In addition, if you need information about conflict of interest or other training materials, please reach out to Yesenia or myself.

E. COVID Information Dissemination

Kim informed that DDS put out a Directive about vaccination and testing plan focused on communication to our community. She reviewed the NLACRC communication draft plan with the board. She added that the communication channels will vary depending on the message. Please know that the resources list is not exhaustive, we can add more as they come up and we will also we identified our community partners to help support our effort with this plan.

F. Update on SDP Report at Board Meetings

Lety announced that a standalone Self Determination Program (SDP) report will be given at board meeting starting in March.

G. Annual Board Retreat Update

Ruth informed that at the last Executive Committee meeting, the annual board retreat was discussed and the consensus was that we will not hold one this year.

**16. Government & Community Relations Committee** – Jeremy Sunderland

A. Minutes of the January 20<sup>th</sup> Meeting – *deferred*

The minutes of the January 20<sup>th</sup> meeting will be presented at the March board meeting.

**17. Nominating Committee – Curtis Wang**

A. Minutes of the January 6<sup>th</sup> Meeting – (Packet 1, Page 50)

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

B. Minutes of the February 3<sup>rd</sup> Meeting – deferred

The minutes of the February 3<sup>rd</sup> meeting will be presented at the March board meeting.

C. Status of Board & VAC Member Recruitment

It was reported that the committee is interviewing fifteen (15) individuals for the Board of Trustees and four (4) individuals for the Vendor Advisory Committee (VAC).

Lety shared that the application process is taking longer than usual due to the high number of applications. The committee has reviewed 46 applications and is currently in the process of scheduling interviews.

D. Resignation of Ivette Arriaga

Lety informed the board that Ivette Arriaga resigned from the board due to her attendance. She took the opportunity to review the board and committee attendance requirements.

E. Next Meeting: TBD

**18. Post-Retirement Medical Trust Committee – Lety Garcia**

A. Minutes of January 27<sup>th</sup> Meeting – deferred

The minutes of the January 27<sup>th</sup> meeting will be presented at the March board meeting.

B. PRMT Board Report – (Packet 2, Page 133)

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

C. Next Quarterly Meeting: April 28<sup>th</sup> at 5:30 p.m.

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

A. Minutes of the February 1<sup>st</sup> Meeting – deferred

The minutes of the February 1<sup>st</sup> meeting will be presented at the March board meeting.

B. 2<sup>nd</sup> Quarter Report on CIE and PIP Activities – (Packet 1, Page 54)

1. Competitive Integrated Employment (CIE)

- a. 4 consumers were approved for the program.
- b. No additional service providers approved for the program.
- c. 3 incentive payments were made.

CIE incentive funds are paid to service providers after 30 days, 6 months, and 12 months of continuous employment of a consumer.

2. Paid Internship Program (PIP)

- a. 10 consumers approved for the program.
- b. No service providers were approved for the program.
- c. 16 incentive payments made.

PIP incentive payments reimburse service providers or employers up to \$10,400 per year of wages and benefits for each consumer placed in an

internship.

C. 2<sup>nd</sup> Quarter Report on Program Closures – *(Packet 1, Page 55)*

So far this fiscal year, the center had 2 program closures, which impacted 12 consumers.

D. 2<sup>nd</sup> Quarter Report on New Vendorizations – *(Packet 1, Page 58)*

During the 2<sup>nd</sup> quarter, the center had a total of 35 new vendorizations.

E. No Report – Health and Safety Waiver Exemption Submissions

No report.

F. Next Quarterly Meeting: May 3<sup>rd</sup> at 6:00 p.m.

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

A. Minutes of the January 7<sup>th</sup> Meeting – *deferred*

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

B. Minutes of the February 4<sup>th</sup> Meeting – *deferred*

The minutes of the February 4<sup>th</sup> meeting will be presented at the March board meeting.

**21. Old Business/New Business**

A. Board and Committee Meeting Attendance Sheets – *(Packet 1, Page 60)*

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

B. Board and Committee Meetings Time Report – *(Packet 2, Page 135)*

An updated list of board and committee meeting times and meeting length is always included in the meeting packet.

C. Updated Acronyms Listing – *(Packet 1, Page 63)*

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

D. Meeting Evaluation – *(Packet 1, Page 69)*

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

**22. Announcements/Information/Public Input**

The Purchase of Service (POS) Expenditure meeting, that will be discussing disparity, will be held on March 11<sup>th</sup> at 11 a.m. and 6 p.m. The information will be included in the NLACRC News You Can Use newsletter and our social media.

Jordan Feinstock shared his opinion that everyone should be vaccinated. He asked if we would have a choice on which vaccine we want. Ruth responded that, if history dictates the future, it depends on the vaccine they have available at the location.

Ismael Maldonado shared that the Regional Center Community Advisory Committee has been discussing a way to get Personal Protective Equipment (PPE) supplies to the community through a partnership with USC.

Amparo Dallas shared that regional center services are provided through Medi-Cal and that has been the case since the 90's. She shared her opinion that the general population

is not seeing our community and shared her concern with the disabled community not getting the vaccination for fear of the side effects.

Deshawn Turner shared his appreciation for the sentiment that our community is one unit and his observation that the side effects of the vaccines vary person to person.

Marianne shared information about the Chinese New Year.

Nicolas Markevich shared that this is his second board meeting and the idea that everyone should receive an NLACRC Trustees meeting t-shirt.

Ana shared her appreciation for the smoothness of tonight's meeting. In the chat, she shared information about a comprehensive sexual education program for people with developmental disabilities called "Relationships Decoded". For more information visit: <https://relationshipsdecoded.com>.

Jennifer Koster shared in the chat information about another organization that offers support navigating through complex systems called Autism Speaks. For more information visit: <https://www.autismspeaks.org>.

Victoria Berrey shared information about the City of Los Angeles' Department on Disability is having a PPE/food drive through February 27<sup>th</sup>. Please contact [family.focus@csun.edu](mailto:family.focus@csun.edu), if you would like to be registered for the event.

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

## 23. Adjournment

Leticia Garcia adjourned the meeting at 8:48 p.m.

Submitted by,

*Yesenia Martinez*

Yesenia Martinez  
Executive Assistant

for:

Lillian Martinez  
Board Secretary

[badmin\_feb10\_2021]





# Committee Action Items

## Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	<b>Contract Overview: (New or Amendment) (POS or OPS)</b>	Nonresidential Negotiated Rate Agreement, Purchase of Services (POS)
2.	<b>The Name of Vendor or Service Provider</b>	<b>Symphony Behavioral Health Inc.</b> Vendor Number PL1993, Service Code 612
3.	<b>The Purpose of the Contract</b>	The service provider will provide Behavior Analyst services pursuant to Title 17, Section 54342(a)(11), which provides a behavior analyst means an individual who will assess the function of a behavior of a consumer and designs, implements, and evaluates instructional and environmental modifications to produce socially significant improvements in the consumer's behavior through skill acquisition and the reduction of behavior. Behavior Analysts engage in functional assessments or functional analyses to identify environmental factors of which a behavior is a function. A Regional Center shall classify a vendor as a Behavior Analyst if an individual is recognized by the national Behavior Analyst Certification Boards as a Board Certified Behavioral Analyst ("BCBA").
4.	<b>The Contract Term</b>	Five (5) year contract effective March 1, 2021 through February 28, 2026.
5.	<b>The Total Amount of the Contract</b>	Projected annual cost is \$285,068.16 per year, or \$1,425,340.80 over the entire five (5) year term of the contract based on a cost statement and including the SB 81 8.2% rate increase.
6.	<b>The Total Proposed Number of Consumers Served</b>	Projected 26 consumers per month.
7.	<b>The Rate of Payment or Payment Amount</b>	Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized hourly rate of \$76.14.
8.	<b>Method or Process Utilized to Award the Contract.</b>	Based on vendorization requirements under statute and regulation for Behavior Analyst services.
9.	<b>Method or Process Utilized to Establish the Rate or the Payment Amount</b>	Negotiated hourly rate of \$76.14 (\$70.37 plus 8.2%) is based on a cost statement and includes the SB 81 8.2% rate increase. The rate negotiated complies with WIC, Section 4691.9 (b) which states that "no Regional Center may negotiate a rate with a new service provider, for

		services where rates are determined through a negotiation between the Regional Center and the provider, that is higher than the Regional Center’s median rate for the same service code and unit of service, or the statewide median rate for the same service code and unit of service, whichever is lower.” The provider’s stated cost is lower than the statewide median rate, effective July 1, 2016, of \$76.30 including the SB 81 8.2% rate increase.
10.	<b>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</b>	None

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

---

Ana Quiles, Board Treasurer

---

March 31, 2021  
Date

## Contract Summary and Board Resolution

The North Los Angeles County Regional Center's ("NLACRC") Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement ("Agreement", or "Contract") for **Symphony Behavioral Health Inc.** and passed the following resolution:

**RESOLVED THAT** in compliance with NLACRC's Board of Trustees Contract Policy, the Contract between NLACRC and **Symphony Behavioral Health Inc.** was reviewed and approved by NLACRC's Board of Trustees on **April 14, 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

---

April 14, 2021  
Date

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

Vendor #	Service Code
PL1993	612
PL1994	615

**Vendor Name:** Symphony Behavioral Health, Inc.

**Vendor Number:** PL1993

**Service Code:** 612

**Service Code Description:** Behavior Analyst

**Service Address:** 25350 MAGIC MTN PKWY #344 VALENCIA, CA 91355

**Service Description:** Symphony Behavioral Health, Inc. will provide functional behavior assessments, supervision, and in-home parent training. Provider will orchestrate successful outcomes using the principles of ABA therapy in order to help our clients acquire skills that result in improved quality of life, increased independence, and nurture their ability to form meaningful relationships with others. A Behavior Intervention Plan will be developed with functionally equivalent replacement behaviors, appropriate antecedent strategies, and consequence strategies outlined with steps on how to successfully meet client goals. Services are provided in the consumer’s home unless prior approval was provided by NLACRC and if the consumer’s IPP includes a goal that indicates a need to provide services in another location. Will provide in the service areas of San Fernando Valley and Santa Clarita Valley. 1:1 staffing ratio. Age served from 18 months to 22 years old.

Program Curriculum:

Functional Behavior Assessment

Applied Behavior Analysis (ABA)/Discrete Trial Teaching (DTT) Services

Parent/Caregiver Training

Behavior Skills Training

**Staffing:**

Behavior Analyst/Executive Clinical Director Qualifications:

- Is a Board Certified Behavior Analyst who holds a master’s degree in psychology, ABA, special education or related field. 12 or more years of experience working with children diagnosed with autism or other pervasive developmental disorders and delays.

Clinical Director Qualifications:

- Is a Board Certified Behavior Analyst for at least 5 years, who holds a master’s degree in psychology, ABA, special education or related field. 7 or more years of experience working with children diagnosed with autism or other pervasive developmental disorders.

BCBA Clinical Supervisor Qualifications:

- Is a Board Certified Behavior Analyst who holds a master’s degree in psychology, ABA, special education or related field. Three or more years of experience working with children diagnosed with autism or other pervasive developmental disorders.

Direct Staff – Registered Behavior Technician Qualifications:

- Have completed the 40-hour RBT course work and has obtained RBT certification from the BACB. Must have a bachelor’s degree and meets qualifications according to title 17: twelve semester units in applied behavior analysis and one year of experience in designing and/or implementing behavior modification intervention services; or two years of experience in designing and/or implementing behavior modification intervention services.

Direct Staff – Behavior Therapist Qualifications:

- Must have a bachelor’s degree and qualifications according to title 17: twelve semester units in applied behavior analysis and one year of experience in designing and/or implementing behavior modification intervention services; or two years of experience in designing and/or implementing behavior modification intervention services.

