



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 | www.nlacrc.org

MEMORANDUM

Date: August 20, 2024

To: **Executive Committee:**
Ana Quiles, Sharmila Brunjes, Leticia Garcia, Brian Gatus, Rocio Sigala,
Alma Rodriguez, Andrew Ramirez

From: Kimberly Visokey, Executive Administrative Assistant

Re: Information for the next Executive Committee meeting on
Thursday, August 22, 2024 at 6:30 pm

.....

Attached is information for the next Executive Committee meeting. Please review this information prior to the meeting.

The meeting will be held remotely via Zoom.

Join Zoom Meeting

<https://us06web.zoom.us/j/83476480256?pwd=BtvpmbD2KjLYjwblC32UvUrT9nR.1>

Meeting ID: 834 7648 0256

Passcode: 663916

If you have any questions, or **if you are unable to attend the meeting**, please send us an email to boardsupport@nlacrc.org.

Thank you!

c: Cristina Preuss, Interim Executive Director, Evelyn McOmie, Deputy Director, Vini Montague, Chief Financial Officer, Betsy Monahan, Human Resources Director, Gabriella Eshrati, Consumer Services Director, Donna Rentsch, Consumer Services Director

Attachments



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 | www.nlacrc.org

EXECUTIVE COMMITTEE

Thursday, August 22, 2024 at 6:30 pm - Via Zoom

~AGENDA~

- I. Call to Order
- II. Committee Member Attendance/Quorum
- III. Agenda (*Page*)
- IV. Consent Items
 - A. Approval of Minutes from the May 30th Meeting (*Page*)
 - B. Approval of Minutes from the July 8th Special Meeting (*Page 1*)
 - C. Approval of Minutes from the July 24th Special Meeting (*Page 1*)
- V. Public Input – Agenda Items
- VI. Closed Session
 - A. Personnel
- VII. Action Items
 - A. Approval of Board Priorities FY 24-25 – Ana Quiles
 - B. Approval of Contracts (New Vendor) -Vini Montague
 1. Empowering Lives PL2295-076 (*Page 1*)
 - C. Bank Accounts Authorized Signers
 1. Board Resolution to Remove Brian Winfield (DDS) & Add Michi Gates (DDS) (*Page 17*)
 - D. Approval of DDS Special Contract Matrix (Draft) -Ana Quiles (*Page 1*)
 - E. Approval of Conflict Resolution Plans – Betsy Monahan (*Page 6*)
- VIII. Committee Business
 - A. Annual Committee Orientation- Cristina Preuss
 1. Committee Policies & Procedures and Bylaws (*Page*)
 2. Board Audit Section (*Page 1*)
 - B. Review Whistleblower Policy and Report Submission Status – Betsy Monahan
 - C. Review the Purchase of Service Annual Report FY 2023-2024 (Deferred)
 - D. Determine the cost, location, and date of the Annual Board Dinner for FY 24-25 (*Page*)
 - E. Determine the cost, location, and date of the Annual Board Retreat for FY 24-25
 - F. Liaison Report
 1. June ARCA Report – Lety Garcia (*Page*)
 - G. Updates on Special Contract Language (SCL) Deliverables – Cristina Preuss & Ana Quiles
 - H. Approved Board Critical Calendar – Ana Quiles (*Page 61*)



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 | www.nlacrc.org

- I. Approved Executive Committee Critical Calendar – Ana Quiles (**Page 69**)
- J. Self Determination Program (SDP) Statute and Local Volunteer Advisory Committee LVAC Policy – Cristina Preuss (**Page 71**)

IX. Center Operations- Cristina Preuss (Page 73)

X. Review of Committee Action Log Items (Item Owner and Due Date)

XI. Board Meeting Agenda Items

- A. Minutes of the May 30th Meeting
- B. Minutes of the July 8th Meeting
- C. Minutes of the July 24th Meeting
- D. Minutes of the August 22nd Meeting (Pending Committee Approval)

XII. Announcements / Public Input/Information Items

- A. Next meeting Thursday, September 26, 2024 at 6:00 PM
- B. Committee Attendance (**Page 77**)

Please refer to NLACRC's website for the Calendar of Events, which includes a link for the Family Focus Resource Center, for information regarding more support groups, training opportunities, dates, times, and links – www.nlacrc.org

XIII. Adjournment



North Los Angeles County Regional Center
Executive Committee Meeting Minutes

May 30, 2024

Present: Ana Quiles, Brian Gatus, Rocio Sigala, Leticia Garcia, Andrew Ramirez, Lillian Martinez - Committee Members

Arezo Abedin, Kimberly Visokey, Cristina Preuss, Gabriela Eshrati, Evelyn McOmie, Vini Montague, Betsy Monahan, Sheila King – Staff Members

Travis Furlow- PeopleScout, David Lester- NLA Counsel, Victoria Berrey- SDLAC, Andrew McIlhinney, Jasmine Barrios – Minutes Services- Guests

Absent:

I. Call to Order

Ana Quiles called the meeting to order at 6:00 pm.

Ana read the Civility Code to meeting attendees.

II. Committee Member Attendance/Quorum

III. Consent Items

A. Approval of Agenda

M/S/C (A. Ramirez/ L. Garcia) To approve the agenda as presented.

After the vote, Rocio Sigala made the request to defer item 1. Family Resource Center, under Committee Business Item D: Approval of Contracts.

M/S/C (A. Ramirez/ L. Garcia) To approve the agenda as revised.

B. Approval of Minutes of April Meeting Minutes

M/S/C (B. Gatus/R. Sigala) To approve the Minutes as presented.

IV. Public Input – Agenda Items

None

V. Introduction – Betsy Monahan, NLA Human Resources Director

Cristina Preuss shared that Betsy Monahan is serving as NLA’s new Human Resources Director and will attend meetings and report outs when applicable.

Betsy shared that she has over 15 years of experience in human resources as an executive. She

has a Master's in Business Administration and HR Management from DePaul University. In addition, she holds professional certifications from HRCI and the Society for HR Management. She has held positions in ecommerce, contractor companies and finance companies. This is her first role in the non-profit sector but is confident that her extensive knowledge will allow her to be beneficial in her role with NLA.

VI. Closed Session

A. Board Governance

M/S/C (A. Ramirez/B. Gatus) To enter the Closed Session at 6:08 pm

M/S/C (R. Sigala/A. Ramirez) To exit the Closed Session at 7:14 pm

VII. PeopleScout Presentation

Travis Furlow, from PeopleScout, presented information on the Partnership Overview and Recruitment Plan update. Highlights include:

Offers and Starts as of 5/23:

Positions Requisitions Received – 240

Requisitions Filled/Candidates started program-to-date – 118

Active Requisitions Remaining – 100

Offers Accepted – 140

Offers Declined – 30

Offers Pending Acceptance- 6

Candidates Started – 118

Candidates Pending June 3 and June 17 Start Dates – 22

Hiring Event Results- 2024 Q1 and Q2

February – 51 candidates scheduled, 29 offers extended

April – 43 candidates scheduled, 14 offers extended

May – 49 candidates scheduled; the number of offers extended is currently being determined

Paid Marketing Channels

- Joveo
- Indeed
- Social Media Campaigns on Facebook, X (Formerly Twitter), Google and Instagram
- Ground Truth

Intelligent Recruitment Marketing

- Awareness and Consideration – targeted, always-on content based on location, interests, followers, groups and keywords.
- Consideration and Interest – intelligent job activation content distributed across over 10,000 platforms to maximize reach in the candidate market.
- Application – optimized conversation through a frictionless candidate journey

Travis noted that of the contractual obligation is 250 positions being supported, 240 have been received. Vini noted that though their April 8th invoice, invoices have been received for \$406,3000.

VIII. Committee Business

A. Approval of Executive Committee FY 2024-25 Monthly Meetings Schedule - Ana Quiles

B. Approval of Fiscal Year 2024-25 Critical Calendar - Ana Quiles

Ana reviewed both of these items as presented in the packet. A proposal was made to revise the Board and Committee critical calendars to have Committee work to start in August in preparation for the first Board Meeting of the FY in September.

Dark month(s) for the Committees will be repurposed for Board trainings and Onboarding tasks and give NLA a chance to give the team more team to prepare for the next FY.

M/S/C (B. Gatus/R. Sigala) To make a recommendation to the Board for a revision to the Board and Committee Critical Calendars for trainings and onboarding sessions to take place in June and July, Committee work to begin in August and Board work to begin in September.

After discussion, it was requested that any revisions to the Critical Calendar be highlighted in the packet, Board Support will ensure that this is completed.

C. Proposed Board Budget for Fiscal Year 2024-2025 – Vini Montague

1. Review of Packet Printing Cost

Vini reviewed the information as presented in the packet. Concerns were raised regarding the elimination of the Sponsorship category in the budget as well as the blank line for Legislative events. In addition, concerns were raised with the amount allocated for overnight shipping costs to send physical copies of meeting packets.

In regards to sponsorships, Cristina shared that the current policy considers sponsorship requests from July to November. In regards to the Legislative events line, that item is being addressed in the Disparity Committee. (PLEASE ASK CRISTINA TO CLARIFY THIS)

Vini will send the final budget with the Committee once they become available. She also explained that the blank line items are blank based on utilization which was zero for FY 2024 and those funds were reallocated to line item 1: Board Retreat, Dinner and CAC Holiday Party.

It was noted that currently, the estimated annual cost of distribution for Board Packets was \$29,634 for overnight costs and \$2,630 for labor and supplies for FY23-24, including those who have opted-out from receiving physical Board Packets. Kimberly shared that there are 13 members who receive physical Board Packets. It was recommended that the Board be reminded of this option to obtain an updated list of Board Members who would like to opt-out of receiving physical Board Packets.

M/S/C (B. Gatus/R. Sigala) To make a recommendation to the Board to revise the process for physical Board Packet distribution.

Board Support will add this item to the next Board meeting agenda. Vini Montague will include shipping costs in the next Board Meeting packet and will also survey the other Regional Centers regarding their current Board Budgets and will also add to the Board Meeting agenda.

D. Approval of Contracts – Vini Montague

1. Family Resource Center – *deferred*

2. HCBS Funding Plan 2022-2023 Reallocation

Vini presented the information as presented in the packet. The Committee is being asked to approve the reallocation of funding to a separate ACRE training under a contract amended. The total contract funding will remain the same and DDS has approved the reallocation.

