



Board of Trustees Meeting

Wednesday, October 13, 2021

6:30 p.m.

Via Zoom Technology

Packet #2

North Los Angeles County Regional Center
Board Packet #2
October 13, 2021

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

~ **REVISED 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** – Liliana Windover, Executive Administrative Assistant
4. **Introductions**
 - A. Presentation by Assemblywoman Valladares, 38th District
 - B. Sharoll Jackson, Board Member and Vendor Advisory Committee Chair, and Alan Darby, Chief Financial Officer
5. **Public Input & Comments** (3 minutes)
6. **Consent Items**
 - A. Approval of Revised Agenda (*Packet 2, Page 3*)
 - B. Approval of September 9th Board Meeting Minutes (*Packet 2, Page 7*)
7. **Committee Action Items**
 - A. Administrative Affairs Committee – Ana Quiles
 1. Contract(s)
 - a) Maxim Contract, PL1025-062 (*Packet 2, Page 22*)
 2. Executive Session
 - a) Legal Matter
 3. City National Bank Signature Cards and Credit Line
 - a) Board Resolution for City National Bank’s Supersedure Agreement (Business) (*Packet 1, Page 9*)
 - b) Board Resolution to Obtain Credit and Grant Security (*Packet 1, Page 10*)
 4. US Bank Signature Cards
 - a) PRMT: Form of Direction-Authorized Signers – Add CFO effective

10/13/2021 (*Packet 1, Page 14*)

- b) PRMT: Form of Direction-Authorized Signers – Remove Deputy Director-CFO effective 12/29/2021 (*Packet 1, Page 16*)
- c) UAL: Form of Direction-Authorized Signers – Add CFO effective 10/13/2021 (*Packet 1, Page 18*)
- d) UAL: Form of Direction-Authorized Signers – Remove Deputy Director-CFO effective 12/29/2021 (*Packet 1, Page 20*)
- e) Board Resolution to add CFO effective 10/13/2021 and remove Deputy Director-CFO effective 12/29/2021 (*Packet 1, Page 22*)
- f) Board Resolution for Form of Direction – Authorized Officers to execute Form of Direction-Authorized Signers for PRMT and UAL (*Packet 1, Page 23*)

5. Recommended Change to FY2021-22 Administrative Affairs Committee Critical Calendar (*Packet 1, Page 24*)

6. Request for Proposal for New CPA Firm and RFP Selection Committee (*Packet 2, Page 28*)

B. Executive Committee – Lety Garcia

- 1. Strategic Planning Consultant (*Packet 1, Page 4*)
- 2. Two four-hour days for the Strategic Planning Retreat
- 3. Resubmission of Conflict of Interest Resolution Plans
 - a) Revised Christina Cannarella (*Packet 2, Page 45*)
 - b) Revised Lillian Martinez (*Packet 2, Page 62*)
- 5. Executive Director Evaluation
 - a) Board of Trustees Policy Executive Director Evaluation Draft (*Packet 2, Page 75*)
 - b) Executive Director Evaluation Timeline Draft (*Packet 2, Page 77*)
 - c) Executive Director Performance Evaluation Draft (*Packet 2, Page 79*)
- 6. Family Focus Resource Center (FRC) Sponsorship of \$350.00 event on October 23, 2021
- 7. CSUN Family Focus Resource Center Contract

C. Nominating Committee – Angelina Martinez

- 1. Nominating Committee Policy and Procedure (*Packet 1, Page 108*)
- 2. Critical Calendar (*Packet 1, Page 114*)

8. Additional Action Items

A. Administrative Affairs Committee

- 1. Approval of Contracts
 - a) B.I.G. Solutions, LLC (PL2076-028) (*Packet 2, Page 81*)
 - b) Stansbury Place, Inc. (PL2027-096) (*Packet 2, Page 86*)
 - c) Paradiso Homes (PL2007-109) (*Packet 2, Page 90*)

- d) Compassion Group Homes (Zelzah TBD-113) *(Packet 2, Page 94)*
- B. Revised Committee List – Lety Garcia, Board President *(Packet 2, Page 98)*
- 9. **Association of Regional Center Agencies** – Angelina Martinez
 - A. Report on ARCA Meetings
- 10. **Executive Director’s Report** – Ruth Janka *(Packet 2, Page 99)*
- 11. **Self-Determination Program (SDP) Report** – Jesse Weller *(Packet 2, Page 128)*
- 12. **Administrative Affairs Committee** – Ana Quiles
 - A. Minutes of the September 29th Meeting *(Packet 2, Page.130)*
 - B. FY 2021-22 Financial Report *(Packet 2, Page 142)*
 - C. Change in FY2021 PEP Report as of September 10, 2021 *(Packet 2, Page 146)*
 - D. FY 2020-21 Provider Relief Funds Financial Report *(Packet 1, Page 116)*
 - E. Monthly HR Report *(Packet 1, Page 117)*
 - F. 1st Quarter HR Report *(Packet 1, Page 119)*
- 13. **Consumer Advisory Committee** – Caroline Mitchell
 - A. Minutes of the October 6th Meeting *(Packet 2, Page 150)*
- 14. **Consumer Services Committee** – Gabriela Herrera
- 15. **Executive Committee** – Lety Garcia
 - A. Minutes of the September 29th Meeting *(Packet 2, Page 152)*
 - B. FY 2020-21 Committee Action Log *(Packet 2, Page 162)*
 - C. Executive Director Negotiating Committee
 - D. Whistleblower Compliance Activity
- 16. **Government & Community Relations Committee** – Jeremy Sunderland
- 17. **Nominating Committee** – Angelina Martinez
 - A. Minutes of October 6th Meeting *(Packet 2, Page 167)*
 - B. Board & VAC Member Recruitment Notices
- 18. **Post-Retirement Medical Trust Committee** – Lety Garcia (No report)
- 19. **Strategic Planning Committee** – Marianne Davis
 - A. Annual Update on NLACRC’s Strategic Plan
- 20. **Vendor Advisory Committee** - Sharoll Jackson

- A. Minutes of the October 7th Meeting (*Packet 2, Page 172*)

21. Old Business/New Business

- A. Board and Committee Meeting Attendance Sheets (*Packet 2, Page 189*)
- B. Board and Committee Meetings Time Report (*Packet 2, Page 190*)
- C. Updated Acronyms Listing (*Packet 2, Page 193*)
- D. Meeting Evaluation (*Packet 2, Page 199*)

22. Announcements/Information/Public Input

- A. Next Town Hall: Thursday, October 21st at 1:30 p.m. via Zoom “Personal Safety & Disaster Preparedness” by L. Vance Taylor, Chief, Office of Access & Functional Needs at California Governor’s Office of Emergency Services.
- B. Next Meeting: Wednesday, November 10th at 6:30 p.m. at Chatsworth Office or Zoom.

23. 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 (NLACRC), Inc., a nonprofit corporation, held their regular board meeting via Zoom on September 9, 2021.

<u>Trustees Present</u>	<u>Trustees Absent</u>	<u>Staff Present</u>	<u>Guests Present</u>
Nicholas Abrahms	Caroline Mitchell	Ruth Janka	Victoria Berry, FFRC
Cathy Blin	Lillian Martinez	Michele Marra	Maria Aguilar
Christina Cannarella		Kim Rolfes	Diana Padilla Garcia
David Coe		Alan Darby	Olga Reyes
Marianne Davis		Dr. Jesse Weller	Aurora Ramos
Leticia Garcia		Liliana Windover	G. Espino-Romero
Gabriela Herrera		Cheryl Blizin	Kimberly Bermudez, 24
Sharoll Jackson		Cristina Preuss	Hour Home Care
Jennifer Koster		Sheila King	Cliff Hathaway, Keolis
Angelina Martinez		Tiffany Jones-	Perla Zuniga, DDS
Ana Quiles		Newman	Claudia Sicairos Beltran
Alma Rodriguez		Gabriela Eshrati	Anna Hamilton
Rocio Sigala		Jazmin Zinnerman	Ysabel Romero (Interpreter)
Jennifer Siguenza			Nancy Gallardo
Jeremy Sunderland			(Interpreter)
Deshawn Turner			
Curtis Wang			

1. Call to Order & Welcome – Leticia (Lety) Garcia, Board President

Lety Garcia, President, called the meeting to order at 6:32 p.m.

2. Housekeeping

- A. Spanish interpretation was available for those who were interested. Information was posted in the Zoom chat on how to access this service.
- B. Public was asked to note their name in the chat for the purpose of public attendance.
- C. Board members were asked to note in the chat if they have a preference to receive a paper packet in the mail.

3. Board Member Attendance – Liliana Windover, Executive Administrative Assistant

Board Members attendance was taken.

4. Introductions

In an effort to help the board to become more familiar with each other, the following volunteers give a brief introduction of themselves.

- Gabriela Herrera is a Board Member & Chair of the Consumer Services Committee. Gabriela provided information about her background and experience.
- Jazmin Zinnerman is a Consumer Services Director in the San Fernando Valley who oversees the following units: Adult, Transition Age Youth, Federal Revenues, and CPP/CRDP. Jazmin shared about her background and experiences.

The volunteers for next month will be Sharoll Jackson, Board Member and Vendor Advisory Committee Chair and Alan Darby, NLACRC's new Chief Financial Officer.

5. Public Input & Comments (3 minutes)

- Announcement regarding National Hispanic/Latino Heritage month.
- Public comment received regarding children going back to school and regional center services and supports that are provided.
- Recommendation to record Cafecito Entre Nos to allow the public to access meetings if unavailable to attend.
- A success story was shared regarding a consumer who got accepted to a University. A request was made for the public to support a GoFundMe to help with education costs. Information was listed in the chat.
- A request was made for regional center to support an event by Disability Rights California, known as the California Memorial Project through News You Can Use. c Every third Monday of September, DRC has The California Memorial Project whose mission is to honor and restore dignity to individuals with mental health and developmental disabilities. Information was posted in the chat.

- The Family Focus Resource Center reported that they have added a new workshop to their monthly schedule. There will be an advance IPP training in English and Spanish and for Early Start families, they are having toilet training workshops in English and Spanish. They are also having a virtual resource fair next month. Additional information was posted in the chat.
- A public comment was provided that a consumer was accepted into a University. Appreciation and gratitude towards the regional center was given for the supports and services.

6. Consent Items

A. Approval of Revised Agenda (Packet 2, Page 3)

- Section 7. A & B Performance Contract: This agenda item was deferred to allow more time to review survey results.
- Sections 15. B and Section 17. E. Annual Legislative Training: This training will take place on September 14th and not on September 21st as listed on the agenda.
- Section 23. A Town Hall meeting. Date has been changed to September 23rd to support one of our co-presenters.
- A new agenda item was added under Section 13.E: Request for Proposals (RFPs) for CPA

M/S/C (C.Wang/A.Martinez) To approve the revised agenda as modified.

B. Approval of the August 11th Board Meeting Minutes (Packet 1, Page 9)

M/S/C (A. Martinez/A. Quiles) To approve the minutes of the August 11th meeting as presented.

7. Performance Contract

- A. Performance Contract Public Requirements/Promotion/Results – *Deferred*
- B. Presentation of NLACRC Draft 2022 Performance Contract - *Deferred*

8. Committee Action Items

A. Administrative Affairs Committee – Ana Quiles

1. **Revised Contract Policy and Board Support Policy** (*Packet 1, Page 48*)

Policy was reviewed with the members of this committee.

M/S/C (C. Cannarella/G. Herrera) To approve the Contract Policy and Board Support Policy as presented.

B. Executive Committee – Lety Garcia

1. **Angelina Martinez – Resubmission of Conflict of Interest (COI) Resolution Plan** (*Packet 1, Page 55*)

Angelina Martinez identified a COI in the previous fiscal year and continues in this fiscal year. A resolution plan was created and approved by State Council and DDS for one year which will expire in September 2021, therefore a new COI plan needs to be resubmitted. A new COI plan was presented and reviewed.

M/S/C (C. Wang/J. Sunderland) To approve the new COI Plan for Angelina Martinez as presented.

2. **Board Member Responsibilities Policy** (*Packet 1, Page 69*)

Changes to this policy were reviewed with members of this committee.

M/S/C (J. Sunderland/M. Davies) To approve changes to the Board Member Responsibilities Policy as presented.

3. **Board/Staff Interaction Policy** (*Packet 1, Page 70*)

Changes to this policy were reviewed with members of this committee.

M/S/C (C.Wang/A.Martinez) To approve changes to the Board Member Responsibilities Policy as presented.

C. Government & Community Relations Committee – Jeremy Sunderland

1. **Revised Disability Community Organization, Service Provider & Elected Representative Visit Policy** (*Packet 1, Page 71*)

Change of phrase to this policy was reviewed with members of this committee.

M/S/C (J. Sunderland/A. Martinez) To approve change to the Revised Disability Community Organization, Service Provider & Elected Representative Visit Policy as presented.

2. Approval to Extend Legucator Contract (*Packet 1, Page 71*)

- a. Advanced Behavioral Pathways (ABPLLC) (*Packet 2, Page 6*)
ABPLLC contract will expire on September 30, 2021 and the Government Community Relations Committee is recommended that the board extend this contract until June 30, 2022. No changes to the fiscal parameters were made, only the timeframe. The funds allocated for this contract are \$82,456.

M/S/C (J. Sunderland/M. Davies) To extend ABPLLC contract to June 30, 2022.

9. Additional Action Items

A. Administrative Affairs Committee – Ana Quiles

1. Approval of Contracts

- a. Lisa Sandler (PL2071–785) (*Packet 1, Page 72*)
b. Termus Adult Living Supports (PL2066-055) (*Packet 1, Page 76*)
c. Termus Adult Living Supports (HL0962-880) (*Packet 1, Page 81*)
d. Revised Master Board Resolution: Subcodes for CIE/PIP (*Packet page 85*)

M/S/C (C.Wang/A. Quiles) To approve the 4 contracts listed above as presented.

- e. Viatron Systems First Amendment (OPS) (*Packet 2, Page 72*)

M/S/C (A. Martinez/A. Quiles) To approve Viatron Systems First amendment as presented.

B. Strategic Planning Committee Composition Change – Lety Garcia

At the beginning of the year the Board President has the discretion of creating the committees for the Board. One of them is the Strategic Planning Committee which has staff members included as part of this committee. An adjustment was made to this committee to reflect the following: Cristina Cannarella was included as part of this committee and Michele Marra and Sara Iwahashi were removed. They are still welcome to attend this committee, but they are no longer voting members.

The proposed committee composition change is:

1. Marianne Davis, Chair
2. Michael Fernandez
3. Lety Garcia
4. Sharoll Jackson – VAC Chair
5. Ruth Janka
6. Lillian Martinez
7. Ana Quiles
8. Kim Rolfes
9. Curtis Wang
10. Jesse Weller
11. Christina Cannarella
12. Orli Almog, VAC Representative

M/S/C (A. Martinez/A. Quiles) To approve the proposed Strategic Planning Committee composition change as presented.

10. Association of Regional Center Agencies – Angelina Martinez

- Angelina welcome any ideas or recommendations from this committee that she can bring to the ARCA committee in October.
- ARCA Academy regarding “How services and supports meet the needs of infants and toddlers” will be held on Tuesday, September 14th, from 6-7:30 pm. Meeting will be recorded.

11. Executive Director’s Report – Ruth Janka (Packet 2, Page 74)

The Executive Director’s report was presented to members of this committee. This report included information on legislation, state local updates, regional center operations, COVID-19, staff recruitment, community and systems activities. Copies of the director’s report were included in the meeting packet along with the center’s monthly quality assurance, consumer statistics, and special incident reports.

Some of the highlights in the Director’s report included:

- AB 445 Calderon, sponsored by ARCA, has passed. This bill eliminates the requirement for regional centers to collect from families their personal information such as social security number.
- Introduction of new Chief Financial Officer, Alan Darby, JD, MBA.
- LA County Public Health has issued a new public health order that requires all healthcare workers to be vaccinated by September 30th, including health care workers that go into home setting. This order applies to regional center staff. The center has implementing the vaccination requirement as a condition of employment for specific job classifications. A communication went out to the community and staff regarding this requirement.
- NLACRC offices opened to the public for program planning meetings, by appointment effective September 1st.

12. Self-Determination Program (SDP) Report – Jesse Weller (Packet 2, Page 101)

A report regarding the Self Determination Program as of September 1, 2021 was presented to members of this committee. Some of the highlights presented were as follows:

NLACRC Statistics

- As of September 1st we have 62 individuals who have transitioned to the SDP Program.
- 79 individuals selected through the lottery have opted out.

- NLACRC continues to provide monthly informational meetings. Orientations are also opened to any interested individual regardless if they have been selected for self-determination.
- DDS is also creating an uniform statewide orientation in the near future.
- The allocations received from DDS to support the implementation of SDP for FY 2019-20 is \$109,258 and FY 2020-21 is \$149,328.
- The Self determination workbook is scheduled to be released by September 30, 2021.

The next Self Determination Local Volunteer Advisory Committee has been scheduled on September 23, 2021 at 7:00 pm.

ACTION: Dr. Weller will provide a status report at the next meeting regarding the resource development of Financial Management Services (FMS) providers.

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

A. Minutes of the August 25th Meeting (Packet 1, Page 89)
The minutes were included in the meeting packet. Please see Ana with any questions.

B. FY 2021-22 Financial Report (Packet 1, Page 99)
FY2021-22 Financial Report for the service month of July 2021 was reviewed with the committee. The Center’s Operations (OPS) budget allocation was \$51.8M and the Purchase of Service (POS) budget was \$515.7M for a total budget of \$567.6. During the July 2021 service month, the Center spent a total of \$43,772,581, and year to date expenditures were the same. Today, we received our C-1-allocation and our budget including this allocation will be \$726M.

The first PEP report is due in December 2021, therefore in January 2022, we will present the financial report which will show if the center is projecting a surplus or deficit for FY 2021-22.

C. FY 2020-21 Provider Relief Funds Financial Report (Packet 1, Page 107)
A financial report for the Provider Relief Funds (Cares Act Funding) was reviewed with the committee. The center received \$991,226.92. During the month of July, we spent \$8,552.22 and YTD we spent \$968,637.18 with a

balance remaining of \$22,589.44. The center has until the end of this calendar year to utilize these funds and we expect to use these funds mainly in technology.

D. Final FY 2018-19 Financial Report (Packet 1, Page 108)

The final financial report for the closed contract year FY2018-19 was reviewed with the committee. The final total allocation amount was \$505,104,931, of which we spent \$499,984,190. In regular operations, we reverted \$178,298 to the Department. For POS, we reverted \$4,890,139.34. The department gave the center an allocation based on both the Center's PEP report and the amount the department anticipated the Center would need for POS expenditures, which resulted in a surplus. Additionally, NLACRC received CPP/CRDP start-up funding thru the Integrated Project (Harbor Regional Center) to develop specialized residential facilities for consumers placed out of the developmental center or at risk of being placed at a developmental center. There was \$52,303.13 of funds reverted under the POS-CPP project through the Integrated Project (Harbor Regional Center).

E. CPA – Request for Proposals (RFPs)

In accordance with statutory requirement enacted on March 24, 2011, the regional center may not use an independent accounting firm that has been used five or more times in the previous ten years. NLACRC is required to select a new CPA firm, for the five-year term of FY2021-2022 (July 1, 2021 through June 30, 2022) through FY2025-2026 (July 1, 2025 through June 30, 2026).

Following our timeline, during the next Administrative Affairs Committee in September, five (5) board members will be recommended to participate in the selection committee. Recommendations will be presented to the Board in October for their authorization. This selection will consist of 3 board members, NLACRC staff members, Vini Montague, Kim Rolfes and Alan Darby. RFPs announcements will also be presented to the Administrative Affairs in September. The center is currently meeting all the objectives outline in the timeline.

14. Consumer Advisory Committee – Caroline Mitchell

A. Minutes of the September 1st Meeting (Packet 1, Page 109)

The minutes were included in the meeting packet and questions regarding the minutes are directed to the committee chair.

15. Consumer Services Committee – Gabriela Herrera

A. Revised minutes of the August 18th Meeting (Packet 2, Page 103)

The minutes were included in the meeting packet and questions regarding the minutes are directed to the committee chair.

B. The annual Legislative Training is held in lieu of the September 21 Meeting

Legislative Training **will take place on Tuesday, September 14th** and not on Wednesday, September 21st.

A discussion regarding recording the legislative training or other public or upcoming town hall meetings took place during this meeting. It was agreed that the legislative training will be recorded. However, if there is a co-presenter who does not agree to be recorded, session will not be recorded. It was also recommended to make a note in the agenda if the meetings are recorded.

It was recommended for the upcoming town halls meetings to confirm with co-presenters, if they agree to be recorded in order to give us enough time to find alternates in the event they do not wish to be recorded.

ACTIONS:

- Provide information to this committee as of how recordings will be accessible to board members.
- Topic regarding “Recording Public Meetings” will be added as an agenda item to the next Government Community Relations Committee meeting scheduled on October 20th.

16. Executive Committee – Lety Garcia

A. Minutes of the August 25th Meeting (Packet 1, Page 117)

The minutes were included in the meeting packet and questions regarding the materials are directed to the committee chair.

B. Executive Director’s Evaluation Process- *Deferred*

C. Executive Director Negotiating Committee

This committee will begin the implementation of the Executive Director's performance evaluation and compensation process for FY 2021-22. In accordance with the Executive Committee policy, the Negotiating Committee will be comprised of 3 members of the Executive Committee that includes the board president, first vice-president and/or immediate past president or another member of the Executive Committee.

D. FY 2021-22 Board Training Plan (*Packet 1, Page 125*)

A draft of the proposed Board of Trustees Presentation/Training Plan for FY 2021-22 was reviewed with this committee. The center is also required to submit a report to DDS by December 15th of each year on the actual trainings provided to our board members.

This plan has been reviewed and proposed by our Executive Committee and we are currently finalizing our presenters and dates.

E. FY 2021-22 Composition (*Packet 1, Page 126*)

The center completed DDS Board Composition survey and met all the statutory requirements regarding ethnicity, board member representation various disabilities and fields of expertise.

F. Letter of Support for AB 118 (*Packet 1, Page 127*)

The Executive Committee took an action for a letter of support for AB 118 regarding the development of the crisis grant pilot program to improve emergency responses for vulnerable population including people with disabilities. A copy of this letter was shared with members of this committee.

17. Government & Community Relations Committee (GCRC)– Jeremy Sunderland

A. Minutes of the August 18th Meeting (Packet 1, Page 9)

The minutes were included in the meeting packet and questions regarding the materials are directed to the committee chair.

B. Legislative Educator's Report - (Packet 1, Page 133)

This report was included in the meeting packet and questions regarding the materials are directed to the committee chair.

- C. Recognition of Caroline Mitchell – NLACRC Instagram Account- *Deferred*
Caroline was not present; therefore this agenda item was deferred.
- D. Antelope Valley Hispanic Chamber of Commerce Membership/Application
The center is now a member of the Antelope Valley Hispanic Chamber of Commerce. This organization provides a variety of resources and events that that center can participate in. It will also give us the opportunity to expand our networking and participation in developing relationships in our community.
- E. The Annual Legislative Training is held in lieu of the September 21st Meeting.
Legislative Training **will take place on Tuesday, September 14th** and not on Wednesday, September 21st. This a great opportunity for board members to obtain information regarding legislative advocacy and how to help individuals to access services and support their needs. Training will be conducted by Michele Heid.

18. **Nominating Committee** – Caroline Michell (*No Report*)

19. **Post-Retirement Medical Trust Committee** – Lety Garcia (*No Report*)

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

A Status of Strategic Planning consultant Proposal Process

This committee is in the process of interviewing three (3) consultants to help us design the center’s Strategic Plan that fits the needs of our regional center’s clients.

21. **Vendor Advisory Committee (VAC)** - Sharoll Jackson

A. Minutes of the August 5th Meeting (*Packet 1, Page 139*)

B. Minutes of the September 2nd Meeting – (*Packet 2, Page 109*)

The minutes were included in the meeting packet and questions regarding the materials are directed to the committee chair.

ACTION: Sharoll will recommend the VAC members to start including to the minutes, a summary report of each of the VAC Work Group.

22. **Old Business/New Business**

- A. Board and Committee Meeting Attendance Sheets (*Packet 2, Page 122*)
Updated board/committee meeting attendance sheets are always included in the meeting packet. Board members cannot miss 3 meetings in a row or 5 meetings in a 12-month period.
- B. Board and Committee Meetings Time Report (*Packet 2, Page 126*)
This report is issue for the purpose of determining how many hours of respite the board members can submit for reimbursement for their participation on board/committee meetings.
- C. Updated Acronyms Listing (*Packet 2, Page 127*)
An updated list of frequently used acronyms was included in the board meeting packet for the board's reference
- D. Meeting Evaluation (*Packet 2, Page 133*)
Board President asked the board members to please complete their evaluation forms after the meeting and submit them to her with any comments.

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

- A. Next Town Hall: Thursday, September 23rd at 1:30 pm via Zoom “Fair Hearing Process”
- B. Next Board Meeting: Wednesday, October 13th at 6:30 pm via Zoom.
- Jeremy reiterated that he hopes everyone received their ballot. This is a very important election.
 - Marianne encouraged this committee to help our consumers who have the rights to vote to provide support completing their ballots.

24. Adjournment

Meeting was adjourned at 8:59 p.m.

Submitted by,

Liliana Windover

Liliana Windover
Executive Administrative Assistant

for:

Lillian Martinez
Board Secretary

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21. Old Business/New Business

- A. Board and Committee Meeting Attendance Sheets (*Packet 2, Page*)
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22. Announcements/Information/Public Input

- A. Next Town Hall: Thursday, October 21st at 1:30 p.m. via Zoom “Personal Safety & Disaster Preparedness” by L. Vance Taylor, Chief, Office of Access & Functional Needs at California Governor’s Office of Emergency Services.
- B. Next Meeting: Wednesday, November 10th at 6:30 p.m. at Chatsworth Office or Zoom.

23. Adjournment



Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	Nonresidential Negotiated Rate Agreement, Purchase of Services (POS) Renewal (originally vended 11/01/2009)
2.	The Name of Vendor or Service Provider	Maxim Healthcare Services, Inc. Vendor Number: PL1025, Service Code: 062
3.	The Purpose of the Contract	Contractor provides Personal Assistance services pursuant to Title 17, Section 54356 and the DDS published guidelines regarding Miscellaneous Services revised 05/10/2010. Personal Assistance services include assistance with activities of daily living, personal assistance, and support.
4.	The Contract Term	Five (5) year contract effective July 1, 2021 through June 30, 2026.
5.	The Total Amount of the Contract	Over the entire five (5) year term, the projected fiscal impact is \$18,041,429, or \$3,608,286 per year.
6.	The Total Proposed Number of Consumers Served	Currently serving approximately 113 consumers.
7.	The Rate of Payment or Payment Amount	Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized rate of \$28.00 per hour.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Personal Assistance services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	The service provider has a Usual and Customary Rate. Pursuant to 17 CCR, Section 57210(a)(19), the phrase “usual and customary rate” (“ U&C Rate ”) means the rate which is regularly charged to the general public by a vendor for a service that is used by both regional center consumers and/or their families and where at least 30% of the recipients of the given service <u>are not</u> regional center consumers or their families.
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	Early in calendar year 2019, service provider requested NLACRC to change their rate structure from a negotiated rate to their U&C rate pursuant

No.	Description	Contract Summary
		<p>to regulations. In July 2019, NLACRC determined, by an audit, that the service provider met the regulatory requirements for a U&C rate because at least 30% of the individuals served by the service provider were not regional center consumers. Accordingly, effective December 1, 2019, the NLACRC Board of Trustees approved the rate change from a negotiated rate of \$19.73 per hour to a usual and customary rate of \$28.00 per hour, pursuant to 17 CCR, Sections 57330 and 57336 based on the service provider's U&C fee schedule charged to the general public.</p> <p>On March 9, 2021, the service provider requested NLACRC to increase its U&C rate by \$6.00 per hour from \$28.00 to \$34.00 per hour, effective March 1, 2021.</p> <p>On May 19, 2021, NLACRC performed an audit of the individuals served by the service provider, which determined 32% of the individuals served by the service provider are not regional center consumers. The audit determined that the service provider continued to meet the requirements for a U&C rate since at least 30% of the individuals served by the service provider were not regional center consumers.</p> <p>The review of the service provider's contract by the Administrative Affairs committee on July 29, 2021, August 25, 2021 and September 29, 2021; and NLACRC's subsequent engagement in rate negotiations with the service provider resulted in the service provider agreeing to reduce their U&C rate by \$1.00 per hour from \$34.00 per hour to \$33.00 per hour. Based on the review of the contract by the Administrative Affairs committee members, on September 29, 2021, the Administrative Affairs committee recommended that the Board terminate the service provider's contract effective November 30, 2021. On October 5, 2021, the service provider provided written notice to NLACRC that it was withdrawing its request to increase its U&C rate from \$28.00 per hour to \$33.00 per hour effective March 1, 2021.</p>

No.	Description	Contract Summary
		The current contract presented to the Board of Trustees is to renew the service provider's contract at the current U&C rate of \$28.00 per hour that was approved by the Board of Trustees effective December 1, 2019.

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") for **Maxim Healthcare Services, Inc.** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC's Board of Trustees Contract Policy, the Amendment between NLACRC and **Maxim Healthcare Services, Inc.** was reviewed and approved by NLACRC's Board of Trustees on **October 13, 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 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

October 13, 2021
Date

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

Vendor #	Service Code	Service Code Description
1. HD0033	854	Home Health Agency
2. HL0461	862	In-Home Respite Services
3. HL0565	854	Home Health Agency
4. HL0745	475	Participant-Directed Community-Based Training
5. HW0271	862	In-Home Respite Services
6. PL1576	491	FMS Co-Employer
7. PL1577	465	Participant-Directed Respite Services (Family Member)
8. PL1578	460	Participant-Directed Nursing Services (Family Member)
9. PL1579	455	Participant-Directed Day Care Services (Family Member)
10. PW5042	028	Socialization Training Program

Vendor Name: Maxim Healthcare Services, Inc.

Service Code: 062, Personal Assistance

Service Address: 28470 Avenue Stanford #280, Valencia, CA 91355

Service Description: The purpose of this service is to support a consumer's caregiver in cases where an extra person is needed to assist the consumer with activities of daily living. This support is provided in the home and in some cases, the community. Some examples of non-medical Personal Assistance may include the following:

- Assisting caregiver in monitoring consumer in the home for safety while caregiver is preparing dinner, tending to household, or responding to the needs of siblings.
- Assisting caregiver in bathing, transferring, feeding, dressing, or otherwise tending to the needs of the consumer.
- Assisting caregiver in the community to maintain consumer's safety.

CNA and LVN level Personal Assistance provides the same supports to caregivers who may require assistance with a consumer who is deemed medically fragile or has health care needs that fall beyond the scope of non-medical assistance.

Personal Assistance may be provided for adult consumers as a way to support the consumer in maintaining their living environment and with activities of daily living. This may include assistance with simple meal preparation, bathing and hygiene needs, dressing, and dental care. In some cases, as described in the IPP, services may be provided to a consumer to assist them in completing tasks in the community such as grocery shopping.

Services purchased under Service Code 062, Personal Assistance, do not include respite,

transport of consumer or family members, housekeeping services, money management services or dispensation of medication. (Exceptions may be granted for LVN assistance with medication under certain circumstances.)

For minor consumers, the caregiver is required to be present at all times while receiving personal assistance services, unless the service is purchased for the purpose of childcare. Personal assistance is purchased as a means to support the consumer in the family, and is not to be used for care and supervision of other family members or siblings. All services purchased under Service Code 062 must be outlined in the IPP. No services are provided without written authorization from regional center.

Staffing: The Maxim Personal Assistance Service offers services 24 hours per day, 365 days per year and are generally available to all consumers within their geographic territory. Upon request, Maxim can provide free caregiver interviews, allowing the family to develop a rapport with an appropriate provider who can commit to a regular schedule. Maxim is able to accommodate individual or sibling cases at 1:1, 1:2, and 1:3 staffing ratios.

Employment Component: n/a

Exceptional Conditions: n/a

Maxim Contract Facts & Data

Original Vendorization Date

November 1, 2009 or nearly twelve (12) years

Service Type

Personal Assistance Service (Service Code 062)
Miscellaneous Service Type

Rate Setting Methodology

See attached Statute and Regulations

Rate History

\$19.73 per hour (effective 01/01/2017 to 11/30/2019): Negotiated Rate
\$28.00 per hour (effective 12/01/2019 to present): Usual & Customary Rate

Rate Requested

\$34.00 per hour, which was reduced to \$33.00 per hour, effective 03/01/2021
17.86% Rate Increase (from \$28.00 per hour to \$33.00 per hour)

Service Provider Rates (Traditional Personal Assistance Services)

- Rate Range: \$19.30 per hour to \$28.00 per hour (Maxim)
- Next Highest Rate: \$23.98 per hour is the 2nd highest hourly rate (\$4.02 per hour difference)
- Average Rate: \$20.53 per hour
- Median/Mean Rate: \$21.80
- Maximum Rate pursuant to Statute (new vendor): \$20.14 hour
- Minimum Wage (LA County): \$15.00 per hour (26 or more employees)
- Estimated Minimum Wage with Fringe Benefits: \$18.56 per hour (\$15.00 per hour x 1.237)

Fiscal Impact Contract Ending 06/30/2021

\$172,487 Total Increase for FY2020-2021 (03/01/2021 to 06/30/2021)

\$6,648,448 Total Contract Value (07/01/2016 to 06/30/2021)

- FY2021: \$2,594,485 (\$2,421,998 YTD + \$172,487 Increase)
- FY2020: \$1,601,021
- FY2019: \$996,447
- FY2018: \$772,702
- FY2017: \$683,763

Fiscal Impact Contract ending 06/30/2026 (Projected based on 113 Authorized Consumers)

\$644,117 Total Increase per Year or \$3,220,583 Increase Over the 5-Year Term

\$21,262,012 Total Contract Value (07/01/2021 to 06/30/2026) or \$4,252,402/Year

Note: \$18,041,429 Total Contract Value at \$28.00/hour over 5-Year Term or \$3,608,286/Year

Consumers Served

Average of 70 per month FY2021-2022 (88 Consumers during June 2021; 90 Consumers during July 2021)

113 Consumers Authorized (August 2021)

- 57 AV or 50%
- 29 SCV or 26%
- 27 SFV or 24%

Maxim Contract Facts & Data

Alternative Service Provider Information

Twenty-Three (23) Service Providers that provide Personal Assistance Services, similar to Maxim
20 out of 23 Service Providers serve Consumer(s) in the AV

Consumer Impact

- 49 Consumers (with Agency Provider Worker): 43%
- 64 Consumers (Using Self-Referred Worker): 57%



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REQUEST FOR PROPOSAL (RFP)

For a CPA to Serve NLACRC

Dated October 13, 2021

A. Overview of RFP:

North Los Angeles County Regional Center (“NLACRC”) Board of Trustees is seeking Certified Public Accountant (“CPA”) firms to perform annual audit and assurances; perform annual tax preparation services; and provide management consulting services for a five (5) year period, beginning with fiscal year ending 2021-2022 (July 1, 2021 through June 30, 2022) through fiscal year ending 2025-2026 (July 1, 2025 through June 2026).