\* All staff are required to complete a live scan which includes FBI/DOJ clearance. Staff are also required to show proof of a negative TB test, current driver’s license, and proof of auto insurance.

## Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	<b>Contract Overview: (New or Amendment) (POS or OPS)</b>	Nonresidential Negotiated Rate Agreement, Purchase of Services (POS)
2.	<b>The Name of Vendor or Service Provider</b>	<b>Symphony Behavioral Health Inc.</b> Vendor Number PL1994, Service Code 615
3.	<b>The Purpose of the Contract</b>	<p>The service provider will provide Behavior Management Assistant services pursuant to Title 17, Section 54342(a)(12), which provides that a Regional Center shall classify a vendor as a behavior management assistant if the vendor designs and/or implements behavior modification intervention services under the direct supervision of a behavior management consultant; or if the vendor assesses the function of a behavior of a consumer and designs, implements, and evaluates instructional and environmental modifications to produce socially significant improvements in the consumer's behavior through skill acquisition and the reduction of behavior, under direct supervision of a Behavior Analyst or Behavior Management Consultant, and meets either of the following requirements:</p> <ol style="list-style-type: none"> <li>1) Possesses a Bachelor of Arts or Science Degree and has either:               <ol style="list-style-type: none"> <li>a) Twelve semester units in applied behavior analysis and one year of experience in designing and/or implementing behavior modification intervention services; or,</li> <li>b) Two years of experience in designing and/or implementing behavior modification intervention services</li> </ol> </li> <li>2) Is registered as either:               <ol style="list-style-type: none"> <li>a) a psychological assistant of a psychologist by the Medical Board of California or Psychology Examining Board; or,</li> <li>b) an Associate Licensed Clinical Social Worker pursuant to Business and Professions Code, Section 4995.18</li> </ol> </li> </ol>
4.	<b>The Contract Term</b>	Five (5) year contract effective March 1, 2021 through February 28, 2026.
5.	<b>The Total Amount of the Contract</b>	Projected annual cost is \$675,604.80 per year, or \$3,378,024.00 over the entire five (5) year

		term of the contract based on a cost statement and including the SB 81 8.2% rate increase.
6.	<b>The Total Proposed Number of Consumers Served</b>	Projected 26 consumers per month.
7.	<b>The Rate of Payment or Payment Amount</b>	Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized hourly rate of \$40.10.
8.	<b>Method or Process Utilized to Award the Contract.</b>	Based on vendorization requirements under statute and regulation for Behavior Management Assistant services.
9.	<b>Method or Process Utilized to Establish the Rate or the Payment Amount</b>	Negotiated hourly rate of \$ 40.10 is based on a cost statement and includes the SB 81 8.2% rate increase. The rate negotiated complies with WIC, Section 4691.9 (b) which states that “no Regional Center may negotiate a rate with a new service provider, for services where rates are determined through a negotiation between the Regional Center and the provider, that is higher than the Regional Center’s median rate for the same service code and unit of service, or the statewide median rate for the same service code and unit of service, whichever is lower.” The provider’s stated cost is lower than the 2016 NLACRC median rate of \$61.51 including the SB 81 8.2% rate increase.
10.	<b>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</b>	None

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

Ana Quiles, Board Treasurer	March 31, 2021 Date
-----------------------------	------------------------



## Contract Summary and Board Resolution

The North Los Angeles County Regional Center's ("NLACRC") Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement ("Agreement", or "Contract") for **Symphony Behavioral Health Inc.** and passed the following resolution:

**RESOLVED THAT** in compliance with NLACRC's Board of Trustees Contract Policy, the Contract between NLACRC and **Symphony Behavioral Health Inc.** was reviewed and approved by NLACRC's Board of Trustees on **April 14, 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

---

April 14, 2021  
Date

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

Vendor #	Service Code
PL1993	612
PL1994	615

**Vendor Name:** Symphony Behavioral Health, Inc.

**Vendor Number:** PL1994

**Service Code:** 615

**Service Code Description:** Behavior Management Assistant

**Service Address:** 25350 MAGIC MTN PKWY #344 VALENCIA, CA 91355

**Service Description:** Symphony Behavioral Health, Inc. will provide direct in-home behavioral services and intensive ABA services. Will implement therapy using the principles of ABA, will provide 1:1 therapy while following the behavior treatment plans put in place by their supervisors. Services are provided in the consumer’s home unless prior approval was provided by NLACRC and if the consumer’s IPP includes a goal that indicates a need to provide services in another location. Will provide in the service areas of San Fernando Valley and Santa Clarita Valley. 1:1 staffing ratio. Age served from 18 months to 22 years old

**Staffing:**

Behavior Analyst/Executive Clinical Director Qualifications:

- Is a Board Certified Behavior Analyst who holds a master’s degree in psychology, ABA, special education or related field. 12 or more years of experience working with children diagnosed with autism or other pervasive developmental disorders and delays.

Clinical Director Qualifications:

- Is a Board Certified Behavior Analyst for at least 5 years, who holds a master’s degree in psychology, ABA, special education or related field. 7 or more years of experience working with children diagnosed with autism or other pervasive developmental disorders.

BCBA Clinical Supervisor Qualifications:

- Is a Board Certified Behavior Analyst who holds a master’s degree in psychology, ABA, special education or related field. Three or more years of experience working with children diagnosed with autism or other pervasive developmental disorders.

Direct Staff – **Registered Behavior Technician** Qualifications:

- Have completed the 40-hour RBT course work and has obtained RBT certification from the BACB. Must have a bachelor’s degree and meets qualifications according to title 17: twelve semester units in applied behavior analysis and one year of experience in designing and/or implementing behavior modification intervention services; or two years of experience in designing and/or implementing behavior modification intervention services.

Direct Staff – **Behavior Therapist Qualifications:**

- Must have a bachelor's degree and qualifications according to title 17: twelve semester units in applied behavior analysis and one year of experience in designing and/or implementing behavior modification intervention services; or two years of experience in designing and/or implementing behavior modification intervention services.

\* All staff are required to complete a live scan which includes FBI/DOJ clearance. Staff are also required to show proof of a negative TB test, current driver's license, and proof of auto insurance.

## Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	<b>Contract Overview: (New/Amendment) (POS/OPS)</b>	Service Development Agreement, <b>POS</b>
2.	<b>Name of Vendor or Service Provider</b>	<b>Elwyn California (Wyse)</b> Project #: NLACRC-2021-01 Vendor Number: PL2031, Service Code: 999
3.	<b>Purpose of the Contract</b>	<p>Service Development Agreement to provide startup funding to acquire, renovate, and operate one (1) Enhanced Behavioral Supports Home (“EBSH”), under service code 900/901 at 35158 Wyse Road Santa Clarita, CA 91390. The EBSH will serve four (4) consumers with developmental disabilities, complex behavioral needs and/or psychiatric comorbidities currently residing in a more restrictive living arrangement, including a state developmental center, locked mental health facility, or are at risk of institutionalization, and/or have repeatedly failed in previous placements.</p> <p>Pursuant to Title 17, Section 59090(o) “Enhanced Behavioral Supports Home” means an adult residential facility or a group home certified by the Department and licensed by the Department of Social Services that provides 24-hour nonmedical care to individuals with developmental disabilities who require enhanced behavioral supports, staffing, and supervision in a homelike setting, as defined in Section 4684.80 of the Welfare and Institutions Code. An Enhanced Behavioral Supports Home shall have a maximum capacity of four consumers.</p>
4.	<b>Contract Term</b>	FY2020-2021, April 1, 2021 – March 31, 2023
5.	<b>Total Amount of the Contract</b>	\$300,000.00 to operate an EBSH
6.	<b>Total Number of Consumers Served</b>	The EBSH will serve a maximum of four (4) consumers.
7.	<b>Rate of Payment or Payment Amount</b>	Payment will be reimbursed to service provider based on achievement of Performance Milestones.
8.	<b>Method or Process Utilized to Award the Contract</b>	Request for Proposal (RFP) process that was published by NLACRC on December 1, 2020.
9.	<b>Method or Process Utilized to Establish the Rate or the Payment Amount</b>	FY2020-2021 CPP start-up funds were requested by NLACRC from DDS to develop an EBSH, and DDS approved the funding in the NLACRC FY2020-2021 CPP approved plan on January 20, 2021. Funds will

		be allocated in the B2 allocation.
10.	<b>Exceptional Conditions or Terms: If Yes, provide explanation</b>	Brilliant Corners (PL1864-999) is the Housing Development Organization for this project.

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

---

Ana Quiles, Board Treasurer

---

March 31, 2021  
Date

## Contract Summary and Board Resolution

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

**RESOLVED THAT** in compliance with NLACRC's Board of Trustees Contract Policy, the Contract between NLACRC and **Elwyn California** was reviewed and approved by NLACRC's Board of Trustees on **April 14, 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

---

April 14, 2021  
Date

**NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY**  
 Elwyn California (Wyse)

**Vendor #PL2031**

**Svc Code: 999**

**Date: 03/31/2021**

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

<b>Vendor #</b>	<b>Service Code</b>	<b>Description</b>	<b>Vendor Name</b>
PL1385	113	Specialized Residential Facility	BABCOCK ARFPSHN
PL1581	113	Specialized Residential Facility	INDEX
PL1363	113	Specialized Residential Facility	MAYALL
PL1582	113	Specialized Residential Facility	YARMOUTH
PL1364	113	Specialized Residential Facility	KELVIN 1
PL1365	113	Specialized Residential Facility	KELVIN 2
PL1427	109	Supplemental Residential Support	BABCOCK ARFPSHN
PL1389	109	Supplemental Residential Support	KELVIN 2
PL1391	109	Supplemental Residential Support	KELVIN 1
PL1387	109	Supplemental Residential Support	MAYALL
PL1620	109	Supplemental Residential Support	INDEX
PL1634	109	Supplemental Residential Support	YARMOUTH
HL0858	900	Enhanced Behavioral Supports Home - Facility	QUARTZ
HL0859	901	Enhanced Behavioral Supports Home - Individual	QUARTZ
PL1979	999	Start Up Funding for CPP/PDF Costs (COV)	ELWYN CALIFORNIA

**Service Address:**

35158 Wyse Road  
 Santa Clarita, CA 91390

**Service Description:**

Development of one (1) Enhanced Behavioral Supports Home, Designed to Accommodate a Maximum of Four (4) Consumers with developmental disabilities, complex behavioral needs and/or psychiatric comorbidities currently residing in a more restrictive living arrangement, including a state developmental center, locked mental health facility, or are at risk of institutionalization, and/or have repeatedly failed in previous placements.

Project Identifier: NLACRC-2021-01

**Staffing:**

N/A

**Employment Component:**

N/A

## Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	<b>Contract Overview: (New/Amendment) (POS/OPS)</b>	1 <sup>st</sup> Amendment to Service Development Agreement <b>OPS</b>
2.	<b>Name of Vendor or Service Provider</b>	<b>Elwyn California (Quartz)</b> Project #: NLACRC-1819-11 Vendor Number: IP-1819-11, Service Code: 999
3.	<b>Purpose of the Contract</b>	<p>Service Development Agreement to provide startup funding to renovate and operate one (1) Enhanced Behavioral Supports Home (“EBSH”), under service code 900/901 at 8033 Quartz Avenue, Winnetka, CA 91306. The EBSH will serve two (2) consumers who are moving from a State Developmental Center (SDC) into the community, or who are at risk for placement into a SDC, and needing deflection from more restrictive environments.</p> <p>Pursuant to Title 17, Section 59090(o) “Enhanced Behavioral Supports Home” means an adult residential facility or a group home certified by the Department and licensed by the Department of Social Services that provides 24-hour nonmedical care to individuals with developmental disabilities who require enhanced behavioral supports, staffing, and supervision in a homelike setting, as defined in Section 4684.80 of the Welfare and Institutions Code. An Enhanced Behavioral Supports Home shall have a maximum capacity of four consumers.</p> <p>The purpose of the First Amendment is to extend the term of the contract from May 31, 2019 to March 31, 2021 to provide the time for Contractor to complete the project; and reduce the maximum funding amount by \$3,070.16 from \$150,000.00 to \$146,929.80 to reflect actual milestones completed.</p>
4.	<b>Contract Term</b>	FY2018-2019 Original: October 1, 2018 through May 31, 2019  Term extended to March 31, 2021
5.	<b>Total Amount of the Contract</b>	\$146,929.80 to renovate and operate an EBSH
6.	<b>Total Number of Consumers Served</b>	The EBSH will serve a maximum of two (2) consumers.