M/S/C (B. Gatus/R. Sigala) To approve the reallocation as presented, on behalf of the Board.

E. Review of Board Master and Critical Calendar for Fiscal Year 2024-2025 – Ana Quiles

This item was addressed in Committee Business Items A and B.

Board Support will make the noted revisions.

F. Public Meetings / Chat Feature – Ana Quiles

In order to create a more streamlined environment for orderly meetings, a proposal was made to limit the chat during Board and Committee meetings. It was noted that of the 21 Regional Centers, 98% of them do not use the chat feature during meetings but added more time at the Public Meeting section at the end of the agenda for the public to voice their questions, comments and concerns. Other methods proposed included using the “Webinar” features on Zoom.

M/S/C (B. Gatus/R. Sigala) To approve a recommendation to the Board to restrict the chat feature during Committee and Board meetings.

G. Approval of PFM Asset Management Investment Advisory Agreement – Vini Montague

This item was reviewed as presented in the packet. This agreement will commence with PFM Asset Management, who acquired HighMark Capital. This is a procedural agreement that will allow PFM to manage NLA’s account. Vini will revise the agreement with the updated minimum annual fee which will be \$0.

Brian noted that in section 6, Term, the last sentence allows PFM to terminate the agreement “at any time after one year upon 30 days written notice”. Brian requested that the same clause be applied to NLA to also have the power to terminate after one year.

Brian also noted that under section 7, Force Majeure, he would like to strike out broad items listed such as: “Labor difficulties, any action or inaction of any carrier or utility, or mechanical or other malfunction”. Vini Montague will reach out to PFM to negotiate the discussed revisions. The Committee determined to approve the agreement, pending the discussed revisions being implemented.

M/S/C (B. Gatus/R. Sigala) To approve the agreement for recommendation to the Board, pending the contract modifications.

H. Employee Salaries Report – *deferred*

I. Employee Incentive Policy Revision – *deferred*

J. Update for Coaching and Support Consultant – Vini Montague/Megan Mitchell

There is no update on this item as NLA is pending the receipt of an additional quote.

K. Social Media Policy Draft – David Lester

David reviewed the information as presented in the packet. The policy is newly drafted and is being proposed to the Committee for review. Leticia made the request to compare this policy to the current Social Media policy which David Lester was unaware existed. The Committee requested that policies that are being created and updated be included in the meeting packet in addition to any previous or existing policies for comparison. The current policy will remain in place until this policy is approved by the Board.

Board Support will email the current policy to the Committee and add this item to the next Committee Meeting agenda.

L. TASC - Animal Sanctuary Presentation for Board Retreat for New FY – Cristina Preuss

Cristina presented information on the TASC Animal Sanctuary, that is available to host NLA for the next Board Retreat and is very cost-effective. This item will be revisited at the August Committee Meeting. Rocio Sigala made the request that consideration be made to revise the name associated with the “Board Retreat”, for enhanced clarity on the purpose of the event.

M. Review of Committee Assignments for next FY – Ana Quiles

This item will be deferred pending responses from all Board Members.

N. Discussion of Board Goals for Fiscal Year 2024-2025– Ana Quiles

M/S/C (B. Gatus/R. Sigala) To defer this item to the next FY.

The Critical Calendar will be updated to reflect this change.

IX. Center Operations

Cristina shared the information as presented in the packet.

X. Review of Meeting Action Items

- A. Add the revision of the Critical Calendar to the next Board Meeting agenda (Board Support)
- B. Highlight revisions of Critical Calendar when reviewing new drafts (Board Support)
- C. Share the final Board Budget with the Committee once it becomes available (Vini Montague)
- D. Add “Revision of Board Packet Distribution” to the next Board Meeting agenda and to get an updated list of Board Members who prefer to opt-out of receiving physical Board Meeting packets (Board Support)
- E. To submit the Board Packet Shipping Costs to Board Support for inclusion in the next Board Packet (Vini Montague)
- F. To survey the other Regional Centers in regards to prior Board Budgets (Vini Montague)

May 30, 2024

- G. To negotiate discussed revisions with PFM in regards to asset management (Vini Montague)
- H. To add "Social Media Policy" to the next Committee meeting and to email current Social Media policy to the next Committee Meeting agenda (Board Support)
- I. To correct the Master Critical Calendar before presentation to the Board (Board Support)

XI. Board Meeting Agenda Items

The following items were identified for the committee's section of the next Board Meeting agenda:

- A. Minutes of the April 25th Meeting
- B. Minutes of the May 30th Meeting

XII. Announcements / Information Items / Public Input

- A. Next meeting TBD
- B. Committee Attendance

XIII. Adjournment

Ana Quiles, Committee Chair, adjourned the meeting at 8:51 pm.

Submitted by:

Kimberly Visokey

Executive Administrative Assistant

(The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRC staff.*



North Los Angeles County Regional Center
Executive Committee SPECIAL Meeting Minutes

July 8, 2024

Present: Ana Quiles, Leticia Garcia, Brian Gatus, Rocio Sigala, Andrew Ramirez, Alma Rodriguez, Sharmila Brunjes - Committee Members

Cristina Preuss, Betsy Monahan, Kimberly Visokey – Staff Members

David Lester, Lyapa Nakazwe-Masiya – Egon Zehnder, Uvence Martinez – DDS, - Guests

Absent:

I. Call to Order

Ana Quiles called the meeting to order at 6:03 pm.

II. Committee Member Attendance/Quorum

III. Public Input – Agenda Items

IV. Committee Business

A. ED Final Recruitment Process

Lyapa detailed the process of identifying a new executive director for the regional center. This involved understanding the center's needs, mapping potential industries, and advertising the position widely. The process also included a thorough assessment of candidates, focusing on their experience, leadership skills, communication style, and alignment with the center's mission. Two finalists have been selected to present to the board, with the intent to finalize the selection by the end of the month. The aim is to provide the board with comprehensive information about the candidates, including their presentations, to assist in making a decision.

Rosie asked for clarification on the reduction of candidates from stage 2 to stage 3, to which Lyapa explained that this was primarily due to their team's assessment of a candidate's suitability and mission orientation. She confirmed that they keep detailed records of the reasons for each candidate's de-prioritization.

Ana then summarized the work done over the past six months and proposed to present their recommendations to the Board in a special meeting, with the aim of getting it approved.

M/S/C (R. Sigala / A. Rodriguez) To approve the recommendations of the final two candidates to the Board for approval.

B. Recruitment Budget

The Recruitment Budget was discussed, and it was suggested that it needs to be presented to the Board at a Special Meeting.

M/S/C (R. Sigala / A. Rodriguez) To send the Recruitment Budget to the Board for approval.

V. Closed Session

A. Board Governance

M/S/C (R. Sigala / S. Brunjes) To enter the Closed Session at 6:36 pm

M/S/C (R. Sigala / A. Ramirez) To exit the Closed Session at 6:58 pm

It was reported out that during the Closed Session, the Recruitment Process was finalized.

VI. Public Input – Agenda Items

None

VII. Adjournment

Ana Quiles, Committee Chair, adjourned the meeting at 7:00 pm.

Submitted by:

Kimberly Visokey

Executive Administrative Assistant

() The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRC staff.*



North Los Angeles County Regional Center
Executive Committee SPECIAL Meeting Minutes

July 24, 2024

Present: Ana Quiles, Brian Gatus, Rocio Sigala, Andrew Ramirez, Alma Rodriguez, Sharmila Brunjes - Committee Members

Cristina Preuss, Vini Montague, Betsy Monahan, Chris Whitlock, Arezo Abedi, Kimberly Visokey – Staff Members

David Lester, Jennifer Koster, Mark Wolfe, Andrew McElhinney – DDS, - Guests

Absent: Leticia Garcia

I. Call to Order

Ana Quiles called the meeting to order at 5:07 pm.

II. Committee Member Attendance/Quorum

III. Public Input – Agenda Items

None

IV. Committee Business

A. Approval of the Salary Schedule

The committee discussed adjusting the salary schedule to reflect additional jobs and design changes, with the changes based on competitive surveys and comparative analysis. It was decided that Betsy would implement the salary schedule changes with the February 2024 effective date.

M/S/C (B. Gatus / A. Rodriguez) To approve the Salary Schedule with the above-mentioned updates.

B. Approval of Contracts:

1. New Vendorization

Service Code 056 – New Service for existing 785

The team discussed changes to vendorization and service codes for clinical psychologists, with Vini clarifying that higher rates offered under the new code had attracted higher-paying clients.

M/S/C (R. Sigala / A. Rodriguez) To approve the as presented.

Speech up Therapy- Early Start Specialized Therapeutic Services

Purpose: to reduce the number of clinical psychologists from 75 to 56, and a new vendor, 'Early Start Specialized Therapeutic Services', was introduced to address the shortage of service providers in the Antelope Valley.

M/S/C (A. Rodriguez / S. Brunjes) To approve the as presented.

2. Contract Amendments and Extensions

Encourage Home

M/S/C (B. Gatus / S. Brunjes) To approve the Contract Amendment as presented.

V. Closed Session

A. Personnel

M/S/C (A. Rodriguez / B. Gatus) To enter the Closed Session at 5:23 pm

M/S/C (A. Rodriguez / R. Sigala) To exit the Closed Session at 5:59 pm

VI. Public Input – Agenda Items

None

VII. Adjournment

Ana Quiles, Committee Chair, adjourned the meeting at 6:04 pm.