NLACRC invites CPA firms, meeting the qualifications described below, to submit a proposal to NLACRC for consideration.

B. RFP Submission Period: October 14, 2021 through December 31, 2021

NLACRC will accept written proposals from CPA firms between the dates of October 14, 2021 through, and including December 31, 2021. No Proposals will be accepted after the deadline of midnight (12:00am) on December 31, 2021.

C. Background of NLACRC:

NLACRC is a private, nonprofit corporation, which contracts with the State of California’s Department of Developmental Services (“DDS”), to provide services and supports to persons with developmental disabilities and their families in the San Fernando, Santa Clarita, and Antelope Valleys. The Internal Revenue Services (IRS) has established NLACRC as a 501(c)(3) corporation.

NLACRC serves developmentally disabled consumers from infants to adults. Currently, NLACRC serves over 29,400 consumers in its catchment area.

Services and supports provided by NLACRC to our consumers include diagnostic, evaluation, case management, and early intervention services. In addition, NLACRC purchases services from over 900 entities in the community. The purchased services include, but are not limited to, out-of-home residential services, community-based day programs, transportation, independent living services, supported living services, Early Start services for children under the age of 3 years, family supports, such as day or respite, and behavioral intervention services.

NLACRC’s funding for both the operations of the regional center and the services purchased for consumers comes from the DDS. NLACRC’s budget for fiscal year 2021-2022 is \$717,313,141 (\$65,612,878 regional center operations and \$651,700,263 for purchase of services). NLACRC anticipates similar and/or increased funding from DDS over the next five (5) years.



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More information regarding NLACRC and the services provided by NLACRC can be found on NLACRC's website at www.nlacrc.org.

D. Relationship with previous CPA Firm:

Effective March 24, 2011, the State of California's legislature enacted new statute, Welfare and Institutions Code ("WIC"), section 4639, which states that regional centers shall not use the same accounting firm more than five times in every ten year period.

NLACRC is required to change audit firms beginning with its 2011-2012 fiscal year (July 1, 2011 through June 30, 2012) in order to be in compliance with statute, and thereafter, NLACRC must change its audit accounting firm every five (5) years. Further, NLACRC's Board of Trustee policy requires a RFP process to select a new audit accounting firm at least every five (5) years to comply with WIC, section 4639. The previous five (5) year term with our CPA firm ended with NLACRC's fiscal year ending June 30, 2021.

E. Qualifications of CPA Firms

NLACRC is seeking a CPA firm who provides a full range of capabilities and specialized expertise, including, but not limited to, audit and assurance, tax and accounting services, business advisory services, training services, and has a long standing reputation of integrity, independence, and professional excellence. The CPA firm shall be committed to providing quality audit and assurance and tax preparation services and shall demonstrate that all engagements are conducted in accordance with standards set by the American Institute of Certified Public Accountants ("AICPA") with a philosophy based on integrity, independence, and objectivity. The CPA firm shall be registered with the Public Company Accounting Oversight Board ("PCAOB") and be members of the American Institute of CPA's ("AICPA"). The CPA firm should demonstrate sound quality control systems comprised of internal inspections, peer reviews, and regular audits by the PCAOB. Audit partners and managers shall demonstrate expertise and experience in audits, reviews and compilations of financial statements, as well as tax returns for corporate clients, including exempt organizations. The CPA firm shall demonstrate that audit partners and managers have professional affiliations/membership with the AICPA and the California Society of Certified Public Accountants ("CalCPA"). Additionally, audit partners and managers shall have an "active" license status with the California Board of Accountancy. The CPA firm shall demonstrate ongoing investment in recruiting and retention of their staff and the CPA firm shall demonstrate ongoing technical training, coaching, mentoring, and professional development programs for its staff to ensure that the services are provided by the most qualified and competent professionals.

F. Services Required of CPA Firm:

NLACRC is seeking a CPA firm that has experience working with nonprofit organizations. Since NLACRC also receives federal awards, the CPA firm should also have significant experience with Government Auditing Standards and Office and Management Budget (OMB) Circular A-133.



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1. The following services are required of the audit firm:
 - a. Annual audit and assurances
 - b. Reports required under government auditing standards and OMB Circular A-133
 - c. Tax preparation services
 - d. Management consulting services
 - e. Annual Training on Financial Statements for NLACRC's Board of Trustees

2. At the conclusion of the audit, the following published reports or information returns are required:
 - a. Independent auditors' report
 - b. Financial statements and footnotes
 - c. Schedule of expenditures and federal awards
 - d. Independent auditors' report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with government auditing standards
 - e. Independent auditors' report on compliance with requirements that could have a direct and material effect on each major program and on internal control over compliance in accordance with OMB Circular A-133
 - f. Schedule of findings and questioned costs
 - g. Schedule of prior year recommendations
 - h. Internal Revenue Service Form 990 and related schedules
 - i. California Exempt Organization Annual Information Return, Form 199
 - j. California Registry of Charitable Trusts Form RRF-1

3. The desired audit schedule for the fiscal year ending June 2022 (July 1, 2021 through June 30, 2022), and in the subsequent four (4) fiscal years thereafter, is as follows:
 - a. Books closed and trial balances ready by July 31st
 - b. Fieldwork during October/November
 - c. Draft financial statements and audit reports presented to the Center's Administrative Affairs Committee (Audit Committee) on the last Wednesday during the month of February
 - d. Final financial statements and audit reports presented to the Center's Board of Trustees on the second Wednesday during the month of March
 - a. Final financial statements and audit reports provided to DDS no later than April 1st, pursuant to WIC, section 4639(a)
 - e. Annual Financial Statement training to the Board of Trustees on the second Wednesday during the month of March
 - f. Draft Tax Returns presented to the Center's Administrative Affairs Committee on the last Wednesday during the month of March
 - g. Final Tax Returns presented to the Center's Board of Trustees on the second Wednesday during the month of April



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G. Information to include in Proposal (See Attachment C):

1. Statement of the CPA firm's understanding of the services to be provided to NLACRC
2. The CPA firm's experience and qualifications in working with nonprofit organizations similar to NLACRC
3. CPA firm's organization and qualifications and experience of audit partners, managers, and staff who would be responsible for this engagement
4. Peer review and registration information
5. Description of the CPA firm's approach to the audit, including a proposed time schedule
6. Fees for the audited financial statements, tax returns, and Board of Trustee financial statement training for each year of the five-year period. The proposal should contain the maximum fees to be charged for services during each fiscal year.

H. Proposal Preparation

The following information is provided to assist the CPA firm in preparing their proposal:

1. Attachment A: Proposal Writing Guidelines
2. Attachment B: Proposal Title Page
3. Attachment C: Table of Contents & Proposal Requirements
4. Attachment D: NLACRC's Audited Financial Statements for the Fiscal Year Ended June 30, 2020 (July 1, 2019 through June 30, 2020)
5. Attachment E: Management Letter
6. Attachment F: Reports Issued for NLACRC as Required by Government Auditing Standards and OMB A-133 for the Fiscal Year Ended June 30, 2020 (July 1, 2019 through June 30, 2020)
7. Attachment G: NLACRC's Tax Returns for the Year Ended 2019
8. Attachment H: Independent Auditor Protocols Published by the DDS on September 1, 1999.
9. Attachment I: WIC, Section 4639

I. Selection Timetable is as follows:

1. Applicants conference on Friday, November 5, 2021, 10:00am to 12:00pm
[\[Add Zoom Link Here\]](#)
Contact: Cheryl Blizin, Executive Administrative Assistant at 818-756-6121 or cblizin@nlacrc.org
2. Proposals due by Friday, December 31, 2021
3. Applicant interviews during the week of January 24, 2022 through January 28, 2022
4. Selection of applicant by Wednesday, March 9, 2022
5. The CPA firm selected should be ready to provide services beginning July 1, 2017



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J. Submission of Proposals

1. The applicant must submit the completed proposal to NLACRC by the deadline established by NLACRC in Section B.
2. Proposals must be emailed or mailed to NLACRC as follows:

North Los Angeles County Regional Center
 9200 Oakdale Avenue, Suite 100
 Chatsworth, CA 91311-6500
 Attention: Cheryl Blizin, Executive Administrative Assistant
 Email: Cblizin@nlacrc.org

K. Evaluation Criteria

Each proposal shall be organized into the following five (5) sections, which are described in Attachment C, Table of Contents and Proposal Requirements. Each section will receive a maximum score as follows:

Proposal Section	Maximum Score
CPA firm experience & qualifications in working with nonprofit organizations	20
Organizational chart and qualifications and experience of audit partners and managers and audit staff	20
Peer review and registration information	20
Description of CPA firms approach to audits, including a proposed time schedule	20
Fees for the audited financial statements, tax preparation, and training on financial statements for the Board of Trustees.	20
Total Maximum Points	100

The Selection Committee will use the above criteria to rate proposals submitted by CPA firms.

L. Eligible Applicants

All CPA firms meeting the qualifications as identified in the RFP are eligible to apply. Applicants, including members of the applicants governing board, must be in good standing with the California



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Board of Accountancy. Employees of Regional Centers are not eligible to apply. The CPA firm NLACRC utilized during the 5-year period of July 1, 2017 through June 30, 2021 is not eligible to apply pursuant to WIC section 4639 and DDS implementation guidelines published on June 16, 2011. Applicants that seek to hire or plan to hire the former CPA's audit team to conduct NLACRC's financial audits will be disqualified. Applicants must disclose any potential conflicts of interest.

M. Selection Procedures

All proposals received by the deadline will be reviewed and scored by the Selection Committee appointed by NLACRC's Board of Trustees. Proposals will be reviewed for timeliness, completeness, experience, qualifications, fiscal stability of applicant, reasonableness of costs, and the ability of applicant to provide the identified services required by NLACRC.

N. Reservation of Rights

NLACRC reserves the right to request or negotiated changes in a proposal, to accept all or part of a proposal, or to reject any or all proposals. NLACRC may, at its sole and absolute discretion, select no CPA firm for these services, if, in its determination, no applicant sufficiently meets the service need. NLACRC reserves the right to withdraw this Request for Proposal ("RFP") and/or any item within the RFP at any time without notice. NLACRC reserves the right to disqualify any proposal which does not adhere to the RFP guidelines. This RFP is being offered at the discretion of NLACRC. It does not commit the Regional Center to award this service.

O. Costs for Proposal Submission

Applicants responding to the RFP shall bear all costs associated with the development and submission of a proposal.

P. Inquiries/Request for Assistance

All additional inquiries regarding the application or requesting technical assistance should be directed to either Kim Rolfes, Deputy Director-Chief Financial Officer, at 818-756-6112; Alan Darby, Chief Financial Officer, at 818-534-5573; or Vini Montague, Director of Finance, at 818-756-6388. Technical assistance is limited to information on the requirements for preparation of the application packet. Applicants are expected to prepare the documentation themselves or retain someone to provide such assistance. If an applicant chooses to retain assistance from another party, the applicant must be able to thoroughly address all sections of the proposal during the interview process.



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ATTACHMENT A

NLACRC Request for Proposal (RFP) Writing Guidelines

A proposal may be disqualified from consideration for failure to: 1) follow instructions; 2) complete documents; 3) provide required documents; or 4) meet the submission deadline. All proposals submitted to NLACRC must adhere to the following requirements:

- Use standard size (8 ½ x 11) paper except for special charts, brochures, or schedules that require different size paper.
- Every page of the proposal must be numbered consecutively.
- The proposal title page (see Attachment B) must be the first page of the proposal.
- The proposal must include an executive summary
- The proposal must include a table of contents that corresponds to the proposal requirements (see Attachment C).
- All sections of the table of contents/proposal requirements must be clearly labeled and addressed in the proposal (see Attachment C).
- As applicable, include appendices for documents, such as resumes, certificates, schedules, letters of recommendation, peer review, etc.



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ATTACHMENT B

Proposal Title Page

TO: SELECTION COMMITTEE
Cheryl Blizin, Executive Administrative Assistant
North Los Angeles County Regional Center
9200 Oakdale Avenue, Suite 100
Chatsworth, CA 91311-6500
Email: cblizin@nlacrc.org

RE: **Submission of Proposal in Response to RFP for a CPA Firm**

NAME OF APPLICANT or ENTITY/ORGANIZATION SUBMITTING PROPOSAL *(please print)*

ADDRESS

CITY STATE ZIP
CODE

TELEPHONE NUMBER FAX NUMBER

Email address Website address

CONTACT PERSON FOR PROPOSAL *(please print)*

I affirm that the information presented in this application and proposal is true and that this proposal was developed and authored by authorized individuals of the CPA firm. I understand that any falsification of information; or failure to disclose any information regarding complaints leveled by the State Board of Accountancy or other regulatory authority; or failure to report a Conflict of Interest, will be cause for immediate disqualification. I also understand that failure to meet minimum qualifications as stated in the RFP, late proposal submissions, and incomplete proposals will also be cause for immediate disqualification. I further understand that, in the event that this proposal is selected by NLACRC, the proposal itself is not approved conclusively.

Applicant Signature Date

Printed Name of Applicant



ATTACHMENT C

Table of Contents & Proposal Requirements

1. Proposal Title Page

- a. See Attachment A.
- b. Provide the name, address, and contact information of the applicant.
- c. If the applicant is a corporation, list the principle members of the corporation and include verification of incorporation in California.

2. Executive Summary

- a. Provide an overview CPA of the CPA firm's understanding of the services to be provided to NLACRC.

3. CPA Firm's Experience & Qualifications in working with Nonprofit Organizations

- a. Provide an overview of the applicant's business, including an overview of services provided, business philosophy, business location(s), business hours, number of staff, mission statement, business history, etc.
- b. Detail your firm's experience in providing audit and assurance, tax and accounting services, and business advisory services with private, nonprofit organizations, as well as associations of a comparable size to NLACRC's organization.
 - i. If serving or served other regional centers, please list each regional center served
- c. Discuss the firm's independence with respect to NLACRC.
- d. Provide at least three (3) references from other similarly sized clients or from clients similar to NLACRC's organization of the partner and manager that will be assigned to NLACRC for reference purposes. Include address, telephone numbers, contact information, and a statement from the references permitting that references may be verified by NLACRC. Applicants should be aware the Selection Committee will contact references or other sources to corroborate any information provided in the proposal.
- e. Identify the three (3) largest clients your firm has lost in the past three years and the reasons.
- f. Describe how and why your firm is different from other firms being considered and why NLACRC's selection of your firm as our independent accountants is the best decision NLACRC could make.

4. Firm's Organization and Qualifications and Experience of Audit Partners and Managers and Staff



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- a. Attach an organizational chart that reports the supervisory hierarchy at your firm. The chart must include the names of any governing board members and advisory boards.
 - b. Identify the partner, manager, and in-charge accountant who will be assigned to NLACRC if your firm is successful in your bid.
 - c. Provide the number of staff that your firm employs
 - d. Provide biographies, licenses, job descriptions, and qualifications for the primary audit partners, managers, and in-charge accountant positions. Provide information regarding any complaints filed against them that have been leveled by the State Board of Accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these individuals, if any.
 - e. Provide your process to recruit, train, and retain quality staff. Discuss commitments you will make to ensure staff continuity, including your staff turnover experience in the last three years.
 - f. Provide information on continuing education and training provided to your staff.
 - g. Provide information that demonstrates the audit partners and managers have professional affiliations/membership with the American Institute of Certified Public Accountants (“AICPA”) and/or the California Society of Certified Public Accountants (“CalCPA”).
- 5. Peer Review Information and Registration Information**
- a. Attach a copy of your most recent peer review report, the related letter of comments, and the firm’s response to the letter of comments.
 - b. Attach information that demonstrates that your firm is registered with the Public Company Accounting Oversight Board (“PCAOB”)
- 6. Attachment F: Description of CPA Firm’s Approach to Audits, Including a Proposed Time Schedule**
- a. Describe how your firm will approach the audit of NLACRC, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis.
 - b. Discuss the firm’s use of technology in the audit.
 - c. Discuss the communication process used by the firm to discuss issues with NLACRC’s management, Administrative Affairs Committee, and NLACRC’s Board of Trustees.
 - d. Discuss how the firm would work with NLACRC to resolve an auditing or accounting matter.
 - e. Provide a sample of audited financial reports and tax returns completed for other clients.
 - f. Provide a sample of the audit protocols typically utilized to ensure compliance with AICPA and GAAP



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- g. Provide a sample audit schedule to ensure that the timelines are met for completing NLACRC's audited financial statements and tax returns consistent with the timeline reported under Section F(3).

7. Attachment G: Fees for the Audited Financial Statements and Tax Preparation

- a. Provide your fee proposal for fiscal year 2022 through fiscal year 2026 assurance and audited financial statements, to include guarantees that can be provided regarding fee increases in future years.
- b. Provide your fee proposal for tax preparation for the tax years 2021 through 2025, to include guarantees that can be provided regarding fee increases in future years.
- c. Furnish standard billing rates for classes of professional services.
- d. Provide your fee proposal for annual Training on Financial Statements for NLACRC's Board of Trustees, to include guarantees that can be provided regarding fee increases in future years.



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ATTACHMENT D

NLACRC's Audited Financial Statements for the Fiscal Year ended June 30, 2020 (July 1, 2019 thru June 30, 2020)



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ATTACHMENT E

Management Letter issued to NLACRC for the Fiscal Year ended June 30, 2020 (July 1, 2019 thru June 30, 2020)



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ATTACHMENT F

**Reports issued for NLACRC as required by Government Auditing Standards
and OMB A-133 for the Fiscal Year ended June 30, 2020
(July 1, 2019 thru June 30, 2020)**



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ATTACHMENT G

NLACRC's Tax Returns for Year 2019 **(Fiscal Year July 1, 2019 thru June 30, 2020)**



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ATTACHMENT H

Independent Auditor Protocols published by the Department of Developmental Services on September 1, 1999



North Los Angeles County Regional Center

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ATTACHMENT I

Welfare and Institutions Code, Section 4639

Welfare and Institutions Code, Section 4639, Attached

Article III: Fiscal Provision, Section 8. Independent Financial Audit, of NLACRC's Agreement, number HD149012, with the Department of Developmental Services states the following:

Both parties to this contract recognize the specific requirements under the law as stated in WIC 4639 and the Single Audit Act of 1984, 31 U.S.C. 7501, et seq., and applicable Office of Management and Budget Circulars (A-122 and A-133 or as revised).

The Department of Developmental Services letter, dated June 16, 2011, to Regional Center Directors and Board Presidents, entitled "March 2011 Trailer Bill Language Affecting Regional Centers", page seven, states the following:

TBL Section 9: Section 4639 was amended to specify that, beginning in Fiscal Year (FY) 2011-12, the independent fiscal audit conducted pursuant to this section of law can not be completed by the same accounting firm more than five times in every 10 years.

Implementation: For the FY2011-12 audit, the regional center may not use an independent accounting firm that has been used five or more times in the previous ten years.

NOTIFICATION OF CONFLICT OF INTEREST,
AND
RE-SUBMISSION OF CONFLICT RESOLUTION PLAN

CHRISTINA CANNARELLA – NLACRC BOARD MEMBER
NORTH LOS ANGELES COUNTY REGIONAL CENTER

I. Law Governing Conflicts of Interest

The prohibition against Regional Center employee or board member conflicts of interest has its origin in section 4626 of the Welfare & Institutions Code (“WIC”). Subsection (d) of said section 4626 provides: “The department shall ensure that no regional center employee or board member has a conflict of interest with an entity that receives regional center funding....”

Additionally, WIC 4622, subsection (k) provides: “No member of the board who is an employee or member of the governing board of a provider from which the regional center purchases client services shall do any of the following: (1) Serve as an officer of the board. (2) Vote on any fiscal matter affecting the purchase of services from any regional center provider. (3) Vote on any issue other than as described in paragraph (2), in which the member has a financial interest, as defined in Section 87103 of the Government Code, and determined by the regional center board. The member shall provide a list of the member’s financial interests, as defined in Section 87103, to the regional center board. Nothing in this section shall prevent the appointment to a regional center governing board of a person who meets the criteria for more than one of the categories listed above.” (Emphasis added.)

WIC 4622, paragraph 2 as referenced above provides: “The governing board shall annually review the performance of the regional center in providing services that are linguistically and culturally appropriate and may provide recommendations to the director of the regional center based on the results of that review.”

That general prohibition is explained in more detail in Title 17 of the California Code of Regulations, section 54520 “Positions Creating Conflicts of Interests for Regional Center Governing Board Members and Executive Directors,” which provides in pertinent part:

(a) A conflict of interest exists when a regional center governing board member...or family member of such person is any of the following for a business entity, entity, or provider as defined in section 54505 of these regulations...:

- (1) a governing board member
- (2) a board committee member
- (3) a director
- (4) an officer
- (5) an owner
- (6) a partner
- (7) a shareholder
- (8) a trustee
- (9) an agent

- (10) an employee
- (11) a contractor
- (12) a consultant
- (13) a person who holds any position of management
- (14) a person who has decision or policy making authority.
(Emphasis added.)

Section 54505 states that: “Business Entity, Entity or Provider” means any individual or business venture from whom or from which the regional center purchases, obtains or secures goods or services to conduct its operations.”

Further, Section 54533 states:

- (a) When a present or potential conflict of interest is identified for a regional center board member, executive director, employee, contractor, agent, or consultant, the present or potential conflict shall be either eliminated or mitigated and managed through a Conflict Resolution Plan, or the individual shall resign his or her position with the regional center or regional center governing board.

II. Potential Conflicts of Ms. Cannarella

Christina Cannarella is a Board Member at North Los Angeles County Regional Center (hereinafter “NLACRC” or “the Regional Center”). Ms. Cannarella is a board member and she participates on the Consumer Services and Government and Community Relations Committees. NLACRC Executive Director Ruth Janka confirms that Ms. Cannarella is a productive and valued member of the Board of Trustees. Attached as **Exhibit A** is Ms. Cannarella’s completed Conflict of Interest Reporting Statement. As part of the Conflict Resolution Plan, she will remain in her position on the Board of Trustees.

Ms. Cannarella is a registered nurse who is currently an employee of Annex Healthcare (“Annex”), a vendor of NLACRC and solely provides licensed nursing care for her consumer son. This creates a direct conflict for Ms. Cannarella as defined by regulation.

Additionally, Ms. Cannarella’s son, Zach Hatch, provides personal assistance solely to his brother, who is a consumer of NLACRC. Mr. Hatch is employed with Right Choice In-Home Care (“Right Choice”), a vendor of NLACRC. This creates a direct conflict for Ms. Cannarella as defined by regulation.

This document constitutes a disclosure of these conflicts, a Conflict Resolution Plan to mitigate any adverse consequences from these relationships, and a request for re-approval of the Conflict Resolution Plan by DDS.

In short, this Conflict Resolution Plan will have Ms. Cannarella remain in her position on the NLACRC Board of Trustees, but limit her actions as a board member so that she

complies with the requirements outlined in WIC 4622 and in no way participate in any role whatsoever with regards to services providers, inclusive of Annex Healthcare and Right Choice.

III. Facts

The plan of action proposed herein is designed to eliminate any adverse consequences from these conflicts. To better understand how the plan will eliminate any adverse consequences, this request will first provide the facts regarding Ms. Cannarella's duties and responsibilities as a board member, her role providing licensed nursing for Annex and her son's role as a personal assistant for Right Choice.

A. Ms. Cannarella's Duties as Board Member

As a board member, Ms. Cannarella regularly meets with other board members of NLACRC to create policy for the operation of the regional center. Policy is developed through recommendations from board committees and the Executive Director. Direct operation is delegated to the Executive Director who is hired by the board. Staff recommendations for policy initiation or modification go the Executive Director, who, in turn, refers them to the board and/or an appropriate board committee. A copy of the Board Member Responsibilities is attached as **Exhibit B**.

Ms. Cannarella's primary duties are as follows:

1. Attendance at monthly Board of Trustees meetings, usually held on the second Wednesday of each month at the main NLACRC office in Chatsworth at 6:30 p.m.
2. Membership and attendance on at least one (1) board committee.
3. Because the regional center is funded under contract with the State of California, Department of Developmental Services, each member of the Board of Trustees is required to identify any potential conflict of interest as identified in Welfare and Institutions Code Sections 4626 and 4627.
4. A part of a board member's responsibility is to be an informed and active advocate member of the Board of Trustees, she is expected to attend a board orientation and/or board training scheduled during the first year on the board and attend one annual board retreat.
5. Visitation to NLACRC supported programs is expected in order that board members may be informed about the developmental disabilities service system. Programs include a wide variety of residential and day programs as well as those providers who deliver a specific service (e.g. school setting or transportation).
6. Ms. Cannarella participates on the Consumer Services and Government and Community Relations Committees.

Under the suggested Conflict Resolution Plan, Ms. Cannarella will remain in her board position, but will be strictly regulated so that she complies with WIC 4622 and has no role or involvement whatsoever with any matter that might conceivably impact any service provider,

inclusive of Annex, a vendor that provides nursing services or Right Choice, or a vendor that provides in home respite services (Child and Adult), purchase reimbursement, personal attendant, money management services (Adult Services), independent living skills (Adult Services) and supported living services (Adult Services).

C. Ms. Cannarella's Duties at Annex

Annex is a service provider to NLACRC that provides nursing services, as a registered nurse, Ms. Cannarella provides licensed nursing services solely to her consumer son.

D. Mr. Zach Hatch's Duties at Right Choice

Right Choice is a service provider to NLACRC that provides the following services:

- In Home Respite Services (Child and Adult)
- Purchase Reimbursement (Various reimbursements for expenses incurred for consumers)
- Personal Attendant
- Money Management Services (Adult Services)
- Independent Living Skills (Adult Services)
- Supported Living Services (Adult Services)

As a Personal Assistant, Mr. Hatch provides personal assistance solely to his brother, Johnny, a consumer of NLACRC.

IV. Conflict Resolution Plan

The Regional Center and its Executive Director, Ruth Janka, have concluded that Ms. Cannarella provides great value to the Board of NLACRC. After consideration of the totality of the circumstances and a careful review of the facts, the Executive Director believes it is in the best interests of the Regional Center to create and implement a Conflict Resolution Plan to eliminate any adverse consequences from these relationships and seek re-approval of this plan by DDS.

Initially, the first step in the Conflict Resolution Plan is to allow Ms. Cannarella to remain in her position on the Board of Trustees, and to comply with WIC 4622 and to cease any activity or action that might in any way impact any service provider, inclusive of Annex and Right Choice. This will eliminate any instance in which Ms. Cannarella would have to vote, give her opinion, analyze, assess the performance of, or take action for or against and service provider, inclusive of Annex and Right Choice, and would eliminate any possible action by Ms. Cannarella to recommend any service provider, inclusive of Annex and Right Choice.

The second part of the plan is to insulate Ms. Cannarella from any involvement whatsoever with any service provider, inclusive of Annex and Right Choice. She would recuse herself from participation in any vote regarding, drafting, planning, or discussion of rules, policies, or restrictions that would impact any service provider, inclusive of Annex and Right Choice. Any duties that potentially relate to any service provider, inclusive of Annex and Right Choice or generic policies applicable to such a vendor represent a portion of the valuable duties she performs on behalf of the Regional Center, and these duties can be easily delegated to other Regional Center board members.

Further, as the Conflict Resolution Plan details below, when any matter arises with regard to any service provider, inclusive of Annex and Right Choice, she will agree not to be involved in the discussion of the matter, the presentation of options to the Board, or the decision or vote on such matter. NLACRC will require Ms. Cannarella to abstain from discussion with, or involvement in the matter, and require the other board members to take all such actions, including appropriate description of options, recommendations, analysis and ultimate decision and vote.

The Regional Center and Ms. Cannarella's suggested Conflict Resolution Plan for this conflict of interest is as follows:

1. Ms. Cannarella will have no interaction as a board member with any matter that might impact any service provider, inclusive of Annex and Right Choice, and specifically she will recuse herself from any vote on any matter that could impact any service provider, inclusive of Annex and Right Choice.

2. Ms. Cannarella will, in every conceivable manner, cease interacting with the Board on any matter that could conceivably impact any service provider, inclusive of Annex and Right Choice.

3. Ms. Cannarella will not participate as a board member in the consideration, preparation, review, presentation, formulation or approval of any report, plan, opinion, recommendation or action regarding any service provider, inclusive of Annex and Right Choice or any actions creating policy or approaches that would impact any service provider, inclusive of Annex and Right Choice.

4. Ms. Cannarella will not review or participate as a board member in any discussions, recommendations, or decisions about Purchase of Service (POS) authorizations for any service provider, inclusive of Annex and Right Choice.

5. Ms. Cannarella will not review or in any way participate as a board member in the preparation, consideration, or any follow-up related to Special Incident Reports from or about any service provider, inclusive of Annex and Right Choice.

6. Ms. Cannarella will not create, review, or in any way participate as a board member in, any corrective action plans for any service provider, inclusive of Annex and Right Choice.

7. Ms. Cannarella will not participate as a board member in any discussions, recommendations, action, or resolution of any complaints pertaining to any service provider, inclusive of Annex and Right Choice.

8. Ms. Cannarella will take no part as a board member in decisions regarding vendor appeals, or fair hearings involving any service provider, inclusive of Annex and Right Choice.

9. Ms. Cannarella will not as a board member access vendor files or other information the regional center maintains about any service provider, inclusive of Annex and Right Choice. either in electronic or hard copy form.

10. Ms. Cannarella shall not participate as a board member in developing, creating, or recommending any POS policies, or other policies, that might apply to any service provider, inclusive of Annex and Right Choice. Instead, these tasks will become the responsibility of the other board members.

11. Ms. Cannarella will not be involved as a board member in the negotiation, discussion, obligation or commitment of NLACRC to a course of action involving any service provider, inclusive of Annex and Right Choice.

12. The NLACRC Board of Trustees will be informed about this Plan of Action, and they will be informed of the need to ensure that Ms. Cannarella has no involvement whatsoever in any action or business whatsoever involving or affecting any service provider, inclusive of Annex and Right Choice.

13. These restrictions apply to all service providers, inclusive of Annex and Right Choice. Ms. Cannarella's duties will comply with WIC 4622, unless the Board work would in any way impact service providers, inclusive of Annex and Right Choice. This amounts to a reassignment of a portion of her duties and will not reduce the value and productivity that Ms. Cannarella provides to the NLACRC Board.

14. NLACRC has received approval from its Board of Trustees regarding this Conflict Resolution Plan.

V. Request Re-Approval of Conflict Resolution Plan

For the reasons provided above, and in accordance with the Conflict Resolution Plan set forth above, North Los Angeles County Regional Center hereby requests that DDS re-approve the Conflict Resolution Plan in this matter.

Respectfully submitted,

By: _____
Christina Cannarella, NLACRC Board Member

Date: _____

By: _____
Leticia Garcia, NLACRC Board President

Date: _____

By: _____
Ruth Janka, Executive Director, NLACRC

Date: _____

<input checked="" type="checkbox"/> Governing Board Member
<input type="checkbox"/> Vendor Advisory on Board
<input type="checkbox"/> Executive Director
<input type="checkbox"/> Employee/Other

2. Do you or a family member² work for any entity or organization that is a regional center provider or contractor?
 yes no -- If yes, provide the name of the entity or organization and describe what services it provides for the regional center or regional center consumers. If the provider or contractor is a state or local governmental entity, provide the specific name of the state or local governmental entity and describe your job duties at the state or local governmental entity.

Son - Zach Hatch - works for Right Choice In Home Care provides personal care assistance ONLY for consumer brother, Johnny. Self - works for Annex Health Care - provides licensed nursing care (RN) ONLY for consumer son, Johnny. Payment for these nursing services comes from Dept. of Healthcare Services (DHCS) via the HCBA Medicaid waiver. Self - works at Leichman Career Transition Center (LAUSD), Community Representative sharing information with students and families

3. Do you or a family member own or hold a position³ in an entity or organization that is a regional center provider or contractor? yes no -- If yes, provide the name of the entity or organization, describe what services it provides for the regional center or regional center consumers, and describe your or your family member's financial interest.

See question #2

4. Are you a regional center advisory committee board member? yes no -- If yes, are you a member of the governing board or owner or employee of an entity or organization that provides services to the regional center or regional center consumers? yes no -- If yes, provide the name of the entity or organization and describe what services it provides for the regional center or regional center consumers.

5. If you are a regional center advisory committee board member and answered yes to all the questions in Question 4 above, do any of the following apply to you: (a) are you an officer of the regional center board; (b) do you vote on purchasing services from a regional center provider; or (c) do you vote on matters where you might have a financial interest? yes no -- If yes, please explain.

² Family member includes your spouse, domestic partner, parents, stepparents, grandparents, siblings, stepsiblings, children, stepchildren, grandchildren, parent-in-laws, brother-in-laws, sister-in-laws, son-in-laws and daughter-in-laws. See California Code of Regulations, title 17, sections 54505(f).

³ For purposes of this question, hold a position generally means that you or a family member is a director, officer, owner, partner, employee, or shareholder of an entity or organization that is a regional center provider or contractor. For a specific description of positions that create a conflict of interest in a regional center provider or contractor see the California Code of Regulations, title 17, sections 54520 and 54526.

<input checked="" type="checkbox"/> Governing Board Member
<input type="checkbox"/> Vendor Advisory on Board
<input type="checkbox"/> Executive Director
<input type="checkbox"/> Employee/Other

6. Do any of the decisions you make when performing your job duties with the regional center have the potential to financially benefit you or a family member⁴? [Note: Governing board members do not have to answer “yes” to this question if the financial benefit would be available to regional center consumers or their families generally].

yes no -- If yes, please explain.

My conflict of interest plan mitigates and ensures any decisions that I perform as a board member do not financially benefit myself or family member.

7. Are you responsible for negotiating, making,⁵ executing or approving contracts on behalf of the regional center? yes no -- If yes, please explain.

I am responsible for approving contracts that are \$250,000 and above as part of my board member responsibilities.

8. Do you have a financial interest in any contract⁶ with the regional center? yes no -- If yes, did you negotiate, make, execute or approve the contract on behalf of the regional center? yes no -- If yes, please explain.