7.	<b>Rate of Payment or Payment Amount</b>	Payment will be reimbursed to service provider based on achievement of Performance Milestones.
8.	<b>Method or Process Utilized to Award the Contract</b>	The service provider will be vendored in accordance with vendorization requirements under statute and regulation, for an EBSH.
9.	<b>Method or Process Utilized to Establish the Rate or the Payment Amount</b>	FY2018-2019 CPP start-up funds were requested by the Integrated Project from DDS to develop one (1) EBSH on 01/17/2019, and DDS approved the funding in the NLACRC 18-19 CPP approved plan dated 02/28/2019.
10.	<b>Exceptional Conditions or Terms: If Yes, provide explanation</b>	Elwyn California acquired the home from Aacres CA, LLC. NLACRC selected Elwyn California to acquire the home from Aacres CA, LLC in order to minimize disruption of services to consumers who are currently living in the home.

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

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

\_\_\_\_\_  
 March 31, 2021  
 Date

## **Contract Summary and Board Resolution**

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the First Amendment to Service Development Agreement (“**Amendment**” or “**Agreement**”) for **Elwyn California** and passed the following resolution:

**RESOLVED THAT** in compliance with NLACRC’s Board of Trustees Contract Policy, the Amendment between NLACRC and **Elwyn California** was reviewed and approved by NLACRC’s Board of Trustees on **April 14, 2021**.

NLACRC’s Board of Trustees hereby authorizes and designates any officer of NLACRC to finalize, execute and deliver the 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 Amendment shall be conclusively evidenced by the execution of the 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

---

April 14, 2021  
Date

**NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY**

**Elwyn California (Quartz)**

**Vendor #IP-1819-11**

**Svc Code: 999**

**Date: 03/31/2021**

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

<b>Vendor #</b>	<b>Service Code</b>	<b>Description</b>	<b>Vendor Name</b>
PL1385	113	Specialized Residential Facility	BABCOCK ARFPSHN
PL1581	113	Specialized Residential Facility	INDEX
PL1363	113	Specialized Residential Facility	MAYALL
PL1582	113	Specialized Residential Facility	YARMOUTH
PL1364	113	Specialized Residential Facility	KELVIN 1
PL1365	113	Specialized Residential Facility	KELVIN 2
PL1427	109	Supplemental Residential Support	BABCOCK ARFPSHN
PL1389	109	Supplemental Residential Support	KELVIN 2
PL1391	109	Supplemental Residential Support	KELVIN 1
PL1387	109	Supplemental Residential Support	MAYALL
PL1620	109	Supplemental Residential Support	INDEX
PL1634	109	Supplemental Residential Support	YARMOUTH
HL0858	900	Enhanced Behavioral Supports Home - Facility	QUARTZ
HL0859	901	Enhanced Behavioral Supports Home - Individual	QUARTZ
PL1979	999	Start Up Funding for CPP/PDF Costs (COV)	ELWYN CALIFORNIA

**Service Address:**

8033 Quartz Avenue  
Winnetka, CA 91306

**Service Description:**

Development of one (1) Enhanced Behavioral Supports Home, Designed to Accommodate a Maximum of Two (2) Consumers, who are moving from a State Developmental Center into the Community or who are at risk for placement into a State Developmental Center.

Project Identifier: NLACRC-1819-11

**Staffing:**

N/A

**Employment Component:**

N/A

Aging Adult Services and Supports Policy

The Vendor Advisory Committee of North Los Angeles County Regional Center recommends that the Board of Trustees of NLACRC adopt a progressive policy for services and supports to aging adult consumers that will:

- A. Ensure consumers of NLACRC and their representatives receive the information, guidance, and support needed to make informed decisions about long-term services and futures plans, prior to their being needed, and that those plans discussed and memorialized through program planning..
- B. Ensure aging adult consumers have full access to services needed to support their choices relative to the future and to address the complex issues faced by aging adults with disabilities.

**Our Philosophy**

The process of aging is inevitable and affects each of us differently. Regardless of whether or not an individual has an intellectual or developmental disability, issues associated with aging have a profound effect on all of us. However, the issues of aging as they relate to people with intellectual and developmental disabilities (I/DD) more often have an even greater impact. This is the case as people with disabilities are more vulnerable to conditions that make older age potentially more difficult; experiencing poorer health, facing changes to living arrangements when family members are no longer able to provide care, requiring more overall supports, and while often having fewer resources available to them than other older adults. The population of aging adults with I/DD is increasing dramatically due to increasing life expectancy.

As stated in the Lanterman Act, people with developmental disabilities and their families have a right to receive the services and supports they need throughout their lifetime to live like those without disabilities. It is our collective responsibility, therefore, to create, advocate, and deliver services and supports that afford our aging consumers every opportunity to be as independent and self-sustaining as possible, for as long as possible, and to ensure that they are aptly supported if and when the time comes that they can no longer do so.

## Our Values

- A. Aging people with I/DD have unique health and service and support needs, most often with earlier onset and earlier need for intervention and support than the general population.
- B. Addressing age-related issues such as health needs (including preventative care and health promotion), as well as family and social support, future living arrangements, in-home/day care supports, retirement planning, community participation, advance directives, and end of life plans, is essential to healthy aging. This must begin early on in the case management process, prior to the need for such services and supports.
- C. By addressing age-related issues and concerns for the future early on in the case management process, will not only will afford greater peace of mind for aging parents and other family members, consumer representatives, and significant others, but will also better ensure opportunities for aging consumers to live out the remainder of their lifetime with dignity, respect, and well-being in accordance with their needs, wants, and individual choices.

## Our Policy

Older adults with I/DD, served by NLACRC, will plan in advance for and be supported throughout the aging process in a manner that best ensures optimized opportunities for positive physical, social, and mental health, as well as overall well-being. Aging is an inevitable and natural part of life. Healthy aging is a process that requires awareness, planning, and action, in advance of and throughout the aging process, to best ensure older adults have every opportunity to enjoy an active, healthy, and productive life that has meaning and purpose regardless of their age. Whether or not aging individuals maintain their health or their ability to be as active as they once were, all have the right to determine their hopes, dreams, and wishes for their future as they age. They must be supported in order to determine the steps to be taken in their effort to achieve those hopes, dreams, and wishes. To that end, it is imperative that case management services provided through NLACRC encourage, guide, and support consumers and their families early on as they make these plans and that they make it possible for consumers to access the needed services and supports to ensure the successful execution of those plans.

## Our Mission

- A. For Aging Adults: To support all adults with I/DD, in advance of older age, to establish a futures plan that addresses key aspects of their lives that will most likely one day be affected by age-related issues.

## Anticipated Outcomes

- A. Outcome #1: Consumers and their families will have greater peace of mind knowing that plans are in place, in keeping with their individual hopes, dreams, and wishes, to ensure the health, safety, and general well-being of aging consumers into the foreseeable future.
- B. Outcome #2: NLACRC will be positioned for compliance with Governor Newsom's executive order calling for the development of a Master Plan for Aging to serve as a blueprint to build environments that promote healthy aging for California's growing population of older adults, including those with I/DD.
- C. Outcome #3: The number of incidents among older adult consumers of NLACRC that result in Special Incident Reports (SIRs) may well decline due to increased awareness among service coordinators of the unique needs of older adult consumers, timely futures planning, improved referrals to resources with demonstrated success in addressing older adult consumer issues, as well as strengthened risk mitigation assessment and planning for aging adult consumers.

[policy.bd.ADSSP] Draft: March 7, 2021



**Aging Adult Specialist**  
*(Individuals Served Ages 45 years and Older)*

Vendor Advisory Committee Policy & Recommendations

**Thursday March 4, 2021**  
Jesse Weller, Psy.D  
Chief of Program Services

# Background Information

2

- The Vendor Advisory Committee recommended that the Board of Trustees of NLACRC adopt a progressive policy for service to older adult consumers that will:
  - Ensure consumers of NLACRC receive the information and support needed to make informed decisions about long-term services and future plans.
  - Ensure older adult consumers have full access to services needed to support their choices relative to the future.
  - Address the complex issues faced by aging adults with disabilities.



# Importance of Aging Across the Lifespan

3

- **Values and Philosophy**
  - The process of aging is inevitable and affects each person differently
  - Aging persons with Intellectual or Developmental Disabilities have unique health and service support needs
  - Addressing age-related matters such a health needs, family and social support, future living arrangements, in home supports, retirement planning, community participation, advance directives, and future planning.
  - Helping individuals achieve the dignity, respect, and well-being in accordance with their needs, wants, and individual choices.

# Strategic Objectives for Policy from the VAC

4

- **Strategic Objective #1**
  - NLACRC will create, recruit, fill, and maintain an Older Adult Specialist position. This position will develop strategies, mitigate risk factors, obtain and assess resources on aging, provide training on age-related matters, and serve as a support to Service Coordinators involving the aging process.
  
- **Strategic Objective #2**
  - Service Coordinators will be advised of the regional center's policy and supports upon hire. Service Coordinators serving individuals who are approaching 45 years old, will receive initial and periodic training.

# Strategic Objectives for Policy from the VAC

5

- **Strategic Objective #3**

- Resources and services for aging consumers will be explored, developed, vetted, and assessed for their ability to adequately and appropriately support and serve the unique needs

- **Strategic Objective #4**

- Support the efforts of individuals served by the age of 22 years old, consumer's financial plan and living arrangements. Upon reaching 45 years old, each section of the consumer's IPP will address aging issues, including, but not limited to: financial plans, health needs, day program needs, future planning, inclusive of health care directives and other arrangements.

# Anticipated Outcomes

6

- **Outcome #1**
  - Consumers and their families will have greater peace of mind knowing that plans are in place, in keeping with their individual hopes, dreams, and wishes to ensure the health, safety, and general well-being of aging consumers into the foreseeable future.
  
- **Outcome #2**
  - NLACRC will be positioned for compliance with Governor Newsom's Executive Order calling for the development of a Master Plan for Aging
  
- **Outcome #3**
  - Improved awareness among aging and the unique needs, timely future planning, improved referrals to resources, as well as strengthened risk mitigation assessment and planning for adults who are aging.