Submitted by:

Kimberly Visokey

Executive Administrative Assistant

(The majority of these minutes are taken from the Minutes Service submission and reviewed/edited as presented herein by NLACRC staff.*



NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: Empowering Lives 4 Success

Vendor #: PL2295

Svc Code: 076

Date: 8/15/24

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

Vendor #	Service Code	Description
HL0795	520	Independent Living Services

Service Address: 7120 Hayenhurst Ave, #106, Van Nuys, CA 91406

Service Description: A regional center shall classify a vendor as a CFS provider when the vendor coordinates and provides items identified below for adults who reside in the family home. CFS shall be tailored to the unique needs of the consumer and their family and provided in a manner that respects their language and culture. It shall be primarily provided in a person’s home. CFS may include, but is not limited to:

1. Identifying and providing supports necessary to successfully reside in the family home.
2. Providing assistance and training for the consumer and their family in navigating comprehensive services and supports that are tailored to meet their unique needs, including creating pathways to overcome barriers to accessing generic and other resources.
3. Providing additional information or resources on the consumer’s diagnosis and identified supports.
4. Coordinating consistency in training across providers specific to the needs of the consumer and their family.
5. Assisting with scheduling of service delivery including medical and other appointments.
6. Identifying transportation options or services.
7. Identifying backup providers/supports and providing those backup supports when the plan fails.
8. Providing futures planning for the consumer, including those living with aging caregivers.
9. Providing training to the consumer which maximizes their independence.

CFS shall not replace or duplicate any regional center service coordination, generic service or other regional center funded service that the consumer and their family are receiving. CFS may not be provided by an individual who resides in the same home as the consumer. At minimum, the need shall be assessed annually, with progress being reported quarterly.

Services available in English, Spanish, Farsi and Taglog.

Service Area: Antelope Valley. Santa Clarita Valley and San Fernando Valley

Staffing: 1:1



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New Coordinated Family Supports Agreement Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Empowering Lives 4 Success Inc Vendor Number: PL2295, Service Code: 076
3.	The Purpose of the Contract	Contractor provides Coordinated Family Support (CFS) Services pursuant to the State’s Budget Bill for developmental services, SB 188 (Chapter 49, Statutes of 2022) where WIC, Section 4688.06 was added establishing the Coordinated Family Support Services that recognize the right of adults with developmental disabilities to reside and continue to reside in the family home. CFS services will be provided in a manner that are tailored to the unique needs of the consumer and are respectful of the language, ethnicity, and culture of the family home.
4.	The Contract Term	Five (5) year contract effective September 1, 2024 through August 31, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$225,075.00 per year, or \$1,125,375.00 over the entire five (5) year term of the contract based on description of services and estimated calculations.
6.	The Total Proposed Number of Consumers Served	Projected 5 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 \$60.02 per hour DDS Set Rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Coordinated Family Supports services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	DDS Set Rate as established on DDS directive dated January 27, 2023.
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	None



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Executive Committee on behalf of the Board of Trustees reviewed and discussed the Coordinated Family Supports Agreement (“**Contract**”) for **Empowering Lives 4 Success Inc** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Empowering Lives 4 Success Inc** was reviewed and approved by NLACRC’s Executive Committee on behalf of the Board of Trustees on **August 22, 2024**.

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

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

Alma Rodriguez, Board Secretary

August 22, 2024
Date



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 www.nlacrc.org

Board Resolution for Change in the Department of Developmental Services Authorized Signers

Resolved that at a meeting of the North Los Angeles County Regional Center’s Executive Committee held on the 22nd day of August 2024, in accordance with the laws and by-laws of the above organization, City National Bank is authorized to remove Brian Winfield as Authorized Signer from all accounts of the North Los Angeles County Regional Center presently open under the Account Agreement with City National Bank, effective and including August 31, 2024. See Schedule A.

Resolved that the Executive Committee, on behalf of the Board of Trustees, authorizes and instructs City National Bank to add the following person as Authorized Signer to the accounts of the North Los Angeles County Regional Center listed in “Schedule A” presently or hereafter opened under the Account Agreement with all associated rights and authority, effective September 1, 2024:

Michi Gates, Chief Deputy Director, Department of Developmental Services

Further Resolved that the authorization is in addition to any other authorizations in effect and will remain in full force until the Bank receives written notice of revocation at the address(es) and manner designated by City National Bank.

Schedule A

Account Description	Account Number
Business Checking Account	xxxxxxx26
Payroll Account	xxxxxxx34
Flexible Spending Account	xxxxxxx42
Consumer Group Account	xxxxxxx69
Dedicated Consumer Account	xxxxxxx04
Restricted Funds Account (Prevention)	xxxxxxx95

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

Alma Rodriguez, Board Secretary

August 22, 2024
Date

SPECIAL LANGUAGE CONTRACT MATRIX

The following is Special Contract Language (SCL) executed between the State and Contractor and is intended to address continued concerns and deficiencies identified at the North Los Angeles County Regional Center. To remedy these deficiencies, Contractor agrees to comply with the below special contract terms as authorized by Welfare and Institutions Code section 4635 (b). The State requires Contractor to sustain the SCL, and to keep the State informed of progress on established goals and practices.

	TIMELINE/ STATUS UPDATE/ DUE DATE	STATUS	NOTES
I. Retention of Consulting Services to Assess Current Regional Center Operations and Provide Support for Future Operations			
I.A. Retention of Consulting Services. BOARD OF TRUSTEES By July 15, 2024, Contractor shall retain and enter into an agreement with the Columbus Organization for the purpose of providing consultation (consulting service) on workforce development, improving staff morale, stability of the executive team, developing appropriate boundaries between the regional center’s Board of Directors (Board) and staff, strengthening the relationship between regional center executive staff, regional center staff, and the Board, ensuring delivery of services, providing training, and ensuring effective governance of the regional center.	07/08/2024 07/15/2024	COMPLETED	CONTRACT SIGNED AND IN EFFECT AS OF 7/16/2024
I.B. Evaluation of Current and Ongoing Operations. COLUMBUS / NLACRC LEADERSHIP Contractor shall work with the consulting service to assess the regional center’s operational infrastructure, processes for how decisions are made by regional center management, implementation of the Lanterman Developmental Disabilities Services Act (Lanterman Act), workforce deficits, and commitment to the success of the organization. This includes, but is not limited to, evaluating policies and procedures, communication systems, complaint processes, training, and regional center executive staff versus Board roles and responsibilities. Contractor will work with the consulting service to develop a plan regarding assessment and proposed remediation of operational infrastructure issues within 90 days from when the consulting service is retained.	Within 90 days from 7/16/2024 10/06/2024 10/13/2024		
I.C. Assessment of Delivery of Regional Center Services. COLUMBUS Contractor shall work with the consulting service in order to comply with the delivery of case management services by the regional center consistent with the requirements of the Lanterman Act. Contractor will work with the consulting service to establish strategies and measures to include, but not limited to, caseload ratios are significantly reduced and progress is made towards statutory compliance, ensuring case management activities align between staff duty statements/job descriptions, and that Lanterman Act values and requirements are being met. Contractor shall work collaboratively with the consulting service to assess the regional center’s operations by utilizing measurable data points and other information needed to achieve progress and intended outcomes. Data points are to include, but are not limited to, monthly data on service coordinator to consumer caseload ratios, workforce hiring and retention, compliance with Early Start and Lanterman Act intake and assessment timeline requirements, completion of IPPs as statutorily required, timely authorizations for services, and vendor payment timelines. Contractor will work with the consulting service to develop a plan regarding assessment and proposed remediation of regional center operational issues using measurable data points within 60 days from when the consulting service is retained.	Within 60 days from 07/16/2024 09/06/2024 09/14/2024		

	TIMELINE/ STATUS UPDATE/ DUE DATE	STATUS	NOTES
II. BOARD GOVERNANCE			
BOARD OF TRUSTEES Contractor agrees to have independent legal counsel to provide regular advice on Board governance, Board member conduct, assist with Board training, and assist with a review, and as necessary development and/or modification of Board policies. Contractor’s choice of legal counsel must be approved by the State. Contractor must provide the State with its proposed legal counsel within 30 days of execution of this Article. All training material prepared by legal counsel shall be submitted to the State for review and approval at least 14 days prior to the beginning of any training . All modification or formation of Board policies must be provided to the State for review and approval at least 14 days prior to implementation of any change .	Within 30 days from 07/16/2024 08/08/2024 08/15/2024	SUBMITTED: 08/14/2024	
II. A. Legal Counsel and Contractor Requirements. 1. Review of Bylaws. EXECUTIVE COMMITTEE / WORKGROUP Contractor and its legal counsel must review, and if necessary, revise Contractor’s current bylaws, including any amendments to the Board’s bylaws, revise Contractor’s current bylaws, including any amendments to the Board’s bylaws, to comport with current federal and state laws. Contractor shall ensure special attention is given to updating the portion of its bylaws that pertain to the composition and purpose of all Board members and Board committees. This above review and proposed revisions shall occur as promptly as possible, but no later than 180 days of execution of this Article . Once updated and revised, Contractor shall provide a copy of the updated bylaws to the State for review. The State shall be allowed to provide technical assistance on the updated bylaws prior to presentation and adoption by the Board. Once the updated bylaws are approved by the Board, Contractor is required to post the updated bylaws in a conspicuous location on its public website and describe the changes made to the bylaws.	Within 180 days from 7/16/2024 01/06/2025 01/12/2025		
II. A.2. Board Meeting Attendance. BOARD OF TRUSTEES Contractor’s legal counsel must attend, either in person or virtually, every monthly, annual, and special Board meeting to ensure that all meetings are conducted in accordance with applicable state and federal laws and the Contractor’s bylaws. Board Members must make every effort to attend all required monthly, annual, and special Board and committee meetings in accordance with the Contractor’s bylaws. Where a majority of the Board is present in person for a meeting, the Board’s counsel shall be present in-person as well.	Ongoing		
II. A. 3. Board Meeting Packets. COMMITTEE CHAIRS / TECHNICAL ASSISTANTS The Board shall work with the consulting service and the Boards legal counsel to ensure Board meeting packets are transparent, accessible, and that Board meeting documents are posted timely. The Board shall work with the consulting service to create a process for preparing agendas and ensuring materials are properly prepared and ready for timely distribution. The Board shall work with the consulting service to provide tailored assistance to all Board members so that they can effectively participate in meetings and review necessary materials, including the Board meeting packets.	Ongoing		Time Management and Content Management