The nursing agency I currently work for (Annex Healthcare), is contracted with the Dept. of Healthcare Services and I get paid under that contract through the Home and Community Based Alternatives (HCBA) Waiver.

The nursing agency is also contracted with NLACRC however, I do not get paid under this contract and therefore have no financial interest in this contract.

9. Do any of your family members have a financial interest in any contract with the regional center? yes no
If yes, did you negotiate, make, execute or approve the contract on behalf of the regional center? yes no
If yes, please explain.

My son currently works for a service provider.

⁴ Generally, a decision can financially benefit you or a family member if the decision can either directly or indirectly cause you or a family member to receive a financial gain or avoid a financial loss. For a specific description of the types of decisions that can result in a financial benefit to you or a family member see the California Code of Regulations, title 17, sections 54522 and 54527.

⁵ California Code of Regulations, title 17, sections 54523(b)(2) and 54528(b)(2) describes the types of conduct which constitute involvement in the making of a contract.

⁶ For purposes of questions 8 and 9, a financial interest in a contract generally means any direct or indirect interest in a contract that can cause you or a family member to receive any sort of financial gain or avoid any sort of financial loss irrespective of the dollar amount. California Code of Regulations, title 17, sections 54523 and 54528 define when financial interests in a contract will occur.


<input checked="" type="checkbox"/> Governing Board Member
<input type="checkbox"/> Vendor Advisory on Board
<input type="checkbox"/> Executive Director
<input type="checkbox"/> Employee/Other

10. Do you evaluate employment applications or contract bids that are submitted by your family member(s)?
 yes no -- If yes, please explain.

11. Your job duties require you to act in the best interests of the regional center and regional center consumers. Do you have any circumstances or other financial interests not already discussed above that would prevent you from acting in the best interests of the regional center or its consumers? yes no -- If yes, please explain.

B. ATTESTATION

I, Christina Cannarella (print name) HEREBY CONFIRM that I have read and understand the regional center's Conflict of Interest Policy and that my responses to the questions in this Conflict of Interest Reporting Statement are complete, true, and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this statement is not accurate or that I have not complied with the regional center's Conflict of Interest Policy or the applicable conflict of interest laws, I will notify the regional center's designated individual immediately. I understand that knowingly providing false information on this Conflict of Interest Reporting Statement shall subject me to a civil penalty in an amount up to fifty thousand dollars (\$50,000) pursuant to Welfare and Institutions Code section 4626.

Signature  Date 07-17-21

INTERNAL USE ONLY

Date this Statement was received by Reviewer:

The reporting individual does does not have a present potential conflict of interest

Signature of Designated Reviewer

Date Review Completed

 08/02/2021

North Los Angeles County Regional Center
Board of Trustees Policy

Board Member Responsibilities

The role of the Board of Trustees of the North Los Angeles County Regional Center (NLACRC) is to make policy for the operation of the regional center. Policy is developed through recommendations from board committees and the executive director; direct operation is delegated to the executive director who is hired by the board. Staff recommendations for policy initiation or modification go to the executive director who, in turn, refers them to the board and/or an appropriate board committee.

Your responsibility as a member of the Board of Trustees of the NLACRC would include, but not be limited to:

- Attendance, either virtual or in-person, at monthly Board of Trustees meetings, usually held on the second Wednesday of each month at one of NLACRC's three offices at 6:30 p.m.
- Membership and attendance on one (1) or more board committees.
- Board participation and advocacy will be focused on systems issues; issues regarding an individual consumer, family or program will be directed to the Executive Director's Office.
- Identification of any potential conflict of interest as identified in Welfare and Institutions Code, Sections 4626 and 4627 during the board member's term on the board will be reported to the administrative assistant to the board.
- Completion of the Conflict of Interest Statement annually and MediCal Provider Enrollment Form as applicable due to the regional center's funding and contract with the State of California, Department of Developmental Services.
- Completion of a W-9 form by board members who seek reimbursement for childcare or personal care services under the Board Member Support policy.
- Adherence to the board's Code of Conduct.
- Attendance at the annual board orientation for all newly seated board members.
- Participation in board-coordinated trainings and the annual board retreat.
- Visitation to NLACRC vendored programs is expected in order that board members may be informed about the developmental disabilities service system. Programs include a wide variety of residential and day programs as well as those providers who deliver a specific service (e.g. school setting or transportation).

[policy.bd.bdmbbr.resps] 01-13-93 Revised: 08-16-2021 Adopted: 9-9-2021

*Attachment for #2 COI form DS 6016 submitted by Christina Cannarella

2. Son - Zach Hatch - works for Right Choice In Home Care provides personal care assistance only for consumer brother, Johnny.

Self -Temporarily work for Annex Health Care - solely provides licensed nursing care (RN) for consumer son, Johnny due to shortage in California of Home Health Care nurses (Please note: I am paid via the HCBA Medicaid waiver - under the Department of Health Care Services. I am **not paid** from DDS funding to Regional Centers).

Also please note, I am in the process of becoming an Independent Nurse Provider so I will **not** be working for any nursing agency once this is approved by the State of California. I have submitted my application for this, however due to the Covid-19 pandemic, I was informed it could take up to 6 months for applications to be processed. So in the interim, I will continue to work for Annex Health Care to provide skilled nursing care to solely to my son, Johnny.

Self- Works at Leichman Career and Transition Center (LAUSD), Community Representative/Parent Center Director supporting students with disabilities and their families by sharing community resources and information.

To the Department of Disability Services (DDS) and to the State Council on Developmental Disabilities (SCDD),

My name is Christina Cannarella. I am a parent of two adult sons and my youngest son, Johnny, a North Los Angeles Regional Center (NLACRC) consumer, who is 22 years old, is a kind, happy, bright, loving human being. Johnny has opened up my world to the disability community, and throughout his lifetime, I have been an advocate for children and adults with disabilities and their families, understanding first-hand their challenges, wanting to help support them however I could.

Over the last few years, by attending board meetings and committee meetings, I began to learn more and more about what Regional Centers do for people with intellectual and developmental challenges and their families. I felt my personal and professional experiences, my passion for advocacy and most importantly, my desire to support people with I/DD and their families, would be of value to the Board of NLACRC. So I applied to be on the Board back in 2018 but was unable to serve then because there were no available positions opened. However, I was contacted in late 2019, and very excited to hear some positions had opened up and I was elected to serve on the Board starting in February of this year (2020).

As I filled out my COI form, some questions were unfamiliar to me, references to Title 17 regulations, the bylaws, etc. however I knew I wanted to put down everything that came to mind that could potentially be a conflict of interest, even if I didn't think it was one, because I wanted to be completely transparent. Oversight, accountability and transparency are critically important in developing quality systems that are effective, productive and successful and something I hold in high regard.

I knew my older son providing some of his brother's personal assistance care would most likely be a COI and I would have to refrain from voting on any contracts related to that agency and others that provide respite/ personal care, which I completely understand and agreed with. Then I heard that there was another COI for myself providing nursing care to my son and was told by NLACRC and our Board President that I would not be able to serve on the Executive committee (which would have begun in July 2020) because of my COI, which again, I understood and was not disputing. However next, they informed me that I was being *removed* from the Board, and would no longer be able to serve as a Board Member. This part was completely unexpected and I was very disappointed by this information. The Board hadn't even voted on this decision yet. I felt I had a right to at least be able to explain to the Board, SCDD and DDS the circumstances of my COI and ultimately have DDS and SCDD make the final decision before I was removed from the Board.

I have spent countless hours researching, learning and educating myself as to the bylaws and regulations and have found discrepancies that I would like to share with you and ask that you please take this information into consideration when making decisions around my COI Resolution Plan.

I first want to give you pertinent background information on my son. Johnny has a very rare genetic make-up and because of this chromosomal anomaly, he has developmental and physical impairments. He is unable to use verbal language, is fed via a G-tube in his stomach, has a history of seizures, vision and hearing impairments, autism and other complex medical needs along with some behavioral support needs as well.

Johnny requires nursing level care because of his health issues related to his disability. Due to the fact that there is a shortage of Home Health Care nurses in the State of California, I, being a Registered Nurse myself, provide some of that specialized care **solely** to Johnny to ensure his health and safety needs are met and he receives the quality of care he deserves. If I did not provide the level of care my son requires based on his disability and healthcare needs, he would have to be institutionalized, living in a skilled nursing facility/long-term care facility/nursing home.

I want it to be emphasized that I **only provide nursing care to my son Johnny**. I DO NOT work for any other consumers providing nursing care. This is important to note because me providing care to my son in order for him to stay at home is really no different than any other parent/guardian who provides In-Home Supportive Services (IHSS) to their son or daughter, it is just the **level of care he requires at times during the day and night**, is different. As you know, IHSS, a generic service, is funded by Medi-Cal, under the Dept. of Social Services (DSS) which is under the umbrella of the California Dept. of Health and Human Services (CA-DHHS).

When I work for my son, providing the specialized care He requires due to his complex medical needs, I am **paid via the HCBA Medicaid waiver** - under the Department of Health Care Services (DHCS) which also falls under the umbrella of CA-DHHS. I am **not paid** by DDS funding to Regional Centers. I submit my hours to the nursing agency and they submit those hours to **Medi-Cal under DHCS**. Medi-Cal then reimburses the agency, and the agency pays me.

On the COI Reporting Statement, #8 states “Do you have a financial interest in any contract with the regional center?” I originally checked the “no” box because I do not believe I have a financial interest in any contract with NLACRC because I am not paid under any contract with them. NLACRC has told me I had to check the “yes” box. I completely understand and agree with the fact that I am an “employee” of a service provider who is contracted with NLACRC, however, I do not agree with me saying I have a “financial interest” because it doesn’t matter if that contract is \$5 dollars or \$5 million dollars, I am not paid under a contract with DDS. I am paid by DHCS and the contract the agency has with DDS does not affect my rate of pay in any way.

Also, I would like to point out that if DDS and SCDD are stating there is a conflict of interest because I work for an agency who is a “Provider”* (see below) with regards to how the CCR title 17, sections 54505, defines “Business Entity, Entity, or Provider”, the way it is written would mean that any parent or family member who sits on any Regional Center Board who gets paid for providing IHSS hours to their son or daughter, is **also** in conflict because *Regional Centers get paid by Medi-cal*, a “state government entity”* [sect. 54505 (b)] to conduct their operations and IHSS is funded by Medi-Cal.

Section 54505 - Definitions

As used in this article, the following words and phrases have the specified meanings:

(a) "Area Board" means the organization of individuals established and constituted according to Welfare and Institutions Code section 4546 et seq.

* (b) "*Business Entity, Entity or Provider*" means any individual, business venture, or state or local governmental entity from whom or from which the regional center purchases, obtains, or secures goods or services to conduct its operations. These entities or providers include, but are not limited to, residential facilities, intermediate care facilities, skilled nursing facilities, supported and independent living services, hospitals, medical groups, activity centers, housing providers, entities formed in support of the regional center, infant programs, clinics, laboratories, pharmacies, drug stores, ambulance services, furniture stores, equipment and supply stores, physicians, psychologists, nurses, therapists, teachers, social workers, and contract case managers. For purposes of these conflict-of-interest regulations "*business entity, entity or provider*" does not include a consumer or family member of a consumer who receives vouchers for consumer services.

When a parent provides WPCS (Waiver Personal Care Services) under DHCS through the HCBA Waiver to a Regional Center consumer, that is *also not* considered a COI either, like IHSS. So the reason I, myself, have a COI right now is because of the *level of care my son requires based on his disability and medical needs*.

In researching information about skilled nursing services being provided by a parent, I found out if my son was receiving a *Voucher* (Service Code 415) from his Regional Center, I would NOT be in conflict with providing his nursing care. ** (see below Sect 54355 Part 3).

§17 CCR
§ 54355. Vouchers.

(a) A regional center may offer vouchers to family members or adult consumers to allow the families and consumers to procure their own diaper/nutritional supplements, day care, nursing, respite, and/or transportation services. When vouchers are issued they shall:

(1) Be used in lieu of, and shall not exceed the cost of services the regional center would otherwise provide; and

(2) Be issued only for services which are unavailable from generic agencies.

**** (3) Nursing Service - Family Member - Service Code 415.**

(A) A regional center shall classify a vendor as nursing service - family member if the vendor:

1. Is a family member; and

2. Selects, assigns, and monitors an individual who provides nursing services for a consumer.

(B) The family member may be the direct provider of the nursing service if the service is not intended to provide respite to the family member.

(C) The individual or family member who provides the nursing service shall possess the qualifications specified in Section 54342(a)(46), (51), or (66).

When inquiring about this, NLACRC informed me they do not utilize vouchers anymore, instead they use "Participant-Directed" services but "Parents can never be paid to provide care. Even during these times (meaning Covid-19) Why is it okay with Vouchers but not PDS?"

One last point I would like to make that I believe is relevant to my COI. Throughout the bylaws, mission statements, vision statements, etc. from DDS, SCDD and Regional Centers, the language used when referring to "consumers" or "people with I/DD", almost always includes, "**consumers and families, people with I/DD and their families.**" Both of you, DDS and SCDD (and Regional Centers), recognize that so often, when we are looking at how best to support people with I/DD, the family plays an integral part to this. We all know the value of having individuals be able to live in the community and stay in their homes if the family is able to meet the needs of that individual.

Right now, in the NLACRC bylaws, when it is discussing "Disqualified Individuals" who cannot sit on the Board, under Article IV, Section 6 (d), it states "*Any person who has or is related to a person who has a financial interest in Regional Center operations, as defined herein, **except as a consumer** of Regional Center services.*"

If that was changed to include "**except as a consumer or a family member who is the direct provider to that consumer**" this would not only decrease the COIs you all receive, but it also allows Regional Center Board of Trustees to be more diverse and inclusive representing a wide range of consumers with *all levels of support needs and their families* to be able to serve on the Board. And it would also be in alignment with what the 17 CCR § 54355 code states, *allowing a family member to be able to provide nursing services if they possess the qualifications specified in Section 54342(a)(46), (51), or (66).*

The more we move into Person-Centered Planning, Participant-Directed Services and Self-Determination, consumers are given flexibility and the choice to have quality, meaningful support systems in place. I believe this will create more COIs for Board members both current, and future, because many consumers are utilizing family members to provide the supports they need, *including* right now during the pandemic. So a revision would also decrease COIs with regards to this, while ensuring that the Board is well represented of consumers who choose these services.

I am asking you, DDS and the SCDD to please look at this and understand the need for exceptions when it pertains to a **parent providing** specialized care/nursing services that is required by a consumer based on his/her disability. This would also be in alignment and provide cohesiveness with what the other departments under CA-DHHS offer to parents of people with I/DD that DSS and DHCS both offer in IHSS and WPCS.

I do understand the conflict of me being an “employee”, I am not disputing that, however, I **do not agree with the level of restrictions** that are in the resolution plan. Based on previous COI Resolution Plans, other board members have had to refrain from being involved in decisions impacting the service provider they or their family directly works for, and service providers RELATED to them (i.e. respite, personal care etc).

But my COI Resolution Plan, restricts me from voting on ALL SERVICE PROVIDER contracts at NLAGRC and I can’t even be part of the discussions which to be honest, is probably at least about 70%-80% of what our board does. As restrictive as this COI Resolution Plan is, I am asking myself, how can I continue to serve the board effectively *and* represent and support the needs of our consumers and families?

During our discussion about my COI at our last board meeting, when my COI was approved, a fellow board member said, *“It is not a constitutional or statutory right to be a board member. There are times because of these rules of conflicts when one has to make a choice.”*

I understand I made *the choice* to become a board member but I shouldn’t be restricted or excluded from serving on any board because of I am also *choosing* to keep my son at home, having him be a valued member of his community, giving him a loving, caring, safe environment, providing him the medical care he requires because there are not enough skilled home care nurses in our state to do this. Especially on a *Regional Center Board* that is designed to SUPPORT individuals like my son, Johnny and his family.

Below are your mission and vision statements. I ask that you reread these again and let each and every word sink in. They are powerful statements. Understanding that we are all on the same page. We all recognize each and every human being, regardless of their challenges, have something of value to bring to this world. We need to remember there are a wide range of support needs for the over 330,000 consumers and their families supported under DDS. Many of them, not only have I/DD but also have medical issues and health challenges that they struggle with on a daily basis. Even though they may also fall under DHCS for some of their medical services, we need to look at the Whole Person Care model, ensuring everyone has the same access to opportunities and develop better coordination of health, behavioral health, and social services, in not just a patient-centered manner with the goals of improved health and wellbeing but incorporating the person-centered model from DDS as well.

The California Department of Developmental Services (DDS) ensures that Californians with developmental disabilities have the opportunity to lead independent, productive lives in their community of choice. DDS oversees the coordination and delivery of services to these individuals.

Californians with developmental disabilities are guaranteed the same full and equal opportunities for life, liberty, and the pursuit of happiness as all Americans.

The Council advocates, promotes and implements policies and practices that achieve self-determination, independence, productivity and inclusion in all aspects of community life for Californians with developmental disabilities and their families.

North Los Angeles County Regional Center, with integrity and transparency, provides lifelong partnerships and planning to persons with developmental disabilities by promoting their civil and personal rights, providing comprehensive information, advocating in cooperation with consumers, promoting and providing quality services, and supporting full participation of consumers and families in all aspects of community life

Thank you so much for your time. I appreciate it.

With gratitude,



Christina Cannarella

NOTIFICATION OF CONFLICT OF INTEREST,
AND
RE-SUBMISSION OF CONFLICT RESOLUTION PLAN

LILLIAN MARTINEZ – NLACRC BOARD MEMBER
NORTH LOS ANGELES COUNTY REGIONAL CENTER

I. Law Governing Conflicts of Interest

The prohibition against Regional Center employee or board member conflicts of interest has its origin in section 4626 of the Welfare & Institutions Code. Subsection (d) of said section 4626 provides: “The department shall ensure that no regional center employee or board member has a conflict of interest with an entity that receives regional center funding...”

That general prohibition is explained in more detail in Title 17 of the California Code of Regulations, section 54520 “Positions Creating Conflicts of Interests for Regional Center Governing Board Members and Executive Directors,” which provides in pertinent part:

(a) A conflict of interest exists when a regional center governing board member...or family member of such person is any of the following for a business entity, entity, or provider as defined in section 54505 of these regulations...:

- (1) a governing board member
- (2) a board committee member
- (3) a director
- (4) an officer
- (5) an owner
- (6) a partner
- (7) a shareholder
- (8) a trustee
- (9) an agent
- (10) an employee
- (11) a contractor
- (12) a consultant
- (13) a person who holds any position of management
- (14) a person who has decision or policy making authority.
(Emphasis added.)

Section 54505 states that: “Business Entity, Entity or Provider” means any individual or business venture from whom or from which the regional center purchases, obtains or secures goods or services to conduct its operations.”

Further, Section 54533 states:

- (a) When a present or potential conflict of interest is identified for a regional center board member, executive director, employee, contractor, agent, or consultant, the present or potential conflict

shall be either eliminated or mitigated and managed through a Conflict Resolution Plan, or the individual shall resign his or her position with the regional center or regional center governing board.

II. Potential Conflict of Mrs. Martinez

Lillian Martinez is a Board Member at North Los Angeles County Regional Center (hereinafter “NLACRC” or “the Regional Center”). Mrs. Martinez is a board member and the board’s Secretary. She participates on the Strategic Planning, Administrative Affairs and Executive committees. NLACRC Executive Director Ruth Janka confirms that Mrs. Martinez is a productive and valued member of the Board of Trustees. Attached as **Exhibit A** is Mrs. Martinez’s completed Conflict of Interest Reporting Statement. As part of the Conflict Resolution Plan, she will remain in her position on the Board of Trustees.

Mrs. Martinez’s father, Roberto Arias, however, is a respite worker for his grandson (a consumer of NLACRC) for Caring Family Supports, a vendor of North Los Angeles County Regional Center. This creates a direct conflict for Mrs. Martinez as defined by regulation. This document constitutes a re-submission of the disclosure of this conflict, a Conflict Resolution Plan to continue the elimination of any adverse consequences from this relationship, and a request for re-approval of the Conflict Resolution Plan by DDS.

In short, this Conflict Resolution Plan will have Mrs. Martinez remain in her position on the NLACRC Board of Trustees and Secretary, but limit her actions as a board member so that she in no way participates in any role whatsoever with regard to Caring Family Supports or any other vendor who provides respite and personal assistance services.

III. Facts

The plan of action proposed herein is designed to eliminate any adverse consequences from the conflict. To better understand how the plan will eliminate any adverse consequences, this request will first provide the facts regarding Mrs. Martinez’s duties and responsibilities as a board member and her father’s role as a respite worker for Caring Family Supports.

A. Mrs. Martinez’s Duties as a Board Member

As a board member, Mrs. Martinez regularly meets with other board members of NLACRC to create policy for the operation of the regional center. Policy is developed through recommendations from board committees and the Executive Director. Direct operation is delegated to the Executive Director who is hired by the board. Staff recommendations for policy initiation or modification go the Executive Director, who, in turn, refers them to the board and/or an appropriate board committee. A copy of the Board Member Responsibilities is attached as **Exhibit B**.

Mrs. Martinez's board member primary duties are as follows:

1. Attendance at monthly Board of Trustees meetings, usually held on the second Wednesday of each month at the main NLACRC office in Chatsworth at 6:30 p.m.
2. Membership and attendance on at least one (1) board committee.
3. Because the regional center is funded under contract with the State of California, Department of Developmental Services, each member of the Board of Trustees is required to identify any potential conflict of interest as identified in Welfare and Institutions Code Sections 4626 and 4627.
4. A part of a board member's responsibility is to be an informed and active advocate member of the Board of Trustees, she is expected to attend a board orientation and/or board training scheduled during the first year on the board and attend one annual board retreat.
5. Visitation to NLACRC supported programs is expected in order that board members may be informed about the developmental disabilities service system. Programs include a wide variety of residential and day program program as well as those providers who deliver a specific service (e.g. school setting or transportation).
6. Mrs. Martinez participates on the Strategic Planning, Administrative Affairs and Executive committees.

Under the suggested Conflict Resolution Plan, Mrs. Martinez will remain in her board position, but will be strictly regulated so that she has no role or involvement whatsoever with any matter that might conceivably impact Caring Family Supports, or a vendor that provides respite and personal assistance services.

B. Mrs. Martinez's Duties as Secretary of the Board

The office of secretary is established in Article V, Section 8 of the bylaws of North Los Angeles County Regional Center. The secretary shall be a member of the Board of Trustees and elected by the Board of Trustees. The term of office shall be one (1) year with no limitation on the number of terms. The secretary shall serve on the Executive Committee. A copy of the Secretary Responsibilities is attached as **Exhibit C**. The secretary shall:

1. Review the minutes, taken by the secretary to the executive director, at meetings of the Board of Trustees, and sign the original copy of the minutes.
2. Maintain a log or record of actions taken in executive session and transfer this record to his/her successor.
3. Sign the original copy of the bylaws when revisions are made.
4. Perform such other duties as may be prescribed by the Board of Trustees and the bylaws.

C. Roberto Arias' Duties at Caring Family Supports

Caring Family Supports is a service provider to NLACRC that provides the following services:

1. Respite Services
2. Personal Assistance

As a respite worker for Caring Family Supports, Mr. Arias provides respite services solely to his grandson who is a NLACRC consumer. Mr. Arias' duties and responsibilities are as follows:

1. Review and understands Individual, Family and/or Home Provider Needs;
2. Provide individual receiving services with the supports necessary to meet their need;
3. Understand what to do in case of an emergency;
4. Under the direction of the Co-Founder, has a list of activities appropriate for each individual;
5. Attends in-service trainings and staff meetings;
6. Any other job-related duties as assigned by Co-Founders.

IV. Conflict Resolution Plan

The Regional Center and its Executive Director, Ruth Janka, have concluded that Mrs. Martinez provides great value to the Board of NLACRC. After consideration of the totality of the circumstances and a careful review of the facts, the Executive Director believes it is in the best interests of the Regional Center to re-submit a Conflict Resolution Plan to provide mitigation and/or elimination of any adverse consequences from this relationship and seek approval of this plan by DDS.

Initially, the first step in the Conflict Resolution Plan is to allow Mrs. Martinez to remain in her position on the Board of Trustees, but to cease any activity or action that might in any way impact Caring Family Supports. This will eliminate any instance in which Mrs. Martinez would have to vote, give her opinion, analyze, assess the performance of, or take action for or against Caring Family Supports, and would eliminate any possible action by Mrs. Martinez to recommend Caring Family Supports or other similar available respite and personal assistance services.

The second part of the plan is to insulate Mrs. Martinez from any involvement whatsoever with the generic type of provider like Caring Family Supports. She would recuse herself from participation in any vote regarding, drafting, planning, or discussion of rules, policies, or restrictions that would impact Caring Family Supports and all other respite and

personal assistance vendors. Any duties that potentially relate to Caring Family Supports or generic policies applicable to such a vendor represent a small portion of the valuable duties she performs on behalf of the Regional Center, and these duties can be easily delegated to other Regional Center board members. Like other board members, Mrs. Martinez develops policy through recommendations from the Executive Director, and thus works with numerous vendors on a variety of services.

Further, as the Conflict Resolution Plan details below, when any matter arises with regard to Caring Family Supports or other respite and personal assistance vendors, she will agree not to be involved in the discussion of the matter, the presentation of options to the Board, or the decision or vote on such matter. NLACRC will require Mrs. Martinez to abstain from discussion with, or involvement in the matter, and require the other board members to take all such actions, including appropriate description of options, recommendations, analysis and ultimate decision and vote.

The Regional Center and Mrs. Martinez's Conflict Resolution Plan for this conflict of interest is as follows:

1. Mrs. Martinez will have no interaction as a board member with any matter that might impact Caring Family Supports, and specifically she will recuse herself from any vote on any matter that could impact Caring Family Supports.
2. Mrs. Martinez will, in every conceivable manner, cease interacting with the Board on any matter that could conceivably impact Caring Family Supports.
3. Mrs. Martinez will not participate as a board member in the consideration, preparation, review, presentation, formulation or approval of any report, plan, opinion, recommendation or action regarding Caring Family Supports or any actions creating policy or approaches that would impact Caring Family Supports and other respite and personal assistance vendors.
4. Mrs. Martinez will not review or participate as a board member in any discussions, recommendations, or decisions about Purchase of Service authorizations for Caring Family Supports and other respite and personal assistance vendors.
5. Mrs. Martinez will not review or in any way participate as a board member in the preparation, consideration, or any follow-up related to Special Incident Reports from or about Caring Family Supports and other respite and personal assistance vendors.
6. Mrs. Martinez will not create, review, or in any way participate as a board member in, any corrective action plans for Caring Family Supports and other respite and personal assistance vendors.
7. Mrs. Martinez will not participate as a board member in any discussions, recommendations, action, or resolution of any complaints pertaining to Caring Family Supports and other respite and personal assistance vendors.

8. Mrs. Martinez will take no part as a board member in decisions regarding vendor appeals, or fair hearings involving Caring Family Supports and other respite and personal assistance vendors.

9. Mrs. Martinez will not as a board member access vendor files or other information the regional center maintains about Caring Family Supports and other respite and personal assistance vendors, either in electronic or hard copy form.

10. Mrs. Martinez shall not participate as a board member in developing, creating, or recommending any POS policies, or other policies, that might apply to Caring Family Supports and other respite and personal assistance vendors. Instead, these tasks will become the responsibility of the other board members.

11. Mrs. Martinez will not be involved as a board member in the negotiation, discussion, obligation or commitment of NLACRC to a course of action involving Caring Family Supports and other respite and personal assistance vendors.

12. The NLACRC Board of Trustees will be informed about this Plan of Action, and they will be informed of the need to ensure that Mrs. Martinez has no involvement whatsoever in any action or business whatsoever involving or affecting Caring Family Supports and other respite and personal assistance vendors.

13. These restrictions only apply to Caring Family Supports and policies impacting other respite and personal assistance vendors. The bulk of Mrs. Martinez's duties with regard to a vast array of other Board issues and other vendors will remain unchanged, unless the Board work would in any way impact Caring Family Supports. This amounts to a reassignment of a small portion of her duties and will not reduce the value and productivity that Mrs. Martinez provides to the NLACRC Board.

14. In the event the board member changes to a different respite agency during the course of her term, each provision of this plan shall apply to with regard to the new agency for the duration of the trustee's term on the board.

15. NLACRC has received approval from its Board of Trustees regarding this Conflict Resolution Plan.

V. Request Re-Approval of Conflict Resolution Plan

For the reasons provided above, and in accordance with the Conflict Resolution Plan set forth above, North Los Angeles County Regional Center hereby requests that DDS re-approve the Conflict Resolution Plan in this matter.

Respectfully submitted,

By: _____
Lillian Martinez, NLACRC Board Member

Date: _____

By: _____
Leticia Garcia, NLACRC Board President

Date: _____

By: _____
Ruth Janka, Executive Director, NLACRC

Date: _____

**CONFLICT OF INTEREST REPORTING STATEMENT
DS 6016 (Rev. 08/2013)**

The duties and responsibilities of your position with the regional center require you to file this Conflict of Interest Reporting Statement. The purpose of this statement is to assist you, the regional center and the Department of Developmental Services (DDS) to identify any relationships, positions or circumstances involving you which may create a conflict of interest between your regional center duties and obligations, and any other financial interests and/or relationships that you may have. In order to be comprehensive, this reporting statement requires you to provide information with respect to your financial interests.

A “conflict of interest” generally exists if you have one or more personal, business, or financial interests, or relationships that would cause a reasonable person with knowledge of the relevant facts to question your impartiality with respect to your regional center duties. The specific circumstances and relationships which create a conflict of interest are set forth in the California Code of Regulations, title 17, sections 54500 through 54530. You should review these provisions to understand the specific financial interests and relationships that can create a conflict of interest.

Please answer the following questions to the best of your knowledge. If you find a question requires further explanation and/or there is not enough space to thoroughly answer the question, please attach as many additional sheets as necessary, and refer to the question number next to your answer. If the regional center identifies a conflict involving you, it will be required to prepare a conflict resolution plan. Some relevant definitions have been provided in the footnotes to assist you in responding to this statement.

You are required to file this Reporting Statement within 30 days of beginning your employment with the regional center or from the date that you are appointed to the regional center board or advisory committee board. You are then required to file an annual Reporting Statement by August 1st of every year while you remain employed with the regional center or while you are a member of the regional center board or advisory committee board. You must also file a Reporting Statement within 30 days of any change in your status that could result in a conflict of interest. Circumstances that can constitute a change in your status that can require you to file an updated Reporting Statement are described below in footnote one.

A. INFORMATION OF REPORTING INDIVIDUAL

Name: _____ Regional Center: North Los Angeles County
Regional Center

Regional Center Position/Title: Governing Board Member Executive Director
 Vendor Advisory Committee sitting on Board Employee
 Contractor Agent Consultant

Reporting Status: Annual New Appointment (date): _____
 Change of Status¹

If a change in status, date and circumstance of change in status:

1. Please list your job title and describe your job duties at the regional center.

¹ Change of status includes a previously unreported activity that should have been reported, change in the circumstance of a previously reported activity, change in financial interest, familial relationship, legal commitment, change in regional center position or duties, change in regional center, or change to outside position or duties. See California Code of Regulations, title 17, sections 54531(d) and 54532(d).

- | |
|---|
| <input type="checkbox"/> Governing Board Member |
| <input type="checkbox"/> Vendor Advisory on Board |
| <input type="checkbox"/> Executive Director |
| <input type="checkbox"/> Employee/Other |

2. Do you or a family member² work for any entity or organization that is a regional center provider or contractor? yes no -- If yes, provide the name of the entity or organization and describe what services it provides for the regional center or regional center consumers. If the provider or contractor is a state or local governmental entity, provide the specific name of the state or local governmental entity and describe your job duties at the state or local governmental entity.
3. Do you or a family member own or hold a position³ in an entity or organization that is a regional center provider or contractor? yes no -- If yes, provide the name of the entity or organization, describe what services it provides for the regional center or regional center consumers, and describe your or your family member's financial interest.
4. Are you a regional center advisory committee board member? yes no -- If yes, are you a member of the governing board or owner or employee of an entity or organization that provides services to the regional center or regional center consumers? yes no -- If yes, provide the name of the entity or organization and describe what services it provides for the regional center or regional center consumers.
5. If you are a regional center advisory committee board member and answered yes to all the questions in Question 4 above, do any of the following apply to you: (a) are you an officer of the regional center board; (b) do you vote on purchasing services from a regional center provider; or (c) do you vote on matters where you might have a financial interest? yes no -- If yes, please explain.

² Family member includes your spouse, domestic partner, parents, stepparents, grandparents, siblings, stepsiblings, children, stepchildren, grandchildren, parent-in-laws, brother-in-laws, sister-in-laws, son-in-laws and daughter-in-laws. See California Code of Regulations, title 17, sections 54505(f).

³ For purposes of this question, hold a position generally means that you or a family member is a director, officer, owner, partner, employee, or shareholder of an entity or organization that is a regional center provider or contractor. For a specific description of positions that create a conflict of interest in a regional center provider or contractor see the California Code of Regulations, title 17, sections 54520 and 54526.

- | |
|--|
| <input type="checkbox"/> Governing Board Member
<input type="checkbox"/> Vendor Advisory on Board
<input type="checkbox"/> Executive Director
<input type="checkbox"/> Employee/Other |
|--|

6. Do any of the decisions you make when performing your job duties with the regional center have the potential to financially benefit you or a family member⁴? [Note: Governing board members do not have to answer “yes” to this question if the financial benefit would be available to regional center consumers or their families generally].
 yes no -- If yes, please explain.

7. Are you responsible for negotiating, making,⁵ executing or approving contracts on behalf of the regional center? yes no -- If yes, please explain.

8. Do you have a financial interest in any contract⁶ with the regional center? yes no -- If yes, did you negotiate, make, execute or approve the contract on behalf of the regional center? yes no -- If yes, please explain.

9. Do any of your family members have a financial interest in any contract with the regional center? yes no
 If yes, did you negotiate, make, execute or approve the contract on behalf of the regional center? yes no
 If yes, please explain.

⁴ Generally, a decision can financially benefit you or a family member if the decision can either directly or indirectly cause you or a family member to receive a financial gain or avoid a financial loss. For a specific description of the types of decisions that can result in a financial benefit to you or a family member see the California Code of Regulations, title 17, sections 54522 and 54527.

⁵ California Code of Regulations, title 17, sections 54523(b)(2) and 54528(b)(2) describes the types of conduct which constitute involvement in the making of a contract.