# Older Adult Survey

7

- NLACRC developed a survey to better understand the Aging needs and to seek feedback to help support the implementation of a Specialist position.
- In January 2021, NLACRC sent a survey to stakeholders to better understand the needs from the different perspectives:
  - Service Coordinators & Case Management Supervisors
    - ✦ **127** NLACRC staff completed the survey
  - Community-At-Large (Individuals Served, Parents/Caregivers, Family Members, and Service Provider)
    - ✦ **122** Community Members completed the survey

# Older Adult Survey - Community Results

8

- **Survey Participants (122 responses):**
  - 48% parents and caregivers
  - 32% service providers  
11% consumers
  - 9% other
- **Survey Representation (122 responses):**
  - 75% or 91 participants – San Fernando Valley
  - 13% or 16 participants – Antelope Valley
  - 12% or 15 participants – Santa Clarita Valley

# Older Adult Survey – Analysis

9

- **Training Topics Requested:**
  - “Let’s talk about aging”
  - Grief Supports
  - Future Life Planning
  - Health Management Strategies/Nutrition
  - Aging Parents/Caregivers & Tools for Adult Children
  - Alzheimer's & Dementia
  - Long Term Care Resources
  - Trusts & Power of Attorney
  - Living Options & Independent Living
  - Medicare & Medicaid

# Older Adult Survey – Analysis

10

- **What assistance would you like from NLACRC:**
  - Aging Support Groups
  - Provide Resources
  - Increased communication on aging topics at IPP planning
  - A list of services available for older adult needs
  - Resource Development for aging populations
  - Help with hobbies and life satisfaction



# Outcome for NLACRC

11

- NLACRC will be implementing a newly established position:
  - Aging Adult Specialist
  
- This position will help facilitate the strategic objectives and outcomes identified by the VAC, including, but not limited to:
  - Provide and facilitate subject matter expertise on aging matters
  - Consultant and Liaison to Service Coordinators
  - Implement a New Staff Orientation on Aging
  - Serve as a Liaison to Skilled Nursing Facilities/Intermediate Care Facilities/Residential Care Facilities for the Elderly
  - Review Special Incident Reports for issues related to aging
  - Collect, gather, disseminate resources and host trainings/workshops/and fairs

# Thank you

12

NLACRC would like to extend our appreciation to the Vendor Advisory Committee workgroup that contributed to the recommendations that came forward to help support the needs of the aging process across the lifespan

North Los Angeles County Regional Center  
**Board of Trustees Policy**

**Travel Reimbursement**

**Scope**

This procedure applies to NLACRC Board of Trustees.

**Purpose**

Board members may be provided opportunities to travel to Sacramento, ARCA events, or other geographic areas outside of NLACRC's catchment area to engage in legislative activities, board events, ~~or~~ board trainings, or any other board sanctioned activities.

**Rationale**

To establish travel reimbursement procedures consistent with the State of California Department of Personnel Administration guidelines and Internal Revenue Service ("IRS") rules when board members travel outside of NLACRC's catchment area to attend board-related functions, activities or events.

**Procedure**

1. Mileage reimbursement: The mileage reimbursement rate shall be based on the Internal Revenue Service ("IRS") standard mileage rate for the use of a car (also includes vans, pickups, or panel trucks). Board members may choose to be reimbursed at the "carpool incentive" rate to provide transportation to other board members to and from board functions, activities, or events. Board members who transport one (1) additional board member will be paid 50% more than the IRS standard mileage reimbursement rate; and 100% more than the IRS standard mile reimbursement rate for transporting two (2) or more board members. The number of miles will be determined based on the actual mileage driven from the board members home or place of employment to the airport or event location.
2. Meal Expenses: Meal reimbursement will be reimbursed utilize one of the following two methods:
  - a. Per Diem Meal Rate Reimbursement: The current per diem rate for breakfast, lunch, dinner, or incidentals as established by the IRS, subject to the approval of the Executive Director. Meal per diem shall be reimbursed without presentation of receipts.

- b. Actual Meal Expenses: Meals may be reimbursed based on the presentation of actual receipts for meals purchased. Receipts shall include a description of the food and beverages purchased. Reimbursement of actual meal expenses shall be reimbursed on an individual basis, subject to the approval of the Executive Director or their designee. Reimbursement of alcoholic beverages is strictly prohibited and shall not be reimbursed by NLACRC.
3. Lodging Expenses: The actual cost of lodging or hotels shall be reimbursed upon presentation of receipt(s).
4. Travel Expenses: The actual cost of airfare, train, taxi, Uber, or Lyft, ~~or~~ public transportation, or parking shall be reimbursed upon presentation of receipt(s). Airline reservations shall be made at the best available rate. The use of a rental car is subject to ~~prior~~ written approval by the Executive Director.
5. A Travel Expense Claim form must be completed and signed in order to receive reimbursement from NLACRC for mileage reimbursement, meal expenses, lodging expenses, or travel expenses. The completed and signed Travel Expense Claim Form, along with all supporting documentation and receipts, should be submitted to NLACRC within sixty (60) days after the completion of travel.
6. All reimbursements made to board members by NLACRC shall be reported annually to the Internal Revenue Services in the form of a 1099-NEC Form (non-employee compensation), unless the board member submits the following documentation to NLACRC within sixty (60) days of the date the actual expenditure was incurred.
  - a. Mileage Reimbursement: Documentation from either Google, MapQuest, or other resource that demonstrates (i) the actual mileage driven; (ii) the starting address; and (iii) the ending address.
  - b. Carpooling Mileage Reimbursement: Documentation from either Google, MapQuest, or other resource that demonstrates (i) the actual mileage driven; (ii) the starting address; (iii) the ending address; and (iv) the names of other board members transported. ***The amount of mileage reimbursement in excess of the IRS mileage reimbursement rate for carpooling, shall be reported to the IRS.***
  - c. Actual Meal Expenses, Lodging, Travel Expenses: Submission of actual receipts.

Formatted: Font: Bold, Italic, Underline

- d. Per Diem Meal Rate Reimbursement: Submission of the Travel Expense Claim Form indicating the date and time travel began and the date and time travel ended.

[policy.bd.travel] Adopted 11-10-09 (revised 11/29/2017, effective 01/01/2018) (revised 03/31/2021)

North Los Angeles County Regional Center  
**Board of Trustees Policy**

**Travel Reimbursement**

**Scope**

This procedure applies to all employees and board members.

**Purpose**

To establish travel reimbursement procedures consistent with State of California Department of Personnel Administration, Internal Revenue Service (IRS) and other regional centers. Reimbursement for mileage to board meetings and other board related business shall be allowed for round trips of 70 miles or more.

**Procedure**

- Mileage reimbursement shall not exceed allowable rate per mile as established by the IRS. However, board members will be offered a “carpool incentive” to provide transportation to other board members to and from board functions. Board members who transport 1 additional board member will be paid 50% more than the current mileage reimbursement rate, and 100% more than the current reimbursement rate for transporting 2 or more board members.
- Per diem for meals shall be paid in accordance with the IRS per diem rates. The rate of reimbursement shall be set at the current per diem rate for meals as established by the Internal Revenue Service (“IRS”) State of California Department of Personnel Administration, subject to the approval of the executive director.
- For travel in excess of 24 hours, per diem shall be reimbursed without presentation of receipts.
- For travel less than 24 hours, per diem shall be reimbursed without presentation of receipts. The per diem amount shall be pro-rated based on the established rates set by the State of California Department of Personnel. Meals may be reimbursed based on the presentation of actual receipts. Receipts shall include a description of the food and beverages purchased. Reimbursement of actual meal expenses shall be reimbursed on an individual basis, subject to the approval of the Executive Director or his/her designee.
- Reimbursement for alcoholic beverages is prohibited by the Department of Developmental Services.

- Hotels shall be reimbursed at actual cost upon presentation of a receipt.
- Airline reservations shall be made at the best available rate. Airfare shall be reimbursed for actual cost upon presentation of a receipt.
- A Travel Expense Claim form must be completed and signed in order to receive reimbursement. Requests for reimbursement should be submitted within 30 days after the completion of travel.

[policy.bd.travel] Adopted 11-10-09 (revised 11/29/2017, effective 01/01/2018)

North Los Angeles County Regional Center

**Board of Trustees Policy**

**Board Member Support**

**Scope**

This policy applies to NLACRC Board of Trustees.

**Purpose**

To establish a policy to support, facilitate, and enhance the participation of board members in board meetings, board committee meetings, ~~and~~ board activities, and any other board sanctioned activities.

**Rationale**

- Governance of the regional center is predicated upon a viable volunteer governing Board, composed of individuals with demonstrated interest in, or knowledge of, developmental disabilities.
- Board members are required to freely give their time to serve on NLACRC's Board of Trustees.

**Procedure**

1. It is NLACRC's policy to support its board members to fully participate on the Board of Trustees. Therefore, NLACRC may pay or reimburse board members for the expenditures incurred that are associated with transportation services, child care services, or attendant care services in order for board members to fully participate in Board meetings, Board committee meetings, or Board activities.
2. The executive director may approve the following Board member expenses:
  - a. Transportation services: Transportation services will be reimbursed based on the one of the following methods:
    - i. The actual miles driven starting from the board member's home or place of employment to attend a board meeting, committee, or activity and for the actual miles driven to return home. Actual miles shall also include the additional miles driven to deliver and pick up a minor child from day care settings. The mileage reimbursement rate shall be based on the Internal Revenue Service ("IRS") standard mileage rate for the use of a car (also includes vans, pickups, or panel trucks).



ii. The actual cost of transportation services paid for the use of Uber, Lyft, taxi, or other forms of public transportation based on submission of a receipt for the transportation services expense.

b. Child Care services or Attendant Care Services: Child care services and attendant care services shall be reimbursed during the time that the board member is participating in a board meeting, board committee meeting, or board activity.

i. Virtual Participation: The time for child care services and attendant care services may include up to thirty (30) minutes prior to the scheduled start time of a board meeting, committee, or activity and up to thirty (30) minutes after the actual end time of a board meeting, board committee, or board activity.

ii. In-Person Participation: The time for child care services and attendant cares services will begin at the time the caretaker begins services and will end at the time the caretaker ends services.

iii. Reimbursement for child care services or attendant care services shall be reimbursed at the Department of Developmental Services set hourly rate for voucher/participant directed in-home respite services. Board members may seek an exception regarding the time incurred for child care services or attendant care services, by submitting a written request to the executive director. Such written request must be provided to the executive director prior to the board member incurring such day care or attendant care expenses and shall be subject to the executive director's approval.

b-iv. Board members may seek an exception to use a minor child, under the age of 18 years old, to provide child care services or attendant care services. Such written request must be provided to the executive director prior to the board member incurring such day care or attendant care expenses and shall be subject to the executive director's approval.

3. NLACRC will provide support to Board Members to allow full participation in board meetings, board committees, or board activities by providing board members with the following support:

a. Office Supplies: Office supplies will be available to all board members upon request, and such office supplies includes binders, indexes, sheet protectors, writing instruments, clips and fasteners, notepads, filing supplies, post-it notes and labels. Other types of offices supplies may be requested by board members. Such additional request for other types of office supplies shall be subject to the executive director's approval.

Formatted

Formatted: No underline

Formatted: Indent: Left: 1.5", No bullets or numbering

Formatted

Formatted: No underline

Formatted: Indent: Left: 1.5", No bullets or numbering

Formatted

Formatted: Indent: Left: 1.5", No bullets or numbering

Formatted

- b. Equipment and Devices: Portable equipment and devices to provide connectivity to the internet will be available for all board members, upon request, in order for board members to fully participate in Board meetings, Board committees, and Board activities remotely. Board members understand that the equipment and devices are the property of NLACRC and must be returned to NLACRC upon the board member's departure from the Board of Trustees. Further, board members understand that board members receiving equipment and devices must adhere to NLACRC's acceptable use policy.
4. NLACRC will strive to provide support for all board members to facilitate full participation in Board meetings, committee meetings, or board activities to include producing documents prepared by NLACRC in larger font or print size, providing verbal translations during Board meetings, and providing a board meeting packet review.
5. All other requests for support will be considered by NLACRC on a case-by-case basis, subject to the executive director's written approval.
6. A Child Care or Attendant Care Services Billing form must be completed and signed in order to receive reimbursement from NLACRC for child care or attendant care services. The completed and signed Respite services billing Form, along with all payment documentation, should be submitted to NLACRC within sixty (60) days after the date of the meeting.
7. A Travel Expense Claim form must be completed and signed in order to receive reimbursement from NLACRC for mileage reimbursement or transportation costs to attend meetings. The completed and signed Travel Expense Claim Form, along with all supporting documentation, should be submitted to NLACRC within sixty (60) days after the date of the meeting.
8. All reimbursements made to board members by NLACRC shall be reported annually to the Internal Revenue Services in the form of a 1099-NEC Form (non-employee compensation), unless the board member provides the following documentation within sixty (60) days of the date the actual expenditure was incurred.
  - a. Day Care Services or Attendant Care Services: Copies of cancelled checks, invoice from the day care provider demonstrating a payment was made, or other documentation that demonstrates an actual payment was made to the day care or attendance care worker.
  - b. Mileage Reimbursement: Documentation from either Google, MapQuest, or other resource that demonstrates (i) the actual mileage driven; (ii) the starting address; (iii) the day care setting address, if applicable; and (iv) the ending address.