	TIMELINE/ STATUS UPDATE/ DUE DATE	STATUS	NOTES
<p>II. B.</p> <p>1. Training for Board Members. EXECUTIVE COMMITTEE / LEGAL / TECHNICAL ASSISTANTS</p> <p>Contractor and its legal counsel are required to develop a comprehensive, annual training plan for all individuals serving on the Board. The Board training plan shall include a training schedule, which must be submitted to the State for approval, as set forth in Article VII, Section 11 of this Contract. In addition, the training plan shall include training materials for the Board, which must be provided to the State for approval at least 90 days prior to the scheduled training. The training materials must encompass at least all the following topics:</p> <ul style="list-style-type: none"> (1) overview of the current contract, including SCL, between Contractor and the State; (2) the Board’s role and its responsibilities under the Lanterman Act; (3) the code of conduct or civility policy; (4) the state and federal laws applicable to operating a non-profit corporation; (5) maintaining appropriate boundaries between the role of Board and regional center staff; and (6) best practices related to Board governance, including but not limited to the Executive Director’s role and responsibilities and the Board’s role in providing goals for and oversight of the Executive Director, the composition and purpose of each board committee, distinctions between open and closed meetings, a code of ethics, conflict of interest requirements, community relations, and best practices related to fiscal oversight and accountability by a Board of Directors. <p>a. Every Board member is required to attend each training or make-up session.</p> <p>b. Contractor is required to create and post on its website an attendance record for each training or make-up session and provide a copy to the State within 10 business days after each session is completed.</p>	<p>At least 90 days prior to the scheduled training.</p> <p>As set forth in Article VII, Section 11 of the DDS contract, the contractor shall submit to the State by December 15 of each year, a report on the actual trainings provided to its board of directors in that calendar year</p>		
<p>II. C.</p> <p>1. Review and Development of Board Policies and Procedures. LEGAL</p> <p>Contractor and its legal counsel are required to review all existing Board policies within 120 days after execution of this Article. Contractor must also provide the State with copies of the Board policies within this 120 day. If revisions and/or updates to Board policies are required, Contractor shall provide the State with copies of proposed revisions for review and approval before any Board policy is updated or enacted.</p>	<p>Within 120 days from 7/16/2024 11/06/2024 11/13/2024</p>		<p>TO BE ASSIGNED</p>

	TIMELINE/ STATUS UPDATE/ DUE DATE	STATUS	NOTES
<p>LEGAL</p> <p>Contractor must specifically develop new and/or amended Board policies and procedures, on at least the following topics: (1) Board governance; (2) the roles and responsibilities of the Board and each Board member, including a code of conduct or civility policy among and between Board members, regional center staff, and regional center consumers and families; (3) training requirements; (4) Board member recruitment, application and selection process; (5) requirements for Board spending and processes for execution of Operations-related contracts; (6) the respective roles of the Board, Board committees, and the Executive Director of the regional center; (7) whistleblower complaints; (8) anti-retaliation, and (9) conflicts of interest. All policies and procedures developed must comply with current state or federal laws and the Contractor's bylaws. The State may provide input and recommendations on the proposed policies and procedures prior to approval by the Board, except for the POS policy that is required under Welfare and Institutions Code section 4434 (d) to be approved by the State. Specifically, the Board's policies and procedures shall include or address the following matters:</p> <p>a. Board Governance and Roles and Responsibilities. EXECUTIVE COMMITTEE / WORKGROUPS The policies and procedures shall set forth the roles and responsibilities of both the Board and the individual Board of Directors, including participation in Board committees. The policies must address the Board's legal duties of care, loyalty, and fiduciary obligations to the regional center as well as the statutory and contractual obligations specific to regional center boards. Contractor must also establish written duty statements and requirements of each Board position and committee</p> <p>b. Board Code of Conduct or Civility Policy. EXECUTIVE COMMITTEE / WORKGROUPS The policies and procedures shall set forth, with specificity, the Board's code of conduct policy and expectations, which must include an outline of steps and actions to be taken for violations of the Code of Conduct or Civility Policy.</p> <p>c. Board Training. EXECUTIVE COMMITTEE / WORKGROUPS A policy and procedure mandating annual training requirements for each individual serving on the Board to be completed each calendar year. The training topics shall at least be those set forth under section II.B.1.</p> <p>d. Board Membership, Application Process, and Recruitment. NOMINATING COMMITTEE Policies and procedures pertaining to Board membership, recruitment, and selection shall comply with the Lanterman Act, including but not limited to Welfare and Institutions Code section 4622, which lists specific regional center board criteria. In addition, the policies and procedures must detail the recruitment, application and interview process to fill board vacancies.</p> <p>e. Board Spending and Contracts. ADMINISTRATIVE AFFAIRS COMMITTEE The policies and procedures must, at a minimum, address Board spending and set forth specific processes for obtaining approval of any Board spending and/or the execution of Board contracts through Operations funding. For Board spending or contracts that the Board seeks to incur or enter into prior to the implementation and approval of a Board Spending and Contracts policy, said expenses and/or contracts must be presented to the State for approval no less than two weeks prior to the requested spending date (or entry into a contract if the Board seeks approval of a contract).</p>	<p>As above</p> <p>Within 120 days from 7/16/2024 11/06/2024 11/13/2024</p>		<p>As above:</p> <p>TO BE ASSIGNED</p>

	TIMELINE/ STATUS UPDATE/ DUE DATE	STATUS	NOTES
<p>f. Board/Executive Director Relationship. EXECUTIVE COMMITTEE</p> <p>The policies and procedures must, at a minimum, outline:</p> <ul style="list-style-type: none"> (1) the Board’s authority on oversight of the regional center pursuant to the Lanterman Act and non-profit corporation state law; (2) the responsibilities that the Board intends to delegate to the Executive Director in providing leadership and administration of regional center programs and services; (3) how the Board will support the Executive Director in the performance of their duties; and (4) how the Board will monitor and review the Executive Director’s performance, provide compensation and benefits, and with what frequency. <p>g. Whistleblower Complaints. EXECUTIVE COMMITTEE</p> <p>The policies and procedures regarding whistleblower complaints must be reviewed and revised to ensure compliance with applicable state and federal laws, and this Contract.</p> <p>h. Anti-Retaliation. EXECUTIVE COMMITTEE</p> <p>The policies and procedures prohibiting retaliation shall set forth the expectation and entitlement of an environment free of retaliation, protections for individuals who bring forward complaints to be free of retaliation, and steps taken to address allegations of retaliation.</p> <p>i. Conflicts of Interest. ADMINISTRATIVE AFFAIRS COMMITTEE</p> <p>The policies and procedures regarding conflicts of interest must be reviewed and revised to ensure compliance with applicable state and federal laws, and this Contract. The conflicts of interest policy shall outline both financial and non-financial conflicts of interest. The conflicts of interest policy shall also outline Board expectations to act in the best interests of the regional center and its consumers without regard to the interests of any other organization or persons to whom they are related or associated with.</p>	<p>As above:</p> <p>Within 120 days from 7/16/2024 11/06/2024 11/13/2024</p>		<p>As above</p> <p>TO BE ASSIGNED</p>
<p>II. D.</p> <p>Board of Directors Recruitment. NOMINATING COMMITTEE</p> <ul style="list-style-type: none"> 1. Contractor is required to develop a formal recruitment plan and provide it to the State for approval within 120 days of the execution of this Article. 2. The recruitment plan must: <ul style="list-style-type: none"> a. Include an assessment of the Board’s current composition, and b. Identify desirable characteristics of new Board members based on that assessment, explicit search strategies as well as the interview and vetting process (e.g., timelines for interviews, interview panel, interview questions, ensuring no conflict of interest, etc.) and timelines for seating and onboarding new Board members. 	<p>Within 120 days from 7/16/2024 11/06/2024 11/13/2024</p>		

	TIMELINE/ STATUS UPDATE/ DUE DATE	STATUS	NOTES
<p>II. E. Board of Directors Onboarding Plan. NOMINATING COMMITTEE</p> <p>To ensure that the Board and its committees have a clear understanding of roles and responsibilities, as well as to ensure support for healthy Board transitions in between Board terms, Contractor shall work with its independent legal counsel and the consulting service to develop a Board Onboarding Plan. All individuals serving on the Board, including the Executive Committee and Board committee members, shall receive onboarding following implementation of the Board Onboarding Plan, regardless of their role or tenure. The above-mentioned Onboarding Plan must be submitted to the State for review and approval within 120 days following execution of this Article.</p>	<p>Within 120 days from 7/16/2024 11/06/2024 11/13/2024</p>		
<p>III. Workforce Development</p>			
<p>A. Plan of Action for Personnel and Workplace Requirements. COLUMBUS</p> <p>The State is informed that Contactor has experienced high turnover for its Human Resources Director position. Contractor has not been successful in hiring and retaining service coordination staff resulting in extraordinarily high caseload ratios. High service coordinator to consumer ratios has a direct impact on staff’s ability to support consumers and families. Contractor shall take the following steps to address workforce and workplace stability at the regional center:</p> <ol style="list-style-type: none"> 1. Retains employment law counsel, or a human resources specialist, either of which must be approved by the State, to review all of the regional center’s employment policies and procedures, to conduct and/or facilitate staff training, and to ensure current compliance with all state and federal laws. 2. With the support of the consulting service, execute the review, updating, or development of the regional center’s employment policies and procedures to improve workplace culture, morale, and maintain a workplace environment that is free from discrimination and harassment. Contractor must ensure that the regional center develops, reviews, or revises its code of conduct and non-retaliation policies to allow transparency and submission of complaints to Human Resources without fear of reprisal. 3. With the support of the consulting service, develop a comprehensive plan for how the regional center will hire and retain sufficient service coordination staff to significantly reduce caseload ratios for all age groups. 	<p>Within 90 days from 7/16/2024 10/06/2024 10/13/2024</p>		
<p>IV. Regional Center Culture and Community Relations</p>			
<p>A. Enhancing Regional Center Culture. The State has identified serious concerns within the culture of the regional center. The State has been informed of community complaints regarding perceived Board insensitivity and unprofessional conduct, resentment and mistrust between the Board and regional center staff, and animosity among staff due to high caseloads and insufficient support by the Board and management. Contractor shall take immediate action to assess and remediate the culture within the regional center and with its stakeholders to reinforce that the regional center’s mission, vision, and actions are aligned with the principles of the Lanterman Act and instilled throughout the organization and its community.</p>			