⁶ For purposes of questions 8 and 9, a financial interest in a contract generally means any direct or indirect interest in a contract that can cause you or a family member to receive any sort of financial gain or avoid any sort of financial loss irrespective of the dollar amount. California Code of Regulations, title 17, sections 54523 and 54528 define when financial interests in a contract will occur.


- Governing Board Member
- Vendor Advisory on Board
- Executive Director
- Employee/Other

10. Do you evaluate employment applications or contract bids that are submitted by your family member(s)?
 yes no -- If yes, please explain.

11. Your job duties require you to act in the best interests of the regional center and regional center consumers. Do you have any circumstances or other financial interests not already discussed above that would prevent you from acting in the best interests of the regional center or its consumers? yes no -- If yes, please explain.

B. ATTESTATION

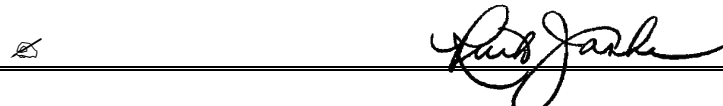
I _____ (print name) HEREBY CONFIRM that I have read and understand the regional center’s Conflict of Interest Policy and that my responses to the questions in this Conflict of Interest Reporting Statement are complete, true, and correct to the best of my information and belief. I agree that if I become aware of any information that might indicate that this statement is not accurate or that I have not complied with the regional center’s Conflict of Interest Policy or the applicable conflict of interest laws, I will notify the regional center’s designated individual immediately. I understand that knowingly providing false information on this Conflict of Interest Reporting Statement shall subject me to a civil penalty in an amount up to fifty thousand dollars (\$50,000) pursuant to Welfare and Institutions Code section 4626.

Signature  _____ Date _____

INTERNAL USE ONLY

Date this Statement was received by Reviewer: _____

The reporting individual does does not have a present potential conflict of interest

Signature of Designated Reviewer 	Date Review Completed
---	-----------------------

North Los Angeles County Regional Center
Board of Trustees Policy

Board Member Responsibilities

The role of the Board of Trustees of the North Los Angeles County Regional Center (NLACRC) is to make policy for the operation of the regional center. Policy is developed through recommendations from board committees and the executive director; direct operation is delegated to the executive director who is hired by the board. Staff recommendations for policy initiation or modification go to the executive director who, in turn, refers them to the board and/or an appropriate board committee.

Your responsibility as a member of the Board of Trustees of the NLACRC would include, but not be limited to:

- Attendance, either virtual or in-person, at monthly Board of Trustees meetings, usually held on the second Wednesday of each month at one of NLACRC's three offices at 6:30 p.m.
- Membership and attendance on one (1) or more board committees.
- Board participation and advocacy will be focused on systems issues; issues regarding an individual consumer, family or program will be directed to the Executive Director's Office.
- Identification of any potential conflict of interest as identified in Welfare and Institutions Code, Sections 4626 and 4627 during the board member's term on the board will be reported to the administrative assistant to the board.
- Completion of the Conflict of Interest Statement annually and MediCal Provider Enrollment Form as applicable due to the regional center's funding and contract with the State of California, Department of Developmental Services.
- Completion of a W-9 form by board members who seek reimbursement for childcare or personal care services under the Board Member Support policy.
- Adherence to the board's Code of Conduct.
- Attendance at the annual board orientation for all newly seated board members.
- Participation in board-coordinated trainings and the annual board retreat.
- Visitation to NLACRC vendored programs is expected in order that board members may be informed about the developmental disabilities service system. Programs include a wide variety of residential and day programs as well as those providers who deliver a specific service (e.g. school setting or transportation).

[policy.bd.bdmbbr.resps] 01-13-93 Revised: 08-16-2021 Adopted: 9-9-2021

North Los Angeles County Regional Center
Board of Trustees Policy Statement

Secretary

The office of secretary is established in Article V, Section 8 of the bylaws of North Los Angeles County Regional Center. The secretary shall be a member of the Board of Trustees and elected by the Board of Trustees. The term of office shall be one (1) year with no limitation on the number of terms. The secretary shall serve on the Executive Committee.

The secretary shall:

- Review the minutes, taken by the secretary to the executive director, at meetings of the Board of Trustees, and sign the original copy of the minutes.
- Maintain a log or record of actions taken in executive session and transfer this record to his/her successor.
- Sign the original copy of the bylaws when revisions are made.
- Perform such other duties as may be prescribed by the Board of Trustees and the bylaws.

North Los Angeles County Regional Center
Board of Trustees Policy

Executive Director's Evaluation

The Lanterman Act requires regional center boards to provide annual evaluations of their executive directors. The Executive Committee has responsibility for the executive director's evaluation as well as contract negotiation. To ensure confidentiality, the following procedure will be used.

- Trustees with 3 or more months of time served are required to participate in the evaluation. Prior board membership, membership on the Vendor or Consumer Advisory Committee or Board Internship Program will accumulate months of service. Failure to submit a signed evaluation to the Board President by the scheduled date will be treated as resignation from the Board, unless discussed with the Board President and there is agreement to grant an extension. The board president will be available to help board members who ask for assistance.
- Blank evaluations will be reviewed by the board at the September board meeting. All eligible board members will have an opportunity to bring concerns/issues regarding any needs improvement areas of performance in which the executive director needs to improve during the executive director's current performance period. If a board member has identified a needs improvement area deficit of in the executive director's performance, the board member should bring this to the attention of the board president or any elected officer to be addressed at an executive session of the Executive Committee during the months of October through January. Upon confirmation of the need for improved performance, the board president or designated member of the Executive Committee will meet with the executive director regarding the performance deficit identified, the improvement needed and any performance recommendations made by the Executive Committee.
- The executive director evaluations will be distributed for completion at the February board meeting. Board members will have 1 month to complete the evaluation which is due to the board president and board attorney by the March board meeting.
- The board president or designee will review the performance evaluations and direct legal counsel to create provide a summary report, the CODO will be responsible for all other non-performance evaluation information to the chief organizational development officer (CODO) for inclusion in the review conducted by the Negotiation/Compensation Committee. This information may be typed at the board's attorney's office, as needed. After review by the Negotiation/Compensation Committee and presented to the Executive Committee, the evaluation will be reviewed, in executive

session, by the full board. ~~The board attorney will be present. At the discretion of the Negotiating/Compensation Committee to provide support as it relates to the executive director's performance evaluation, the board attorney may be present, if requested. Four~~ Three copies of the final letter will be produced: the original will be provided to the CODO, and a copy along with all board inputs will be stored and secured at the CODO's board attorney's office and; a copy will go to the executive director, and a copy will be filed with the board's attorney. No other copies of the evaluation or board member inputs will be made.

- ~~Blank evaluations will be reviewed by the board at the September board meeting. The evaluations will be distributed for completion at the February board meeting. Board members will have 1 month to complete the evaluation which is due to the board president by the March board meeting.~~
- Negotiations – Refer to the Executive Director's Performance Evaluation Timeline.

[policy.bd.edeval] Approved: May 13, 2020

North Los Angeles County Regional Center
Board of Trustees

Executive Director’s Performance Evaluation Timeline

Time Period	Actions
<u>August</u>	<ul style="list-style-type: none"> The chief organizational development officer (CODO) will review with the new board president his/her responsibilities and the process surrounding the executive director’s performance evaluation.
<u>September</u> Board Meeting	<ul style="list-style-type: none"> The executive director’s performance evaluation process and blank performance evaluations are reviewed with the board members. The board president will create a negotiating committee and provide the members’ names to the CODO.
<u>October - January</u>	<ul style="list-style-type: none"> <u>All eligible board members will have an opportunity to bring concerns/issues regarding any areas of performance in which the executive director needs to improve during the executive director’s current performance period. If a board member has identified a deficit in the executive director’s performance, the board member should bring this to the attention of the board president or any elected officer to be addressed at an executive session of the Executive Committee during the months of October through January. Upon confirmation of the need for improved performance, the board president or designated member of the Executive Committee will meet with the executive director regarding the performance deficit identified, the improvement needed and any performance recommendations made by the Executive Committee.</u>
<u>January</u>	<ul style="list-style-type: none"> The CODO, deputy director/chief financial officer, and director of finance <u>and board attorney</u> will meet with the board president and the negotiating committee to review the performance evaluation and compensation <u>process</u>.
<u>January</u> Executive Committee Meeting	<ul style="list-style-type: none"> The negotiating committee will request external compensation data from the CODO.

<p><u>February</u> Board Meeting</p>	<ul style="list-style-type: none"> • Blank executive director evaluation forms are distributed for board members to complete. Completed evaluations are due to the <u>board president and board attorney</u> board president board attorney prior to by the March board meeting. • (Board members with less than 3 months of service <u>do not</u> complete evaluation forms. All other board members <u>must</u> complete an evaluation form or will be considered to have resigned from the board.) • The negotiating committee will meet with the executive director.
<p><u>March</u> Board Meeting</p>	<ul style="list-style-type: none"> • Completed executive director evaluation forms are due to the board president <u>president and board attorney</u>. <u>The board attorney will retain all executive director evaluation forms and summaries.</u>
<p><u>April</u> Executive Committee Meeting</p>	<ul style="list-style-type: none"> • The CODO, deputy director/chief financial officer, and director of finance meet with the negotiating committee to provide the compensation data for review and provides any requested additional information. • <u>The board attorney will complete and provide a summary report of the Executive executive director's evaluation to be completed and a summary report is reviewed and review with the negotiating committee (in executive session).</u> • <u>The CODO, deputy director/chief financial officer, and director of finance will meet with the negotiating committee to provide the compensation data for review and provide any requested additional information.</u>
<p><u>May</u> Board Meeting</p>	<ul style="list-style-type: none"> • The negotiating committee provides a summary of the compensation and/or contract changes (in executive session). <u>The board attorney will be present at the discretion of the Negotiating/Compensation Committee to provide support as it relates to the executive director's performance evaluation. The executive session will be placed at the session will be placed at the</u> beginning of the board meeting agenda.
<p><u>June</u></p>	<ul style="list-style-type: none"> • The CODO will prepare the documentation necessary to process the negotiating committee's compensation and/or contract changes as appropriate.
	<ul style="list-style-type: none"> • The CODO will schedule a meeting with the executive director and provide the board president with all required documents needed for the meeting (e.g. compensation, performance review information, employment contract changes, etc.). <u>Performance review information will be provided by the board attorney.</u> • Copies of all signed documents will be provided to the CODO to allow for the timely processing of compensation information.

[Timeline: Feb 2020] Approved: February 12, 2020

North Los Angeles County Regional Center

Executive Director Performance Evaluation

Completed by: Name: _____

Board committees on which you have served:

_____	_____
_____	_____
_____	_____

Board offices you have held:

_____	_____
_____	_____
_____	_____

Sources of information: director’s reports; committee reports; monthly financial reports; audit reports; special incident reports; quality assurance reports; feedback relative to the performance-based contract; status of board self-audits and board goals; DDS feedback; personnel reports from human resources; ARCA reports; feedback from Festival Educacional; consumer survey results; information provided in board meetings; action logs.

The rating categories for this evaluation are:

Outstanding / Exceeds Expectations / Meets Expectations / Needs Improvement *

* -“Needs Improvement” is not appropriate unless previously communicated to the Executive Committee for action. Any time the executive director’s performance in any category needs improvement, board members should identify the area for corrective action.

- All eligible board members will have an opportunity to bring concerns/issues regarding any areas of performance in which the executive director needs to improve during the executive director's current performance period. If a board member has identified a deficit in the executive director's performance, the board member should bring this to the attention of the board president or any elected officer to be addressed at an executive session of the Executive Committee during the months of October through January. Upon confirmation of the need for improved performance, the board president or designated member of the Executive Committee will meet with the executive director regarding the performance deficit identified, the improvement needed and any performance recommendations made by the Executive Committee.
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Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New, Nonresidential Negotiated Rate Agreement Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	B.I.G. Solutions, LLC Vendor Number PL2076, Service Code 028
3.	The Purpose of the Contract	The service provider will provide Socialization Training Program services pursuant to Title 17, Section 54356 and the DDS published guidelines regarding Miscellaneous Services revised 05/10/2010. The service provider will provide socialization training for school age consumers ages 3 – 17 years old in a group setting. At a minimum the following should be provided: <ol style="list-style-type: none"> 1. Adaptive recreation/socialization programs 2. Integration opportunities through the program’s independent living skills activities 3. Access to public recreation and leisure facilities 4. Activities that will enhance and develop meaningful interpersonal relationships.
4.	The Contract Term	Five (5) year contract effective November 1, 2021 through October 31, 2026.
5.	The Total Amount of the Contract	Projected annual cost is \$108,819.84 per year, or \$544,099.20 over the entire five (5) year term of the contract based on cost statement.
6.	The Total Proposed Number of Consumers Served	Projected 38 consumers per month.
7.	The Rate of Payment or Payment Amount	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 \$29.83.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Socialization Training Program services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated hourly rate of \$29.83 is based on a cost statement and includes the SB 81 8.2% increase. The rate negotiated complies with WIC, Section 4691.9 (b) which states that effective July 1, 2008 “no Regional Center may negotiate

		<p>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 equal to the statewide median rate of \$29.83 per hour, which includes the SB 81 Supplemental Rate increase of 8.2%.</p>
10.	<p>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</p>	None

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 **B.I.G. Solutions, LLC**, and passed the following resolution:

RESOLVED THAT in compliance with NLACRC's Board of Trustees Contract Policy, the Contract between NLACRC and **B.I.G. Solutions, LLC**, was reviewed and approved by NLACRC's Board of Trustees on **October 13, 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 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

October 13, 2021
Date

Other Vendorizations with Vendor's Tax Identification Number (TIN): n/a

Vendor Name: B.I.G. Solutions, LLC

Vendor Number: PL2076

Service Code: 028

Service Code Description: Socialization Training Program

Service Address: 11335 Magnolia Blvd. Suite 2C North Hollywood, CA 91601

Service Description: B.I.G. Solutions Social Skills Training Program will have social groups based on the client's current social behaviors, developmental age, and group readiness. As social skills can be subtle, the social curriculum that B.I.G. Solutions will be utilizing will have these social behaviors broken down into smaller, concrete skills to be taught to clients within a social thinking group. A portion of these hours will also be implemented in the community, when appropriate, in order to generalize skills to the natural environment.

Clients will develop their skills in perspective taking, problem solving, self-regulation, social- emotional learning and executive functioning through consistent teaching in each session. B.I.G. Solutions Social Skills Training Program will serve children ages 3 to 17 years old with an appropriate group match based on their age. B.I.G. Solutions seeks to provide children with an inclusive and inviting environment to learn and practice their social skills.

B.I.G. Solutions strives for each child to make progress across a minimum of 5-10 different social based goals in a 6-month period. This progress will anticipate the need to continue receiving Social Skills Training or graduating from the program. It is B.I.G. Solutions' goal that each client entering the Social Skills Program reaches an age-appropriate mastery of social skills.

Staffing:

Social Skills Facilitator:

- Minimum of one to two years of experience working with children
- Experience working with children with special needs in a social environment
- Possesses a minimum of a bachelor's degree within a related discipline (child development, special education, applied behavior analysis, psychology, speech pathology, etc.)
- Willingness to pursue training and certification deemed necessary based on the needs of the individual(s) supported
- Demonstrates sound judgment, great decision making, and maintaining confidentiality

Lead Social Skills Facilitator:

- Minimum of one to two years of experience working with children
- Experience working with children with special needs in a social environment highly preferred
- Experience managing challenging behavior(s) within a group setting
- Possesses an understanding of child development, special education, applied behavior analysis

- Possesses a master's degree within a related discipline (special education, applied behavior analysis, psychology, speech pathology, child development, etc.)
- Possesses additional certification or licensure (e.g., BCBA, RBT, LCSW, BCAT, MFT, etc.); may be in the process of completing certification or licensure
- Demonstrates sound judgment, great decision making, and maintaining confidentiality

Social Skills Training Program Supervisor:

- Minimum two to three years of experience working with children with special needs
- Experience managing challenging behavior(s) within a group setting
- Experience teaching social concepts to individuals with special needs
- Possesses an understanding of child development, special education, applied behavior analysis
- History of providing direct implementation of Social Skills Training for 2+ years
- Prior supervisory experience
- Possesses a master's degree in related discipline (special education, applied behavior analysis, child development, psychology)
- Preferably possesses additional certification or licensure (e.g., BCBA, MFT, BCAT, CCC-SLP, LCSW, RBT, OTR/L, etc.)
- Demonstrates sound judgment, great decision making, and maintaining confidentiality

Social Skills Training Program Director:

- Strong Applied Behavior Analysis (ABA) and clinical skills
- A minimum of a master's degree in psychology, special education, behavior analysis or related discipline
- Experience leading a Social Skills Training program and/or ABA program
- 5 years' management experience desired, including overseeing a team of supervisors, lead Facilitators, and Facilitators
- History of providing direct service for over 2 years preferred
- Experiencing hiring and interviewing applicants
- Experience working directly with Regional Centers and a variety of funding sources
- Experience with intake and assessing social behaviors
- Excellent written and spoken communication to effectively communicate with clinicians, clients, family members and agency's staff
- Superior skills in organization, time management, observation, and analytics
- Certification/licensure in good standing (e.g., BCBA, MFT, CCC-SLP, LCSW, OTR/L, etc.)

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New - Geriatric Residential Facility Agreement, Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Stansbury Place, Inc. PL2072, Service Code 096
3.	The Purpose of the Contract	The service provider will provide geriatric residential care services pursuant to Title 17, Section 54356 and the DDS published guidelines regarding Miscellaneous Services revised 05/10/2010, Section 54310 and 54332, Health and Safety Code, Section 1500 – 1569.87, and 22 CCR, Section 87100 – 87730. The service provider will provide geriatric facility services, and is primarily engaged in providing personal care and services, homemaker, chore, attendant care, companion services, medication oversight (to the extent permitted under State law), therapeutic social and recreational programming. This service includes 24-hour onsite response staff to meet scheduled or unpredictable needs in a way that promotes maximum dignity and independence, and to provide supervision, safety and security. A Geriatric Facility service may also include, home health care, physical therapy, occupational therapy, speech therapy, medication administration, intermittent skilled nursing services, or transportation specified in the plan of care.
4.	The Contract Term	Five (5) year contract effective 11/01/2021 through 10/31/2026.
5.	The Total Amount of the Contract	Projected annual cost is \$232,752.00 per year, or \$1,163,760.00 over the entire five (5) year term of the contract.
6.	The Total Proposed Number of Consumers Served	Projected to serve 4 consumers per month.
7.	The Rate of Payment or Payment Amount	Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized monthly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Geriatric Facility

		services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Rate will be commensurate with the DDS published ARM rate schedule. The current ARM rate for level 3-S, 4 bed facility is \$4,849.00 per month per bed.
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	The RCFE licensed capacity by DSS CCLD is five (5) residents. There is currently a non-Regional Center, private pay resident already living in the facility. NLACRC vendorization is for a maximum of four (4) consumers.

Contract Summary and Board Resolution

The North Los Angeles County Regional Center's ("NLACRC") Board of Trustees reviewed and discussed the Geriatric Residential Facility Agreement ("Agreement", or "Contract") for **Stansbury Place, Inc.** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC's Board of Trustees Contract Policy, the Contract between NLACRC and **Stansbury Place, Inc.** was reviewed and approved by NLACRC's Board of Trustees on **October 13, 2021** and the Board hereby authorizes any Officer of the corporation to execute the Agreement without material changes but otherwise on such terms deemed satisfactory to such Officer.

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 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 Financial Officer, 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

October 13, 2021
Date

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

Vendor #	Service Code	Service Code Description
NA	NA	NA

Vendor Name: Stansbury Place Inc.

Vendor Number: PL2072

Service Code: 096

Service Code Description: Geriatric Facility

Service Address: 8425 Stansbury Ave, Panorama City, CA 91402

Service Description:

Effective 11/1/2021 this RCFE/Dementia provider is authorized to be vendored for a maximum of four beds (NLACRC consumers; ages 60+ years). Facility license capacity is 5; 4 non-ambulatory & 1 ambulatory. Facility currently has 1 private resident who is non-ambulatory. Rate is equivalent to ARM level 3-S rate.

Staffing:

1. Administrator and House Manager Qualifications

- Must meet training qualifications required by licensing regulations and be certified by the state for Level 3 administrators.
- Must have Fingerprint clearance.
- Must have TB clearance.
- Must have Driving Record clearance.
- Must have received RSO certificate through NLACRC.
- Successfully completed DSP 1 and DSP 2 with certification.

2. Direct Care Staff/Relief Staff Qualifications

- At least 18 years of age or older.
- Must have Fingerprint clearance.
- Must have TB clearance.
- Meet training qualifications required by Licensing and North Los Angeles County Regional Center (NLACRC), i.e., standard First Aid and CPR training.
- Complete DSP 1 and 2 with certification.
- Must complete 24 clock hours of continuing education per year as required by Licensing and NLACRC (North Los Angeles County Regional Center) and continuing education as stated in Title 22 and Title 17.
- Prior hands-on experience and interest in working with the elderly and developmentally disabled individuals, with emphasis on diabetic conditions.

Employment Component: n/a

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New, Nonresidential Negotiated Rate Agreement Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Paradiso Homes Vendor Number: PL2077, Service Code 109
3.	The Purpose of the Contract	The service provider will provide Supplemental Residential Services Program Support services pursuant to Title 17, Section 54356 and the DDS published guidelines regarding Miscellaneous Services revised 05/10/2010. The service provider will provide, or obtain the time limited supplemental staffing in excess of the amount required by regulation. Supplemental Residential Program Support is designed to implement an objective in the consumer's IPP and allows the consumer to remain in their current residential environment. Supplemental Residential Program Support services include, but are not limited to: assistance and training in skills for activities of daily living and in socially appropriate skills to replace (and serve the same function/purpose as) a challenging behavior.
4.	The Contract Term	Five (5) year contract effective 09/13/2021 through 08/31/2026.
5.	The Total Amount of the Contract	Projected annual cost is \$92,710.80 per year, or \$463,554.00 over the entire five (5) year term of the contract based on the provider's cost statement.
6.	The Total Proposed Number of Consumers Served	Projected 3 consumers per month. Note: HL0946 has a vendored capacity of 4. If three consumers have 1:1 supplemental support through the 109 vendorization, the facility staffing requirements will provide services for the 4 th consumer.
7.	The Rate of Payment or Payment Amount	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.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Supplemental Residential Services Program Support services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated hourly rate of \$14.15 is based on a cost statement and includes the SB 81 8.2% increase. The rate negotiated complies with WIC, Section 4691.9 (b) which states that effective July

		<p>1, 2008 “no Regional Center may negotiate a rate with a new service provider, for services where rates are determined through a negotiation between the Regional Center and the provider, that is higher than the Regional Center’s median rate for the same service code and unit of service, or the statewide median rate for the same service code and unit of service, whichever is lower.” The provider’s stated cost is the same as both the Statewide Median rate and the NLACRC Median rate, effective July 1, 2016, of \$14.15 per hour, which includes the SB 81 8.2% increase.</p>
10.	<p>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</p>	<p>Effective date of contract is September 13, 2021 due to consumer need. Paradiso Homes HL0945-915 a level 3-S facility was vendored effective April 1, 2021. Upon residential placement for a new consumer, 1:1 supplemental services were required per the IPP effective September 13, 2021.</p>

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 **Paradiso Homes** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Paradiso Homes** was reviewed and approved by NLACRC’s Board of Trustees on **October 13, 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 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

October 13, 2021
Date

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

Vendor #	Service Code	Service Code Description	Service Level
HL0946	915	Adult Residential Facility – Staff Operated	Level 3-S

Vendor Name: Paradiso Homes Inc.

Vendor Number: PL2077

Service Code: 109

Service Code Description: 1:1 Supplemental Residential Program Support

Service Address: 16751 Citronia St., Northridge, CA 91343

Service Description:

This vendor is approved to provide supplemental residential program support (1:1) to consumers residing at adult residential facility, level 3 - staff operated, HL0946 (Paradiso Homes Inc.). PL2077 to only be used in conjunction with HL0946. Rate is \$14.15 per hour, including SB 81 increase. Source code 8.

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New - Specialized Residential Facility Agreement, Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Compassion Group Homes (Zelzah) Vendor Number: TBD Service Code: 113
3.	The Purpose of the Contract	<p>The service provider will provide Specialized Residential Facility (SRF) services to four (4) Community Placement Plan / Community Resource Development Plan (CPP/CRDP) Consumers with challenging behaviors who are moving from a State Developmental Center (SDC) into the community, or who are at risk for placement into a SDC, or a locked facility, and needing deflection from these more restrictive environments.</p> <p>SRF services provide 24-hour on-site response staff to meet scheduled or unpredictable needs in a way that promotes maximum dignity and independence, and the provision of supervision and direct care support to ensure the consumers' health, safety and well-being.</p> <p>Primary services may include personal care and supervision services, homemaker, chore, attendant care, companion services, medication oversight (to the extent permitted under State law) and therapeutic social and recreational programming, provided in a home-like environment. Incidental services may include home health care, physical therapy, occupational therapy, speech therapy, medication administration, intermittent skilled nursing services, and/or transportation, as specified in the IPP.</p>
4.	The Contract Term	Three (3) year contract term. Projected to be November 1, 2021 through October 31, 2024.
5.	The Total Amount of the Contract	Projected annual cost is up to \$982,198.08 per year, or \$2,946,594.24 over the entire three (3) year term of the contract based on the maximum reimbursement rate, the statewide median rate of \$18,911.70 per consumer.

6.	The Total Proposed Number of Consumers Served	Projected to serve four (4) consumers per month.
7.	The Rate of Payment or Payment Amount	Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized monthly rate of \$20,462.46, the Statewide Median Rate effective July 1, 2016, including the SB 81 8.2% increase.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for SRF services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	The rate negotiated will be based on a cost statement and will comply with WIC, Section 4691.9 (b) which states that effective July 1, 2008 “no Regional Center may negotiate a rate with a new service provider, for services where rates are determined through a negotiation between the Regional Center and the provider, that is higher than the Regional Center’s median rate for the same service code and unit of service, or the statewide median rate for the same service code and unit of service, whichever is lower.”
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	Facility has been vendored since May 10, 2019 as a level 4I community care facility, HL0862-915. Since May 10, 2019, DDS has approved a Health & Safety for temporary use as a consumer-specific crisis intervention facility. Upon guidance from DDS and based on the level of care needed for the current consumer receiving residential services determined by the NLACRC Clinical and Case Management teams, the facility will transition to an SRF effective November 1, 2021.

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the Specialized Residential Facility Agreement (“**Agreement**”, or “**Contract**”) for **Compassion Group Homes** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Compassion Group Homes** was reviewed and approved by NLACRC’s Board of Trustees on **October 13, 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 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

October 13, 2021

Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Compassion Group Homes

Vendor #: TBD

Svc Code: 113

Date: 10/11/21

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

Vendor #	Service Code	Home	Description
HL0939	915-L4I	Crebs	Residential Facility Adults - SO
PL1680	109	Crebs	Supplemental Residential Support
HL0850	915-L4G	Community	Residential Facility Adults - SO
PL1625	109	Community	Supplemental Residential Support
HL0862	915-L4I	Zelzah	Residential Facility Adults - SO
PL1807	090	Zelzah	Crisis Intervention Facility
PL1777	109	Zelzah	Supplemental Residential Support

Service Address: 9200 Zelzah Avenue, Northridge, CA 91325

Service Description:

Compassion Group Homes currently has three residential homes. The Zelzah HL0862-915 level 4i home will be transitioning to a Specialized Residential Facility to provide the specialized supports and services for the higher level of care needed for residents. Residents will need assistance with activities of daily living, safety, communication, socialization, community integration and court appointments. The homes will provide 24-hour support, with an emphasis on skill instruction and development, positive behavior supports, health supports, therapeutic activities and community integration.

Staffing: To be determined.

Employment Component: n/a

NLACRC Board of Trustees
BOARD & BOARD COMMITTEE LIST

FY 2021-22

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Marianne Davis - Second V. P. -
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Lety Garcia
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Jeremy Sunderland
VAC Representative
Bob Erio

Post-Retirement Medical Trust

Lety Garcia, Chair
Ruth Janka
Ana Quiles
Kim Rolfes
Jeremy Sunderland

Strategic Planning

Marianne Davis, Chair
Michael Fernandez
Lety Garcia
Sharoll Jackson – VAC Chair
Ruth Janka
Christina Cannarella
Lillian Martinez
Ana Quiles
Kim Rolfes
Curtis Wang
Jesse Weller
VAC Representative
Orli Almog

Vendor Advisory

Sharoll Jackson, Chair
Jodie Agnew-Navarro
Orli Almog
Erica Beall
Kimberly Bermudez
Suad Bisogno
Catherine Carpenter
Cal Enriquez
Bob Erio
Kenny Ha
Dana Kalek
Alex Kopilevich
Don Lucas
Jenni Moran
Daniel Ortiz
Olga Reyes
Kevin Shields
Nick Vukotic
(0 open positions)

[comlist.2122] October 12, 2021

I. LEGISLATION

A. Signed Legislation

- SB 639 (Durazo) – this bill limits the issuance of licenses for subminimum wage programs and eliminates subminimum wage programs by January 1, 2025.
- SB 317 (Stern) – this bill changes court processes related to the competency of people with mental illnesses. Individuals who are incompetent to stand trial and receiving treatment in a facility (not merely jail) will be able to receive good conduct credits. It also improves the process of getting defendants into treatment when charged with a misdemeanor.
- AB 1363 (Rivas) – this bill addresses the needs of dual language learners, by requiring the quality indicators used to measure preschool programs to also measure the needs of dual-language learners.
- AB 361 (Rivas) – this bill will authorize state agencies to hold public meetings through teleconferencing, make meetings accessible telephonically or electronically to all members of the public and suspend certain requirements such as the requirement that each teleconference location be accessible to the public so long as the public is able to observe and address the meeting telephonically or otherwise electronically until January 31, 2022.
- SB 14 (Portantino) – this bill will allow student absences due to mental or behavioral health, schools must notify students and parents no less than twice during the school year on how to initiate access to available student mental health services on campus or in the community, and would require the CDE to recommend best practices and identify evidence based training programs for school to address youth behavioral health, including staff and student training.
- SB 224 (Portantino) – this bill would require each school district, county office of education, state special school and charter school that offers courses in health education (middle school or high school) to include instruction in mental health, to include overarching themes and core principles of mental health. CDE must develop a plan to expand mental health instruction in California public schools on or before January 1, 2024.

B. Vetoed Legislation

- AB 1331 (Irwin) – this bill will create a Statewide Director of Crisis Services, who will be responsible for state planning and direction of a comprehensive behavioral health crisis care system. – Governor **vetoed** this bill.

II. STATE/LOCAL UPDATES

A. DDS Service Equity Grant

This year's grant focus is to reinforce effective strategies that will lead to a culturally and linguistically responsive developmental disability service system to improve service access and empower all individuals and families served. Proposals must address a local community or statewide issue/barrier identified through POS data, stakeholder feedback, and/or RC plans and recommendations to promote equity and reduce disparities. NLACRC is developing two separate proposals to facilitate community

outreach and increased opportunities for employment for individuals with intellectual and developmental disabilities.

B. DDS Regional Center Performance Indicator and Incentive Process Workgroup

On September 22, 2021, DDS convened their first meeting of the Regional Center Performance Indicator and Incentive Process Workgroup, which includes invitations to family members, self advocates, service providers (including some from NLACRC), three regional center executive directors, and representatives from Disability Rights California, State Council on Developmental Disabilities, Disability Voices United, University Centers for Excellence in Developmental Disabilities, Friends of Children with Special Needs, CA Disability/Senior Community Action Network, Mixteco/Indigna Community Organizing Project, Autism Society Inland Empire, and Parenting Black Children. The workgroup will meet to provide recommendations regarding systemwide performance indicators and benchmarks, survey and other measures to assess consumer and family experience, satisfaction and recommendations, additional criteria for demonstrating performance improvement, methodology for incentives for payments, and/or a process to evaluate success of quality improvement process.

C. DDS Guidance

10/07/2021 Guidance: Restoration of Camping, Social Recreation and Other Services per WIC 4648.5

This guidance requires regional centers to provide information to Service coordinators regarding these services, and conduct outreach to consumers, families, providers and local community organizations to facilitate awareness about the availability of these services. Outreach should extend to individuals and families who may not typically use these types of services or other regional center purchased services, and may benefit from these services and should consider actions that will increase awareness and facilitate the sharing of information with non-English speaking individuals and communities of color. Service Coordinators should discuss the availability of these services and related consumer needs during the IPP meeting. Regional centers must submit an outreach plan and revised POS policies, as necessary, to DDS by December 15, 2021

D. ARCA Webinar Series

ARCA is developing a webinar series to better inform the public about key topics on which ARCA and regional centers can be reliable sources of information. The webinars will be one-hour maximum and designed to meet the needs of our regional center community, statewide. The first topic will be “employment.”

E. HCBS Compliance Funding for Service Providers

The HCBS Waiver requires programs funded through MediCal to provide individuals with full access to the benefits of community living and offers services in an integrated setting. In recognition that some providers need to modify their services to come into compliance with the HCBS rules, the FY21-22 budget contains \$15M to fund changes.

III. OPERATIONS

COVID 19 Related

A. Statistics

- **LA County Public Health COVID Update as of Sunday, October 11, 2021**
<http://publichealth.lacounty.gov>

Current Hospitalizations: 670 *Positivity Rate: 0.08% (7-day average)*

o **Statewide Regional Center COVID – August Statistics:**

Per DDS based on data provided as of 9/3/21, statewide there have been 782 new cases and 18,846 positive cases cumulatively, 70 hospitalizations, and 614 total; 14 deaths in the month of August, and 758 total.

o **NLACRC COVID Statistics as October 12, 2021 (cumulative and monthly data):**

18 new cases in the month of September, 1,293 positive cases total; 4 hospitalizations in the month of September and 188 hospitalizations total; and 59 deaths to date. NLACRC's data shows a downward trend in COVID 19 positivity, as of the end of August and continuing to date. End of July through end of August (5 weeks) reflected a surge in positivity from 10 to 16 new cases per week; however a much lower surge than experienced the prior winter where new cases ranged from 70 to 97 per week, and then trended down to 65 per week, 33, 30 and then 10 (11/29/2020-2/7/2021).

B. Return to Workspace

Effective October 18, staff will increase onsite work to two days per week. Meantime, NLACRC staff are working from the office a minimum of one day per week, with some positions working full time from their respective office locations due to business need.

C. DDS Guidance/Directives

10/04/2021 Directive (01-100421) – Extension of Waivers, Modifications and Directives

Extends timelines into November for majority of formerly issued directives (except day services half day billing which was addressed in a separate directive and extends waiver until to 10/27/21).