- c. Transportation Reimbursement: Copies of an invoice, receipt, or other documentation that demonstrates an actual payment was made for transportation services.
- d. If it is determined the payment received from NLACRC exceeds the actual expenses incurred by the board member, the amount of reimbursement that is in excess of the actual expenses incurred by the board member must be paid back to NLACRC by the board member within one-hundred, twenty days (120) of the actual date the expenditure was incurred. Such amounts not reimbursed to NLACRC within the 120-day timeline shall be reported to the IRS.

[Policy:Bd.Support] Adopted 02-14-18 (rev 03-31-2021)

## North Los Angeles County Regional Center

### **Board of Trustees Policy**

#### **Board Member Support**

#### **Scope**

This policy applies to NLACRC Board of Trustees who are either consumers or family members of consumers.

#### **Purpose**

To establish a policy to support, facilitate and enhance the participation of board members in board and committee meetings.

#### **Rationale**

- Governance of the regional center is predicated upon a viable volunteer Board, primarily comprised of consumers or family members of consumers.
- Board members are required to freely give their time to serve on the center's Board of Trustees.

#### **Procedure**

- It is the center's policy to support its board members when their expenses to serve on the Board of Trustees are excessive or result in a hardship. Therefore, the center may pay or reimburse board members for pre-approved costs for transportation services, child care (at the Department of Developmental Services set in-home respite hourly rate) and attendant care incurred while attending Board or committee meetings.
- The executive director may approve Board member expenses for transportation services, child care, and attendant care. Written approval must be given by the executive director prior to the Board member incurring such expenses.
- The center will strive to provide support to individuals with disabilities to allow full participation in Board or committee meetings, to include producing documents prepared by the center in larger font or print size, verbal translation of Board meeting sessions, and board packet review. All other requests for support will be considered by the center on a case-by-case basis, subject to the executive director's approval.

North Los Angeles County Regional Center  
**Board of Trustees Policy**

**Board Member Expenses**

**Scope**

This procedure applies to all members of the Board of Trustees.

**Purpose**

To establish procedures for Board of Trustees expenses consistent with other regional centers and in consideration of the Center's budget constraints.

**Procedure**

- Reimbursement for mileage to board meetings and other board related business shall be allowed for round trips of 70 miles or more. Mileage shall be reimbursed in accordance with the State of California Department of Personnel Administration regulations.
- NLACRC shall provide funding for the full cost of board retreats.
- Reimbursement shall be provided for expenses to ARCA related meetings and travel. Reimbursement shall be in accordance with the NLACRC Board Travel Reimbursement Policy adopted November 8, 1989.
- Reimbursement shall be allowed for prearranged Center business telephone calls, which have been approved by the executive director.

# **Administrative Affairs Committee**

North Los Angeles County Regional Center

FY 2020/2021

Third Quarter Human Resources Report

Quarter FY 20/21	Hold	New Hires	Promotions	Separations	Quarterly Turnover Rate
1st Quarter	0	17	4	18	0.10%
2nd Quarter	0	23	3	16	0.08%
3rd Quarter	0	31	4	16	0.08%
4th Quarter	0	0	0	0	#DIV/0!

Quarter FY 20/21	Separation Reasons
<b>Jul - Sep</b>	Retire - 4
	School - 1
	Relocation - 1
	Personal - 6
	Other - 6
<b>Oct - Dec</b>	Retire - 3
	School - 0
	Relocation - 1
	Personal - 1
	Other - 11
<b>Jan - Mar</b>	Retire - 1
	School - 1
	Relocation - 4
	Personal - 1
	Other - 9
<b>Apr - Jun</b>	Retire -
	School -
	Relocation -
	Personal -
	Other -

# Consumer Services Committee



North Los Angeles County Regional Center  
**Consumer Services Committee Meeting Minutes**

February 17, 2021

**Present:** Nicholas Abrahms, Leticia Garcia, Gabriela Herrera, Sharoll Jackson, Nelmonika Jones, Jennifer Koster, and Curtis Wang – Committee Members

Kimberly Bermudez, Joseph Hernandez, Enrique Rogel – Guests

Emmanuel Gutierrez, Sara Iwahashi, Ruth Janka, Michele Marra, Yesenia Martinez, Cristina Preuss, Kim Rolfes, Jesse Weller, Jennifer Williamson and Jazmin Zinnerman – Staff Members

**Absent:** Orli Almog, Christina Cannarella, and Nelmonika Jones

---

**I. Call to Order & Introductions**

Gabriela Herrera, chair, called the meeting to order at 6:05 p.m. and introductions were made.

**II. Public Input** – There was no public input.

**III. Consent Items**

A. Approval of Revised Agenda

**M/S/C** (C. Wang/N. Abrahms) To approve the revised agenda as presented.

B. Approval of Minutes of January 20<sup>th</sup> Meeting

**M/S/C** (C. Wang/N. Abrahms) To approve the minutes as presented.

**IV. Committee Business**

A. Monthly Community Resource Development Plan (CRDP) Reports

The January 2021 CRDP report was provided and Dr. Weller reviewed the report and the planned residential settings for those individuals currently being treated in restrictive settings, such as Institutes for Mental Disease and State

Operated Facilities.

### **Development Centers FY 2020-21**

1. Porterville Developmental Center (Secured Treatment)  
Total number of NLACRC consumers: 15
  - Specialized Residential: 6
  - Enhanced Behavior Support Home: 6
  - Canyon Springs: 3
2. Canyon Springs (State Operated Facility)  
Total number of NLACRC consumers: 1
  - Specialized Residential: 1
3. STAR (Acute Crisis Facility)  
Total number of NLACRC consumers: 1
  - Enhanced Behavior Support Home: 1

### **Institutes for Mental Disease (IMD) FY 2020-21**

- Total number of NLACRC consumers: 6
- Specialized Residential Facility: 4
  - Enhanced Behavior Support Home: 1
  - Not ready for community placement: 1

Jesse also shared the update on the Brilliant Corners enhanced behavioral support home (EBSH). NLACRC's goal is to have the development of this 4-bed home completed by November 2021.

#### **B. Self-Determination Program Report**

The Center currently has 153 consumers who are eligible to participate in SDP. 34 of those consumers are fully active in the program and have approved budgets. NLACRC is planning for a total of 40 fully active participants by the end of February. Moreover, 40 budgets have been certified and an additional 31 budgets are in the certification process; 60 person-centered plans have been completed.

The Request for Proposal (RFP) for coaching and individualized supports

submission deadline has passed. The Center has four (4) entities interested and we will begin interviews this month. Once we have selected an entity, it is going to be great for offering additional support, given the extra funds we have received to get SDP implemented. NLACRC will make an announcement once we have selected an entity.

The SDP information and orientation meetings, that are required by the department, continue monthly. Effective March 1st, the SDP supervisor is increasing the meetings to twice monthly to allow for more participation. In addition, NLACRC will hold monthly orientations for family members to get their questions answered as well.

NLACRC is looking at a communication plan right now. Part of the plan is to have a newsletter from NLACRC and DDS. It will be a monthly newsletter, the first of which, will be used to inform our entire community that we have a team and SDP specialists.

Jesse informed the committee about the Individual Program Plan (IPP) Agreement Form, which is an innovative approach at NLACRC. It is a form that we are required to review to memorialize the progress of individuals. The form contains the standard language that needs to be discussed with consumers and families and includes a checklist to make sure families are informed about SDP and Participant Directed Services. NLACRC is honing our materials to inform our community of our available services and programs such as Self Determination.

In response to the question of why 79 consumers decided to discontinue the program, Jesse shared that there are many reasons why individuals leave the program. For example, some move out of our catchment area or some find that FMS not the right fit at this time. There are a few due to COVID-19 causing individuals to wait until it is safer. Please know that we are monitoring from a disparity perspective and reaching out to find out more from those that did not continue for other reasons. We are tracking data this data and now honing in to see what we can do.

In response to a question about frustration around receiving payment, Jesse replied that this has been resolved as it was mostly related to Person Centered Planning.

Jesse informed the committee that NLACRC is in the process of integrating a training plan for new staff that are not familiar with SDP. In addition, he took the opportunity to let the committee know about the DVU SDP Conference that is coming up in April. This event will provide the latest and greatest information on SDP.

Jesse reviewed the SDP data that showed the ethnicity, primary language and age of individuals participating in the Self Determination Program. He mentioned that the number of Hispanics is high and that most individuals in the program are in the Adult (18 onward) categories.

C. Disability Voices United - Virtual Self Determination Conference

Leticia informed the committee about the upcoming Disability Voices United (DVU) Self Determination Conference, scheduled for April 16-18, 2021 from 9:30 a.m. – 2 p.m. She informed the committee that NLACRC is offering to purchase tickets for the event and that she feels it is a great opportunity for some of our board members to attend the conference. Additionally, she shared that it would be great if Christina Cannarella would attend, if she is available, and one or two others who are interested. She explained that it is a 3-day commitment and, as part of the attendance, we are requesting a report to the board about their experience. Lastly, she advised that any interested committee members contact Yesenia to secure a reservation for the conference.

D. Board Audit: Has the Board properly referred service standard issues to this committee?

Dr. Weller answered yes to the board audit question. He continued to give his reasons why he felt that the Board has properly referred service standard issues to the Consumer Services Committee. He reported that recommendations from the board have come to this committee for discussion, such as, the waiver process and program planning. These discussions have resulted in the organization of NLACRC town halls. Additionally, COVID-19 services, is another issue that has been brought forward to this committee.

Leticia shared that she would like to see a plan of action moving forward so

that this committee can be proactive in developing a plan to share vaccination information with our community.

Ruth informed the committee that the audit question is more of a check and balance than one of the duties of this committee. She informed the committee that Trailer Bill Language which results in a change to how regional centers deliver service is the most common reason for a service standard issue to come to the Consumer Services Committee. For example, the legislative proposal that proposes to eliminate the requirement that regional centers collect personal information such as social security numbers from consumers and parent; if this is passed into law, it will require an update to the Center's service standards.

Additionally, Ruth gave an update on the data regarding the appeals reporting. She reported that the Center is in the process of updating our appeals data to capture, age, ethnicity, service type and geographic location (by office) for each Notice of Proposed Action we issue. Once the update is complete, data from January through March of this year will manually be entered and a report will be generated for review at the April meeting.

**Action:** Ruth will follow up on the status of capturing the appeals data from previous years.

Ruth shared that there was a recommendation made for NLACRC to offer training to our community regarding personal assistance and fair hearings. We decided to address these topics in our Town Halls. The first topic will likely be personal assistance and level of care, which is different from Participant Directed Services, a topic that Dr. Weller presented in November of 2020. These Town Halls will be in addition to our Legislative Town Hall and Candidate Forum. In response to a question, regarding the types of personal services that will be covered in the Town Hall, Ruth let the committee know that the types of personal services that will be covered are daycare and respite services, which encompass different levels of care. In preparation for the Town Hall, we will discuss the idea to expand the topic to cover family support services and how the level of care determinations, are made. This Town Hall is going to be sometime in March.

Michele informed the committee that the Legislative Town Hall will be

sometime in the spring.