	TIMELINE/ STATUS UPDATE/ DUE DATE	STATUS	NOTES
<p>B. Plan of Action Requirements to Improve Community Relationships. Contractor must take swift action to address and remediate the culture within the regional center which has a perception that employees are discouraged from raising issues. Contractor must take action to promote respect by the Board toward regional center staff. Contractor must also take swift action to improve its relationship with the community, address and remediate the Board's relationship and communication with their stakeholders, such as the individuals served and their families, service providers and community members. Contractor shall develop a plan of action to identify issues and concerns and promote open communication. Contractor shall take steps to create a culture of professionalism throughout the regional center. At a minimum, Contractor shall develop a plan of action that includes the following:</p> <ol style="list-style-type: none"> 1. Dissemination of board and regional center information; 2. Clear vision and values that are identified and communicated throughout the regional center; 3. Measurable goals and practices that support the vision and values of the regional center. Practices shall include general guidance pertaining to Board advocacy activities on behalf of regional center consumers; 4. Public relations plan; 5. Vendor and community trainings; and 6. Community engagement and stakeholder meetings. <p>C. Fiscal Management. Contractor is responsible for ensuring the integrity of the financial operations of the regional center and Board expenditures through use of the Operations budget, including accountability, reporting of revenues and expenditures, and carrying out its programs and functions in a fiscally responsible manner. Until such time Contractor demonstrates successful implementation of the financial objectives, annual fiscal audits shall be conducted by the State.</p>	<p>As above</p> <p>Within 120 days from 7/16/2024 11/06/2024 11/13/2024</p>		
V. Executive Director Onboarding RECRUITMENT COMMITTEE			
<p>A. Contractor Requirements. In onboarding a permanent Executive Director for the regional center, Contractor shall:</p> <ol style="list-style-type: none"> 1. Develop a formal Orientation and Onboarding Plan for the incoming Executive Director, with the assistance of the consulting service, to ensure support for and development of a healthy leadership transition 2. The above-mentioned Orientation and Onboarding Plan for the incoming Executive Director shall be submitted to the State for review and approval within 30 days from when the consulting service is retained. The State shall be permitted to provide its input on the plan after submission and prior to implementation. 	<p>Within 30 days from when the consulting service is retained 8/15/24</p>		<ol style="list-style-type: none"> 1. R.C. reviewed the Table of Contents: 08/09/2024 2. Submitted on 08/15/2024

	TIMELINE/ STATUS UPDATE/ DUE DATE	STATUS	NOTES
VI. Regional Center Complaints COLUMBUS / HUMAN RESOURCES			
<p>A. Contractor shall provide the State every 30 days starting the effective date of this Article, a report of whistleblower complaints received under Contractor’s Whistleblower Policy (Regional Center Whistleblower for Vendors, Contractors and Others). This report shall contain, at a minimum, the following information for each complaint submitted:</p> <p>(1) Date complaint received (2) Complainant type, if known, for whistleblower complaints (e.g., regional center staff, service provider, community member, etc.) (3) Date acknowledgement of receipt was sent to complainant (4) Nature of complaint (5) Details of investigation (6) Results of investigation (7) Corrective action taken, if applicable.</p>	<p>Every 30 days starting on 8/15/24</p>		<p>Submitted on 08/15/2024</p>
VII. State Meetings			
<p>A . Contractor shall meet with the State at the State’s request to assess Contractor progress in addressing identified performance issues and complying with the terms of this Article. The State may, at its discretion, schedule meetings more or less frequently than every 90 days and/or require Contractor to provide written updates.</p>	<p>Every 90 days from 7/16/2024 first 90 days: 10/13/2024</p>		

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

ANA QUILES - NLACRC BOARD MEMBER AND PRESIDENT
NORTH LOS ANGELES COUNTY REGIONAL CENTER

1) 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... :
 - i) a governing board member
 - ii) a board committee member
 - iii) a director
 - iv) an officer
 - v) an owner
 - vi) a partner
 - vii) a shareholder
 - viii) a trustee
 - ix) an agent
 - x) an employee
 - xi) a contractor
 - xii) a consultant
 - xiii) a person who holds any position of management
 - xiv) 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:

- b) "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."

2) Present/Potential Conflict of Ms. Quiles

Ana Quiles is a Board Member at North Los Angeles County Regional Center (hereinafter "NLACRC" or "the Regional Center"), and she serves as the Board President. As such, she participates on the Strategic Planning, Executive, Nominating, Post-Retirement Medical Trust, Recruitment, and Negotiations Committees. NLACRC Interim Executive Director Cristina Preuss confirms that Ms. Quiles is a productive and valued member of the Board of Trustees. Attached on **Exhibit A** is Ms. Quiles completed 2024-2025 Conflict of Interest Reporting Statement. As part of the Conflict Resolution Plan, she will remain in her position on the Board of Trustees.

Ms. Quiles' has disclosed the following conflicts' of interest:

- a) Her mother, Maria Elena Martinez and sister, Martha Martinez, are employed with Caring Family Supports, a vendor of NLACRC. Her mother and sister, provide respite, personal assistance and day care.
- b) Her sister, Adriana Martinez; father, Luis Martinez; and brother, Gabriel Martinez are employed with Caring Family Supports, a vendor of NLACRC. Her sister, father and brother provide respite and personal assistance.

This creates a direct conflict for Ms. Quiles as defined by regulation. This document constitutes a disclosure of these conflicts, a Conflict Resolution Plan to mitigate 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 Ms. Quiles remain in her position on the NLACRC Board of Trustees, Board President, and limit her actions so that she in no way participates in any role whatsoever as a board member regarding Caring Family Supports or any other vendor who provides respite, personal assistance, and day care services.

3) 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 Ms. Quiles' duties and responsibilities as the Board President and her family member's roles in providing respite, personal assistance and/or day care services based on their employment with Caring Family Supports.

a) Ms. Quiles' Duties as Board Member

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. A copy of the Board Member Responsibilities is attached as **Exhibit B**.

The responsibilities as a member of the NLACRC Board of Trustees would include, but not limited to:

- i) 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.
- ii) Membership and attendance on one (1) or more board committees.
- iii) 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.
- iv) 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.
- v) 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.
- vi) Completion of a W-9 form by board members who seek reimbursement for childcare or personal care services under the Board Member Support policy.
- vii) Adherence to the board's Code of Conduct.
- viii) Attendance at the annual board orientation for all newly seated board members.
- ix) Participation in board-coordinated trainings and the annual board retreat.
- x) 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).

Under the suggested Conflict Resolution Plan, Ms. Quiles 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, day care and personal assistance services.

b) Ms. Quiles' Duties as Board President

The office of Board President is established in Article V, Section 5 of the bylaws of North Los Angeles County Regional Center. The Board President shall be a member of the Board of Trustees and elected by the Board of Trustees. The terms of office shall be one (1) year with no limitation on the number of terms. A copy of the Board President Responsibilities is attached as **Exhibit C**. The Board President shall serve as the chairperson of the Post-Retirement Medical Trust, and Executive Committees, and a member of the Administrative Affairs, Strategic Planning, Recruitment, Negotiations, and Nominating Committees.

The Board President shall:

- i) Call meetings of the Board of Trustees.
 - ii) Preside at meetings of the Trustees and all Executive Committee meetings.
 - iii) Execute, on behalf of the corporation, any and all instruments necessary to transact the business of the corporation in accordance with such authority as may be granted to him/her by the Board of Trustees.
 - iv) Exercise such other powers and perform such other duties as may be prescribed by the Board of Trustees and the bylaws.
 - v) Be an ex-officio member of all committees of the Board of Trustees.
- c) Ms. Quiles' Family Members' Duties at Caring Family Supports

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

- i) Respite Services
- ii) Personal Assistance
- iii) Daycare

As respite workers for Caring Family Supports, the family members of Ms. Quiles, Maria Elena Martinez, Martha Martinez Adriana Martinez, Luis Martinez, and Gabriel Martinez, provide respite services.

Their respite duties and responsibilities are as follows:

- i) Review and understands Individual, Family and/or Home Provider Needs;
- ii) Provide individual receiving services with the supports necessary to meet their needs;
- iii) Understand what to do in case of an emergency;
- iv) Under the direction of the Co-Founder, has a list of activities appropriate for each individual;
- v) Attends in-service trainings and staff meetings;
- vi) Any other job-related duties as assigned by Co-Founders.

Day care is a sub-code under the Personal Assistance vendorization to distinguish if the personal assistance is for attendant care (i.e. feeding, toileting) or as a means for day care (i.e. childcare).

4) Conflict Resolution Plan

The Regional Center and its Interim Executive Director, Cristina Preuss, have concluded that Ms. Quiles 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 this relationship and seek approval of this plan by DDS.

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

The second part of the plan is to insulate Ms. Quiles 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, personal assistance, and day care 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, Ms. Quiles 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 regarding Caring Family Supports or other respite, personal assistance day care 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 Ms. Quiles 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. Quiles suggested Conflict Resolution Plan for this conflict of interest is as follows:


- a) Ms. Quiles 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.
- b) Ms. Quiles will, in every conceivable manner, cease interacting with the Board on any matter that could conceivably impact Caring Family Supports.
- c) Ms. Quiles 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, personal assistance vendors.
- d) Ms. Quiles will not review or participate as a board member in any discussions, recommendations, or decisions about Purchase of Service (POS) authorizations for Caring Family Supports and other, respite and personal assistance vendors.

- e) Ms. Quiles 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 and day care vendors.
- f) Ms. Quiles 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, personal assistance and day care vendors.
- g) Ms. Quiles 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, personal assistance and day care vendors.
- h) Ms. Quiles will take no part as a board member in decisions regarding vendor appeals, or fair hearings involving Caring Family Supports and other respite, personal assistance and day care vendors.
- i) Ms. Quiles will not as a board member access vendor files or other information the regional center maintains about Caring Family Supports and other respite, personal assistance and day care vendors, either in electronic or hard copy form.
- j) Ms. Quiles 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, personal assistance and day care vendors. Instead, these tasks will become the responsibility of the other board members.
- k) Ms. Quiles 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, personal assistance and day care vendors.
- l) 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. Quiles has no involvement whatsoever in any action or business whatsoever involving or affecting Caring Family Supports and other respite, personal assistance and day care vendors.
- m) These restrictions only apply to Caring Family Supports and policies impacting other respite, personal assistance and day care vendors. The bulk of Ms. Quiles' duties regarding 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 Ms. Quiles provides to the NLACRC Board.
- n) In the event the board member changes to a different respite, personal assistance and day care agency during her term, each provision of this plan shall apply to regarding the new agency for the duration of the trustee's term on the board.
- o) NLACRC has received approval from its Board of Trustees regarding this Conflict Resolution Plan.