09/28/2021 Directive: State Public Health Order re Worker Vaccination Mandate

The department has issued a directive regarding a **state public health order** requiring the vaccination of **all regional center employees** and regional center **service provider workers**, only exception is a worker that solely serves a single household, such as an individual with whom he/she lives or a family member. This directive also identifies other entities that must comply such as workers in Adult and Senior Care Facilities, in-home direct care workers such as home health aides, waiver personal care services providers (DHCS), in-home supportive services providers (CDSS) – exception applies; and hospice workers. Full vaccination must be demonstrated by **November 30, 2021**.

This information is being shared with service providers and is available on our website.

NLACRC has implemented the Los Angeles County public health order, requiring positions that interact with consumers and families to demonstrate full vaccination by September 30, 2021. The majority of employees in jobs that require vaccination have demonstrated compliance, only three employees may be subject to unpaid administrative leave effective October 1st unless verification of vaccination, verification of a scheduled vaccination or a verification of an exemption is provided.

09/27/2021 Directive: Extension of Waivers, Modifications, and Directives due to COVID-19

Directive extends Waiver of Half-Day Billing Requirements for Day, until 10/27/2021.

Non-COVID Related

A. DDS Audit FY19-20 & 20-21

Exit Interview with DDS revealed the Center experienced an exceptional audit for FY 19-20 and FY20-21 as there were no audit findings; a written draft report of the audit expected from the department soon. Audits conducted by the department are expansive, reviewing the Center's compliance across operations, across the organization; from Fiscal to Case Management to Facilities and Community Services. The Center's ability to meet all of the statutory, regulatory and/or contractual compliance requirements is a reflection of the dedication and commitment of the Center's staff.

B. Diversity, Equity, and Inclusion Initiative

Inclusion Counts, the Center's DEI Consulting Firm, has begun conducting 1:1 interviews and listening sessions to assess the Center's current state of diversity, equity and racial justice. Listening sessions are scheduled for NLACRC staff, from all three offices, and consumers/parents on October 25th and November 2nd, respectively.

C. RFP for Infant Development Program (service code 805)

Our service provider community has expressed interest in the start-up funding to develop an infant development program in the Antelope Valley; appropriate, formal proposals yet to be received. Information session is scheduled Wednesday, October 13th at 1 pm. Closing date for the RFP is November 28, 2021.

D. RFV for Specialized Therapeutic Services Early start (Service Code 116)

Request for Vendorization for service providers to provider early intervention services (licensed physical, speech and occupational therapy) in the Antelope Valley will be posted this Friday.

E. Community Engagement

The topic for this month's **Town Hall** is "**Personal Safety and Disaster Preparedness**" presented by L. Vance Taylor, Chief, Office of Access and Functional Needs, California Governor's Office of Emergency Services. The Town Hall is scheduled for Thursday, 10/21/2021 from 1:30 – 3:00 p.m. and will be recorded.

November's Town Hall will be on the topic of employment services presented by the Department of Rehabilitation. NLACRC will also host an employment roundtable with Stanford University in November.

Family Focus Resource Center is hosting "**All Abilities Resource Fair**" virtually on October 23, 2021.

Cafecito Entre Nos, Black & African American Support Group, Self-Advocacy Group Meeting, Parents of Adult Consumers Support Group, Men's Roundtable and Cultivar y Crecer are scheduled to meet this October. **Alianza de Hombres** has changed its meeting time to **Tuesday, 10/12/2021 at 7:00 p.m.**

Additionally, the Family Focus Resource Center coordinates several support groups including "**Black & African American Family Focus Support Group**" and the "**Parent Check-In and Chat**".
(as well as some of the groups noted above).

Please see NLACRC's Calendar of Events, which includes a **link** for the Family Focus Resource Center, for information regarding dates, times and links for these support groups.

F. Upcoming Educational Training Opportunities

“**Different Learners, Different Thinkers**” series presented by the Learning Rights Law Center is scheduled for 10/28/2021 @ 10 am.

Family Focus Resource Center is presenting “**Sensory Development of Young Children**” this October, in both English and Spanish, as well as “**IEP Basics**” and “**Advanced IEP**” workshops and more.

Please see NLACRC’s Calendar of Events, which includes a **link** for the Family Focus Resource Center, for information regarding dates, times and links for these trainings and more.

G. Staff/ Staff Recruitment

In September, NLACRC hired 15 new staff, experienced 15 separations, had 74 vacant positions, 559 filled positions and has an annualized turnover rate of 22%. Of the 66 vacant, 15 are due to newly opened positions (5 new CSC positions and 10 other positions) which opened in August 2021. Executive Administrative Assistant (Board) candidates are being reviewed, in addition to the dedicated recruitment for both case management and other open positions across the organization.

New Hires for October (16 total):

- 10 Consumer Service Coordinators
- 2 Accounting Specialists
- Information Technology Specialist
- Aging Adult Specialist
- Office Assistant II
- Psychologist

Additionally, as of 10/5/2021, NLACRC had 2 **internal staff promote** and 2 staff **transfer**. Unfortunately, the **Human Resources Director** candidate **rescinded** her acceptance of the position.

H. Special Incident Reports

The Center received 84 special incident reports in September, 9 of which occurred in months prior to September. None of the incidents of death in September were reported as COVID related. No significant increases or trends noted.

I. Quality Assurance

For the month of September, Community Services conducted 78 residential visits (Community Care Facilities (CCF), Intermediate Care Facilities (ICFs), and Family Home Agencies). Of the 78 monitoring visits, 45 were unannounced and in-person. 18 Annual Reviews (CCFs) were conducted virtually, and 15 “Other” in-person and virtual visits were conducted; this visits included New Provider Orientation, Home Community Based Services Interviews, 7 Day Visits, Special Incident Report Follow Up, and Corrective Action Plan Follow Up. Four Corrective Action Plans were issued in September, related to compliance with consumer rights, admission agreement terms, conditions posing a threat to health and safety, and failure to provide services specified in a consumer’s IPP.

J. Consumer Statistics

As of September 30, the Center served 29,639 consumers and applicants, including 4,423 in Early Start (+101; Early Start 3,712 and Early Start Intake 705), 803 in Non-Early Start Intake (+12), and 24,074 (+135) in the Lanterman program. The Center’s San Fernando Valley Office serves a total of 18,714 individuals (+97), Antelope Valley serves 7,466 (+51) and the Santa Clarita Office serves 3,340 (+57). {*(+/-) notes increase or decrease from prior month.}

Special Incident Reports in September 2021

Special Incidents	Children	Adults	Total
Other	1	63	64
Death	1	10	11
			75

Special Incident Reports From Prior Months & Reported in September 2021

Special Incidents	Children	Adults	Total
Other	2	5	7
Death	0	2	2
			9
TOTAL			84

Special Incident Types Report
July 2021 through September 2021 & September 2020

Reasonably Suspected Abuse	21-Sep	21-Aug	21-Jul	20-Sep
Physical Abuse/Exploitation	3	1	3	2
Sexual Abuse/Exploitation	0	0	2	0
Fiduciary Abuse/Exploitation	1	0	0	1
Emotional/Mental Abuse/Exploitation	0	6	6	3
Physical and/or Chemical Restraint	1	3	5	3
Total:	5	10	16	9
Neglect				
Failure to Provide Care to Elderly/Adult	4	0	4	3
Failure to Provide Medical Care	0	0	0	1
Failure to Prevent Malnutrition	0	0	0	0
Failure to Prevent Dehydration	0	0	0	0
Failure to Protect from H/S Hazards	5	2	5	0
Failure to Assist w/ Personal Hygiene	0	0	0	0
Failure to Provide Food/Cloth/Shelter	0	0	0	0
Total:	9	2	9	4
Serious Injuries/Accidents				
Lacerations	4	7	9	4
Puncture wounds	0	0	0	0
Fractures	3	2	4	9
Dislocations	0	1	0	0
Bites	0	0	0	0
Internal Bleeding	2	2	4	2
Medication Errors	9	12	15	9
Medication Reactions	0	0	1	0
Burns	0	0	0	0
Total:	18	24	33	24
Unplanned/Unscheduled Hospitalization				
Respiratory Illness	12	8	9	8
Seizure Related	4	1	4	5
Cardiac Related	2	4	0	3
Internal Infections	8	11	13	12
Diabetes	0	2	1	1
Wound/Skin Care	1	2	3	3
Nutritional Deficiencies	4	4	3	0
Involuntary Psych Admission	5	4	7	12
Total:	36	36	40	44
Victim of Crime				
Robbery	0	1	0	1
Aggravated Assault	5	5	5	4
Larceny	1	0	0	4
Burglary	0	0	0	0
Rape or Attempted Rape	3	1	1	2
Total:	9	7	6	11
Other				
Missing Person-Law Notified	5	2	6	2
Death	13	10	14	2
Total:	18	12	20	4
Total Incidents*	95	91	124	96

***Please note that some Special Incident Reports include multiple reportable incident types and thus, this summary reflects the total number of incident types received for the timeframe indicated.**

Incidents of Death Children		Incidents from prior months and reported in September	
Age:			
Inc. Date:			

Incidents of Death Adults		Incidents from prior months and reported in September	
Age: 42 Inc. Date: 7/2/21	Consumer lived in a CCF. He had been transferred to a nursing facility, where he passed away due to a cerebrovascular accident.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review. NLACRC Community Services was notified of this incident.	
Age: 64 Inc. Date: 8/27/21	Consumer lived with family. She had multiple seizures and a stroke. Her organs began shutting down. She passed away in the hospital.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review. NLACRC Community Services was notified of this incident.	

Other Incidents Children	Incidents from prior months and reported in September
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Age: 7 Inc. Date: 7/30/21	Consumer lives with family. His mother reported that someone knocked on their door at dawn. She did not open the door and then there were gunshots. Bullets came through the window and one entered his foot. He was taken to the ER, and admitted to the hospital for surgery.	CSC to follow up. Law Enforcement and NLACRC Community Services were notified of this incident.	
Age: 10 Inc. Date: 8/23/21	Consumer resides in a Sub-Acute Pediatric facility. He had continual redness in his eyes. Nurse ordered to take him to the ER. He was noted with increased left lung airspace, so he was admitted to the hospital for treatment of possible pneumonia.	CSC to follow up. Department of Children and Family Services, NLACRC Community Services and Nurse Consultant were notified of this incident.	

	Description	Action	Final Disposition
Other Incidents Adults		Incidents from prior months and reported in September	
Age: 33 Inc. Date: 8/25/21	Consumer lives with family. He was walking at night when a car pulled over and some men got out, pointing a gun at him. He told them that he was visiting his dad and that he did not participate in gang activity, so they left.	CSC to follow up. Law Enforcement and NLACRC Community Services were notified of this incident.	
Age: 45 Inc. Date: 7/11/21	Consumer resides in a CCF. He took another resident's crutches. While attempting to use the crutches, he fell and his chin was bleeding. Staff took him to the hospital. He received skin glue to close the wound.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 49 Inc. Date: 8/31/21	Consumer receives Supported Living services. He was concerned that he may	CSC to follow up. NLACRC Community Services and Nurse	

	Description	Action	Final Disposition
	have aspirated from choking on dinner the previous night. He was taken to urgent care, and transferred to the hospital due to low oxygen levels.	Consultant were notified of this incident.	
Age: 71 Inc. Date: 8/31/21	Consumer resides in an ICF/DD-H. He was found to have smelling urine during morning rounds. He was taken to the ER, and admitted to the hospital for treatment of a urinary tract infection.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 73 Inc. Date: 6/5/21	Consumer resides in an ICF/DD-H. During transit, her staff was driving when she unbuckled her seatbelt. The other staff was assisting another consumer. She fell to the floor and sustained a bump on her temple.	CSC to follow up. Department of Health Services and NLACRC Community Services were notified of this incident.	

	Description	Action	Final Disposition
Incidents of Death Children			
Age: 12 Inc. Date: 9/5/21	Consumer lived with family. He had been receiving hospice care for two years, as he suffered from severe abdominal distention associated with liver failure. His body was no longer able to tolerate blood transfusions. He passed away.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review. Coroner and NLACRC Community Services were notified of this incident.	

	Description	Action	Final Disposition
Incidents of Death Adults			
Age: 22 Inc. Date: 9/13/21	Consumer lived with family. His parents found him unresponsive in his bed. 911 was called but he could not be revived. He passed away from suspected substance abuse.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review. NLACRC Community Services was notified of this incident.	
Age: 27 Inc. Date: 9/30/21	Consumer lived with family. Her grandmother reported that she passed away at home in her sleep. No cause of death was given.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review. Community Care Licensing and NLACRC Community Services were notified of this incident.	
Age: 35 Inc. Date: 9/10/21	Consumer lived in a Continuous Nursing facility. Nurse checked on her, and found her unresponsive. Staff called 911. Police responded, and declared her death to be of natural causes.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review. Law Enforcement and NLACRC Community Services were notified of this incident.	
Age: 38 Inc. Date: 9/23/21	Consumer received Supported Living services. She had been in the hospital for two days on a psychiatric hold. She fell in the hallway and passed away suddenly. Cause of death is unknown.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review. NLACRC Community Services was notified of this incident.	
Age: 51 Inc. Date: 9/11/21	Consumer received Supported Living services. His brother reported that he passed away in the hospital. The cause of death was probable sepsis.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review. NLACRC Community Services was notified of this incident.	
Age: 53 Inc. Date: 9/5/21	Consumer received Supported Living services. He was receiving comfort care. His mother reported that he passed	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review. NLACRC	

	Description	Action	Final Disposition
	away after a long battle with cirrhosis of the liver.	Community Services was notified of this incident.	
Age: 61 Inc. Date: 9/5/21	Consumer lived in an ICF/DD-H. Early in the morning, staff found her in her bed, unresponsive and not breathing. Staff called 911 and started CPR. Paramedics arrived and continued CPR, but were unable to revive her. She passed away.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review. Department of Health Services and NLACRC Community Services were notified of this incident.	
Age: 63 Inc. Date: 9/12/21	Consumer lived in an ICF/DD-H. She was wheezing and shaking, and had an elevated temperature. Her oxygen level dropped, and hospice nurse was called in to give comfort. She passed away.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review. NLACRC Community Services was notified of this incident.	
Age: 66 Inc. Date: 9/10/21	Consumer lived with family. He was ventilated in the hospital, but showed improvement so it was removed. He relapsed and was declining. The decision was made to remove oxygen and medications. He passed away.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review. NLACRC Community Services was notified of this incident.	
Age: 69 Inc. Date: 9/20/21	Consumer lived in a CCF. He was diagnosed with a brain tumor. He had surgery, and was transferred to a nursing home under hospice care. He passed away.	CSC to follow up and request a copy of the death certificate. This case will be forwarded to the Mortality Review Committee for record review. NLACRC Community Services was notified of this incident.	

	Description	Action	Final Disposition
Other Incidents Children			
Age: 16 Inc. Date: 9/9/21	Consumer resides in a Sub-Acute Pediatric facility. He had low oxygen saturation, and an elevated temperature. 911 was called. He was taken to the hospital, and admitted for treatment of pneumonia and rhinovirus.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	

	Description	Action	Final Disposition
Other Incidents Adults			
Age: 18 Inc. Date: 9/30/21	Consumer lives with family. Child Protective Services notified CSC that she made allegations of sexual abuse. The social worker mentioned her school, but no further information was given.	CSC to follow up. Child Protective Services, Law Enforcement, and NLACRC Community Services were notified of this incident.	
Age: 19 Inc. Date: 9/2/21	Consumer resides in a CCF. He signed himself out to go to a store, but did not come back until after midnight. This caused him to miss his evening medications.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 19 Inc. Date: 9/23/21	Consumer resides in a CCF. She reported feeling dizzy. Staff took her to the ER. She was admitted to the hospital for treatment of seizure activity.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 20 Inc. Date: 9/9/21	Consumer resides in a CCF. She left the facility to look for her family because she was upset that she did not have contact with them recently. She was located later at the police station. She	CSC to follow up. Community Care Licensing, Law Enforcement, and NLACRC Community Services were notified of this incident.	

	Description	Action	Final Disposition
	was taken to the hospital due to suicidal threats but was not admitted. She refused to go with staff and got lost. Staff sent an uber to pick her up.		
Age: 21 Inc. Date: 9/15/21	Consumer resides in a CCF. During dinner, he became verbally aggressive and began destroying property. He opened the door and ran away. Police were contacted. He returned shortly before the police arrived.	CSC to follow up. Community Care Licensing, Law Enforcement, and NLACRC Community Services were notified of this incident.	
Age: 21 Inc. Date: 9/16/21	Consumer resides in a CCF. He got angry at another resident, and became verbally aggressive and destructive of property. He went outside and ran down the street. Police were called. His mother came to get his things and said he will not be returning.	CSC to follow up. Community Care Licensing, Law Enforcement, and NLACRC Community Services were notified of this incident.	
Age: 24 Inc. Date: 9/8/21	Consumer receives Independent Living services. While he was on the bus, a man verbally harassed him, and started hitting and choking him. He contacted police and said that he wanted to press charges, but they did not make a report.	CSC to follow up. Law Enforcement and NLACRC Community Services were notified of this incident.	
Age: 24 Inc. Date: 9/27/21	Consumer resides in a CCF. He became physically aggressive with staff and a resident. Staff called police. He was taken to the hospital, and admitted for a psychiatric hold.	CSC to follow up. Community Care Licensing, Law Enforcement, NLACRC Community Services and Psychiatry Consultant were notified of this incident.	
Age: 25 Inc. Date: 9/2/21	Consumer resides in a CCF. During nighttime bed checks, he was not in his room. He was not in the house, and staff noticed that the back gate was open. Staff called 911. Police joined in the search but he has not yet been found.	CSC to follow up. Community Care Licensing, Law Enforcement, and NLACRC Community Services were notified of this incident.	
Age: 25 Inc. Date: 9/12/21	Consumer resides in a CCF. During a quality check, it was noticed that his	CSC to follow up. Community Care Licensing, NLACRC Community	

	Description	Action	Final Disposition
	evening medication had not been given. Staff stated that she had forgotten.	Services and Nurse Consultant were notified of this incident.	
Age: 25 Inc. Date: 9/14/21	Consumer lives with family. While in the van, he became verbally and physically aggressive. While staff utilized crisis management procedures, he fell to his knees. He requested to be assessed by the nurse for scratches on his knees.	CSC to follow up. NLACRC Community Services was notified of this incident.	
Age: 25 Inc. Date: 9/17/21	Consumer lives with family. He was dropped off at the park by his caretaker. He chased a child there and a bystander called police. Since there was no one there to advocate for him, he was arrested and taken to jail.	CSC to follow up. Law Enforcement and NLACRC Community Services were notified of this incident.	
Age: 26 Inc. Date: 9/2/21	Consumer receives Independent Living services. She believed her ex-boyfriend had locked her out of her house, and that he was keeping her key from her. This resulted in them getting into a physical altercation.	CSC to follow up. Adult Protective Services, Law Enforcement, and NLACRC Community Services were notified of this incident.	
Age: 27 Inc. Date: 9/16/21	Consumer resides in a CCF. He reported that he had been struck in the jaw and held down on the couch by a staff member. When questioned further about it, he said that he was having flashbacks from a previous experience.	CSC to follow up. Community Care Licensing and NLACRC Community Services were notified of this incident.	
Age: 28 Inc. Date: 9/12/21	Consumer resides in a CCF. While working, he was called to a homeless shelter regarding a woman who became physically aggressive. She kicked him, causing him to fall on his arm. He was diagnosed with a fracture in the arm.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 28 Inc. Date: 9/26/21	Consumer receives Independent Living services. Staff took her to her mother's house, which is a trigger for her risky behavior, in the late morning hours. She then went to the park and drank alcohol,	CSC to follow up. Law Enforcement and NLACRC Community Services were notified of this incident.	

	Description	Action	Final Disposition
	and was getting into cars with strangers. She was at the park all day, and staff prompted her to leave at night when the park closed. She was angry about leaving the park so she got out of staff's car in the middle of the street, and walked back to her apartment without shoes because she left them in someone's car.		
Age: 29 Inc. Date: 9/1/21	Consumer lives with family. His parents reported that his staff fell asleep while watching him. Father woke her up and she left, not looking well.	CSC to follow up. NLACRC Community Services was notified of this incident.	
Age: 30 Inc. Date: 9/22/21	Consumer lives with family. She told her mother that she was sexually assaulted by another consumer at day program. Her mother noticed that she came home with torn and soiled underwear, and she had two black eyes.	CSC to follow up. Adult Protective Services and NLACRC Community Services were notified of this incident.	
Age: 32 Inc. Date: 9/8/21	Consumer lives with family. The girlfriend of her brother reported that she said her father and brother are going into her room and having sex with her. Per APS follow up, she denied sexual abuse and reported that she had been molested five years ago.	CSC to follow up. Adult Protective Services, Law Enforcement, and NLACRC Community Services were notified of this incident.	
Age: 33 Inc. Date: 9/12/21	Consumer resides in a CCF. During a quality check, it was noticed that her evening medication had not been given. Staff stated that she had forgotten.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 35 Inc. Date: 9/9/21	Consumer receives Supported Living services. He became verbally and physically aggressive with staff. Staff utilized pepper spray to stop his attacks. It is unknown if pepper spray made physical contact with him.	CSC to follow up. NLACRC Community Services was notified of this incident.	
Age: 36	Consumer resides in a CCF. She became verbally and physically aggressive with	CSC to follow up. Community Care Licensing, Adult Protective Services,	

	Description	Action	Final Disposition
Inc. Date: 9/3/21	staff. She continued to attack a staff member and then ran out the door. She called police to report that the staff had punched her.	Law Enforcement, and NLACRC Community Services were notified of this incident.	
Age: 36 Inc. Date: 9/10/21	Consumer resides in a CCF. Afternoon nurse noticed that the morning nurse had not given him a medication because she thought it had run out. Afternoon nurse went to the store to buy more, but found an additional bottle upon returning to the home.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 36 Inc. Date: 9/10/21	Consumer resides in an ICF-DD/N. He vomited, and had low oxygen levels. 911 was called. He was taken to the ER, and admitted to the hospital for treatment of bronchitis.	CSC to follow up. Department of Health Services, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 37 Inc. Date: 9/3/21	Consumer resides in a CCF. While attending a community outing, staff noticed that she was pale and her lips were discolored. 911 was called. Paramedics took her to the ER. She was admitted to the hospital for treatment of a urinary tract infection.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 38 Inc. Date: 9/2/21	Consumer resides in a CCF. She said that she had a headache and felt dizzy. She was taken to the hospital, and admitted due to chest pain. Her diagnosis was a pulmonary embolism.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 38 Inc. Date: 9/10/21	Consumer lives with family. His mother has been physically and verbally abusive with him, and she intentionally leaves him in soiled diapers when the nurses are not there to care for him.	CSC to follow up. Adult Protective Services, Law Enforcement, and NLACRC Community Services were notified of this incident.	
Age: 38 Inc. Date: 9/21/21	Consumer receives Independent Living services. She expressed feeling weak and light-headed. She was taken to the ER,	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	

	Description	Action	Final Disposition
	and admitted to the hospital for treatment of blood loss anemia.		
Age: 38 Inc. Date: 9/21/21	Consumer receives Supported Living Services. She became destructive of property and threatening toward staff. Police were called. She was taken to the hospital, and admitted for a psychiatric hold.	CSC to follow up. Law Enforcement, Psychiatric Mobile Response Team, NLACRC Community Services and Psychiatry Consultant were notified of this incident.	
Age: 39 Inc. Date: 9/9/21	Consumer resides in a CCF. He fell while riding his skateboard off of facility property. He was taken to the hospital via 911, and diagnosed with a broken femur. He was admitted for surgery.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 39 Inc. Date: 9/9/21	Consumer resides in a CCF. He was in the hospital, and he eloped in the middle of the night. He returned to the facility the next day, but had missed medication in the meantime.	CSC to follow up. Community Care Licensing, Law Enforcement, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 40 Inc. Date: 9/5/21	Consumer resides in a CCF. Staff noticed that her ankle was swollen and she could not stand on her foot. She was taken to the ER. X-ray showed a fracture in the foot. She was told that she would need a splint or cast, and told to follow up with her doctor.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 42 Inc. Date: 9/16/21	Consumer resides in a CCF. He was taken to the ER per doctor recommendation, due to low blood pressure. He was admitted to the hospital with diagnoses of seizure disorder, failure to thrive, dehydration, and hypertension.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 43 Inc. Date: 9/28/21	Consumer resides in a CCF. Staff took him to the ER due to concern that his leg wound was not healing. He was admitted to the hospital for evaluation and treatment.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	

	Description	Action	Final Disposition
Age: 51 Inc. Date: 9/2/21	Consumer receives Supported Living services. He was shaking and sweating, and had low oxygen and blood pressure levels. Staff called 911. Paramedics took him to the hospital. He was admitted for evaluation and treatment.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 51 Inc. Date: 9/4/21	Consumer resides in an ICF/DD. Morning staff noticed that she had missed her noon medication from the previous day.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 51 Inc. Date: 9/29/21	Consumer resides in an ICF/DD. She had slurred speech and was unable to answer questions like usual. She was taken to the ER, and admitted to the hospital for treatment of dehydration.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 55 Inc. Date: 9/3/21	Consumer receives Independent Living services. Staff accidentally gave her nighttime medications in place of her morning medications.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 57 Inc. Date: 9/19/21	Consumer resides in a CCF. She lost her balance, reaching for an item on her dresser, and fell down. She had a cut on her head that was bleeding. Staff took her to the ER. She received staples to close the wound.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 58 Inc. Date: 9/22/21	Consumer receives Independent Living services. Her daughter reported that a staff member had asked her to pay for her gas, and that the staff member did not pay her back.	CSC to follow up. Adult Protective Services and NLACRC Community Services were notified of this incident.	
Age: 58 Inc. Date: 9/28/21	Consumer receives Independent Living services. His doctor directed him to go to the ER regarding lab results. He was admitted to the hospital for treatment of possible dehydration.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 59	Consumer receives Supported Living services. He became verbally and	CSC to follow up. Law Enforcement, NLACRC Community Services and	

	Description	Action	Final Disposition
Inc. Date: 9/22/21	physically aggressive. He threatened suicide and held a knife to his throat. Staff called 911. He was taken to the hospital for a psychiatric hold.	Psychiatry Consultant were notified of this incident.	
Age: 59 Inc. Date: 9/26/21	Consumer receives Independent Living services. He reported that some of his items were tampered with and money was stolen while he was away from home in the hospital. He suspects that his roommate stole from him.	CSC to follow up. NLACRC Community Services was notified of this incident.	
Age: 60 Inc. Date: 9/11/21	Consumer resides in a CCF (RCFE). She was not feeling well, and her hand and leg were shaking. Staff called 911. She was taken to the ER. The neurologist reported that she likely had a seizure. She was admitted to the hospital for evaluation and treatment.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 60 Inc. Date: 9/23/21	Consumer resides in a CCF (RCFE). She had numbness on one side of her body and slurred speech. 911 was called. Paramedics took her to the ER. She was admitted to the hospital for treatment of seizure activity.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 60 Inc. Date: 9/19/21	Consumer resides in an ICF/DD-H. When she returned from her home visit, it was noted that her morning medication had not been given.	CSC to follow up. Department of Health Services, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 62 Inc. Date: 9/5/21	Consumer resides in an ICF/DD-H. When she returned from a home visit, staff noticed that her afternoon medication from the previous day was still in the bubble pack.	CSC to follow up. Department of Health Services, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 62 Inc. Date: 9/11/21	Consumer resides in an ICF/DD-H. He was lethargic and dizzy, and had an elevated temperature. Staff took him to the ER on recommendation of the house	CSC to follow up. Department of Health Services, NLACRC Community Services and Nurse Consultant were notified of this incident.	

	Description	Action	Final Disposition
	nurse. He was admitted to the hospital for treatment of pneumonia.		
Age: 62 Inc. Date: 9/12/21	Consumer resides in a CCF. She became verbally and physically aggressive with staff. Police were called. She was handcuffed, and taken to the hospital. She was admitted for a psychiatric hold.	CSC to follow up. Community Care Licensing, Law Enforcement, NLACRC Community Services and Psychiatry Consultant were notified of this incident.	
Age: 62 Inc. Date: 9/16/21	Consumer lives with family. He tripped and fell while at work. He landed on the side of his head, which caused a gash on the side of his forehead. His mother took him to the doctor. He received stitches to close the wound.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 63 Inc. Date: 9/1/21	Consumer resides in a CCF. He lost his balance and fell, hitting his forehead on a planter. He had a cut on his eyebrow. He was taken to the ER, and received stitches to close the wound.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 63 Inc. Date: 9/2/21	Consumer resides in a CCF. She was coughing with excessive secretions, and had low oxygen saturation. 911 was called. She was taken to the ER, and admitted to the hospital for evaluation and treatment.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 63 Inc. Date: 9/27/21	Consumer resides in a CCF. His doctor reported that his CT scan showed he has otomastoiditis, and that he would need to go to the hospital. He was admitted for IV antibiotic treatment.	CSC to follow up. Community Care Licensing, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 64 Inc. Date: 9/1/21	Consumer resides in an ICF/DD-H. She had low oxygen saturation and high body temperature. Staff called paramedics. She was taken to the hospital, and admitted for treatment of pneumonia.	CSC to follow up. Department of Health Services, NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 64	Consumer resides in a CCF. She was discharged from the hospital the	CSC to follow up. Community Care Licensing, NLACRC Community	

	Description	Action	Final Disposition
Inc. Date: 9/2/21	previous day after treatment of a urinary tract infection and seizures. She had a high heart rate and low oxygen saturation. She was taken back to the hospital, and re-admitted for evaluation and treatment.	Services and Nurse Consultant were notified of this incident.	
Age: 65 Inc. Date: 9/13/21	Consumer resides in an ICF/DD-H. Group home reported that she was in the hospital. Her diagnoses were a urinary tract infection and pleural effusion.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 67 Inc. Date: 9/22/21	Consumer receives Supported Living services. He became physically aggressive with staff. PET team was called for evaluation. He was taken to the hospital, and admitted for a psychiatric hold.	CSC to follow up. NLACRC Community Services and Psychiatry Consultant were notified of this incident.	
Age: 68 Inc. Date: 9/1/21	Consumer resides in an ICF/DD. Her oxygen saturation was low and she appeared to be respiratory distress. 911 was called. She was taken to the ER, and admitted to the hospital for treatment of enlargement of the heart.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 68 Inc. Date: 9/22/21	Consumer receives Independent Living services. She had labs drawn that reported significantly low hemoglobin. She was taken to the ER, and admitted for evaluation and treatment of possible slow internal bleed.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 69 Inc. Date: 9/15/21	Consumer resides in an ICF-DD/N. He fell in the bathroom, and complained of head pain. 911 was called. Paramedics took him to the ER for evaluation. Staff was instructed to assist him during bathroom use.	CSC to follow up. Department of Health Services and NLACRC Community Services were notified of this incident.	
Age: 71 Inc. Date: 9/10/21	Consumer resides in a CCF. He threw up and complained of chest pain. Staff called 911. He was taken to the ER and	CSC to follow up. Community Care Licensing, NLACRC Community	

	Description	Action	Final Disposition
	discharged with oxygen. He was transferred to a nursing center where he tested positive for COVID-19 virus.	Services and Nurse Consultant were notified of this incident.	
Age: 73 Inc. Date: 9/20/21	Consumer receives Supported Living services. Her oxygen level was critically low. Staff called 911. Paramedics took her to the ER. She was admitted to the hospital for evaluation and treatment.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	
Age: 76 Inc. Date: 9/22/21	Consumer receives Independent Living services. She had nausea and was vomiting. Staff called 911. She was taken to the hospital, and admitted for treatment of a urinary tract infection.	CSC to follow up. NLACRC Community Services and Nurse Consultant were notified of this incident.	