## V. Chief of Program Services Report (Jesse Weller)

### A. Announcements

1. The Older Adults Survey received a total of 300 responses. The team is analyzing the data. The Vendor Advisory Committee (VAC) did a very thoughtful job in the capturing the support needs for the lifespan of consumers.
2. On January 29th, a DDS Directive regarding contacting consumers and families regardless of recent contact was issued. NLACRC is making sure that the contacts with our consumers are continuing.
3. We are still providing COVID-19 vaccination letters to family member caregivers. If a family needs an updated letter, please contact us. Please know that NLACRC is tracking individuals that are turned away from vaccination centers very closely as we want to know if there are barriers.
4. There is also a DDS Directive that requires outreach to consumers 65 and older to assure that they are aware they are eligible for the vaccine, provide information regarding how to obtain a vaccine, and note those individuals who have already received the vaccine. In cases where 65+ consumers were not yet eligible for the vaccine at the time of the first contact, we are circling back to let them know.
5. SANDIS now has the capability to track immunizations and vaccinations, including declines, type of vaccine, and reactions to the vaccine. This is really helpful because we can use that data in the future for the 16-64 age group that will be eligible on March 15<sup>th</sup>. Our teams are working on updating our templates so that we are ready once March 15<sup>th</sup> comes. More to come in the “News You Can Use” newsletter.
6. One of the 1:25 specialized positions that regional centers are required to have has been filled. The promoted individual started yesterday and the 2nd is starting March 1<sup>st</sup>. This leaves one remaining position to fill.

### B. Group Meetings/Events

1. Family Focus Resource Center (FFRC) continues to offer events for families. Jazmin Zinnerman was a guest speaker at one of their events.
2. Alianza de Hombres (Men’s Group): continues to meet monthly.

3. Cafecito Entre Nos (Coffee Among Us): continues to meet monthly.
4. Black and African-American Family Focus Support Group: meets the first Monday of each month.
5. 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 Cal-ABLE and COVID-19.

C. Surge Placement Update

1. COVID-19 Displaced/Exposed: 6 beds
2. COVID-19 Positive: 3 beds
3. Fairview Development Center – No NLACRC Consumers as of 2/17/2021
4. Porterville Development Center – No NLACRC Consumers as of 2/17/2021

D. 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. The committee is providing training on the DDS Directive regarding overtime for respite for Participant Directed Services.

E. Early Start

1. ARCA is holding an Early Start meeting on February 23<sup>rd</sup>.
2. DDS' Early Start Webinar series continues with the following topic:
  - Mental Health for Infants and Toddlers presented by USC and Children's Hospital taking place on February 23<sup>rd</sup> from 9:00 a.m. to 10:30 a.m.

F. Employment

To increase our efforts in obtaining competitive employment for our consumers, NLACRC is partnering with the Regional Center of Orange County (RCOC). RCOC has been successful in this effort and is willing to collaborate with us to help us get more of our consumers into competitive employment.

## **VI. Board Meeting Agenda Items**

The following items were identified for the committee's section of the March 10<sup>th</sup> board meeting agenda:

- A. Minutes of the February 17<sup>th</sup> Meeting

## **VII. Announcements / Information Items / Public Input**

- A. Next Meeting: March 17<sup>th</sup> at 6:00 p.m.

## **VIII. Adjournment**

Gabriela Herrera adjourned the meeting at 7:02 p.m.

Submitted by:

Yesenia Martinez  
Executive Assistant

[csmin\_feb17\_2021]





# Executive Committee

North Los Angeles County Regional Center  
**Executive Committee Meeting Minutes**  
February 24, 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, Jesse Weller, and Jennifer Williamson – 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**

Ana Quiles voiced her appreciation for Dr. Weller for his help in navigating the vaccination letter. She shared her opinion that the Center should focus on providing alternative solutions when families' requests are denied.

**III. Consent Items**

A. Approval of Revised Agenda

Added Item:

IV. J. Purchase of Services (POS) Disparities

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

B. Approval of Minutes from the January 27<sup>th</sup> Meeting

Edit Item L. COVID Vaccination Communication; to include “major stakeholders of parents, vendors, and support groups”.

**M/S/C** (A. Martinez/M. Davis) To approve the minutes as modified.

**IV. Committee Business**

A. FY 2020-21 Board Budget vs. Expenditures – (Packet 2, Page 24)

Kim reported that the Center has not incurred additional board expenditures during FY 2020-2021 since the last expense of \$4,650. The budget remaining for the fiscal year is \$96,850.00. In response to a question from a committee member, Kim informed the committee that the funds that are not used by the Board would be applied toward the PRMT or UAL Trust accounts.

Lety proposed to purchase the lapel pins, which were discussed at a prior meeting, for NLACRC board members.

**Action:** Michele and her team will research lapel pins with the NLACRC logo.

B. Diversity and Inclusion Consultant Update

Michele informed the committee that the group that was selected to assist in interviewing the diversity and inclusion consultant has identified two candidates. The candidates are Visions and Just Communities. Per our request, Just Communities provided us a proposal. The proposal included a 3-hour session for \$2,100 and an 8-hour session for \$7,700, which includes a pre-assessment. In addition, it would cost an additional \$1,400 to help with policy development.

Ruth informed the committee that it was never the intention to have the board participate in an 8-hour training. The 8-hour training would be for staff. We are going to see how the 3-hour training goes before we contract with them to do policy development with the Center.

The committee discussed the background of Just Communities and decided to give the 3-hour session a try only if the request to have Mr. Rivas give the training is accepted.

**Action:** Jennifer will ask Just Communities if they can provide a self-assessment with the 3-hour session.

C. Board Member Code of Conduct Update

A quick review of the NLACRC Board Member Code of Conduct was given and it was shared that the Ad Hoc Bylaws Committee would be taking a vote on March 1<sup>st</sup> to recommend to the Board of Trustees to approve the NLACRC Code of Conduct.

D. COVID Vaccination Plan for Consumers

Ruth informed that a comprehensive review of the COVID-19 vaccination plan is included in the Executive Director report.

E. Governor Newsom Thank You Letter – (*Packet 2, Page 26*)

Michele informed the committee that at the last Government & Community Relations (GCR) Committee meeting, we discussed sending a thank you letter to Governor Newsom for his leadership and support of our community during the COVID-19 pandemic, specifically giving us vaccine prioritization in March. We are bringing this letter to this committee for approval and, once approved, share with the board at our March 10<sup>th</sup> meeting.

Lety shared that at the last GCR committee meeting, Christina voiced her concern with us not including an “ask” in the letter to the Governor. At that time, we discussed sending a separate letter with a request, and NLACRC was going to reach out to ARCA and other entities to garner feedback as to whether or not this would be appropriate.

Ruth informed that she did reach out to ARCA and other regional centers and they are not seeking further prioritization of our community. The vaccine supply is very limited at this time, dictating the timeframe in which eligible individuals will be able to access the vaccine. Ruth did not recommend pursuing further prioritization of the administration.

The committee discussed the vaccine eligibility that will be opening up on March 15<sup>th</sup>. Ruth shared and reviewed the March 15<sup>th</sup> DDS directive and she commented that the eligibility is not limited to our community. The general population 16-64 with severe medical issues is also eligible.

Ruth reported that the regional center will be issuing consumer-specific letters that will note the category that applies to the individual. We have yet to work out the piece of sending them out automatically or having the letters be sent upon request. Once finalized, this information will be distributed on social media and our News You Can Use newsletter.

**M/S/C** (J. Sunderland/A. Martinez) To approve to send the letter to Governor Newsom as written.

**Action:** Michele will ask Ana Maria to send the letter out for electronic signature.

F. Public Right to Inspect Records at Board Meetings

Kim gave a follow up to the topic of the public right to inspect records during board meetings that was brought up at the last meeting. She shared that in February 2017, NLACRC brought forward our draft audit report, however, we did not provide it to the public and it was questioned. This was raised by the public as a concern, and after consulting with legal counsel, we learned that any writings or materials that are presented at public meetings, the public has the right to inspect them even in draft form. The only exception to the public's right to inspect records pertains to those writings or materials that may be presented during executive session. The recommendation is to note "draft" on all documents that we bring to board meetings that may not be in "final" form, such as the "draft" audited financial statements under review by members.

G. ARC Public Policy Conference – Virtual

Michele informed that, historically, we have funded and supported a board member, consumer board member, staff and a service provider to attend the ARC Public Policy Conference. They are holding their 14<sup>th</sup> Annual Virtual Conference on Developmental Disabilities Public Policy. The purpose of the conference is to educate, inspire, and empower attendees to become advocates for our community. It is sponsored by ARC and the United Cerebral Palsy California Collaboration and features nationally known speakers. We can register interested board members, NLACRC staff, and a VAC board officer to attend. The dates of the conference are March 15-18<sup>th</sup> for 3 hours per day. If we register for the early bird price, the cost is \$25; otherwise, the price goes up to \$85.

The committee discussed and decided to solicit interest from the board and to purchase eight (8) tickets to secure the early bird price.

**Action:** Michele will provide wording for the email soliciting interest for Yesenia to distribute to the board tomorrow.

H. Executive Committee Critical Calendar – *(Packet 1, Page 10)*

The Executive Committee Critical Calendar was included in the meeting packet for review.

Michele informed that at last month's Executive Committee (EC) meeting there was a draft of the EC critical calendar. However, it did not have the Executive Director Evaluation information. It was updated to reflect this information and the Performance Contract public meetings.

**M/S/C** (J. Sunderland/L. Martinez) To recommend to the Board of Trustees to approve the EC Critical Calendar.

I. Finalize Agenda for March 10<sup>th</sup> Board Meeting – *(Packet 1, Page 13)*

The committee finalized the agenda for the March 10<sup>th</sup> board meeting.

The board member and staff volunteers to make an introduction at the next board meeting are Jeremy Sunderland and Dr. Weller.

Lety congratulated NLACRC for the DDS letter of recognition that was received from the Department in response to positive feedback from NLACRC's service provider community.

J. Purchase of Services (POS) Disparities

Lety shared that the Purchase of Services (POS) meeting that discusses disparities is coming up soon. She has observed that there has been no change in the last four years although we are trying to work diligently to change those numbers. She wanted to make sure we are looking at this in a diligent manner.

Ruth informed the committee that the creation and reorganization of the Diversity, Equity and Inclusion position to a supervisory role is a great help to addressing disparity. This position can now support training at the center and support the effort to find out what the barriers are to the access of services.

At a recent State Council meeting, disparity was one of the topics we discussed. A study was done and it was shared that reduced caseloads was one of the most successful models as far as impacting disparity. Regional centers

are trying to get caseloads down to 1:62 and getting people connected through generic resources. It would be intensive case management for a while and then come off, once they are connected to generic resources, somewhat like our specialized caseloads. After this, they would move off to a regular caseload. This is a statewide issue, not specific to NLACRC. Moreover, there is a need to meet the basic security needs of families. When NLACRC funded intensive applied behavior analysis (ABA), we noticed that some families were not accessing this service due to work obligations that prevented them from participating in service delivery (a requirement for this particular service). This resulted in some disparity.

We can also address disparity through staff training on cultural humility; making the Notice of Action (NOA) process feel less adversarial; and user-friendly training on the use of the fair hearing process.

In response to a question, Ruth asked board members to send any ideas or recommendations to address disparity. It can be what you hear from the community, what you are hearing from your peers, or from any groups you are a part of. Please send them so we can consider them. Also, know that as part of our POS expenditures meeting, we are finalizing a survey that will solicit information from individuals who have services authorized however are not using them; the survey will ask why. The survey will offer a list of reasons for not accessing services that are specific so NLACRC can seek to learn the barriers.

Lillian shared her early experience with NLACRC. Her opinion is that if families find out more about the services that are available, they are more likely to use the services. Most people that are new to the system do not know what to ask for because they do not know how regional centers can help.

The role of the regional center and CSC's were discussed. Ruth shared that the role of CSCs is to identify goals and outcomes, and a plan as to how they are going to achieve those goals through regional center or generic services. CSC should be assessing around what is the status and what are the goals for the individual.