5) 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: 
[Ana Quiles \(Aug 13, 2024 18:10 PDT\)](#)

Ana Quiles, NLACRC Board President

Date: 08/13/2024

By: _____
Cristina Preuss, Interim Executive Director, NLACRC

Date: _____






Quiles Ana - COI Resolution Plan_FY24-25

Final Audit Report

2024-08-14

Created:	2024-08-14
By:	Betsy Monahan (bmonahan@nlacrc.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA_sqcmK1sejS0JIGpOldrOuNy4CrquBWh

"Quiles Ana - COI Resolution Plan_FY24-25" History

-  Document created by Betsy Monahan (bmonahan@nlacrc.org)
2024-08-14 - 0:56:27 AM GMT
-  Document emailed to Ana Quiles (ariquiles@yahoo.com) for signature
2024-08-14 - 0:56:32 AM GMT
-  Email viewed by Ana Quiles (ariquiles@yahoo.com)
2024-08-14 - 1:10:24 AM GMT
-  Document e-signed by Ana Quiles (ariquiles@yahoo.com)
Signature Date: 2024-08-14 - 1:10:46 AM GMT - Time Source: server
-  Agreement completed.
2024-08-14 - 1:10:46 AM GMT

NOTIFICATION OF CONFLICT OF INTEREST,
AND
CONFLICT RESOLUTION PLAN

VIVIAN SEDA – NLACRC BOARD MEMBER
NORTH LOS ANGELES COUNTY REGIONAL CENTER

1) 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 54524 “General Prohibition of Conflicts of Interest for Regional Center Governing Board Members and Executive Directors,” which provides in pertinent part:

- a) “...[R]egional center governing board members and executive directors are obligated to discharge their responsibilities with integrity and fidelity and are prohibited from placing themselves in a position where their private, personal interests may conflict with their official duties.
- b) Governing board members and executive directors are impliedly bound to exercise the powers conferred on them with disinterested skill, zeal and diligence and for the benefit of the regional center and the consumers.
- c) If a situation arises that has not been specifically addressed in these regulations, where a governing board member, executive director, or his or her family member's personal or pecuniary interest conflicts with the individual's duty to act in the best interest of the regional center or the consumers, the governing board member or executive director is disqualified from taking any part in the discussion or from making any recommendation or decision regarding the transaction or decision.”

(Emphasis added.)

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.”

2) Potential Conflict of Ms. Seda

Vivian Seda is a Board Member at North Los Angeles County Regional Center (hereinafter “NLACRC” or “the Regional Center”). Ms. Seda is a board member, and she participates on the Consumer Services Committee, and she chairs the Strategic Planning Committee. NLACRC Interim Executive Director Cristina Preuss confirms that Ms. Seda is a productive and valued member of the Board of Trustees. Attached as **Exhibit A** is Ms. Seda’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. Seda’s spouse has obtained direct employment by the North Los Angeles County Regional Center in the position of Consumer Services Coordinator (hereinafter “CSC”). This creates a direct conflict for Ms. Seda as defined by regulation. This document constitutes a disclosure of this conflict, a Conflict Resolution Plan to mitigate any adverse consequences from this relationship, and a request for approval of the Conflict Resolution Plan by DDS.

In short, this Conflict Resolution Plan will have Ms. Seda remain in her position on the NLACRC Board of Trustees but limit her actions as a board member so that she in no way participates in any role whatsoever with deciding NLACRC employee contractual and/or other employee financial matters; this would include, but not be limited to staff compensation decisions determining base salary wage increases, surplus compensatory allocations, and/or any other employee financial contractual matters that would provide a material benefit to NLACRC staff-level employees.

3) 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 Ms. Seda’s duties and responsibilities as a board member.

A. Ms. Seda’s Duties as Board Member

As a board member, Ms. Seda 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. Seda's primary duties are as follows:

1. Attendance at monthly Board of Trustees meetings, usually held on the second Wednesday of each month.
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. Seda participates on the Consumer Services Committee, and she chairs the Strategic Planning Committee.

Under the suggested Conflict Resolution Plan, Ms. Seda 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 the annualized compensation, employee benefits, collective bargaining agreements, or any other financial interests of her spouse, an employed staff member of NLACRC.

4) **Conflict Resolution Plan**

The Regional Center and its Interim Executive Director, Cristina Preuss, have concluded that Ms. Seda 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 this relationship and seek approval of this plan by DDS.

Initially, the first step in the Conflict Resolution Plan is to allow Ms. Seda to remain in her position on the Board of Trustees, but to cease any activity or action that might in any way impact NLACRC staff employment, compensation, or other staff-related employment contractual matters. This will eliminate any instance in which Ms. Seda would have to vote, make a motion, give her opinion, analyze, assess the performance of, or take action for or against NLACRC staff changes, and would eliminate any possible action by Ms. Seda to recommend such.

The second part of the plan is to insulate Ms. Seda from any involvement whatsoever with review or financial interest decision-making for NLACRC staff compensation or benefits provisions. She would recuse herself from participation in any vote regarding, contracts, corrective action, review of special incidents, drafting, planning, or discussion of rules, policies, or restrictions that would impact NLACRC staff compensation or benefits provisions. Any duties that potentially relate to such (and they represent a very 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.

Further, as the Conflict Resolution Plan details below, when any matter arises with regards to NLACRC staff employment, compensation, and/or other staff-related contractual matters, she will agree not to be involved, and as such, will not be present for any discussion of a matter, presentation of options to the Board, or decision or vote on a matter involving topics of this scope. NLACRC will require Ms. Seda to transition to another room (either virtual or physical) to ensure she is not present for discussion, does not access information regarding such topics, or have any influence over any decision or involvement in a matter involving such topics, or require other board members to take an action, including appropriate description of options, recommendations, analysis and ultimate decision and vote.

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

1. Ms. Seda will have no interaction as a board member with any matter that might impact NLACRC staff employment, compensation, and/or other staff-related contractual matters, and specifically will recuse herself from any vote on any matter that could impact NLACRC staff employment, compensation, and/or other staff-related contractual matters.

2. Ms. Seda will, in every conceivable manner, cease interacting with the Board on any matter that could conceivably impact NLACRC staff employment, compensation, and/or other staff-related employment contractual matters.

3. Ms. Seda 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 NLACRC staff employment, compensation, and/or other staff-related contractual matters or any actions creating policy or approaches that would impact NLACRC staff employment, compensation, and/or other staff-related contractual matters.

4. Ms. Seda will not create, review, or in any way participate as a board member in, any corrective action plans for NLACRC staff employment, compensation, and/or other staff-related contractual matters.

5. Ms. Seda will not review, participate, or be present as a board member, in any discussions, recommendations, action, or resolution of any complaints pertaining to NLACRC staff employment, compensation, and/or other staff-related contractual matters.

6. Ms. Seda will not, as a board member, access information the regional

center maintains about NLACRC staff employment, compensation, and/or other staff-related employment contractual matters, either in electronic or hard copy form.

7. Ms. Seda will not review, participate, or be present as a board member, in developing, creating, or recommending any policies, or other policies, that might apply to NLACRC staff employment, compensation, and/or other staff-related contractual matters. Instead, these tasks will become the responsibility of the other board members.

8. Ms. Seda will not be involved as a board member in the negotiation, discussion, obligation or commitment of NLACRC to a course of action involving NLACRC staff employment, compensation, and/or other staff-related contractual matters.

9. 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. Seda is not involved whatsoever in any action or business whatsoever involving or affecting NLACRC staff employment, compensation, and/or other staff-related contractual matters.

10. These restrictions only apply to NLACRC staff employment, compensation, and/or other staff-related contractual matters. The bulk of Ms. Seda's duties regarding a vast array of other Board issues and other vendors will remain unchanged, unless the Board work would in any way impact NLACRC staff employment, compensation, and/or other staff-related contractual matters. This amounts to a reassignment of a small portion of her duties and will not reduce the value and productivity that Ms. Seda provides to the NLACRC Board.

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

5) Request 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 approve the Conflict Resolution Plan in this matter.

Respectfully submitted,

By: 
Vivian Seda, NLACRC Board Member

Date: 08/15/2024

By: _____
Ana Quiles, NLACRC Board President

Date: _____

By: _____
Cristina Preuss, Interim Executive Director,
NLACRC

Date: _____






Seda, Vivian - COI Resolution Plan_FY24-25_rev

Final Audit Report

2024-08-15

Created:	2024-08-15
By:	Betsy Monahan (bmonahan@nlacrc.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAABrUTm8d3xEVIdelImNaPGxqf0V3QdMrE9

"Seda, Vivian - COI Resolution Plan_FY24-25_rev" History

-  Document created by Betsy Monahan (bmonahan@nlacrc.org)
2024-08-15 - 2:56:52 AM GMT
-  Document emailed to Vivian Seda (sedasp@gmail.com) for signature
2024-08-15 - 2:57:00 AM GMT
-  Email viewed by Vivian Seda (sedasp@gmail.com)
2024-08-15 - 1:17:41 PM GMT
-  Document e-signed by Vivian Seda (sedasp@gmail.com)
Signature Date: 2024-08-15 - 4:36:04 PM GMT - Time Source: server
-  Agreement completed.
2024-08-15 - 4:36:04 PM GMT

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

ROCIO SIGALA - 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 Ms. Sigala

Rocia Sigala is a Board Member at North Los Angeles County Regional Center (hereinafter “NLACRC” or “the Regional Center”). Ms. Sigala is a board member and the Second (2nd) Vice President; as such, she participates on the Executive, Consumer Services, and Nominating Committees. NLACRC Interim Executive Director Cristina Preuss confirms that Ms. Sigala is a productive and valued member of the Board of Trustees. Attached as **Exhibit A** is Ms. Sigala 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. Sigala’s sister, Belen Sigala and father-in-law, Federico Vasquez, provide respite, personal assistance and daycare for a consumer of NLACRC. Ms. Belen Sigala and Mr. Federico Vasquez are both employed with Helpful Hands, a vendor of North Los Angeles County Regional Center. This creates a direct conflict for Ms. Sigala as defined by regulation. This document constitutes a disclosure of this conflict, a Conflict Resolution Plan to mitigate any adverse consequences from this relationship, and a request for approval of the Conflict Resolution Plan by DDS.