Residential and Day Program Quality Assurance Monitoring Activities
January 2021 - December 2021

Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
# of Res'l & Day QA Staff	7	7	8	8	8	7	7	7	8				
# Annual Facility Monitoring Visits	0	24	25	28	20	14	8	6	18				143
# Unannounced Visits	24	92	84	66	63	156	77	112	45				719
# Corrective Action Plans Issued	1	0	1	3	0	0	2	2	4				13
*Substantial Inadequacies Cited:													
1.Threat to Health or Safety								1	1				
2.Provision of fewer staff hours than req'd				1					1				
3.Violations of Rights				1					2				
4.Failure to implement consumer's IPP			1	1			1		1				
5.Failure to comply with Admission Agreement	1			5			2	3	2				
6.Deficiencies handling consumers' cash resources													
7.Failure to comply with staff training reqs			1				1						
8.L4 fails to use methods per program design													
9.L4 fails to measure consumer progress													
10.Failure to take action per CAP													
11.Failure to use rate increase for purposes authorized													
12.Failure to ensure staff completes DSP requirements.													
13.Failure to submit Special Incident Report	1			1			1	1					
*per Title 17 §56054(a)	2	0	2	9	0	0	5	5	7				

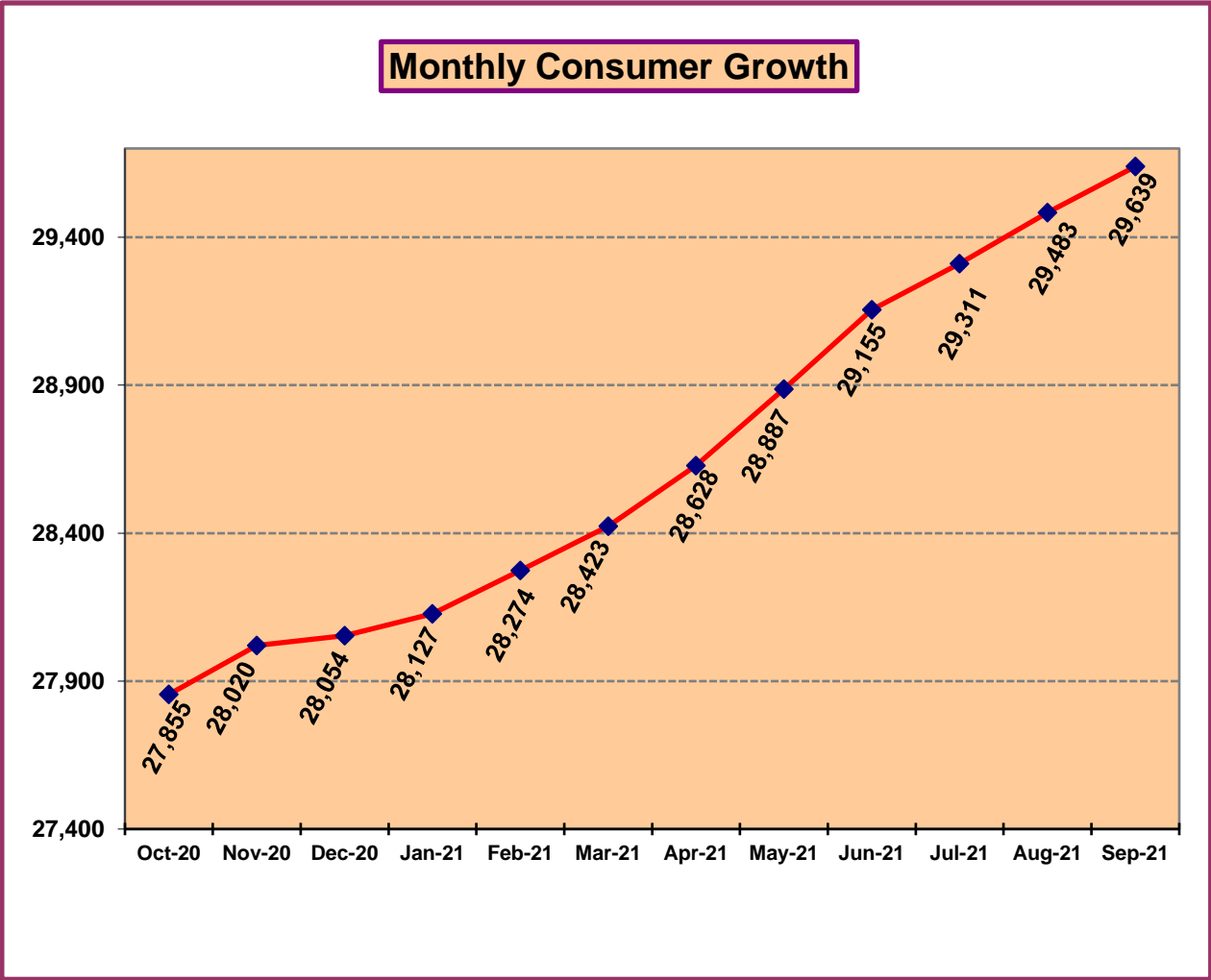
**NORTH LOS ANGELES COUNTY REGIONAL CENTER
MONTHLY STATISTICS RECAP
As of September 2021**

	October 2020 Total	September 2021 Total	Increase/ Decrease	% Change
ALL VALLEYS				
Total Non-Early Start	23,485	24,074	589	2.51%
Total Early Start	3,684	4,423	739	20.06%
Unit Supervisor Cases (*)	68	135	67	98.53%
Self Determination Specialist (*)	30	63	33	110.00%
Prenatal Services	0	0	0	#DIV/0!
Development Center	17	11	-6	-35.29%
Enhanced Case Mgmt	31	27	-4	-12.90%
Specialized 1:25 Caseloads	0	17	17	#DIV/0!
Pending Transfer	67	86	19	28.36%
Intake Services	473	803	330	69.77%
TOTAL ALL VALLEYS	27,855	29,639	1,784	6.40%
SAN FERNANDO VALLEY				
Adult Services	6,127	6,189	62	1.01%
Adult Unit Supervisor (*)	9	7	-2	-22.22%
Transition Services	2,899	3,023	124	4.28%
Transition Unit Supervisor (*)	12	22	10	83.33%
School Age Services	5,735	5,864	129	2.25%
School Age Unit Supervisor (*)	33	72	39	118.18%
Early Start Services	2,425	2,844	419	17.28%
Early Start Unit Supervisor (*)	3	4	1	33.33%
Early Start Intake Unit Supervisor (*)	0	0	0	#DIV/0!
Prenatal Services	0	0	0	#DIV/0!
Development Center	17	11	-6	-35.29%
Enhanced Case Mgmt	31	27	-4	-12.90%
Specialized 1:25 Caseloads	0	17	17	#DIV/0!
Pending Transfer	67	86	19	28.36%
Intake Services	310	517	207	66.77%
Self Determination Specialist (*)	14	31	17	121.43%
TOTAL	17,611	18,714	1,032	5.86%
ANTELOPE VALLEY				
Self Determination Specialist (*)	4	17	13	325.00%
Adult Services	2,168	2,363	195	8.99%
Adult Unit Supervisor (*)	0	4	4	#DIV/0!
Transition Unit	1,658	1,904	246	14.84%
Transition Unit Supervisor (*)	7	14	7	100.00%
School Age Services	2,194	1,971	-223	-10.16%
School Age Unit Supervisor (*)	4	12	8	200.00%
Early Start Services	773	942	169	21.86%
Intake Services	163	286	123	75.46%
TOTAL	6,956	7,466	529	7.60%
SANTA CLARITA VALLEY				
Self Determination Specialist (*)	12	15	3	25.00%
Adult Services	891	913	22	2.47%
Transition Services	569	623	54	9.49%
School Age Services	1,244	1,224	-20	-1.61%
Early Start Services	486	637	151	31.07%
TOTAL	3,190	3,397	207	6.49%

* Numbers not part of ratio count, but counted on Total All Valleys

NLACRC TOTAL (ALL SERVICES) MONTHLY CONSUMER GROWTH ALL VALLEYS

Month	Consumers	Growth	% Change
Oct-20	27,855	165	0.59%
Nov-20	28,020	34	0.12%
Dec-20	28,054	73	0.26%
Jan-21	28,127	147	0.52%
Feb-21	28,274	149	0.53%
Mar-21	28,423	205	0.72%
Apr-21	28,628	259	0.90%
May-21	28,887	268	0.93%
Jun-21	29,155	156	0.54%
Jul-21	29,311	172	0.59%
Aug-21	29,483	156	0.53%
Sep-21	29,639		
Total		1,784	
Average		162	
Percent Chg		6.40%	



September 2021 CSC Caseload Ratio								
San Fernando Valley								
Adult Services	Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
Adult Unit I	1,037	11	94.3	1				
Adult Unit II	1,017	11	92.5	1		1		
Adult Unit III	21							
Adult Unit IV	1,084	13	83.4					
Adult Unit V	1,028	12	85.7				1	
Adult Unit VI	999	10	99.9	2				
Adult Unit VII	1003	11	91.2	1				
Adult Unit Supervisor*	7							
Total	6,189	68	91.0	5		1	1	
Transition Services	Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
Transition Unit I	950	11	86.4	1		1		
Transition Unit II	986	11	89.6				1	
Transition Unit III	1,087	12	90.6					
Transition Unit Supervisor*	22							
Total	3,023	34	88.9	1		1	1	
School Age Services	Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
School Age III	1,092	12	91.0					
School Age IV	1,062	12	88.5				1	
School Age V	1,060	11	96.4	1				
School Age VI	1,033	10	103.3	2				
School Age VII	935	11	85.0	1				
School Age VIII	682	8	85.3	1				
School Age Unit Supervisor*	72							
Total	5,864	64	91.6	5			1	
Early Start Services	Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
Early Start 1 (Status 1 & 2)	695							
Early Start 1 Intake	81							
Early Start 1 Total	776	11	70.5					3
Early Start 2 (Status 1 & 2)	687							
Early Start 2 Intake	108							
Early Start 2 Total	795	10	79.5	1				
Early Start 3 (Status 1 & 2)	477							
Early Start 3 Intake	77							
Early Start 3 Total	554	10	55.4	1		1		
Early Start 4 (Status 1 & 2)	634							
Early Start 4 Intake	85							
Early Start 4 Total	719	9	79.9	2				
Status 1 Over 36 mo.	50							
Early Start Unit Supervisor*	4							
Early Start Intake Unit Supervisor*								
Total	2,844	40	71.1	4		1		3
Total Non-Early Start	15,076	166	90.8	11		2	3	
Total Early Start	2,844	40	71.1	4		1		3
Total	17,920	206	87.0	15		3	3	
SFV Self Determination Specialist*	31	2						
Intake Services	517	5	103.4					1
Antelope Valley								
AV Self Determination Specialist*	17	1						
Adult Unit I	980	9	108.9	2				
Adult Unit II	1,010	10	101.0	2				
Adult Unit III	373	4	93.3					
Total	2,363	23	102.7	4				
AV Adult Unit Supervisor*	4							
Transition Unit I	1,104	9	122.7	3			1	
Transition Unit II	800	9	88.9					
Total	1,904	18	105.8	3			1	
AV Transition Supervisor*	14							
School Age I	1,014	12	84.5	1		2		
School Age II	957	10	95.7	2			1	
Total	1,971	22	89.6	3		2	1	
AV School Age Supervisor*	12							
Early Start (Status 1 & 2)	666							
Early Start Intake	270							
Early Start Total	942	9	104.7	6				
Status 1 Over 36 mo.	31							
Total Non-Early Start	6,238	63	99.0	10		2	2	
Total Early Start	942	9	104.7	6				
Total	7,180	72	99.7	16		2	2	
Intake Services	286	3	95.3					1
Santa Clarita Valley								
SCV Self Determination Specialist*	15	1						
Adult Unit	913	11	83.0					
Transition Unit I	148	2	74.0					
Transition Unit II	475	5	95.0					
Total	623	7	89.0					
School Age Unit I	938	11	85.3					
School Age Unit II	286	3	95.3	1				
Total	1,224	14	87.4	1				
Early Start (status 1 & 2)	553							
Early Start Intake	84							
Early Start Total	637	9	70.8	1		1		
Status 1 Over 36 mo.	13							
Total Non-Early Start	2,760	32	86.3	1				
Total Early Start	637	9	70.8	1		1		
Total	3,397	41	82.9	2		1		

September 2021 CSC Caseload Ratio								
All Valleys	Consumers	Ser. Coord.	Case Ratio	Opening	Hold	Floater	OD	Assoc.
Total Non-Early Start	24,074	261	92.2	22		4	5	
Total Early Start	4,423	58	76.3	11		2		3
Total Early Start (Status 1 & 2)	3,712							
Total Early Start Intake	705							
*Self Determination Specialist	63	4						
*Total Non Early Start Supervisor	131							
*Total Early Start Supervisor Status 1&2	4							
*Total Early Start Supervisor Intake								
Total Status 1 Over 36 mo.	94							
Sub-total	28,497	323	88.2	33		6	5	
Intake Services	803	8	100.4					2
Prenatal Services								
Provisional Eligibility		1		2				
Development Center	11							
Enhanced Case Management	27	1						
Specialized 1:25 Caseloads	17	2		1				
Pending Transfer	86							
Shared-in	8							
Shared-out	24							
Medicaid Waiver	10,055							
Total	29,639	335	88.5	36		6	5	5
Total	=	382	367					
* Numbers not part of ratio count, but counted on Total Summary section								

Self Determination Program Report - Implementation Updates

October 1, 2021

North Los Angeles County Regional Center Statistics

Participants have completed Orientation: **329** (183 since it opened to everyone)

Total number of budgets that are certified: **70**

Total number of budgets that are in the certification process: **24**

Total number of spending plans that are approved: **63**

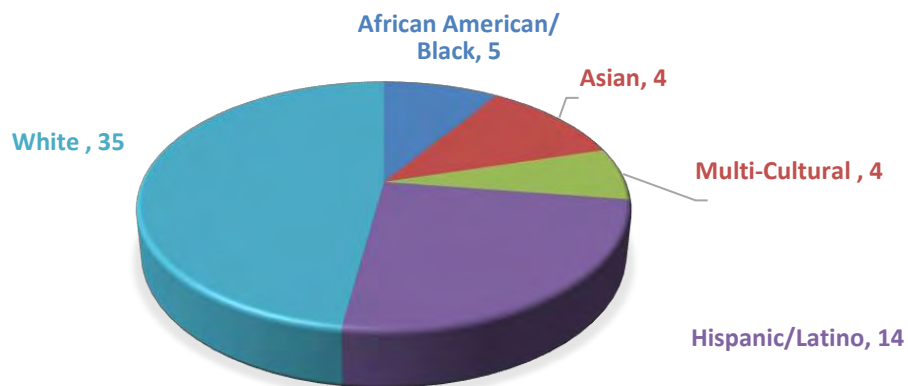
Total number of spending plans in progress: **7**

Total number of PCP's completed: **80**

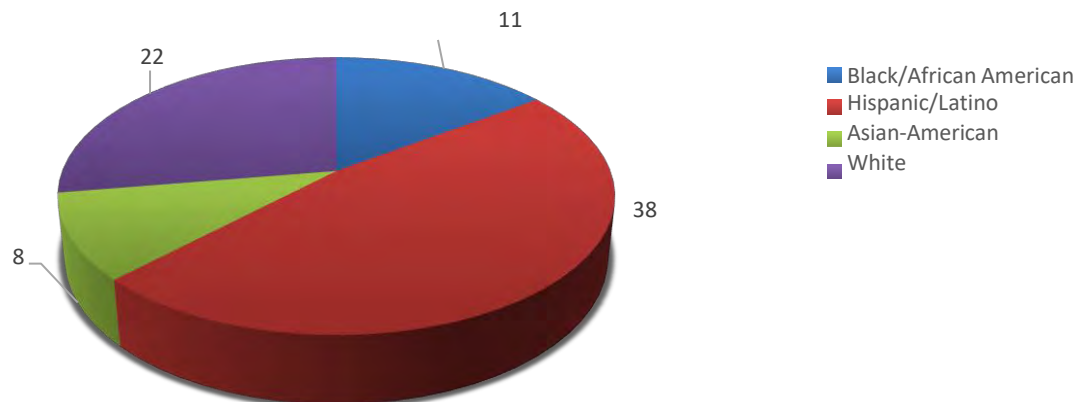
Total number of participants that have opted out of SDP after enrolled: **1**

Total number of participants that have transitioned into SDP: **62**

PARTICIPANTS WHO HAVE TRANSITIONED - 62



Participants that opted out -79 selected through lottery



Statewide Implementation Updates

- 2021 May Revise:
 - Intensive transition support services for individuals and their families who need greater assistance onboarding into SDP.
 - Improved orientation and training that will address consistency in program implementation by contracting with one or more statewide entities to develop plain language information and training materials.
 - Participant Choice Specialists at regional centers who will be subject matter experts and provide assistance to individuals with timely transition to SDP participation and to regional center staff and service coordinators.

NLACRC Implementation Updates

- Informational & Orientation Meetings continue monthly
 - DDS is developing a standardized Orientation
- SDP Workbooks available on website in English and Spanish – released on 9/30/2021
- NLACRC Opening for Self Determination Local Volunteer Advisory Committee
- NLACRC has the following allocations to support the implementation of SDP:
 - FY 2019/20: 109,258.00
 - FY 2020/21: 149,328.00
 - *Priorities identified:* Recruitment and Training for Independent Facilitators, Joint Training on SDP Principles & Program Logistics, Small Group and Individualized Coaching, SDP Orientation Supports/Workgroups/Resource Fair, and Translation & Interpretation Services.
- SDP Allocations: Claudia Wegner, Melissa Longmire, and Disability Voices United have executed contracts for coaching and a resource fair!
- SDP Local Volunteer Advisory Committee – October 21, 2021
 - Please note, effective October 2021 – **new start time is 6:30PM**
 - NLACRC Opening on Committee
 - Applications accepted through October 31, 2021

Resources:

- Disability Voices United – SDP Connect Meetings (Wednesdays at 4:30PM)
- Self Determination Program Service Definitions:
https://www.dds.ca.gov/wp-content/uploads/2019/05/SDP_Service_Definitions.pdf

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes
August September 29, 2021

Present: Lety Garcia, Lillian Martinez, Ana Quiles and Jeremy Sunderland – Committee Members
Kevin Shields – VAC Representative
Cheryl Blizin, Ruth Janka, Michele Marra, Vini Montague, Kim Rolfes, Alan Darby, Jesse Weller, Gabby Eshrati, Michael Fernandez, Sheila King, Arsho Garlanian, Stephanie Margaret, Evelyn McOmie, Venus Rodriguez-Khorasani, Tiffani Jones-Newman, Jazmin Zinnerman, and Lilliana Windover – Staff Members
Don Wood, Nick Vukotic, - Guests
Nancy Gallardo, Isabel Romero - Interpreters

Absent: Marianne Davis

I. Call to Order & Introductions

Ana called the meeting to order at 6:00 p.m.

Guests Don Wood, Attorney with Wood & Finck, and Nick Vukotic of Maxim Healthcare were introduced.

II. Public Input

No public input

III. Consent Items

A. Approval of Revised Agenda

Note that agenda item IV.M.6 (Report on Personnel Classification) will be deferred

M/S/C (J. Sunderland/L. Garcia) To approve the revised agenda.

B. Approval of Minutes from the August 25th meeting

M/S/C (L. Garcia/J. Sunderland) To approve meeting minutes as presented.

IV. Committee Business

A. Maxim Contracts (PL1024-062)

1. Revised Maxim (PL1025-062) FY2021 – Second Amendment - (*Packet 2, page 5*)
2. Revised Maxim (PL1025-062) FY2022 – Renewal Contract effective July 2, 2021- (*Packet 2, page 11*)

Maxim is seeking a rate increase of its usual and customary rate of \$5.00 per hour from \$28 per hour to \$33 per hour effective March 1, 2021, which includes the contract ending June 30, 2021 and the 5-year renewal contract effective July 1, 2021. The committee members were informed that each of the Board Resolutions presented were revised to show the rate reduction of Maxim’s usual and customary rate by \$1.00 per hour from \$34 per hour to \$33 per hour that was offered by Maxim. Additional information regarding personal assistance services was reviewed with committee members. This review included a review of the following information: Maxim’s Original Vendorization Date; Maxim’s Service & Rate Type, Rate Setting Methodology, Maxim’s Rate History; Maxim’s Rate Increase Request; Service Provider Rates (Traditional Personal Assistance Services); Fiscal Impact for the Contract Ending 06/30/2021; Fiscal Impact for the Contract ending 06/30/2026; Consumers Served by Maxim; Alternative Service Provider Information; Consumers served by Maxim with agency provided workers and parent-referred workers, also known as the parent-conversation program.

Executive Session (Legal)

M/S/C (J. Sunderland/L. Garcia) to go into Executive Session at 6:13 p.m.

Committee members returned from Executive Session at 6:32 p.m.

M/S/C (L. Garcia/J. Sunderland) to recommend the Board terminate the Maxim contract effective November 30, 2021.

B. Family Home Agency Monitoring Review Report

The Draft DDS Family Home Agency (“FHA”) Monitoring Review Report was reviewed in detail with committee members. Additionally, the Center’s action plan

and strategies to address each of the audit findings was reviewed and discussed with committee members.

C. FY 2021-22 Financial Report

FY2021-2022 Financial Report for the service month of August 2021 was reviewed with committee members. The Center's projected C-1 operations budget allocation was \$65,774,429 and the Purchase of Service (POS) budget was \$660,679,508 for a total budget of \$726,453,937. During the August 2021 service month, the Center spent a total of \$50,198,265, and the year-to-date expenditures were \$93,970,846. Currently there is no reported projected surplus or deficit, as the first POS Projected Expenditure ("PEP") Report is not due until December 10, 2021. The Center's year-to-date (YTD) administrative operating expenses were 15.9%, which is over the statutory 15% administrative cost cap. This is because during the beginning of each fiscal year some of the annual payments made by the center must be allocated to Administrative costs pursuant to statute, including but not limited to some of the center's insurance premiums, which are typically paid during July and August. It is anticipated that the administrative cost will decrease as the center incurs more of its direct expenditures as part of its ongoing operations. Committee members were informed that center is held to the administrative cost cap based on its total annual fiscal year expenditures rather than at specific points in time during the fiscal year.

The committee was informed that the center received \$149,331 in funding for the Self Determination Program Participant Support, and an RFP is being prepared to award these same funds to entities or individuals.

1. C-1 Allocation

The C-1 operations budget allocation was reviewed with the committee. It was shared that the allocation shows the center received \$65,612,878 in operations funding. However, the center's total operations budget was reduced by (\$5,579,126), from \$71,192,004 to \$65,612,878. The (\$5,579,126) total reduction in operations funding includes (\$3,806,781) of unallocated reductions that have not been restored by the State's Legislature and (\$1,772,345) for staff turnover.

2. COVID-19 Related Expenditure Report as of September 3, 2021

Copies of the 2021 COVID-19 related expenditures reports were provided to and reviewed with the Committee.

The reports were reviewed with the Committee, which are summarized below:

FY2019-2020 Operations expenses: \$ 171,697
FY2019-2020 POS expenses: \$ 19,475,670
FY2020-2021 Operations expenses: \$ 625,094
FY2020-2021 POS expenses: \$ 70,155,145
FY2021-2022 Operations expenses: \$ 172,023
FY2021-2022 POS expenses: \$ 18,285,049

3. Statewide Regional Center COVID-19 Related Expenses & CAREs Act Funding

Copies of the Statewide Regional Center FY2019-20 and FY2020-21 COVID-19 Expenditure Tracker and CARES Act Funding report were provided to the committee. The report was reviewed with the committee which is summarized below:

FY2019-2020 Statewide Operations COVID-19 expenses: \$ 6,214,044
FY2019-2020 Statewide POS COVID-19 expenses: \$ 687,856,067
Statewide there is total projected deficit of \$ 489,970,110

FY2020-2021 Statewide Operations COVID-19 expenses: \$ 7,309,535
FY2020-2021 Statewide POS COVID-19 expenses: \$ 1,073,636,708
Statewide there is total projected deficit of \$ 826,844,708

FY2021-2022 Statewide Operations COVID-19 expenses: \$ 1,922,417
FY2021-2022 Statewide POS COVID-19 expenses: \$ 170,610,380
Note that we have not received the FY2021-2022 plan from DDS yet.

Total Statewide CARES Act Funds Received by Centers: \$ 8,830,457

D. FY2020-2021 Reports

1. Statewide RC Purchase of Service Expenditure Projection Report

Copies of the September 10, 2021 report were provided to and reviewed with the Committee. According to the report, all of the 21 regional centers are

projecting a potential POS surplus for this fiscal year. Statewide, the regional center system is projecting a POS surplus of approximately \$335 million. NLACRC is #16 in Projected Deficit/Surplus, #13 in Per Capita Allocation, #12 in Per Capita Expenditures, and #11 in the Percent of Deficit to Contract in the state. The percentage of change from the original PEP to current PEP is 0.16%, and NLACRC ranked #11 statewide.

2. Provider Relief Funds Financial Report

The FY2020-2021 Provider Relief Funds Financial Report for the service month of August 2021 was reviewed with the committee. The report showed the Center received \$991,226.62 in funding. Year-to-date expenditures were \$975,913 with a remaining balance of \$15,313, which needs to be spent by December 31, 2021. Most of the expenditures have been used for technology, including laptops for employees, and for COVID-19 related janitorial services.

E. Recommended Change to FY2021-22 Critical Calendar

Recommend moving “Review POS Projection of surplus/deficit” from September to January since the new fiscal year PEP report is not due until December 10.

M/S/C (L. Garcia/L. Martinez) To recommend approval of the revised committee critical calendar to the Board.

F. Review FY2020-21 Action Log

The committee reviewed a log of all actions taken by committee in FY2021.

G. Regional Center’s Contract with DDS: Deferred

The review of the Center’s contract with DDS was deferred until the new contract language is received, which will be presented to Administrative Affairs Committee for review.

H. Approval of Contracts

The following two contracts were reviewed with the committee:

1. CSUN Family Resource Center (OPS) – 3-year contract to implement the family resource center on behalf of the center

2. Brilliant Corners HDO (PL18641-999) – 2nd Amendment received additional funds for renovation

M/S/C (L. Garcia/L. Martinez), to recommend the CSUN Family Resource Center contract to the Executive Committee for approval, and to recommend the Brilliant Corners second amendment to the Board for approval.

I. Executed Contracts by NLACRC

1. POS Contract Renewal(s)
One (1) contract was renewed
2. No Report: Addition of New Sub-Code to Existing POS Contract
3. No Report: Health & Safety Exemptions approved by DDS
4. No Report: Addition of CIE & PIP Services to Existing POS Contract(s)
5. New POS Service Contracts:
One (1) new contract for 1:1 support in a residential facility
6. No Report: Addition of New COVID-19 Sub-Code to Existing POS Contract
7. No Report: Health & Safety Exemptions approved by Executive Director under DDS Directive dated August 15, 2020 due to COVID-19
8. Service Provider Revision to Existing Program Design
One (1) first amendment added regarding daily stipend paid to consumer.

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

The committee was provided the ICF/SPA billing summary and the ICF/SPA outstanding receivables report, dated September 22, 2021 in the meeting packet and the reports were reviewed with the committee. By fiscal year, the amount of cash disbursed by NLACRC that has not been reimbursed to NLACRC by ICF service providers is:

1. FY 2021-22: \$ 1,261,290
2. FY 2020-21: \$ 2,449,617
3. FY 2019-20: \$ 60,834
4. FY 2018-19: \$ 9,385

Total: \$ 3,781,027

Month-to-month change was an increase of 15.1%.

K. City National Signature Cards and Credit Line

1. Board Resolution for City National Bank's Supersedure Agreement (Business)
Adding Alan Darby 10/13 and remove Kim 12/29
2. Board Resolution to Obtain Credit and Grant Security
Adding Alan Darby 10/13 and remove Kim 12/29

M/S/C (L. Garcia/L. Martinez) to go recommend approval by the Board on the two (2) documents above.

L. US Bank Signature Cards

1. PRMT: Form of Direction-Authorized Signers – Add CFO effective 10/13/2021- (Packet 1, page 95)
2. PRMT: Form of Direction-Authorized Signers – Remove Deputy Director-CFO effective 12/29/2021- (Packet 1, page 97)
51:20
3. UAL: Form of Direction-Authorized Signers – Add CFO effective 10/13/2021- (Packet 1, page 99)
4. UAL: Form of Direction-Authorized Signers – Remove Deputy Director-CFO effective 12/29/2021- (Packet 1, page 101)
5. Board Resolution to add CFO effective 10/13/2021 and remove Deputy Director-CFO effective 12/29/2021- (Packet 1, page 103)
6. Board Resolution for Form of Direction – Authorized Officers to execute Form of Direction-Authorized Signers for PRMT and UAL - (Packet 1, page

M/S/C (L. Garcia/L. Martinez) to go recommend approval by the Board on the six (6) documents above.

M. Human Resources

1. Monthly HR Report - (*Packet 1, page 105*)

Copies of the monthly human resource summary as of September 2021 were presented to and reviewed by the committee.

The summary included the following information:

FY 2021-22 Authorized Positions	633
Open positions on hold	0
Open positions vacant	74
Separations	-15
Sub-total	544
New hires	15
Positions filled	559

Notable that September saw 15 separations, the most the regional center has seen in one month's time, and the annualized turnover rate for September was 0.22%. The reasons stated for separations included 1 retired; 1 relocated; 7 for personal reasons; 6 found other employment elsewhere. Projecting 23-24 new hires for October.

The Human Resources department has implemented a very aggressive recruitment effort and is fully moving to ADP's recruitment tool and applicant tracking system which will facilitate and streamline recruitment.

It was noted that there has not been a significant amount of personnel resigning due the COVID-19 vaccine mandate. It was also noted that of the 20 open bilingual CSC positions, 7 have been filled.

2. 1st Quarter HR Report- (*Packet 1, page 107*)

Copies of the 1st quarter human resource report were presented to and reviewed by the committee and showed thirty-six (36) new hires, ten (10) promotions and thirty-two (32) separations during the period, for an annualized turnover rate of 0.16%, with the hope of seeing downward trend in turnover as the year progresses and we continue increased recruitment efforts.

3. Update on Meeting with America's Job Center of California

A partnership meeting was held on September 21 with America's Job Center of California ("AJCC"), formerly known as the Workforce Center. They offer a variety of supports and services through grants they receive. The center will develop and provide AJCC with the number and types of positions, along with salary ranges, and the AJCC can support recruitment events such as job fairs and they can promote through a variety of media. Community Services also participated in the meeting to see how they can partner with service providers to increase employment opportunities for our consumers. Plan to arrange a meeting between AJCC and service provider community as well.

4. Update on Contact of USC and UCLA MSW Chairs

UCLA contact is Carmen Mancha, Field Education Coordinator, and the USC contact is co-chair of the Doctorate of Social Work program, Nadia Islam. A plan is in place to reach out to these individuals to schedule partnership meetings. Also utilizing Handshake (college and university job boards), and continue looking for contacts at campus job centers. Recommendation to connect with CSUN to see if they have a social work program that could possibly be a resource for potential employees. Dr. Ivor Weiner of CSUN may be able to provide an introduction.

5. Solicitation of Feedback on the Development of a Recruitment and Hiring Policy

Discussion about developing a recruitment and hiring policy. The goal is to attract and select external job candidates and have our recruiters and hiring managers support an effective hiring process. The regional center is committed to equal opportunity at every selection phase and would welcome the input of the Diversity, Equity and Inclusion supervisor to support this effort. It's also important to identify NLACRC's brand in an attempt to attract potential employees, and an example is that NLACRC offers a great deal of on the job training and provides entry level opportunities for recent college graduates. The committee requested that a draft policy be created and brought to the committee for review and feedback at the next meeting, then determine

if the policy development discussion should stay in Administrative Affairs of if it should be addressed in a separate workgroup meeting.

6. Report on Personnel Classification - Deferred

N. Request for Proposal for New CPA Firm (WIC 4639)

The draft Request for Proposal (“RFP”) for a new CPA firm was reviewed with the Committee. It was recommended that on the last date the proposals are due that the time be added to the RFP. A recommendation was made to the committee to present the RFP to the Board for final approval and to recommend the Board establish a Selection Committee to seek a new CPA firm, which would include board members Lillian Martinez, Angelina Martinez and Ana Quiles; and staff members Alan Darby and Vini Montague. Staff member, Kim Rolfes, would provide staff support up until her retirement.

M/S/C (L. Garcia/L. Martinez) to recommend presenting the Request for Proposal to the Board for final approval and to establish a Selection Committee to seek a new CPA Firm, which would include board members Lillian Martinez, Angelina Martinez and Ana Quiles; and staff members Alan Darby and Vini Montague.

O. Audit Update

1. DDS Early Start Update

The DDS biennial compliance audit of the center’s early start services will be starting in February of 2022. The final report will be presented to this committee when it is complete.

2. DDS Required Biennial Compliance/Financial Audit of NLACRC update

The center made the decision to skip the DDS exit interview so that the DDS auditors could move forward with issuing the draft report to the center because there were no audit findings identified by the DDS auditors during their audit of FY2019-2020 and FY2020-2021. The center anticipates that the draft DDS audit report will be forthcoming in the very near future. It was shared with the committee that receiving a DDS audit report with no audit findings is special because it is not often that an outcome of no audit findings is provided. Staff from Accounting, Community Services, Human Resources, and Case

management were acknowledged and recognized for achieving this very successful audit outcome.

3. Workers Compensation Audit Update

The yearly audit of the center's payroll related to our workers compensation insurance is scheduled for September 30th. The committee was informed that the center pays an annual workers compensation premium based on an estimate of our annual payroll. Since the premium is based on an estimate of the center's payroll, an audit is conducted to determine whether the center underpaid or overpaid the insurance premium. The audit outcome will result in either a refund to the center or an additional premium due by the center to the insurance carrier. The outcome of the audit will be shared with the committee.

V. Items for the Next Board Meeting

The following items were identified for the committee's section of the October 13th board meeting agenda:

- A. Minutes of the September 29th Meeting
- B. FY 2021-22 Financial Report
- C. FY 2020-21 Provider Relief Funds Financial Report
- D. Approval of revised FY2021-22 Critical Calendar
- E. Approval/Termination of Contracts
- F. Monthly HR Report
- G. 1st Quarter HR Report
- H. RFP for New CPA Firm
- I. Establish a Selection Committee for a new CPA Firm

VI. Executive Session

M/S/C (L. Martinez/L. Garcia) to enter Executive Session at 8:07 p.m.

- A. Union Negotiations
- B. Lease Update
- C. Consumer Matter

Executive session ended at 8:27 p.m.

VII. Announcements/Information/Public Input

A. Next Meeting: Wednesday, October 27th at 6:15 p.m.

Maxim Healthcare representative expressed a desire to further negotiate their contract with NLACRC, and he was instructed to correspond directly with the Deputy Director-CFO outside of the committee meeting.

VIII. Adjournment

Ana Quiles adjourned the meeting at 8:33 p.m.