Ana shared that she feels that NLACRC needs a quality assurance mechanism to improve the quality of our services. We have to have a system to take the information from our successful outcomes and apply the lessons learned to

other areas. Ruth informed that the National Core Indicators (NCI), that are completed by DDS and required by statute, monitor the quality assurance and quality improvement. NCI interviews individuals to find out about their experience with regional centers and we get that data back so we can assess how we are going.

Ruth summarized that the updated Diversity, Equity and Inclusion position will help us address the POS disparities. However, Ruth shared that the elephant in the room is the caseload ratio and that advocacy for funding to bring down caseload ratios is something we should focus on. She also noted that SEIU and the Lanterman Coalition are also working on this issue.

Ana suggested that CSCs that are getting it done with the current caseload should be rewarded.

Ruth reminded the board to send recommendations to address disparity to Yesenia.

## **V. Center Operations**

### COVID-19

As of February 23<sup>rd</sup>, the Los Angeles County positivity rate between is 3.1% and 3.5% and we are at 12.3 cases per 100,000. This is important because we need to get the cases down to 7 cases per 100,000 to get into the Red tier, which allows us to open 7<sup>th</sup>-12<sup>th</sup> grade schools.

North LA: As of February 17<sup>th</sup>, cumulative positive cases are 944; 142 hospitalized and 41 deaths.

### Vaccination Distribution

Vaccine Phase 1B opens up eligibility for food and agriculture workers, which is about 1.2 million individuals, on March 1<sup>st</sup>.

There are a total of 391 vaccination sites, of those, there are 129 clinics, 15 hospitals, and 15 mass sites. This means that there are appointments available for 500K to 600K individuals per week. However, Los Angeles County is only receiving 200K per week supply. In an effort to reach all eligible individuals, local county public



health has a call center to assist in scheduling vaccination appointments to ensure those that do not have technology are able to secure appointments. In addition to the State supply, FEMA is offering a vaccine supply and is working with State Council on Developmental Disabilities to provide regional centers with access codes for eligible consumers. Unfortunately, the code system was shut down due to the code being distributed too widely. In order to mitigate this, they are changing the code every two days to avoid abuse.

NLACRC has secured vaccination sites in Lancaster, a senior center in Santa Clarita Valley, and three sites in the San Fernando Valley. Additionally, Kaiser has offered six (6) sites to dedicate days to our community.

NLACRC is providing vaccination support to our consumers and families. The types of support are sharing information, securing appointments, and providing transportation. Our CSCs and parent mentors are available to help with this.

#### Community Engagement

- NLACRC Virtual Town Hall: Regional Center Services. Presenter, Christopher Arroyo – March 18<sup>th</sup>
- Purchase of Services (POS) Data Information Meeting – March 11<sup>th</sup>

#### **VI. Board Meeting Agenda Items**

The following items were identified for the committee's section of the March 10<sup>th</sup> board meeting agenda:

- A. Minutes of the February 24<sup>th</sup> Meeting
- B. Approval of Executive Committee Critical Calendar
- C. Governor Newsom Letter
- D. Presentation of Proposed Bylaws Changes

#### **VII. Announcements / Information Items**

- A. Next Meeting: Wednesday, March 31<sup>st</sup> at 7:00 p.m.

#### **VIII. Adjournment**

Lety Garcia adjourned the meeting at 10:17 p.m.

Submitted by,

Yesenia Martinez  
Executive Assistant

[ecmin\_feb24\_2021]



# **Government & Community Relations Committee**

North Los Angeles County Regional Center  
**Government & Community Relations Committee Meeting Minutes**

February 17, 2021

**Present:** Nicholas Abrahms, Christina Cannarella, Leticia Garcia, Gabriela Herrera, Sharoll Jackson, Nelmonika Jones, Jennifer Koster, Jeremy Sunderland, and Curtis Wang – Committee Members

Kimberly Bermudez, Enrique Rogel, and Joe Hernandez – Guests

Emmanuel Gutierrez, Sara Iwahashi, Ruth Janka, Michele Marra, Yesenia Martinez, Kim Rolfes, Jesse Weller, and Jennifer Williamson – Staff Members

**Absent:** Orli Almog

---

**I. Call to Order & Introductions**

Jeremy Sunderland, chair, called the meeting to order at 7:08 p.m. and introductions were made.

**II. Public Input**

Christina shared about her participation in the Health and Human Services budget subcommittee. She mentioned there were important topics discussed that she believes will be discussed further in the future.

**III. Consent Items**

A. Approval of Agenda

Added Items:

IV. A. 4. Legislative Directory

IV. F. Business Organizations

**M/S/C** (C. Wang/G. Herrera) To approve the agenda as modified.

B. Approval of Minutes from the January 20<sup>th</sup> Meeting

**M/S/C** (N. Abrahms/G. Herrera) To approve the minutes as presented.

#### IV. Committee Business

##### A. Legislative Update

##### 1. Legislative Educator Contract

A copy of the Legucator Contract was included in the meeting packet for the committee's review.

Michele informed the committee that, pursuant to the discussion during our January 2021 committee meeting, the Legucator contract was adjusted. The revised contract covers a prorated time frame from March 2021 to September 2021, approximately seven (7) months. The contract has a maximum cost of \$84,456 (no minimum) to provide consultation services, participation in committees, legislative training, and support for our grassroots visits and legislative town halls. The cost will depend on the activities that we accomplish during the contract period.

Jeremy thanked Michele and the team for making the necessary adjustments to the contract for it to be fiscally appropriate and responsible.

Christina suggested adding a legislative update corner to the NLACRC News You Can Use newsletter. This corner could list all of the legislative activities that are pertinent to our community as she feels this will help our community become more engaged. In response to the question, Michele answered that we will check with our internal staff, as it may be simple task since we already have a legislative area on our website. Michele stated she will assess and circle back to the committee.

**M/S/C** (G. Herrera/C. Wang) To recommend to the Board of Trustees to approve the Legucator contract as presented.

##### 2. ARCA Grassroots Day

Michele gave the committee the historical perspective of the ARCA Grassroots Day to provide context for new board members. Typically, in past years, pre-COVID-19 during March or April, we have had two teams that visit between 11 and 13 legislators. The evening before the ARCA Grassroots Day there would be a presentation on legislative advocacy provided by ARCA, along with time to network with other regional

centers. Late last year, ARCA reached out to propose conducting a grassroots day virtually; the first planning meeting is scheduled for Friday of this week. We anticipate holding the virtual ARCA Grassroots event in April, more information to come.

3. Legislative Bills

Michele informed the committee that NLACRC would like to send a thank you letter to Governor Newsom to thank him for including our community in the March vaccination prioritization.

The committee discussed the idea of adding an “ask” to the thank you letter to Governor Newsom. The group decided to not include an “ask” in the letter as some thought that, by doing so, it may diminish the message of gratitude the Center and Board are seeking to express. The agreement was to potentially send one letter right away and consider sending a second letter after Ruth follows up with ARCA and others regarding seeking an earlier vaccine eligibility date, given the limited supply of vaccine and all of the advocacy efforts to date that resulted in the March 15 vaccine eligibility date.

**M/S/C** (L. Garcia/G. Herrera; Opposed: C. Cannarella) to approve to send a letter of gratitude to Governor Newsom.

**Action:** Ruth will follow up with ARCA and other regional centers on the ongoing advocacy to help determine if NLACRC should send a second letter to Governor Newsom with a request.

**Action:** Michele will send the draft thank you letter to the committee for review and editing so that we can secure the approval of the letter at next week’s Executive Committee meeting.

Michele reported that there is an ARCA Legislative Committee meeting on February 10<sup>th</sup>, which is where we review new legislation that is introduced and typically make a recommendation to this committee to support, oppose, or watch the new legislation. Some of the activities that come from these meetings are write a letter or make a phone call to advocacy agencies or possibly speaking to legislators.

She shared that a hearing occurred today related to funding for Consumer Services Coordinators (CSCs). In regards to this, we are looking to partner with Jim Frasier of SEIU to seek an adjustment to the financial aspects to

get the CSCs we need to support our consumers and families. More to come.

4. Legislative Directory

Sara informed the committee that the Legislative Directory is with our director for review. Once it is approved, we will present it to this committee.

B. Social Media

1. Facebook Analytics

Sara provided and reviewed the Center's January 2021 English and Spanish Facebook pages reports.

In response to a question, Sara shared that we may see an increase in traffic to our social media pages due to the extra COVID-19 information that is being shared. She is hopeful that that we will see an increase in traffic in next month's reports.

The committee discussed items that they would like to see added to NLACRC's social media presence. Michele shared that it would be nice to include bios on regional center staff, to expand our YouTube presence, and to include Instagram. Leticia would like to see, in addition to human-interest stories, stories celebrating cultural holidays.

2. Social Media Expansion Project Update

Jennifer informed the committee that NLACRC has received feedback from our HIPAA counsel that we need more clarification from our copyright attorney as it pertains to the consents that will accompany human-interest stories that are shared on our social media pages. We are meeting with counsel to work through the feedback so that we can align both the HIPAA and copyright requirements to best protect or mitigate our liability. In the meantime, we are working on the plain language review of the consent supplement.

C. NLACRC Consumer and Family Guide Update

Sara informed the committee that the subject matter experts are nearing the end of their review of the NLACRC Consumer and Family Guide. After this review, it will go back to our plain language consultant to incorporate the suggested changes. After which, it will be sent to some of our consumers and families for their review and feedback.

D. Language Access Plan

Jennifer informed the committee that at the last GCRC an overview of our Language Access Plan was shared. The overview covered the different phases of the plan. We are currently in the process of creating the committee, which is the first phase. The committee will include the Family Focus Resource Center and NLACRC staff. Once we have assembled the committee, the next part of Phase 1 is data collection and assessment. Please know that we will bring questions or information to this committee for feedback, as appropriate.

E. The ARC Public Policy Conference

Michele shared that, historically, we have funded and supported board members and a service provider to attend the ARC Public Policy Conference. The purpose of the conference is to inspire, educate, and empower individuals to become advocates for our community. The conference is supported by the ARC and United Cerebral Palsy and has a variety of speakers. It is being held virtually from Mar 15<sup>th</sup> – 18<sup>th</sup>. The cost is \$25/person and we are working on a budget for staff and the board to attend, and will inform board members of the opportunity.

F. Business Organizations

Sara informed that, at a previous meeting, it was suggested for NLACRC to participate in other business organizations. Yesenia solicited recommendations and received the following: Antelope Valley Hispanic Chamber of Commerce, Latino Business Alliance, which is part of the Santa Clarita Chamber of Commerce, and the Regional Black Chamber of Commerce, which has a branch in the San Fernando Valley. Sara will contact all three organizations to learn more and will give an update at the next committee meeting.



## V. Board Meeting Agenda Items

The following items were identified for the committee's section of the March 10<sup>th</sup> board meeting:

- A. Minutes of the February 17<sup>th</sup> Meeting
- B. Legucator Contract

## VI. Announcements / Information / Public Input

Sharoll Jackson shared her thoughts about the budget hearing she attended today. One of the things that she heard was that the statistics are showing that there is a problem when it comes to diversity and reaching different cultures. She shared that the data is showing a disconnect in communication, however, she noted that NLACRC is working very hard at communication and shared her appreciation for this. She continued to share her sentiment that we are stronger together.

Christina voiced her appreciation to Ruth, Jesse, and NLACRC because there are other regional centers that are not sharing information regarding Participant Directed Services, as we are. She appreciates that NLACRC is on the forefront of sharing information regarding Participant Directed Services and COVID-19.

- A. Next Meeting: Wednesday, March 17<sup>th</sup> at 7:00 p.m.

## VII. Adjournment

Jeremy Sunderland adjourned the meeting at 8:23 p.m.