In short, this Conflict Resolution Plan will have Ms. Sigala remain in her position on the NLACRC Board of Trustees, but limit her actions as a board member so that she in no way participates in any role whatsoever with regard to Helpful Hands or any other vendor who provides respite, personal assistance and daycare 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 Ms. Sigala’ duties and responsibilities as a board member and her family members’ roles with Helpful Hands.

A. Ms. Sigala’s Duties as Board Member

As a board member, Ms. Sigala 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. Sigala’s responsibilities as a member of the Board of Trustees of the NLACRC would include, but not be limited to:

1. Act for the President and/or the First Vice President in their absence or incapacity, performing their duties to include:

- Calling meetings of the Board of Trustees.
 - Presiding at meetings of the trustees and all Executive Committee meetings.
 - Executing, on behalf of the corporation, any and all instruments necessary to transact the business of the corporation in accordance with such authority as may be granted to him/her by the Board of Trustees.
2. Act as parliamentarian for the Board of Trustees.
 3. Exercise such other powers and perform such other duties as may be prescribed by the Board of Trustees and the bylaws.
 4. Attendance, either virtual or in-person, at monthly Board of Trustees meetings, usually held on the second Wednesday of each month at 6:30 p.m.
 5. Membership and attendance on one (1) or more board committees.
 6. 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.
 7. 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.
 8. 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.
 9. Completion of a W-9 form by board members who seek reimbursement for childcare or personal care services under the Board Member Support policy.
 10. Adherence to the board's Code of Conduct.
 11. Attendance at the annual board orientation for all newly seated board members.
 12. Participation in board-coordinated trainings and the annual board retreat.
 13. 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).

B. Belen Sigala and Ferderico Vasquez's Duties at Helpful Hands

Helpful Hands is a service provider to NLACRC that provides the following services:

- In home respite services
- Personal assistance
- Daycare

As an employee for Helpful Hands, Ms. Sigala and Mr. Vasquez provides respite, personal assistance and daycare services solely to her nephew who is an NLACRC consumer.

IV. Conflict Resolution Plan

The Regional Center and its Interim Executive Director, Cristina Preuss, have concluded that Ms. Sigala 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 this relationship and seek approval of this plan by DDS.

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

The second part of the plan is to insulate Ms. Sigala from any involvement whatsoever with the generic type of provider like Helpful Hands. She would recuse herself from participation in any vote regarding, drafting, planning, or discussion of rules, policies, or restrictions that would impact Helpful Hands and all other respite, personal assistance vendors. Any duties that potentially relate to Helpful Hands 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, Ms. Sigala 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 Helpful Hands respite, personal assistance and daycare 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 Ms. Sigala 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. Sigala suggested Conflict Resolution Plan for this conflict of interest is as follows:

1. Ms. Sigala will have no interaction as a board member with any matter that might impact Helpful Hands, and specifically she will recuse herself from any vote on any matter that could impact Helpful Hands.

2. Ms. Sigala will, in every conceivable manner, cease interacting with the Board on any matter that could conceivably impact Helpful Hands.

3. Ms. Sigala 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 Helpful Hands or any actions creating policy or approaches that would impact Helpful Hands and other respite, personal assistance and daycare vendors.

4. Ms. Sigala will not review or participate as a board member in any discussions, recommendations, or decisions about Purchase of Service (POS) authorizations for Helpful Hands and other respite, personal assistance and daycare vendors.

5. Ms. Sigala 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 Helpful Hands and other respite, personal assistance and daycare vendors.

6. Ms. Sigala will not create, review, or in any way participate as a board member in, any corrective action plans for Helpful Hands and other respite, personal assistance and daycare vendors.

7. Ms. Sigala will not participate as a board member in any discussions, recommendations, action, or resolution of any complaints pertaining to Helpful Hands and other respite, personal assistance and daycare vendors.

8. Ms. Sigala will take no part as a board member in decisions regarding vendor appeals, or fair hearings involving Helpful Hands and other respite, personal assistance and daycare vendors.

9. Ms. Sigala will not as a board member access vendor files or other information the regional center maintains about Helpful Hands and respite, personal assistance and daycare vendors, either in electronic or hard copy form.

10. Ms. Sigala shall not participate as a board member in developing, creating, or recommending any POS policies, or other policies, that might apply to Helpful Hands and other respite, personal assistance and daycare vendors. Instead, these tasks will become the responsibility of the other board members.

11. Ms. Sigala will not be involved as a board member in the negotiation, discussion, obligation or commitment of NLACRC to a course of action involving Helpful Hands and other respite, personal assistance and daycare 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 Ms. Sigala has no involvement whatsoever in

any action or business whatsoever involving or affecting Helpful Hands and other respite, personal assistance and daycare vendors.

13. These restrictions only apply to Helpful Hands and policies impacting other respite, personal assistance and daycare vendors. The bulk of Ms. Sigala'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 Helpful Hands. This amounts to a reassignment of a small portion of her duties and will not reduce the value and productivity that Ms. Sigala 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 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 approve the Conflict Resolution Plan in this matter.

Respectfully submitted,

By: 
[Rocio Sigala \(Aug 14, 2024 06:58 PDT\)](#)
Rocio Sigala, NLACRC Board Member

Date: 08/14/2024

By: _____
Ana Quiles, NLACRC Board President

Date:

By: _____
Cristina Preuss, Interim Executive Director, NLACRC

Date:






Sigala- COI Resolution Plan_FY24-25

Final Audit Report

2024-08-14

Created:	2024-08-14
By:	Betsy Monahan (bmonahan@nlacrc.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAOVU809o8aJVCLvStzsQgMTUvwGrpjaz

"Sigala- COI Resolution Plan_FY24-25" History

-  Document created by Betsy Monahan (bmonahan@nlacrc.org)
2024-08-14 - 0:52:02 AM GMT
-  Document emailed to Rocio Sigala (rsigalavasquez@gmail.com) for signature
2024-08-14 - 0:52:08 AM GMT
-  Email viewed by Rocio Sigala (rsigalavasquez@gmail.com)
2024-08-14 - 1:57:25 PM GMT
-  Document e-signed by Rocio Sigala (rsigalavasquez@gmail.com)
Signature Date: 2024-08-14 - 1:58:54 PM GMT - Time Source: server
-  Agreement completed.
2024-08-14 - 1:58:54 PM GMT

North Los Angeles County Regional Center
Executive Committee

Policies & Procedures

Bylaws

The Executive Committee is established in Article VII, Section 4 of the bylaws of North Los Angeles County Regional Center. It is to be composed of the duly elected officers and the most immediate past president still serving on the Board of Trustees.

Authority and duties are outlined as follows: the primary purpose of the Executive Committee shall be to respond to matters of an urgent nature which call for immediate action of commitment prior to the next scheduled meeting of the Board of Trustees. In such matters, the Executive Committee shall have the full power and authority of the Board of Trustees, except that the Executive Committee shall have no authority to adopt, amend or repeal bylaws. The Executive Committee shall also have such power and authority to perform such other duties as the Board of Trustees may, from time to time, determine or delegate. All business conducted by the Executive Committee on behalf of the Board of Trustees shall be reported at the next meeting of the Board of Trustees.

The Executive Committee may conduct its business in an informal manner except that the affirmative vote of a majority of committee members present at a duly called meeting shall be necessary to transact the business of the committee, except in unusual circumstances, covered by the provisions of the California Corporations Code, if there is consent in writing which is to be included in the minutes of the proceedings of the Executive Committee and reported to the Board at its next meeting.

Process

The Executive Committee meets two weeks prior to each meeting of the Board of Trustees.

The president of the Board of Trustees serves as chairperson of the Executive Committee. In the absence of the president, the first vice-president shall preside.

Content

The Executive Committee has the responsibility to:

- Review and discuss issues not referred to other committees of the board.

- Prepare the agenda for the meetings of the Board of Trustees.
- Appoint a Negotiating Committee to negotiate with the executive director. 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.
- Oversee the evaluation of the executive director and negotiate his/her contract.
- Receive information and recommendations from standing and ad hoc committees.
- Take action, as needed, either directly or by making recommendations to the full board.

Section 4. Executive Committee.

(a) Composition. The Executive Committee shall consist of the duly elected officers and the most immediate past President still serving on the Board. The president shall be the chairperson.

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

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

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

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

BOARD AUDIT

Executive Committee

I. Knowledge

- A. Lanterman Act.
- B. Other major laws concerning regional centers.
- C. Understanding committee duties and responsibilities.

II. Skills

- A. Conducting effective meetings.
- B. Constructing effective agendas.

III. Dangers

- A. Taking actions on behalf of the Board without specific delegation.
- B. Not keeping the full Board well informed.

IV. Executive Committee Questions

- A. Has the Board adopted a mission statement, vision statement and business principles to guide the center's actions? (review annually)
- B. Has the committee reviewed the Board activities to assure they are aligned with the priorities and directions of the Board?
- C. Are the committee agendas coordinated to pace policy issues that will be acted upon by the Board through the fiscal year?
- D. Is there a procedure for the executive director's evaluation?
Is it adequate?
- E. Are the bylaws current and do they meet the needs of the center?
- F. Are members regular in attendance?
- G. Does the Board have a comprehensive training program for new members?
- H. Does the Board have a succession plan for its members and key staff?



About the Sanctuary Animal Assisted Therapy

The Sanctuary was founded in 2018 by Alona Yorkshire the Deputy Executive Director of TASC.

The Sanctuary is located in Canyon Country, CA (just outside of Santa Clarita).

"I have been informally rescuing animals my whole life, while having a "real job" and becoming a foster parent. I am a Behavior Analyst and primarily work with adults with disabilities. In this position I saw the incredible healing that animals bring to their lives. Again, informally, I started exploring the world of animal assisted therapies. Then, I became a foster mom to an intensive treatment kiddo who could only hold it together when he was around animals.