Submitted by,

Cheryl Blizin
Executive Assistant

[aamin_Sep29_2021]



**NORTH LOS ANGELES COUNTY REGIONAL CENTER
FINANCIAL REPORT-MONTHLY RECAP
FISCAL YEAR 2021-2022
August 2021**

BUDGET CATEGORY	Projected Annual C-1 Budget	Month Exp	Y-T-D Expenditures	Projected Annual Expenditures	Projected Annual Surplus/(Deficit)	Percent Under(Over) Budget
Operations						
Salaries & Benefits	\$51,245,451	\$3,518,002	\$6,941,101	\$51,245,451	\$0	0.00%
Operating Expenses	\$14,172,460	\$700,969	\$2,394,808	\$14,172,460	\$0	0.00%
Subtotal OPS General	\$65,417,911	\$4,218,971	\$9,335,909	\$65,417,911	\$0	0.00%
Salaries & Benefits - CPP Regular	\$0	\$44,954	\$75,592	\$0	\$0	0.00%
Operating Expenses - CPP Regular	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS CPP Regular	\$0	\$44,954	\$75,592	\$0	\$0	0.00%
Salaries & Benefits - DC Closure/Ongoing Workload	\$0	\$25,739	\$46,701	\$0	\$0	0.00%
Operating Expenses - DC Closure/Ongoing Workload	\$0	\$0	\$46	\$0	\$0	0.00%
Subtotal OPS DC Closure/Ongoing Workload	\$0	\$25,739	\$46,747	\$0	\$0	0.00%
Family Resource Center (FRC)	\$207,187	\$0	\$0	\$207,187	\$0	0.00%
Self Determination Program (SDP) Participant Supports	\$149,331	\$0	\$0	\$149,331	\$0	0.00%
Subtotal OPS Projects	\$356,518	\$0	\$0	\$356,518	\$0	0.00%
Total Operations:	\$65,774,429	\$4,289,663	\$9,458,248	\$65,774,429	\$0	0.00%
Purchase of Services						
POS (General)	\$660,579,508	\$45,908,468	\$84,510,928	\$660,579,508	\$0	0.00%
CPP Regular and DC Closure/Ongoing Workload	\$100,000	\$134	\$1,670	\$100,000	\$0	0.00%
Total Purchase of Services:	\$660,679,508	\$45,908,602	\$84,512,598	\$660,679,508	\$0	0.00%
Total NLACRC Budget:	\$726,453,937	\$50,198,265	\$93,970,846	\$726,453,937	\$0	0.00%

Note A: C-2 Amendment will include additional OPS Funding, CRDP/PPP-OPS Funding, and PPP-POS Funding

Note B: POS Projected Annual Expenditures will be adjusted with the POS Expenditure Projection ("PEP") report due to DDS on December 10, 2021

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
FISCAL YEAR 2021-2022
August 2021**

TOTAL BUDGET SOURCES Fiscal Year 2021-2022	
Prelim from DDS for OPS	\$51,469,243
C-1 from DDS for OPS, Projects, and CRDP/CPP	\$14,143,635
C-2 from DDS for OPS, Projects, and CRDP/CPP	
C-3 from DDS for OPS, Projects, and CRDP/CPP	
C-4 from DDS for OPS, Projects, and CRDP/CPP	
C-5 from DDS for OPS, Projects, and CRDP/CPP	
C-6 from DDS for OPS, Projects, and CRDP/CPP	
Prelim from DDS for POS	\$507,005,727
C-1 from DDS for POS and POS-CRDP/CPP	\$144,946,938
C-2 from DDS for POS-CRDP/CPP	
C-3 from DDS for POS-CRDP/CPP	
C-4 from DDS for POS-CRDP/CPP	
C-5 from DDS for POS-CRDP/CPP	
C-6 from DDS for POS-CRDP/CPP/HCBSW	
Subtotal - Total Budget received from DDS	\$717,565,543
Projected Revenue	\$161,551
Subtotal - Projected Revenue Operations	\$161,551
Projected ICF/SPA Transportation/Day Program Revenue	\$8,726,843
Subtotal - Projected Revenue Purchase of Services	\$8,726,843
Total Budget	\$726,453,937

OPERATIONS BUDGET SOURCES Fiscal Year 2021-2022	
GENERAL OPERATIONS (Excludes Projects, CPP Regular, CRDP/CPP)	
Preliminary, General Operations (OPS)	51,469,243
C-1, OPS Allocation	13,787,117
C-2, OPS Allocation	
C-3, OPS Allocation	
C-4, OPS Allocation	
C-5, OPS Allocation	
Total General OPS	65,256,360
Projected Interest Income	\$6,701
Projected Other Income	\$24,850
Projected ICF/SPA Admin Fee	\$130,000
Total Other Revenue	161,551
TOTAL GENERAL OPS	65,417,911
Preliminary, Community Resource Development Plan ("CRDP") /Community Placement Plan ("CPP")	\$0
C-1, OPS CRDP/CPP	\$0
C-2, OPS CRDP/CPP	\$0
Total CRDP/CPP Regular	\$0
Preliminary, Developmental Center ("DC") Closure/Ongoing Workload	\$0
C-1, OPS DC Closure/Ongoing Workload	\$0
C-2, OPS DC Closure/Ongoing Workload	\$0
Total CPP DC Closure/Ongoing Workload	\$0
Family Resource Center ("FRC")	\$207,187
SDP Participant Supports	\$149,331
Total OPS PROJECTS	\$356,518
Total Operations Budget	\$65,774,429

PURCHASE OF SERVICES (POS) BUDGET SOURCES Fiscal Year 2021-2022	
General POS (Excludes CPP-POS Regular, CRDP/CPP)	
Preliminary, POS	\$507,005,727
C-1, POS Allocation	\$144,846,938
C-2, POS Allocation	\$0
C-3, POS Allocation	\$0
C-4, POS Allocation	\$0
Total General POS Allocation	\$651,852,665
ADD:	
Projected ICF SPA Revenue	\$8,726,843
Total Budget, General POS	\$660,579,508

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
CONSOLIDATED LINE ITEM REPORT
FISCAL YEAR 2021-2022
August 2021**

	Projected Annual C-1 Budget	Net Month	Expended Y-T-D	Projected Remaining Expenses	Proj Annual Expenses	Projected Surplus/ (Deficit)
PURCHASE OF SERVICE						
POS (General)						
3.2 Out of Home	117,483,948	7,674,074	15,133,214	102,350,734	117,483,948	0
4.3 Day Programs	86,135,957	6,007,775	11,583,424	74,552,533	86,135,957	0
4.3 Habilitation Programs	4,542,070	320,901	587,010	3,955,060	4,542,070	0
5.4 Transportation	22,271,106	2,613,708	2,927,326	19,343,780	22,271,106	0
6.5 Other Services	430,146,427	29,292,010	54,279,954	375,866,473	430,146,427	0
Total POS (General):	660,579,508	45,908,468	84,510,928	576,068,580	660,579,508	0
CRDP & CPP						
CRDP & CPP Placements	100,000	134	1,670	98,330	100,000	0
CRDP & CPP Assessments	0	0	0	0	0	0
CRDP & CPP Start Up	0	0	0	0	0	0
Deflection CRDP & CPP	0	0	0	0	0	0
Total CRDP & CPP:	100,000	134	1,670	98,330	100,000	0
HCBS Compliance Funding	0	0	0	0	0	0
Total HCBS:	0	0	0	0	0	0
Total Purchase of Service:	660,679,508	45,908,602	84,512,598	576,166,910	660,679,508	0
OPERATIONS						
25010 Salaries/Benefits	48,129,904	3,335,903	6,603,442	41,526,462	48,129,904	0
25010 ABX2-1	3,115,547	252,791	459,953	2,655,594	3,115,547	0
Total Salaries/Benefits:	51,245,451	3,588,694	7,063,395	44,182,056	51,245,451	0
OPERATING EXPENSE						
30010 Equipment Rental	449,184	42,312	54,549	394,635	449,184	0
30020 Equipment Maint	87,499	0	1,548	85,951	87,499	0
30030 Facility Rent	5,024,907	400,045	1,193,811	3,831,096	5,024,907	0
30040 Facility.Maint. AV	261,820	9,666	17,620	244,200	261,820	0
30041 Facility Maint. SFV	149,087	22,189	27,093	121,994	149,087	0
30042 Facility Maint. SCV	97,220	6,199	16,324	80,896	97,220	0
30050 Communication	819,708	23,999	48,707	771,001	819,708	0
30060 General Office Exp	273,752	15,126	18,978	254,774	273,752	0
30070 Printing	36,302	14,807	14,807	21,495	36,302	0
30080 Insurance	469,879	0	430,428	39,451	469,879	0
30090 Utilities	156,398	11,189	11,189	145,209	156,398	0
30100 Data Processing	157,248	11,932	12,603	144,645	157,248	0
30110 Data Proc. Maint	305,700	13,401	35,701	269,999	305,700	0
30120 Interest Expense	245,986	0	36,778	209,207	245,986	0
30130 Bank Fees	185,156	0	0	185,156	185,156	0
30140 Legal Fees	935,500	1,000	1,000	934,500	935,500	0
30150 Board of Trustees Exp	101,500	4,267	6,196	95,304	101,500	0
30151 ARCA Dues	109,598	0	0	109,598	109,598	0
30160 Accounting Fees	99,050	0	0	99,050	99,050	0
30170 Equipment Purchases	1,075,979	11,939	281,273	794,706	1,075,979	0
30180 Contr/Consult-Adm	1,220,970	84,140	148,403	1,072,567	1,220,970	0
30220 Mileage/Travel	232,140	6,585	8,807	223,332	232,140	0
30240 General Expenses	1,536,474	18,862	25,729	1,510,745	1,536,474	0
30240 ABX2-1	141,404	3,310	3,310	138,094	141,404	0
Total Operating Expenses:	14,172,460	700,969	2,394,854	11,777,607	14,172,460	0
Total Operations:	65,417,911	4,289,663	9,458,248	55,959,663	65,417,911	0
Total Gross Budget :	726,097,419	50,198,265	93,970,846	632,126,573	726,097,419	0
OPS Projects:	356,518	0	0	356,518	356,518	0
Total Gross Budget with Projects:	726,453,937	50,198,265	93,970,846	632,483,091	726,453,937	0

NORTH LOS ANGELES COUNTY REGIONAL CENTER
Operations ("OPS") Project Line Item Report
FISCAL YEAR 2021-2022
August 2021

	Projected Annual C-1 Budget	EXPENDED MONTH	EXPENDED Y-T-D	BALANCE REMAINING	PROJECTED EXPENDITURES	SURPLUS/ (DEFICIT)
Family Resource Center ("FRC")	\$207,187	\$0	\$0	\$207,187	\$207,187	\$0
Self Determination Program ("SDP") Participant Support	\$149,331	\$0	\$0	\$149,331	\$149,331	\$0
TOTAL:	\$356,518	\$0	\$0	\$356,518	\$356,518	\$0

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

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

PURCHASE OF SERVICE (POS) BUDGET ALLOCATION CHANGES FY 2020-2021

	Non-CPP POS	CRDP/CPP POS	TOTAL POS
Projected B-4 Budget as of September 10, 2021	\$579,278,439	\$1,985,539	\$581,263,978
Projected B-4 Budget as of August 10, 2021	\$579,278,439	\$1,985,539	\$581,263,978
Change in Budget Projection	\$0	\$0	\$0

 **No Change in Allocation**

Note: CPP means Community Placement Plan
 Note: CRDP means Community Resource Development Plan

POS ICF/SPA REVENUE CHANGES FY 2020-2021

	Non-CPP POS
Projected Revenue for ICF/SPA Program as of September 10, 2021	\$8,700,459
Projected Revenue for ICF/SPA Program as of August 10, 2021	\$8,656,254
Change in Projected ICF/SPA Revenue	\$44,205

 **Change in Projection of Day Program and Transportation Services Revenue**

Note: ICF/SPA means Intermediate Care Facility / State Plan Amendment

**PURCHASE OF SERVICE (POS) EXPENDITURE CHANGES
FY 2020-2021**

	Non-CPP POS	CRDP/CPP POS	TOTAL POS
Projected POS Expenditures as of September 10, 2021	\$566,443,132	\$2,540,272	\$568,983,404
Projected POS Expenditures as of August 10, 2021	\$566,164,576	\$2,565,666	\$568,730,242
Change in POS Expenditure Projection:	\$278,556	(\$25,394)	\$253,162

Increases in Projected Non-CPP POS Expenditures

- ▶ An increase in projected expenditures for in-home respite, personal assistance, and supported living, which was offset by a projected decrease in projected expenditures for community care facilities and transportation services.

Note: CPP means Community Placement Plan

Note: CRDP means Community Resource Development Plan

Note: CRDP/CPP expenditures are for individuals placed into the community that are currently residing at Porterville Developmental Center, Canyon Springs, a Stabilization, Training, Assistance and Reintegration ("STAR") home, an Institution for Mental Diseases ("IMD"), or out-of-state.

**MONTHLY PURCHASE OF SERVICE (POS) SURPLUS/(DEFICIT) CHANGE
FY2020-2021**

	Non-CPP POS	CRDP/CPP POS	TOTAL POS
Projected Surplus/(Deficit) as of Sep 10, 2021	\$21,535,765	(\$554,733)	\$20,981,032
Projected Surplus/(Deficit) as of Aug 10, 2021	\$21,770,117	(\$580,127)	\$21,189,990
Change in Surplus/(Deficit)	(\$234,352)	\$25,394	(\$208,958)

Note: CPP means Community Placement Plan

Note: CRDP means Community Resource Development Plan

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

Present: Caroline Mitchell, Bill Abramson, Pam Aiona and Destry Walker – Committee Members

Suzanne Paggi, Josefina Hernandez, Cynthia Samano, Lucy Paz/Spanish Interpreter - Guests

Michele Marra, Evan Ingber, Juan Hernandez , Jose Rodriguez, Jennifer Williamson, and Ana Maria Parthenis-Rivas – Staff

Absent: Nicholas Abrahms, Vice Chair, Lesly Forbes

I. Call to Order & Introductions

Caroline Mitchell, chair, called the meeting to order at 11:04 am and introductions were made.

II. Consent Items

- A. Approval of Agenda as modified to move Presentation: Review of Instructions for using “Teams” under Training/Presentation Calendar (P. Aiona/S. Paggi) – Quorum not met.
- B. Approval of minutes September meeting (P. Aiona/S. Paggi) – Quorum not met.

III. Committee Business

- A. Presentation: Board of Trustees application (Lety Garcia – NLACRC Board of Trustees President/Jose Rodriguez)

An overview of the Board of Trustees application was provided to the committee. It was shared that the Board of Trustees will be soliciting applications from individuals who are interested in joining the board. We have a couple of consumer board members who are terming off, so if you are, or know someone who is interested, please feel free to apply.

- B. CAC Vice Chair Withdrawal

Nicholas Abrams has notified the committee he can no longer perform the function of Vice Chair of the CAC.

- C. Proposed Committee Policy Revision re: meeting attendance - *Deferred*

- D. Training/Presentation Calendar
Presentation: Review of Instructions for using “Teams” (Evan Ingber,
NLACRC Training and Development Supervisor)

A presentation was provided regarding the instructions for using Teams. The committee provided feedback to Evan and as such he will review the feedback and make the modifications and present at the next committee.

IV. Identify Agenda Items for the Next Board Meeting

- A. Minutes from the October Meeting

V. Announcements / Information / Public Input

- A. Next meeting: November 3rd 2021

There was discussion regarding the regional center board and employees as it relates to their role and/or support of the CAC.

VI. Adjournment

Caroline Mitchell adjourned the meeting at 12:07 pm.

Submitted by,



First Name, Last Name

Executive Assistant

[camin_oct6_2021]



North Los Angeles County Regional Center
Executive Committee Meeting Minutes
September 29, 2021

Present: Leticia Garcia, Lillian Martinez, Angelina Martinez, and Ana Quiles -
Committee Members

Absent: Marianne Davis and Jeremy Sunderland

Ruth Janka, Michele Marra, Kim Rolfes, Dr. Jesse Weller, Dr. Michael Fernandez, Gabriela Eshrati, Liliana Windover & Cheryl Blizin – **Staff Members**

Guest: Interpreters - Nancy Gallardo and Isabel Romero

I. Call to Order

Lety Garcia, President, called the meeting to order at 8:40 p.m.

II. Public Input

Information was shared regarding grass roots meetings for early start and pending COVID-19 vaccines for children under 5 y/o.

III. Consent Items

A. Approval of Agenda – *(Packet 1, Page 2)*

Agenda Item IV.L. CSUN Family Focus Resource Center Contract was added to the agenda.

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

B. Approval of Minutes from the August 25th Meeting - *(Packet 1, Page 4)*

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

IV. Committee Business

A. Review FY 2020-21 Committee Action Log – *(Packet 1, Page 12)*

Copies of the Committees Action Log for FY 2020-21 were provided to the committee for their information. Action logs are provided as a continuing orientation for each committee by showing them what types of actions the committee took the prior year.

B. Annual Report on Whistleblower Compliance Activity

1. **Employees Report** - *(Packet 1, Page 17)*

Copies of a grid showing the number and types of complaints filed for FY 2020-21 and their outcomes were provided to the committee and reviewed. A total of 11 whistleblowers were received during FY 2020-21, 9 of them were unsubstantiated, 1 was substantiated in part and 1 was closed per DDS with no further action. All 11 cases have been fully investigated and are now closed.

ACTIONS:

1. Executive Director will be reviewing any 4731 Complaints where an employee is mentioned to make sure it is routed through the proper process, before it goes through the whistleblower complaint process.
2. Ruth, Michele and Dr. Weller will meet to review the Whistleblower Complaint process and report at the next meeting.

2. **Providers Report** - *(Packet 1, Page 100)*

Copies of the service provider whistleblower report for FY 2020-21 were provided to the committee and review. There were 18 whistleblower allegations submitted last fiscal year; 12 of them were unsubstantiated, 1 was inconclusive, 1 was substantiated. 4 of them are currently under investigation but they will be closed very soon.

ACTION:

Kim to follow-up on item # 9 of this report regarding non-consent sexual relations with mother and daughter and provide more information about this investigation at the next meeting.

C. Diversity, Equity & Inclusion Policy Development Timeline

A meeting with our consultant has been scheduled next Monday, October 4th to discuss our policy development timeline. More information will be

provided at the next Executive Committee Meeting.

D. Executive Director's Evaluation

1. Executive Director's Performance Evaluation - (Packet 1, Page 111)

During the last month Executive Committee, it was discussed to include language in the Executive Director's Performance Evaluation as it relates to area of performance where the Executive Director needs improvement. Language was revised to include this recommendation.

2. Policy Board Executive Director Evaluation – Draft – No Board Attorney Support - (Packet 1, Page 118)

Policy was reviewed with members of this committee. Language was added to match the evaluation language as it related to the process if board members identified a deficit.

3. Policy Board Executive Director Evaluation – Draft(V2)- Board Attorney Support (Packet 1, Page 120)

Policy was reviewed with members of this committee.

ACTION: Language will be added for legal counsel to review and create a summary and a compensation document to be presented to Executive Director. Michele will send a revised policy with the recommended language to members of this committee prior to the next board meeting.

4. Timeline - Draft – No Board Attorney Support - (Packet 1, Page 122)

Timeline was reviewed with the members of this committee.

5. Timeline – Draft (V2) – board Attorney Support - (Packet 1, Page 124)

Timeline was reviewed with the members of this committee.

M/S/C (A. Quiles/A. Martinez) To approve the executive director's evaluation with the recommended language to be presented at the next Board Meeting.

M/S/C (A. Quiles/A. Martinez) To approve the Policy Board Executive Director Evaluation and Timeline with Board Attorney Support.

E. Board Budget vs Expenditures

1. FY 2020-21 – *(Packet 1, Page 102)*

The FY 2020-21 Board Budget vs. Expenditure report was presented to the Committee. It was reported that an action is needed by the Committee for a budget revision to cover some late bills. Our current budget is \$52,050, the year-to-date expenditures is \$40,228, and the remaining budget is \$9,821.

M/S/C (A. Quiles/A. Martinez) To approve the budget revision as presented.

2. FY 2021-22 – *(Packet 1, Page 104)*

The FY 2021-22 Board Budget vs Expenditures report was presented to the Committee. The total budget is \$101,500, year-to-date expenditures are \$6,196, and the remaining balance is \$95,303.

F. DDS 2021-22 Service Access and Equity Grant

The purpose for this grant is directed to promote service access and equity. Regional centers and Community Based Organization are eligible to apply for grant funds available in FY 2021-22. Dr. Weller and Dr. Fernandez have put together a draft concept and shared the following ideas as of how we can utilize this grant:

Community Outreach Specialist position to implement an outreach plan and bring regional center information and resources to the community. Proposal includes two positions, one for the Antelope Valley and one for the San Fernando Valley. A second concept was proposed regarding increasing employment for consumers by establishing relationships with the small business owner community and providing information about the employee programs available through the regional center.

Applications need to be submitted no later than November 3, 2021.

G. Strategic Planning Consultant Proposals

The Strategic Planning Committee interviewed three (3) consultants to help us

design the center's next Strategic Plan. Copies of the Strategic Planning Consultant proposals were provided and reviewed with members of this committee.

1. Ami Sullivan/Kinetic Flow Corp. Proposal – *(Packet 1, Page 18)*

2. Mary Beth Lepkowsky/Helen Sanderson Associates Proposal – *(Packet 1, Page 52)*

1. Deirdre Maloney, Momentum LLC – *(Packet 1, Page 66)*

M/S/C (A. Quiles/A. Martinez) To recommend to the board Ami Sullivan at Kinetic Flow Corp. to be hired as the center's Strategic Planning Consultant.

M/S/C (A. Quiles/A. Martinez) To recommend a two four-hour day for the Strategic Planning Retreat.

ACTIONS:

1. It was recommended for future recruitment of strategic planning consultants to create an RFP process to open this avenue to other providers and not only to recommended candidates.

2. Ruth will confirm with Ami her availability and timeline for the Strategic Planning Retreat with the recommended month in November 2021.

3. Ruth will work with Kim to prepare the contract for the consultant to be presented to the Board at the next meeting for approval.

H. Medi-Cal Provider Enrollment Application – *(Packet 1, Page 106)*

The Department of Developmental Services (DDS) requires the regional centers to revalidate their Medi-Cal enrollment and since board members are considered officers, revalidation is required every five years or any time there is a cumulative 50% change in board membership. Because we have a change in membership by 50% the center must resubmit its entire application, which means that each board member will have to complete the Medi-Cal supplemental form to ensure we continue the Center's enrollment as a Medi-Cal provider. Information provided to DDS is highly sensitive and it is kept secure. Forms will be sent out to Board members, and then they will be submitted to DDS.

I. Christina Cannarella – Conflict of Interest Resolution (COI) Plan Resubmission – *(Packet 1 – Page 70)*

Christina Cannarella identified a COI in the previous fiscal year. A resolution plan was created and approved by State Council and DDS for one year which will expire soon, therefore a new COI plan needs to be resubmitted. Since there were no changes to her COI, the COI resolution plan will remain the same as last year.

M/S/C (A. Quiles/A. Martinez) To approve the resubmission of the COI for Christina Cannarella as presented.

J. Lillian Martinez – Conflict of Interest Resolution (COI) Plan Resubmission – (Packet 1 – Page 87)

Lillian Martinez identified a COI in the previous fiscal year. A resolution plan was created and approved by State Council and DDS for one year which will expire soon, therefore a new COI plan needs to be resubmitted. Since there were no changes to her COI, the COI resolution plan will remain the same as last year.

M/S/C (A. Quiles/A. Martinez) To approve the resubmission of the COI for Lillian Martinez as presented.

K. Request for Board Sponsorship – (Packet 1, page 109)

1. Family Focus Resource Center (FFRC)– All Abilities Resource Virtual Fair – October 23, 2021 – 10:00 m to 1:00 pm.

FFRC has asked the center for a sponsorship of \$350 to support this event. The center has previously participated in this event and we had the ability to have FFRC affect changes in our community during COVID-19, we held drive-through events, provided art supplies, holiday kits to approximately 300 children with disabilities and provided parent education through virtual training at no cost. This financial support allows them to continue meeting their pledge of education, advocacy, and support.

M/S/C (A. Quiles/A. Martinez) To support FFRC sponsorship of \$350 to be presented to the board for final approval.

L. CSUN Family Focus Resource Center Contract

M/S/C (A. Quiles/A. Martinez) To approve the CSUN Family Focus Resource Center contract.

V. **Center Operations**

A. COVID-19

1. **LA County** rates of positivity are down; there are 908 individuals currently hospitalized, 31% in ICU. Of note, the county is observing higher rates of hospitalizations for unvaccinated adults. Hospitalizations are down by 126 since last week. The county's positivity rate is 1.1% (7-day average).
2. **NLACRC COVID** Statistics as August 2021 (cumulative data) received from DDS 9/23: 42 new cases and 1,276 positive cases total, 2 hospitalizations in the month of August and 56 deaths to date.

B. DDS Directives and Guidelines

The following directives and guidelines were issued by DDS:

1. **09/28/21: COVID-19 Vaccination Mandate:** The department has issued a directive regarding a **state public health order** requiring the vaccination of all regional center employees and regional center service provider workers. Majority of NLACRC staff in the applicable job classifications under the LA County Public Health Order have met the mandate. The State Public Health Order requires full vaccination to be demonstrated by November 30, 2021
2. **09/27/2021: Extension of Waivers of Half-Day Billing Requirements** until 10/27/2021.

C. NLACRC Offices and Onsite Staff

NLACRC staff are currently working from the offices one day per week, with the metrics trending in the right direction. Staff will begin working two days per week onsite effective October 18, 2021. Offices continue to be open to the public, by appointment.

D. Retirement of Public Information Supervisor Sara Iwahashi

Sara has retired from the center after 21 years of services. Her position facilitates the Center's social media posts and website maintenance.

E. Early Start Vendor

An update regarding early start service provider, which served nearly 248 infants and toddlers in the Antelope Valley area and closed due to bankruptcy was provided. Currently there are only 4 families left to transition, due to the inability to make contact with the families; that said, efforts continue to be made.

F. Self-Determination Program (SDP)

1. We currently have 62 active SDP participants as of September 28th. certified budgets, 55 fully transitioned, 3 IPPs and 4 spending plans in progress.
2. Self-Determination workbook will be released on September 30th. Credit to Tri-Counties Regional Center who shared their work and allowed the workbook to be modified to meet the needs of NLACRC.
3. Beginning in October, the SDP Local Advisory Committee will start at 6:30 pm instead of 7:00 pm. The center currently has an opening in this committee. Spanish interpretation will be available.

G. Community Engagements

1. On September 23rd a town hall took place on the Fair Hearing Process. We had 22 attendees. During this meeting, we had the opportunity to introduce our fair hearing staff. Town hall was recorded.
2. The Town Hall for the month of October will be on Personal Safety and Disaster Preparedness. Vance Taylor, Chief, Office of Access and Functional Needs at the California Governor's Office of Emergency Services will be the presenter. This town hall will take place on October 21st and will be recorded.
3. Performance Contract Meeting. The center's teams are meeting to develop metrics for the activities in the performance contract. The propose metrics will be presented to the Strategic Planning Committee at the November 1st meeting, and then to the Board at the November 10 meeting. Report is due

to DDS on December 1st.

4. Alianza de Hombres group will be changing their meeting time from 12:00 pm to 7:30 pm starting on Tuesday, October 12th.

H. Cultural Competency and Diversity Equity and Inclusion Initiative

September 30th is the official launch for this initiative We have finalized our cultural competency contract and provided it to the consultant, Inclusion Counts.

An inquiry was made regarding recognition or rewards for employees in order to retain their employment with the center. The committee was informed that the center organizes services awards where we honor individuals who have been working for 5, 10, 15, 20, 25+ years, and provide personal holidays and monetary recognition as well. The center is currently researching additional retention strategies.

ACTION: Michele will meet with the new Human Resources Director to evaluate our retention strategies. She will provide more information at the next Executive Committee Meeting.

VI. Board Meeting Agenda Items

- A. Minutes of the September 29th Meeting
- B. Executive Director's Evaluation
- C. Whistleblower Compliance Activity
- D. FY 2021-21 Committee Action Log
- E. Strategic Planning Consultant
- F. Christina Cannarella and Lillian Martinez Conflict of Interest
- G. Request for board Sponsorship for Family Focus Resource Center Event on October 23, 2021.

VII. Announcements / Information Items

- A. Next Meeting: Wednesday, October 27th at 7:30 pm
 - Ana Quiles requested if hard copies for the packets could be hole punch. Ruth will follow-up regarding this request.

- Lillian Martinez contacted our Antelope Valley office today at 2:40 pm wanted to talk to the Officer of Day, however the call was routed to our external answering center. Kim will follow-up regarding this matter.
- Family for consumer/student who was trying to obtain funds for his college education was able to receive his funds for his 1st and 2nd quarter.

VIII. Adjournment

Lety adjourned the meeting at 11:00 pm.

Submitted by,

Liliana Windover

Liliana Windover

Executive Administrative Assistant

[ecmin_Sept29_2021]



North Los Angeles County Regional Center

Executive Committee

FY 2020-21 Action Log

Meeting Date	Subject	Action Text
August 26, 2020	DDS Board Comp Report Plan Hispanic/Latino Comm.	Action: Jennifer Kaiser to contact the 4 Hispanic/Latino board applicants on file to see if they are still interested and available to serve on the Board.
November 24, 2020	Strategic Plan	Action: Add a review of the Strategic Plan to the next Strategic Planning Committee meeting and to the Board meeting in February. Action: Ruth will work with the committee on establishing goals and then with staff to determine what metrics we have and what metrics we can create to quantify progress toward goal achievement.
	Creation of Diversity and Inclusion Policy	Action: Add diversity and inclusion consultant coming onboard for training and development of diversity and inclusion board policy to the January Board meeting.
	Introduction section to the board meeting where board members can share what brought them to the board.	Action: Add board member introductions and playlist to the board meeting in January
	Performance Contracts 2019 and 2020	Action: Michele and Sara will review the data reported in the Year 2019 Performance Contract and provide additional information on how data will be reported in the current (2020) and next year (2021) performance contract.
	Board Member Introductions	Action: Add board member introductions and playlist to the board meeting in January.

Meeting Date	Subject	Action Text
	Recommendations to the Nominating Committee for Board Recruitment	Action: Add discussion of board meeting location alternating between SFV, AV, and SCV to the January Board meeting.
January 27,2021	Executive Committee Critical Calendar Approval	Action: Michele will make the changes to the critical calendar and send to the next committee meeting.
	Length of Board Meeting Discussion	Action: Kim will research the requirements for sharing meeting packets with the public ahead of the meetings and bring it back to the committee. Action: Angelina agreed to include more information on ARCA training in her report out. Action: Review the board buddies at the next board meeting and recommend board veterans to reach out to their board buddies to offer support. Action: Yesenia will work on identifying the people that use the Zoom call-in feature to attend the board meetings.
	Annual Board Retreat Discussion	Action: Recommend deferral of board retreat until the retreat can be planned as an in-person event.
	COVID Vaccination Communication	Action: Ruth and Kim will work on a plan of how NLACRC will be disseminating the vaccination information to our community.
February 24, 2021	Committee Business / Purchase of lapel pins for NLACRC Board Members	Action: Michele and her team will research lapel pins with the NLACRC logo.
	Diversity and Inclusion Consultant Update/ 3-hour training with self -assessment	Action: Just Communities will be asked if they can provide a self-assessment with the 3-hour session.

Meeting Date	Subject	Action Text
	Governor Newsom Thank You Letter	Action: Michele will ask Ana Maria to send the letter out for electronic signature.
	ARC Public Policy Conference / Purchase of 8 tickets to secure early bird price	Action: Michele will provide wording for the email soliciting interest for Yesenia to distribute to the Board tomorrow.
March 31, 2021	Diversity and Inclusion Consultant Update	Action: Michele will inform Just Communities that the date for the Diversity and Inclusion training will be May 7 th .
	Travel Reimbursement Policy Draft Revisions	Action: Kim will revise the policy to reflect the changes recommended by the committee.
	Board Member Support Policy Draft Revisions (Pg. 20)	Action: Kim will revise the policy to reflect the changes recommended by the committee.
	Purchase of Services (POS) Meeting Recap.	Action: Ruth will share ELARC's Enhanced Case Management Report.
April 28,2021	Board Member Training/Support	Action: Lety we will discuss this at the next committee meeting.
	Draft Board Master & Critical Calendar FY 2021-22	Action: NLACRC will assess costs for opening each office for board meetings and report back to the Committee. Action: The Master and Critical calendars will be updated, including a review by Jeremy to ensure Jewish holidays are noted on the master calendar.

Meeting Date	Subject	Action Text
	<u>Executive Session</u> Executive Director's Evaluation	M/S/C (L. Martinez/A. Martinez) to go into executive session 10:27 pm.
May 26, 2021	FY 2020-21 Board Budget vs. Expenditures	M/S/C (A. Quiles/J. Sunderland) To approve the reclassification of funds to cover translations services.
	Proposed FY 2021-22 Board Budget vs Expenditures	M/S/C (M. Davis/J. Sunderland) To approve the proposed FY 2021-22 Board Budget as presented
	Board Member Training/Support	Action: It was recommended to ask new board members regarding their preference and availability to attend a board orientation/training in July 2021 – weekday, weekend, length of training, etc. Action: Ruth will do some research regarding developing a mentoring program
	Proposed changes to Board Master and Critical Calendars for FY 2021-22	M/S/C (M. Davis/J. Sunderland) To present the revised master calendar to the Board of Trustees for their review and approval, as modified
	Draft Board Member Company-Issued Device Agreement	M/S/C (M. Davis/J. Sunderland) To present the proposed agreement to the Board of Trustees for their review and approval.

Meeting Date	Subject	Action Text
	Hosting Board Meetings in all three Offices	Action: After further discussion, it was recommended to table this agenda item and to add this topic as an agenda item for the Executive Committee meeting in August 2021.
	Proposed Committee Assignments for next Fiscal Year	M/S/C (L. Martinez/A. Martinez) To recommend to the Board of Trustees to approve the proposed FY 2021-22 Committee Assignments as presented.
	Board Goals (primary Activities) for next Fiscal Year	M/S/C (A. Quiles/A. Martinez) To recommend to the Board of Trustees to approve the proposed FY 2021-22 Board Primary Activities for FY 202-22 as presented.

North Los Angeles County Regional Center
Nominating Committee Meeting Minutes

Draft

October 6, 2021 – 5:30 pm

Present: Leticia Garcia, Angelina Martinez, Caroline Mitchell and Jeremy Sunderland – Committee Members
Bob Erio – VAC Representative
Kim Rolfes and Liliana Windover – Staff Members

Absent: All Present

I. Call to Order

Kim Rolfes 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.

III. Committee Business

A. Annual Committee Orientation

1. Policies & Procedures – Page 4

The Nominating Committee Policies and Procedures were reviewed with members of the committee. Discussion was held regarding making the dates for submission of the applications for Board applicants and VAC applicants consistent with the Critical Calendar. It was recommended that the dates for submission of the applications should be December 15th. Further it was recommended that the month be changed from December to November for VAC members whose term of office expires in June of the next year and who is eligible to serve another term.

M/S/C (J. Sunderland/A. Martinez) To approve the proposed changes to this policy as presented.

2. Board Recruitment Guiding Principles – Page 9

The Board Recruitment Guiding Principles were reviewed with members of the committee.

3. Board Internship Policy – Page 10
The Board Internship Policy was reviewed with members of the committee.
4. Board Audit Section – Page 11
The Board Audit Section was reviewed with members of the committee.
5. FY 2021-22 Critical Calendar – Page 13
The draft Nominating Committee Critical Calendar for FY 2021-22 was reviewed with members of the committee.

M/S/C (A. Martinez/L. Garcia) To approve the FY 2021-22 Critical Calendar as presented.

6. Review Committee’s Action Log for FY 2020-21 – Page 15
The Committee’s Action Log for FY 2020-21 was reviewed with members of the committee.

B. Elect a Committee Chair

The members of the committee were asked to nominate a chair of the Nominating Committee.

M/S/C (C. Mitchell/L. Garcia) To elect Angelina Martinez to serve as the FY 2021-22 Nominating Committee Chair.

C. Confidential Statements

The members of the Nominating Committee were informed that they will be reviewing applications and resumes of many different applicants. Committee members were reminded that this information is strictly confidential. Each committee member was asked to sign confidentiality statements which provides that each Nominating Committee member agrees not to reveal any of the discussion and/or deliberations about any of the candidates. It was reported that all members of the nominating committee had signed a Confidential Statement via Adobe Sign. Copies of the Confidential Statement were filed in each board member’s file.

D. Open Board & VAC Positions

1. Open Board Positions in June of 2022 – Page 17 & 18
There are currently 2 open board positions. In addition, there are four (4) board members terming off in June 2022. It was explained that of the

four (4) board members terming off in June 2022, one board member is the chair of the VAC, which will be elected by the VAC. We currently have some board applications on file from the previous fiscal year.