Submitted by:

Yesenia Martinez  
Executive Assistant

[gcrmin\_feb17\_2021]



# Nominating Committee

North Los Angeles County Regional Center  
Nominating Committee Meeting Minutes  
February 3, 2021

*Draft*

**Present:** Leticia Garcia, Angelina Martinez, Caroline Mitchell, Jeremy Sunderland, and Curtis Wang – Committee Members  
Bob Erio – VAC Representative  
Ruth Janka and Yesenia Martinez – Staff Members

**Absent:** All Present

---

**I. Call to Order**

Curtis Wang, chair, called the meeting to order at 5:39 p.m.

**II. Consent Items**

A. Approval of Agenda

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

B. Approval of Minutes of the January 6<sup>th</sup> Meeting

**M/S/C** (L. Garcia/C. Mitchell) To approve the minutes as presented.

**III. Committee Business**

A. Review Nominating Committee's Combined Candidate List

Ruth informed that the committee that Yesenia combined the committee's applicant selections with number of member votes per applicant. She reviewed the need to keep board composition in mind when selecting applicants.

The committee reviewed the candidate spreadsheet with a total of 45 board applicants and selected fifteen (15) board and all four (4) VAC applicants to be interviewed. In addition, they selected (2) two alternate applicants in case some of the selected applicants are no longer available.

**Action:** Yesenia will contact selected applicants to confirm their interest in interviewing.

B. Review Candidates' Applications as Needed

The committee did not need to review the candidate applications.

C. Identify Interview Dates for Board and VAC Candidates

**Action:** Yesenia will solicit available dates from committee members to choose three interview dates.

D. Review Slate of Officers for FY 2021-22

The committee discussed the current slate of officers and solicited interest from the Board Officers who were present. Leticia Garcia, President, and Jeremy Sunderland, 1<sup>st</sup> Vice President, were interested in continuing in their positions.

Ruth clarified to the committee that the current ARCA Delegate and ARCA Alternate will remain for another year as both officers (Angelina Martinez and Ana Quiles) are only one year into the 2-year team. However, the Nominating Committee will need to solicit interest from the Board for the Consumer Advisory Committee (CAC) ARCA Alternate since Adam Breall resigned from the board.

**IV. Board Meeting Agenda Items**

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

- A. Minutes of the January 6<sup>th</sup> meeting
- B. Minutes of the February 3<sup>rd</sup> meeting
- C. Status of Board & VAC Recruitment

**V. Announcements / Information**

**Action:** Yesenia will assemble list of VAC candidates and will send the committee interview questions and rating sheets in preparation for interviews.

- A. Next Meeting: TBD

**VI. Adjournment**

Curtis Wang adjourned the meeting at 6:46 p.m.

Submitted by,

*Yesenia Martinez*  
Yesenia Martinez  
Executive Assistant

[ncmin.feb3.2021]



North Los Angeles County Regional Center  
**Nominating Committee Meeting Minutes**  
March 9, 2021

**Present:** Lety Garcia, Angelina Martinez, Caroline Mitchell, Jeremy Sunderland, and Curtis Wang – Committee Members  
Bob Erio – VAC Representative  
Yesenia Martinez – Staff Member

**Absent:** All Present

---

**I. Call to Order**

Curtis Wang, chair, called the meeting to order at 5:38 p.m.

**II. Consent Items**

A. Approval of Agenda

The agenda was approved as presented.

B. Approval of Minutes of the February 3<sup>rd</sup> Meeting – *deferred*

The meeting minutes will be presented at the next Nominating Committee in March.

**III. Committee Business**

A. Prepare for Board and VAC Applicant Interviews

The committee prepared for Board and VAC applicant interviews.

B. Interview Board and VAC Applicants

The following applicants were interviewed:

1. Jenn Siguenza
3. Rocio (Rosie) Sigala
4. Olga Reyes, VAC
5. Annie Mowrer
6. Alma Rodriguez
7. Zonia Alberto-Sanchez

8. Jordan Feinstock

#### **IV. Board Meeting Agenda Items**

The following items were identified for the committee's section of the March 10<sup>th</sup> board meeting agenda:

- A. Minutes of the March 9<sup>th</sup> Meeting
- B. Status of Board & VAC Recruitment

#### **V. Announcements / Information**

- A. Next Meeting: Tuesday, March 16<sup>th</sup> at 5:30 p.m.

#### **VI. Adjournment**

Curtis Wang adjourned the meeting at 9:24 p.m.

Submitted by,

*Yesenia Martinez*

Yesenia Martinez  
Executive Assistant

[ncmin\_mar9\_2021]



North Los Angeles County Regional Center  
**Nominating Committee Meeting Minutes**  
March 16, 2021

**Present:** Lety Garcia, Angelina Martinez, Caroline Mitchell, Jeremy Sunderland, and Curtis Wang – Committee Members  
Bob Erio – VAC Representative  
Yesenia Martinez – Staff Member

**Absent:** All present

---

**I. Call to Order**

Curtis Wang, chair, called the meeting to order at 5:38 p.m.

**II. Consent Items**

A. Approval of Agenda

The agenda was approved as presented.

B. Approval of Minutes of March 9<sup>th</sup> – *deferred*

The meeting minutes will be presented at the next Nominating Committee meeting in March.

**III. Committee Business**

A. Prepare for Board and VAC Applicant Interviews

The committee prepared for Board and VAC applicant interviews.

B. Interview Board and VAC Applicants

The following applicants were interviewed:

1. Anita Landin
2. Andrea Devers
3. Marisol Holcomb
4. Deanna Newman
5. Cathy Blin
6. Joseph Weissburg



7. Richard Dier
8. Jodie Agnew-Navarro
9. Dara Stransky

#### **IV. Board Meeting Agenda Items**

The following items were identified for the committee's section of the April 10<sup>th</sup> board meeting agenda:

- A. Minutes of the March 16<sup>th</sup> Meeting
- B. Status of Board & VAC Recruitment

#### **V. Announcements / Information**

- A. Next Meeting: Tuesday, March 23<sup>rd</sup> at 5:30 p.m.

#### **VI. Adjournment**

Curtis Wang adjourned the meeting at 9:05 p.m.

Submitted by,

*Yesenia Martinez*

Yesenia Martinez  
Executive Assistant

[ncmin\_mar16\_2021]



North Los Angeles County Regional Center  
**Nominating Committee Meeting Minutes**  
March 23, 2021

**Present:** Lety Garcia, Angelina Martinez, Caroline Mitchell, Jeremy Sunderland, and Curtis Wang – Committee Members  
Bob Erio – VAC Representative  
Yesenia Martinez – Staff Member

**Absent:** All Present

---

**I. Call to Order**

Curtis Wang, chair, called the meeting to order at 5:37 p.m.

**II. Consent Items**

A. Approval of Agenda

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

B. Approval of Minutes of the March 9<sup>th</sup> Meeting – *deferred*

The meeting minutes will be presented at the next Nominating Committee meeting.

C. Approval of Minutes of the March 16<sup>th</sup> Meeting – *deferred*

The meeting minutes will be presented at the next Nominating Committee meeting.

**III. Committee Business**

A. Prepare for Board and VAC Applicant Interviews

The committee prepared for Board and VAC applicant interviews.

B. Interview Board and VAC Applicants

The following applicants were interviewed:

1. Kimberly Bermudez (VAC)

2. David Coe
3. Araceli Gonzalez
4. Fatima Reyes
5. Sylvia Griffin
6. Deshawn Turner

The committee discussed the board and VAC applicants.

C. Discussion of Board Re-nominees

The committee discussed the following board re-nominees:

1. Nicholas Abrahms
2. Marianne Davis
3. Nelmonika Jones
4. Angelina Martinez
5. Jeremy Sunderland
6. Curtis Wang

**IV. Board Meeting Agenda Items**

The following items were identified for the committee's section of the April 14<sup>th</sup> board meeting agenda:

- A. Minutes of the March 23<sup>rd</sup> Meeting
- B. Status of Board & VAC Recruitment

**V. Announcements / Information**

- A. Next Meeting: TBD

**VI. Adjournment**

Curtis Wang adjourned the meeting at 9:31 p.m.

Submitted by,

*Yesenia Martinez*

Yesenia Martinez  
Executive Assistant

[ncmin\_mar23\_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-21 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	P	P	P	P	0
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	P				0
Jennifer Koster		P	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	P	P	P	P	0

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	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						
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					P



**NLACRC 2020-21 Board of Trustees  
Committee Attendance**

12-Month Attendance Board Members	Mar-21							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	P																				P									4
Leticia Garcia	P	P	Ab	Ab						P	P							P	P												2
Gabriela Herrera			P	P						P	P							P	P												2
Sharoll Jackson			P	P		P				P	P		Ab					P	P		P								P		1
Nelmonika Jones			P	P																											5
Jennifer Koster			P	Ab																											2
Angelina Martinez		P												P								P							P		1
Lillian Martinez	P	P	P	P				P	P					P	P	P	P												P		0
Caroline Mitchell					P					Ab	Ab							Ab	Ab			P									7
Ana Laura Quiles	P	P	P	P				P	P					P		P	P														0
Jeremy Sunderland	P	P		P						P	P							P	P			P									1
Curtis Wang			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

**Fiscal Year 2020-2021**

*(Rounded to the nearest quarter of an hour.)*

Committee	Jul-20				Aug-20				Sep-20			
	Start	End	Total Time	Rounded	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	6:00 PM	7:19 PM	01:19	1.25
Board Meeting					6:33 PM	9:10 PM	02:37	2.50	6:32 PM	9:18 PM	02:46	2.75
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	7:19 PM	9:41 PM	02:22	2.25
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	9:35 AM	12:08 PM	02:33	2.50

North Los Angeles County Regional Center  
 FY 2020-21 Board of Trustees  
 Board and Committee Time Report

Fiscal Year 2020-2021

*(Rounded to the nearest quarter of an hour.)*

Committee	Oct-20				Nov-20				Dec-20	
	Start	End	Total Time	Rounded	Start	End	Total Time	Rounded	Start	End
Ad Hoc Bylaws										
Administrative Affairs	6:17 PM	7:41 PM	01:24	1.50	6:02 PM	7:19 PM	01:17	1.25		
Board Meeting	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	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	9:38 AM	11:58 AM	02:20	2.25	9:30 AM	11:06 AM	01:36	1.50		

North Los Angeles County Regional Center  
 FY 2020-21 Board of Trustees  
 Board and Committee Time Report

Fiscal Year 2020-2021

(Rounded to the nearest quarter of an hour.)

\* Nominating Committee met four (4) times in Mar.

Committee	Jan-21				Feb-21				Mar-21			
	Start	End	Total Time	Rounded	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	4:08 PM	5:02 PM	0:54	1.00
Administrative Affairs	6:25 PM	8:17 PM	01:52	1.75	6:00 PM	8:18 PM	2:18	2.25	6:02 PM	7:36 PM	1:34	1.50
Board Meeting	6:31 PM	9:15 PM	02:44	2.75	6:33 PM	8:48 PM	2:15	2.25	6:33 PM	9:16 PM	2:43	2.75
Consumer Services	6:03 PM	8:19 PM	02:16	2.25	6:05 PM	7:02 PM	0:57	1.00	6:01 PM	6:56 PM	0:55	1.00
Executive	8:25 PM	10:52 PM	02:27	2.50	8:25 PM	10:17 PM	1:52	2.00	7:41 PM	9:50 PM	2:09	2.25
Government and Community Relations	8:25 PM	10:26 PM	02:01	2.00	7:08 PM	8:23 PM	1:15	1.25	7:02 PM	8:18 PM	1:16	1.25
Nominating*	5:33 PM	7:40 PM	02:07	2.00	5:39 PM	6:46 PM	1:07	1.00	5:38 PM	9:30 PM	3:52	12.00
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	9:31 AM	11:21 AM	1:50	1.75

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?

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