2. Open VAC Positions in June of 2022 – Page 19 & 20

There are no open position on the VAC. However, there are three (3) VAC members terming off in June 2022. One of the VAC members terming off in June 2022 is the VAC Chair. The chair elected by the VAC, will serve on NLACRC's Board during FY2022-2023. We have one (1) VAC application on file from the previous fiscal year.

E. DDS Composition Surveys – *Page 72 & 73*

The DDS Composition survey was reviewed with members of the committee. The center met all the statutory requirements regarding ethnicity, board member representation, various disabilities, and fields of expertise. Based on the board members terming off in June 2022, in order to meet the statutory requirements for board composition during the next fiscal year, the three (3) board positions should be filled by applicants with an ethnicity of Asian (1), Hispanic/Latino (1); and White (1) ; and two (2) of these same applicants must be Consumers.

F. NLACRC Composition Matrix – *Page 74 of Additional Information Packet*

The center's Consumer composition matrix, which includes the current number of board of trustees for this fiscal year, was reviewed with committee members. It was explained that under statute, the Center's board composition must reflect the geographic and ethnic characteristics of the catchment area served by the regional center rather than by the consumers served. The Department uses the 2015 American Community Survey to assess the center's board composition with the ethnic characteristics of the geographic area served by the center to determine the center's compliance with the statute.

G. Existing Board & VAC Interest List

The list of current board members and VAC member seeking to serve another term was reviewed with members of the committee. Additionally, the list of applicants from last year's recruitment was provided to committee members. Board and VAC members requesting another term are as follows:

1. Board of Trustees Members

- a. Nicholas Abrahms
- b. Lillian Martinez
- c. Jennifer Koster
- d. Alma Rodriguez
- e. Deshawn Turner

2. VAC members

- a. Kevin Shields
- b. Don Lucas

H. Review Recruitment Notices

1. Board Recruitment Notice – Page 21

The Board Recruitment Notice was reviewed with members of the committee. The Board Recruitment Notice will be updated to add White ethnicity and remove Black/African American ethnicity, in order to meet the statutory requirements for board composition for next fiscal year.

2. VAC Recruitment Notice

The VAC Recruitment Notice was reviewed with members of the committee.

I. FY 20-21 Applicants – Page 3-71 & Page 75-78 of Additional Information Packet

A list of applicants and their applications, that applied last fiscal year, was provided to members of the committee. Members of the committee will review the applicants during the Executive Session.

IV. Board Meeting Agenda Items

- A. Minutes of October 6th Meeting
- B. Board & VAC Member Recruitment Notices
- C. Revised Nominating Committee Policies and Procedures
- D. Nominating Committee Critical Calendar for FY 2021-22

V. Executive Session

A. Applicant Deliberations

Committee members went into an Executive Session at 6:20 pm

VI. Announcements/Information

A. Next Meeting: Wednesday, January 5, 2022 at 5:30 pm

Angelina Martinez adjourned the meeting at 6:39 p.m.

Submitted by,

Liliana Windover

Liliana Windover
Executive Administrative Assistant

[ncmin_Oct6_2021]



North Los Angeles County Regional Center
Vendor Advisory Committee Meeting Minutes
October 7, 2021

Present: Jodi Agnew-Navarro, Orli Almog, Erica Beall, Suad Bisogno, Kimberly Bermudez, Catherine Carpenter, Cal Enriquez, Bob Erio, Kenny Ha, Sharoll Jackson (Chair), Dana Kalek, Alex Kopilevich, Don Lucas, Daniel Ortiz, Olga Reyes, Kevin Shields, - Committee Members

Absent: Jenni Moran

Kim Rolfes, Dr. Jesse Weller, Evelyn McOmie, Arpi Arabian, Arsho Garlanian, Stephanie Margaret, Dr. Michael Fernandez, Josie Dauglash, Cheryl Blizin, Venus Rodriguez-Khorasani, Cristina Preuss, Fred Rockwood, Chantelle Crown, Elisa Hill, Kimberly Johnson-McNeill, Erin Broughton-Rodriguez, Gabriela Eshrati, Nancy Salyers - NLACRC Staff

Approximately Service 78 Providers also participated on the Zoom call.

I. Call to Order & Introductions

Sharoll Jackson, VAC chair, called the meeting to order at 9:34 a.m.

II. Public Input

- Family Focus Resource Center announced that there will be 2 workshops about Sensory Development of Young Children on October 10th in English, and on October 14th in Spanish. More information here <https://www.csun.edu/family-focus-resource-center/events>

There will also be a virtual All Abilities Resource Fair on October 23rd from 10:00 am to 1:00 pm. Anyone interested in attending or being a booth vendor or sponsor can find more information at <https://www.csun.edu/family-focus-resource-center/aarf>. There is an informational meeting about the virtual fair today at 4:00 pm. More information available at the website above.

- TASC staff would like to discuss the LA County vaccine mandate and how it affects vendors and clients. This will be covered during the Executive Director report, and will be added to the agenda under Committee Business.

III. Consent Items

A. Approval of Agenda

Request to add discussion of local vaccine mandate/ordinance as item C under Committee Business, and change the name on CFO report from Kim Rolfes to Alan Darby.

M/S/C (E. Beall/A. Kopilevich) to approve the agenda as amended.

B. Approval of Minutes from the September 2nd VAC Meeting

M/S/C (K. Shields/D. Kalek) to approve the September 2nd meeting minutes as presented.

IV. Executive Director's Report (Kim Rolfes on behalf of Ruth Janka)

I. Staff Introductions

A. Welcome to Alan Darby who has joined the NLACRC staff as Chief Financial Officer.

II. Fun Facts

A. Presentation by Assemblywoman Valladares, 38th District
Ruth Janka will be receiving recognition from Assemblywoman Valladares as "Outstanding Hispanic in Assembly District 38". Assemblywoman Valladares will be attending NLACRC's Board meeting on October 13th to present Ruth with this recognition.

B. DDS 2-year audit (FY2020 and FY2021)
It was reported that DDS completed the centers biennial audit for FY2019-20 and FY2020-21 and the center had no audit findings during this audit period. This is a wonderful and unusual achievement, and staff were acknowledged for their hard work and achievement of this audit outcome.

C. Cultural Awareness Events During October

1. Monthly Events

i. Domestic Violence Awareness Month

ii. Down Syndrome Awareness Month

iii. National Disability Employment Awareness Month

iv. Special Needs Law Month

v. October 1-15 - National Hispanic Heritage Month (continued)

from September)

2. Weekly Events
 - i. October 3-9: Mental Health Awareness week
 - ii. October 17-23: Invisible Disabilities Week
3. Daily Events
 - i. October 6 – World Cerebral Palsy Day
 - ii. October 10 – World Mental Health Day

III.LEGISLATION

A. ARCA Signature Requests:

- AB 1331 (Irwin) – this bill will create a Statewide Director of Crisis Services, who will be responsible for state planning and direction of a comprehensive behavioral health crisis care system.
- SB 317 (Stern) – this bill changes court processes related to the competency of people with mental illnesses. Individuals who are incompetent to stand trial and receiving treatment in a facility (not merely jail) will be able to receive good conduct credits. It also improves the process of getting defendants into treatment when charged with a misdemeanor.
- AB 1363 (Rivas) – this bill addresses the needs of dual language learners, by requiring the quality indicators used to measure preschool programs to also measure the needs of dual-language learners.
- SB 224 (Portantino) – this bill would require each school district, county office of education, state special school and charter school that offers courses in health education (middle school or high school) to include instruction in mental health, to include overarching themes and core principles.
- SB 14 (Portantino) – this bill would allow student absences due to mental health and would require the CDE to recommend best practices and identify evidence based training programs for school to address youth behavioral health, including staff and student training.

B. Signed Legislation

- SB 639 (Durazo) – this bill limits the issuance of licenses for

subminimum wage programs and eliminates subminimum wage programs by January 1, 2025. This bill has been signed by the Governor.

C. Proposed Legislation

- AB 361 (Rivas) – this bill, until January 31, 2022, would authorize state agencies to hold public meetings through teleconferencing, make meetings accessible telephonically or electronically to all members of the public and suspend certain requirements such as the requirement that each teleconference location be accessible to the public. A state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the state body allow members of the public to attend the meeting and offer public comment. Notice requirements for the meeting and agenda still apply.

IV.STATE/LOCAL UPDATES

1. HCBS Compliance Funding FY21-22

The HCBS Waiver requires programs funded through MediCal to provide individuals with full access to the benefits of community living and offers services in an integrated setting. In recognition that some providers need to modify their services to come into compliance with the HCBS rules, the FY21-22 budget contains \$15M to fund changes.

DDS has released HCBS Compliance Funding Guidelines for FY21-22 and will hold two, one-hour webinars to review the funding application process and answer questions. The webinars will be held on Wednesday, October 6, 2021, from 1:00 p.m. – 2:00 p.m. and Friday, October 8, 2021, from 11:00 a.m. – 12:00 p.m.

2. DDS Service Equity and Access Grants (Due November 3rd, 5pm)

This year's grant focus is to reinforce effective strategies that will lead to a culturally and linguistically responsive developmental disability service system to improve service access and empower all individuals and families served. Proposals must address a local community or statewide issue/barrier identified through POS data, stakeholder feedback, and/or RC plans and recommendations to promote equity and reduce disparities.

NLACRC is considering submitting two separate proposals to facilitate community outreach and increased opportunities for employment for

individuals with intellectual and developmental disabilities.

3. Board and VAC Recruitment

We are recruiting consumers, family members, and interested community members for the board and service providers for the VAC for FY22-23. If you know of consumers in your programs that would be interested in participating on the board, please let us know and we'll send out an application packet! We will also be promoting our recruitment efforts through our News You Can Use, our social media platforms and flyers via US Mail.

4. DDS Performance Indicator Workgroup

On September 22, 2021, DDS convened their first meeting of the Regional Center Performance Indicator and Incentive Process Workgroup, which includes invitations to family members, self advocates, service providers (including some from NLACRC), three regional center executive directors, and representatives from Disability Rights California, State Council on Developmental Disabilities, Disability Voices United, University Centers for Excellence in Developmental Disabilities, Friends of Children with Special Needs, CA Disability/Senior Community Action Network, Mixteco/Indigna Community Organizing Project, Autism Society Inland Empire, and Parenting Black Children.

Performance Contract discussions from December of 2019 included expectations such as 1) transparency/empowerment; 2) diversity, equity and inclusion; culture of self-determination, 3) trust/respect/empathy, 4) clear, continuous, effective communication (simple/plain language, multi-lingual), 5) resourceful and experienced, and 6) responsive.

This workgroup will develop recommendations regarding systemwide performance indicators and benchmarks, survey and other measures to assess consumer and family experience, satisfaction and recommendations, additional criteria for demonstrating performance improvement, methodology for incentives for payments, and/or a process to evaluate success of quality improvement process.

5. DDS Wellness and Safety Bulletins

DDS recently released new bulletins on the following topics: Excessive Heat and Heat Related Illness, Dehydration, and Preparing for an Emergency – designed for both self-advocates and for direct service professionals. All of the bulletins can be found on both the NLACRC website and the DDS website.

6. DDS Directives/CDPH Public Health Order

09/28/2021 Directive: State Public Health Order re Worker Vaccination Mandate

The department has issued a directive regarding a state public health order requiring the vaccination of all regional center employees and regional center service provider workers, only exception is a worker that solely serves a single household, such as an individual with whom he/she lives or a family member.

This directive also identifies other entities that must comply such as workers in Adult and Senior Care Facilities, in-home direct care workers such as home health aides, waiver personal care services providers (DHCS), in-home supportive services providers (CDSS) – exception applies; and hospice workers.

Full vaccination must be demonstrated by November 30, 2021.

10/04/2021 Directive: Extension of Waivers, Modifications, & Directives due to COVID-19 extends directives into November 2021

Directive extends Waiver of Half-Day Billing Requirements for Day, until 10/27/2021.

7. Local Vaccine Mandates

It was shared that on Wednesday (10/06/2021), Mayor Garcetti signed an ordinance for the City of Los Angeles that would require people to show proof of full COVID-19 vaccination in order to enter certain indoor public locations, large events, and City buildings. It was shared that the ordinance would impact most all business except certain business such as grocery stores and pharmacies, would be exempt from the ordinance mandate. By November 4th, proof of full vaccination status would be required. Enforcement of the ordinance is scheduled to begin Nov. 29. Businesses that violate the ordinance would be issued a \$1,000 fine for its second violation, \$2,000 fine for a third violation and a \$5,000 fine for a fourth violation.

Discussion was held by the committee regarding the impact these type of mandates would have on consumers accessing the community and services to consumers. After much discussion it was decided that a separate meeting would be scheduled to discuss and address this specific topic. . The center agreed to coordinate the meeting.

Action: NLACRC to schedule a meeting with service providers to discuss impact of vaccine mandates/ordinances and provide a method to gather questions prior to meeting.

OPERATIONS

1. COVID 19 Statistics

- LA County Public Health COVID Update as of Monday, September 28, 2021 <http://publichealth.lacounty.gov>
Current Hospitalizations: 908, 31% in ICU. Higher rates of hospitalizations for unvaccinated adults. Hospitalizations are down by 126 since last week.
Positivity Rate: 1.1% (7-day average)

- NLACRC COVID Statistics as August 2021 (cumulative data) received from DDS 9/23:
42 new cases and 1,276 positive cases total, 2 hospitalizations in the month of August and 56 deaths to date.

2. NLACRC Offices and Onsite Staff

NLACRC staff are currently working from the offices one day per week, with the metrics trending in the right direction, staff will begin working two days per week onsite effective October 18, 2021. Offices continue to be open to the public, by appointment.

3. Staffing Updates

559 employees filled out of 633 authorized positions as of end of September 2021. Annualized turnover rate is 0.22%. 37 CSC open positions; and 37 other positions; total positions 74 positions

4. Consumer Updates

As of August 31, 2021, the center served 29,483 consumers. There were 708 individuals under 3 in Intake and 820 individuals over age 3 in Intake.

V. **Chief Financial Officer's Report** (Alan Darby)

A. Financial Report

The FY2021-22 Financial Report for the service month of August, 2021 was reviewed with the Committee. The Center's "C-1" operations budget allocation was \$65,774,429 and the Purchase of Service (POS) budget was \$660,679,508 for a total budget of \$726,453,937. The C-2 allocation will include additional operations funding, CRDP/CCP operation funding, and CPP POS funding. The first POS Expenditure Projection report for FY2021-22 is due to DDS on December 10, 2021.

B. RFP for NEW CPA Firm

The center will be seeking a new CPA firm because the regional center may not utilize the same CPA firm more than 5 years in a 10 year period. The centers' current 5-year contract with Windes will be coming to end with the audit of the centers FY2020-2021 financial statements. The RFP for a new CPA firm is scheduled to be published and posted on our website on October 14, 2021 after the RFP is approved by the Board of Trustees on Wednesday, 10/13/2021.

• **VI. Chief of Program Services Report (Jesse Weller)**

NLACRC's Diversity, Equity, and Inclusion Initiative

- Partnership with Inclusion Counts

DDS Service Access & Equity Grants

- Applicants must apply by 5PM on Nov 3, 2021
- This year's grant focus is to reinforce effective strategies that will lead to a culturally and linguistically responsive developmental disability service system to improve service access and empower all individuals and families served.
- Proposals must address a local community or statewide issue/barrier identified through Purchase of Service data, stakeholder feedback, and/or RC plans and recommendations to promote equity and reduce disparities.
- NLACRC: Grassroots Outreach & Employment

Pfizer Vaccine Booster Dose Available to eligible LA County Residents

- People aged 65 years or older
- Residents of long-term care facilities
- Are 50-64 and have an underlying medical condition or are at increased risk due to social inequity (including that of communities of color)

- People aged 18 to 64 years with underlying medical conditions
- People aged 18 to 64 years with high institutional or occupational risk, including healthcare workers, first responders, teachers and day care staff, grocery workers, and workers in homeless shelters or prisons, among others
- Link to [Sites offering the Pfizer vaccine](#).

Silvia Renteria-Haro:

- Temporary Assignment for Lead Supervisor for the Santa Clarita Office

Aging Adult Specialist:

- Marlene Vargas – first day on 10/11/2021

Early Start – State Systemic Improvement Plan, Annual Survey

- Surveys for regional centers and for local implementation teams are due to DDS by Tuesday October 26, 2021
- Lead Contact at NLACRC: Elisa Hill, Consumer Services Manager

Town Hall – October 21, 2021 from 1:30-2:30PM

- L. Vance – Chief, Office of Access & Functional Needs with the California’s Governor’s Office of Emergency Services – Disaster Preparedness & Safety Planning during Emergencies (fires, storms, earthquake)

NLACRC Roundtable with Stanford University – November 17, 2021 from 3-4PM

- Dr. Fung from Stanford – Neurodiversity Project & Collaboration with Google for individuals with Autism Spectrum Disorder

Different Thinkers, Different Learners Training Series (Classes for Parents) – Collaboration with Learning Rights Law Center

- Every 4th Tuesday of the Month from 10:00AM-11:30AM – in Spanish
 - Oct 26 (Understanding the Diagnosis of Attention Deficit/Hyperactive Disorder)
 - Nov 23 (Challenges in developing Social & Behavioral Skills)

Festival Educacional – Welcome to Regional Center (Theme: This is Your Home)

- Save the date: November 6 (8:30AM-1:30PM)

Monthly Groups:

- Alianza de Hombres (Men’s Group) – Tuesday October 12
 - New Date/Time for 7:00PM
- Cafecito Entre Nos (Coffee Amongst Us) – Thursday October 14, 2021
- Aprendiendo Entre Nos (Learning Amongst Us) – Thursday October 21, 2021
- Family Focus Resource Center – Support Groups

Self Determination Program:

- As of October 1, 2021: 62 participants are enrolled in SDP
- Informational & Orientation Meetings continue monthly
 - DDS is developing a standardized Orientation
- SDP Workbooks available on website in English and Spanish – released on 9/30/2021
- NLACRC Opening for Self Determination Local Volunteer Advisory Committee
 - Applications accepted through October 31, 2021
- SDP Allocations: Claudia Wegner, Melissa Longmire, and Disability Voices United have executed contracts for coaching and a resource fair!
- SDP Local Volunteer Advisory Committee – October 21, 2021 at 6:30PM
 - Please note, effective October 2021 – new start time is 6:30PM

VII. Community Services Director's Report (Evelyn McOmie)

1) Director Update

- HCBS Funding Guidelines: The Department will hold two, one-hour webinars to review the funding application process and answer questions. NLACRC sent out information through News you can use, one webinar was held yesterday Wednesday, October 6, 2021, the next Webinar is this coming Friday, October 8, 2021, from 11:00 a.m. – 12:00 p.m.
- To register for any of the above webinars, follow the instructions found at <https://www.dds.ca.gov/initiatives/cms-hcbs-regulations/hcbs-compliance-funding/>

2) Contracts & Compliance

- FY2021 Community-based day programs (505, 510, 515, 520, 805) annual program evaluations were due 09/30
- Final Notices are being sent this week to 29 providers
- If you haven't yet, please submit to Contract&Compliance@nlacrc.org
- If you are wondering if you are on the list you can privately message Stephanie Margarete in the chat, so she can confirm for you.

3) Quality Assurance

- Adult Care Facilities and Direct Care Worker Vaccine Requirement
<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Order-of-the-State-Public-Health-Officer-Adult-Care-Facilities-and-Direct-Care-Worker-Vaccine-Requirement.aspx>
- All individuals in subdivisions (a) through (e) must have the first dose of a one-dose regimen or the second dose of a two-dose regimen by November 30, 2021. All workers who are eligible for the exceptions outlined in subdivisions (b), (c), and (e) of section (1) must only provide services to a single household. If the worker provides services across multiple households, then the exception does not apply, and the worker must adhere to the provisions of this Order.
- PIN 21-44-ASC :ADULT AND SENIOR CARE FACILITY WORKER CORONAVIRUS DISEASE 2019 (COVID-19) VACCINATION REQUIREMENT
<https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2021/ASC/PIN%2021-44-ASC.pdf>
- COVID-19
Among vulnerable individuals, a State Public Health Officer Order was issued on September 28, 2021, pursuant to the authority in Health and Safety Code sections 120125, 120140, 120175, 120195 and 131080. The State Public Health Officer Order requires all workers who provide services or work in ASC facilities have their first dose of a one-dose regimen or their second dose of a two-dose regimen by November 30, 2021. The State Public Health Officer Order of July 26, 2021 regarding worker protections in high-risk settings supplements the vaccination requirement.
- PIN 21-43-ASC supersedes PIN 20-48-ASC CORONAVIRUS DISEASE 2019 (COVID-19) MITIGATION PLAN REPORT AND TRAINING
<https://www.cdss.ca.gov/Portals/9/CCLD/PINs/2021/ASC/PIN-21-43-ASC.pdf>
Due to the global COVID-19 pandemic, the California Department of Social Services required all licensees of ASC facilities to submit a Mitigation Plan Report to address epidemic outbreaks or communicable diseases specific to COVID-19. This PIN provides specific updates to the Mitigation Plan Report submission process and links to Mitigation Plan training.
Administrator Certification – check website for updated information
https://www.cdss.ca.gov/inforesources/cclid_acs
Children’s Residential Update Fall Quarterly
<https://www.cdss.ca.gov/Portals/9/CCLD/Quarterly/210908%20CRP%20>

[QU%20FALL%202021-FINAL%20Accessible%20\(002\).pdf?ver=2021-09-21-163940-217](https://www.cdss.ca.gov/Portals/9/CCLD/Quarterly/210913%20ASC%20QU%20FALL%202021-FINAL%20Accessible%20(002).pdf?ver=2021-09-21-163940-217)

Adult and Senior Care Program Update Fall Quarterly

<https://www.cdss.ca.gov/Portals/9/CCLD/Quarterly/210913%20ASC%20QU%20FALL%202021-FINAL.pdf?ver=2021-09-21-163939-810>

Direct Support Professional Training [https://www.dds.ca.gov/services/dspt/Wellness & Safety Bulletins](https://www.dds.ca.gov/services/dspt/Wellness%20&%20Safety%20Bulletins) <https://www.dds.ca.gov/consumers/wellness-toolkit/vendors-providers/>

Great resources and training materials

4) RESOURCE DEVELOPMENT

“North Los Angeles County Regional Center (NLACRC) is seeking proposal submissions for an Infant Development Program (home- and center-based services) service provider in the Antelope Valley. Start-up funding for this project has been approved through Community Resource Development Plan (CRDP) funding approval from the Department of Developmental Services (DDS) in the amount of \$150,000. All interested applicants must have or plan to establish a physical business office located within the Antelope Valley. For further information about this Request for Proposal please visit the NLACRC website at Infant Development Program (IDP) | NLACRC

5) EVV (Electronic Visit Verification):

Implementation by January 2022.

DDS conducted Webinar on September 29th for the most recent updates.

Sandata (the state solution) that will establish the EVV portal & provide technical assistance to services providers. They reported they are working on various service provider webinars/trainings in the next coming months on how to access and utilize the EVV portal.

6) CIE/PIP Effective 7/1/2021:

NLACRC is finalizing amendments to the contracts in place for programs with CIE and PIP to reflect the July 2021 changes to CIE/PIP. Amendments and request forms are forthcoming.

NLACRC will be conduct CM training late October and will host a training for Service Providers who would like to attend in November

7) Change in Address:

A kind reminder to all providers that regulations requires NLACRC providers to sustain an physical address within our catchment area.

VIII. Legislative Report_(Michelle Heid)

Some of the highlights in the September 2021 Legislative report are as follows:

- Legislative Calendar
 - October 10th, 2021 – Last day for Governor to act on bills passed by the Legislature
 - November 1st, 2021 – Latest day Gubernatorial replacement could take oath of office
 - January 3rd, 2022 – Legislature reconvenes (2nd year of the legislative session)
- DDS Directives Related to COVID-19
 - <https://www.dds.ca.gov/corona-virus-information-and-resources/>
- California Dept. of Public Health Orders Related to Vaccination of Health Care Workers
 - <https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/COVID-19/Beyond-Blueprint-Framework.aspx>
- Electronic Visit Verification (EVV)
 - <https://www.dds.ca.gov/services/evv/>
- CDC Releases COVID-19 Resources for People with IDD
 - <https://www.cdc.gov/ncbddd/humandevlopment/COVID-19-Materials-for-People-with-IDD>
- DS Task Force Update
 - <https://www.dds.ca.gov/initiatives/ds-task-force/>
- DDS: 2020-2021 Promoting Service Access & Equity Grant Overview
 - <https://www.dds.ca.gov/wp-content/uploads/2021/09/Call-for-SAE-Grant-Applicants-Announcement-21-22.pdf>
- Disability Thrive Webinars
 - <https://scdd.ca.gov/iddthrive/>
- CalABLE Accounts
 - <https://www.calable.ca.gov>
- Stimulus Payments for SSI Recipients
 - Stimulus payments will no longer be counted as income against eligibility or benefit amount. Previously, any funds not spent within 12 months would be counted, possibly resulting in a suspension or reduction of one's SSI benefits. The change comes as these assistance payments meet all the criteria of disaster assistance which by law is excluded from SSI income and resource determinations. More information:

<https://www.ssa.gov/coronavirus/categories/monthly-benefits-and-other-financial-help/>

- September 14 2021 Recall Election of Governor Newsom was unsuccessful. Gov. Newsom will face re-election in 2022.
- American Recovery Plan Act (HR 525) and HCBS
 - <https://www.dhcs.ca.gov/Documents/DHCS-HCBS-Spending-Plan-Web-Package-7-12-21.pdf>
- Direct Support Professionals (DSPs) Honored by Assemblymember Holden
- Better Care Better Jobs Act
 - Enhance Medicaid funding for HCBS
 - Encourage innovative models that benefit direct care workers and care recipients
 - Support quality and accountability
 - Facilitate state planning
 - Permanent spousal impoverishment protections
 - Make the "Money Follows the Person Rebalancing Demonstration" permanent.
 - <https://www.aging.senate.gov/imo/media/doc/Better%20Care%20Better%20Jobs%20Act%20ne%20Pager%20SBS%2006223.pdf>
- The Arc Launches "Raise Our Voices for Care" Campaign
- DHCS Medi-Cal COVID-19 Vaccination Incentive Program
 - The Department of Health Care Services (DHCS) is allocating up to \$350 million to incentivize COVID-19 vaccination efforts in the Medi-Cal managed care delivery system from September 2021 through February 2022. Medi-Cal managed care plans (MCPs) are eligible to earn incentive payments for activities that are designed to close vaccination gaps with their enrolled members. Participating MCPs will develop Vaccination Response Plans to improve vaccine access and to develop the infrastructure to support this work in the long term. \$100 million of the funding will be used to incentivize vaccine recipients, by offering, for example, \$50 grocery store gift cards.

Refer to the following link for additional information: [Community and Legislative Educator Report 9.2021 \(revised\).pdf - Google Drive](#)

IX. Committee Business

- A. Discuss alternating report outs from Board/Committee representatives and the vendor breakout groups every other month

It was recommended in order to keep the VAC meetings more efficient, to alternate the Board/Committee report outs and the Priority Workgroup report outs every other month, beginning with today's meeting. Today the priority workgroups will report out, and beginning next month the Board/Committee representatives will report out, and the breakout groups will meet. It was also recommended that since many of the Service Provider "Return to Work" groups have stopped meeting regularly, that those separate groups could be disbanded and folded into the Priority Issue workgroups. It was shared that the Individualized Services workgroup covers all age ranges, but could be folded into the School Age breakout group, with the understanding that the workgroup is not just for School Age individualized service providers, and that all service providers can continue to participate.

M/S/C (S. Bisogno/D. Kalek) to disband and dissolve the Service Provider "Return to Work" groups, and fold them into the VAC Priority Issue Work Groups, and to alternate the report outs by the Board/Committee representatives and the VAC Priority Issue Work Groups every other month.

- B. Request from the Board of Trustees to include a summary report from each VAC Workgroup in the VAC meeting minutes.

M/S/C (D. Kalek/S. Bisogno) to provide the Board of Trustees with a written summary report from each VAC Priority Workgroup and email to boardsupport@nlacrc.org.

- C. Impact of Local Vaccine Ordinance

The committee did not have any further information to discuss since this topic was discussed during the report out regarding vaccine mandates.

X. Reports from the VAC Priority Issue Work Groups

- A. Early Start Services (Dana Kalek)
Intakes are increasing and more parents are interested in coming back to services. Discussed the need for services in the Antelope Valley and the new service code that was approved for the higher rate for service providers

willing to travel to the Antelope Valley. Excited to hear about the new provisional eligibility program for 3-5 year olds. Discussed the audit results for NLA and what Early Start vendors can do to support in areas that were problematic. Vaccination requirements and working in homes with families continue to be topics of discussion.

B. School Age Services (Cal Enriquez)

Met on 10/5/2021. Mostly of the vendors in this workgroup are respite providers, so everyone is dealing with the repercussions of the vaccine mandate like losing staff, as well as what are the expectations of families regarding safety protocols. Discussed the CSUN/FRC Abilities Resource Fair taking place on October 23rd.

C. Adult Services (Suad Bisogno & Erica Beall)

Met on 9/8/2021. Presentation from Darren Lounds from the Lanterman Housing Alliance and Jessica Gould on the state of the state with all things housing regarding the community we serve. Covered the challenges and disparities, and different models for housing. Different legislative issues that have been considered and information on what's needed to help, i.e. securing monies in multi-family housing plans specifically for the IDD community. The presentation was recorded and would encourage people to watch it, perhaps share with Board. Need to determine how vendors can make a difference in catchment area and/or in DDS system.

Link to presentation: [The State of Affordable Housing in California - YouTube](#)

D. Legislative Issues and Advocacy (Sharoll Jackson)

Discussed the changes in trailer bill language, implementation and timeliness and how do we communicate the information to the community as well as resources of where to access additional information. Ideas included possibly creating a Google document to summarize and share the information to help with calendaring and to assess what changes may impact services and supports. Zoom meetings for VAC to continue through June of 2022, but can look at some hybrid options and assess how we want to continue.

XI. Agenda Items for the Next Board Meeting

- A. Minutes of the October 7th Meeting

XII. Announcements/Public Input

A. Next Meeting: Thursday, November 4th at 9:30 a.m.

A vendor was able to attend 3 workgroups – Adult, School Age and Early Start and found it helpful to see the overview of what a consumer would go through. Even though each unit works with an individual separately, the idea to come up with one goal to support consumer throughout their lifespan may be helpful, and can be included as a possible agenda topic.

XIII. Adjournment

Sharoll Jackson adjourned the meeting at 11:27 am.

Submitted by,

Cheryl Blizin
Executive Assistant

[vacmin_oct7_2021]



**NLACRC 2021-22 Board of Trustees
Board Meeting Attendance**

12-Month Attendance Board Members	Jul-21 Board	Aug-21 Board	Sep-21 Board	Oct-21 Board	Nov-21 Board	Dec-21 Dark	Jan-22 Board	Feb-22 Board	Mar-22 Board	Apr-22 Board	May-22 Board	Jun-22 Board	Total Absences
Nicholas Abrahms		P	P										0
Cathy Blin		P	P										0
Sylvia Brooks Griffin		Ab	P										1
Christina Cannarella		P	P										0
David Coe		P	P										0
Marianne Davis		P	P										0
Leticia Garcia		P	P										0
Gabriela Herrera		P	P										0
Sharoll Jackson		P	P										0
Jennifer Koster		P	P										0
Angelina Martinez		P	P										0
Lillian Martinez		P	Ab										1
Caroline Mitchell		P	Ab										1
Ana Laura Quiles		P	P										0
Alma Rodriguez		P	P										0
Rocio Sigala		P	P										0
Jennifer Siguenza		P	P										0
Jeremy Sunderland		P	P										0
Deshawn Turner		P	P										0
Curtis Wang		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)

North Los Angeles County Regional Center
 FY 2021-22 Board of Trustees
 Board and Committee Time Report

Fiscal Year 2021-2022

(Rounded to the nearest quarter of an hour.)

Committee	Jul-21				Aug-21				Sep-21			
	Start	End	Total Time	Rounded	Start	End	Total Time	Rounded	Start	End	Total Time	Rounded
Ad Hoc Bylaws												
Administrative Affairs	6:24 PM	9:06 PM	02:42	2:45	6:02 PM	8:04 PM	02:02	2:00	6:00 PM	8:33 PM	2:33 AM	2:30
Board Meeting					6:31 PM	9:13 PM	02:42	2:45	6:32 PM	8:59 PM	2:27 AM	2:30
Consumer Services	6:03 PM	8:05 PM	02:02	2:00	6:02 PM	8:02 PM	02:00	2:00				
Executive	9:07 PM	11:08 PM	02:01	2:00	8:13 PM	9:50 PM	01:37	1:30	8:40 PM	11:00 PM	2:20 AM	2:15
Government and Community Relations	8:06 PM	10:30 PM	02:24	2:30	8:07 PM	10:42 PM	02:35	2:30				
Nominating												
Nominating												
Nominating												
Nominating												
Post Retirement Medical Trust	5:33 PM	6:23 PM	00:50	0:45								
Strategic Planning					6:03 PM	8:24 PM	02:21	2:15				
Vendor Advisory					9:32 AM	12:02 PM	02:30	2:30	9:32 AM	10:47 AM	1:15 AM	1:15

North Los Angeles County Regional Center
 FY 2021-22 Board of Trustees
 Board and Committee Time Report

Fiscal Year 2021-2022

(Rounded to the nearest quarter of an hour.)

Committee	Oct-21				Nov-21				Dec-21	
	Start	End	Total Time	Rounded	Start	End	Total Time	Rounded	Start	End
Ad Hoc Bylaws										
Administrative Affairs										
Board Meeting										
Consumer Services										
Executive										
Government and Community Relations										
Nominating	5:37 PM	6:39 PM	01:02							
Nominating										
Nominating										
Nominating										
Post Retirement Medical Trust										
Strategic Planning										
Vendor Advisory	9:34 AM	11:27 AM	01:53							

North Los Angeles County Regional Center
 FY 2021-22 Board of Trustees
 Board and Committee Time Report

Fiscal Year 2021-2022

(Rounded to the nearest quarter of an hour.)

Committee	Jan-22				Feb-22				Mar-22			
	Start	End	Total Time	Rounded	Start	End	Total Time	Rounded	Start	End	Total Time	Rounded
Ad Hoc Bylaws												
Administrative Affairs												
Board Meeting												
Consumer Services												
Executive												
Government and Community Relations												
Nominating												
Nominating												
Nominating												
Nominating												
Post Retirement Medical Trust												
Strategic Planning												
Vendor Advisory												

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?