Through these experiences, I saw that we had to formalize a place, a sanctuary where we could spread this healing to others. We launched the Sanctuary through a partnership with The Adult Skills Center (TASC), a non-profit assisting individuals with disabilities where I work. TASC clients and staff helped build, and now help maintain the operations though their work programs, therapy programs, and volunteerism."



Private Events

Private events may be held in the Ranch house or outdoors.

Pricing is \$10 per person which includes tables and chairs for up to 200 people, coffee/tea set ups, AV set up for screen sharing, and parking.









**NORTH LOS ANGELES COUNTY REGIONAL CENTER
ARCA Delegate Report**

Name: Lety Garcia

Meeting: ARCA Board of Directors Meeting

Date of Meeting: 6/20/24-6/21/24

1.	Number of Attendees	Approx. 40
2.	Public Input:	OCRC shared a document they created to help families document all the doctors, evaluations, and important information for their child with special needs. This document can be found in the ARCA folder in SharePoint.
	Funding and Sustainability:	Thanks to the advocacy work of members of the board, service provider staff, and consumers, the increase in service provider rates will only be delayed until Dec. 2024. Grassroots visits to legislators by NLACRC helped gain the support of Assemblywoman Pilar Schiavo, Assemblyman Jesse Gabriel, and State Senator Caroline Manjivar.
4.	Inclusive Communities:	ARCA hosted a Partners in Policy forum where members from different regional centers participated in work groups that focused on creating policy along with DDS to meet the needs of the community. More of these forums are being planned.
5.	Flexible and Sustainable Service Models:	The Master Plan for Developmental Services continues to meet to draft the plan. Workgroup focus areas include: 1. Individuals and families experience person-centered service systems they trust 2. Individuals receive timely, inclusive, and seamless services across all service systems 3. Individuals and their families receive services from a high-quality, stable and person-centered workforce. 4. Individuals and their families experience consistent, transparent, accountable and data-driven systems that focus on outcomes 5. Individuals are entitled to life-long services with adequate resources. Listening Sessions will be held throughout the state. The next meeting is Wed Aug. 21 in person in Sacramento.
6.	Self-Determination Program:	ARCA has SB 1281 (Menjivar) – Self-Determination bill is under advisory and is working with bill authors to make modifications in order to support the bill.
7.	Points of Discussion for the Board:	ARCA Academy Training Sept. 6 & 7 at the Double Tree in San Bernardino, and the Inland Regional Center. Make sure to sign up and book your room with Kimberly.
8.	Miscellaneous:	In order to reduce the size of our board packets, we have created an ARCA folder in SharePoint where board members can access the minutes, agendas, and strategic priorities of ARCA.
9.	Next Meeting:	August 16, 2024 in Irvine. The meeting is open to the public and accessible via Zoom.

Life Care Portfolio

Organizing Health, Life, Work and Educational Documentation for Families and Individuals with Disabilities



**Thompson Policy Institute
on Disability**



CalOptima Health

Thank you to Virginia's Parent Educational Advocacy Training Center for sharing the basics of this Life Care Tool.



Table of Contents

SECTION I	
Overview of Individual	01
Emergency Contacts.....	05
Additional Important Contacts	07
SECTION II	
Medical Information.....	10
SECTION III	
Financial Information	22
SECTION IV	
Housing Information	30
Transportation	35
SECTION V	
Educational Documentation.....	37
Employment/Employment Preparation	39
SECTION VI	
Regional Center	42
Disability Services	43
SECTION VII	
Legal Information & Important Documents	47
SECTION VIII	
Resources.....	51

North Los Angeles County Regional Center
Board of Trustees

CRITICAL CALENDAR FOR FY 2024-25

JULY

New Board Officers, Board Members, and Vendor Advisory Committee Members are seated.

Board Member Orientation

Board Retreat

AUGUST

(All committees review their actions from the previous year.)

Consumer Services Committee (CSC) Meeting & Orientation

Quarterly Post-Retirement Medical Trust Committee Meeting & Orientation

Administrative Affairs Committee (AA) Meeting & Orientation

- Review DDS Contract

Executive Committee (EC) Meeting & Orientation

Quarterly Strategic Planning Committee (SPC) Meeting & Orientation

- Establish annual goals and metrics

Consumer Advisory Committee (CAC) Meeting & Orientation

Government/Community Relations (GCRC) Meeting & Orientation

Nominating Committee (NC) Meeting & Orientation

Vendor Advisory Committee (VAC) Meeting & Orientation

- A group photograph is taken for the center's website when the meeting is in person.

Board of Trustees Meeting (Zoom)

- A group photograph is taken for the center's website when the meeting is in person.
- The Human Resources Director reviews the board's responsibilities and the process surrounding the Executive Director's Performance Evaluation with the Board President.
- Review DDS Contract

Executive Committee (EC) Meetings

- Schedule and conduct Annual Legislative board training
- Determine the location, date, and cost of the Annual Board Retreat
- Determine the location, date, and cost of the Board of Trustees Dinner

Public Meetings are held this month to get community input into the Center's Performance Contract for next calendar year.

SEPTEMBER

Consumer Advisory Committee (CAC) Meeting

Nominating Committee holds an Educational Session for potential Board Applicants (if needed)

Vendor Advisory Committee (VAC) Meeting

Board of Trustees Meeting (Zoom)

- The Human Resources Director reviews the Executive Director's evaluation process and the Evaluation Form with the Board.
- The Board President creates a Negotiating Committee and provides their names to the Human Resources Director.

Consumer Services Committee (CSC) Meeting

- Review 4731 Quarterly Report.

Administrative Affairs Committee (AA) Meeting

Executive Committee (EC) Meeting

- Whistleblower Compliance Officer (HR Director) gives the Committee an Annual

- Report on compliance activity.
- Update on NLACRC's Strategic Plan

OCTOBER

Nominating Committee holds an Educational Session for potential Board Applicants (if needed)

Consumer Advisory Committee (CAC) Meeting

Nominating Committee (NC) Meeting

Vendor Advisory Committee (VAC) Meeting

Board of Trustees Meeting

- Annual Update on NLACRC's Strategic Plan
- All Board Members review the center's Whistleblower Policy and sign the acknowledgment.

Government/Community Relations Committee (GCRC) Meetings

Executive Committee (EC) Meeting

- The Human Resources Director and Chief Financial Officer meet with the Board President and the Negotiating Committee to review the Performance Evaluation and Compensation Process. (This can also be done in November.)

NOVEMBER

Quarterly Strategic Planning Committee (SPC) Meeting

- Strategic Plan – 1st Quarter Status Update

Consumer Advisory Committee (CAC) Meeting

- Vendor Advisory Committee (VAC) Meeting (work groups meet)

Board of Trustees Meeting (Zoom)

- Board members with expiring terms and eligible for re-nomination are sent forms to complete to indicate continued interest. Forms are due back via boardsupport@nlacrc.org

by December 15th

Consumer Services Committee (CSC) Meeting
Administrative Affairs Committee (AA) Meeting

Executive Committee (EC) Meeting

DECEMBER

Annual Consumer Advisory Committee (CAC) holiday party

Annual Board of Trustees holiday party.

(The board is “dark” in December - no board or board committee Meetings will be held.)

Board and Vendor Advisory Members with expiring terms who are eligible for re-nomination received forms in November to indicate their interest in serving an additional term, forms are due by December 15th.

JANUARY

Consumer Advisory Committee (CAC) Meeting

Nominating Committee Meeting

Vendor Advisory Committee (VAC) Meeting

Board of Trustees Meeting

- Discussion is held about board officers for next fiscal year; recommendations for officers are made and interest for serving as an officer is solicited.
- The Human Resources Director and Chief Financial Officer will meet with the Board President, External Counsel, and the Negotiating Committee to review the Performance Evaluation and Compensation Process.

Government/Community Relations Meeting

Quarterly Post-Retirement Medical Trust Committee Meeting

Executive Committee Meeting

- The Negotiating Committee requests external compensation data from the Chief Human Resources Officer.
- Committee begins discussion about the next Annual Board Retreat.
- Committee identifies locations for the Board Retreat and Board Dinner.

FEBRUARY

Quarterly Strategic Planning Committee Meeting

- Strategic Plan – 2nd Quarter Status Update
- Review Draft FY24-25 Performance Contract

Consumer Advisory Committee (CAC) Meeting

Nominating Committee Meeting

Vendor Advisory Committee (VAC) Meeting

Board of Trustees Meeting (Zoom)

- Blank Executive Director Evaluation Forms are distributed for Board Members to complete. Board members with less than 3 months of service do not complete evaluations. All other Board Members must complete an evaluation or will be considered to have resigned from the board. The completed forms are due to External Counsel and the Board President prior to the March Board Meeting.
- The Negotiating Committee meets with the Executive Director.

Consumer Services Committee

- Review 4731 Quarterly Report.

Administrative Affairs Meeting

- Audited Financial Statement is presented.

Executive Committee Meeting

MARCH

Consumer Advisory Committee (CAC) Meeting

Nominating Committee Meeting

Vendor Advisory Committee (VAC) Meeting

- Nominees are identified to serve as chair for next fiscal year

Board of Trustees Meeting (Zoom)

- Audited Financial Statement is presented for approval.
- Present Draft FY 24-25 Performance Contract for
- Completed Executive Director Evaluation Forms are due to External Counsel and the Board President.

Government/Community Relations (GCR) Committee Meeting

- Review Board Recognition Applications, if applicable.

Executive Committee Meeting

- Executive Director's Evaluation Forms due to External Counsel and the Board President.

APRIL

Nominating Committee Meeting

- Committee interest for next board year is solicited via boardsupport@nlacrc.org from returning board members.

Vendor Advisory Committee (VAC) Meeting

- A new chair is nominated to serve next fiscal year

Consumer Advisory Committee (CAC) Meeting

Board of Trustees Meeting (**Antelope Valley Office**)

- Approve FY24-25 Performance Contract

Consumer Services Committee

- Review 4731 Quarterly Report.

Quarterly Post-Retirement Medical Trust Committee Meeting

- Actuary Presentation of NLACRC's Actuarial Report

Executive Committee Meeting

- Committee reviews drafts of Board Master and Critical Calendars for next fiscal year.
- Review Purchase of Service Annual Report.
- The Human Resources Director and Chief Financial Officer meet with the Negotiating Committee to provide the compensation data for review and provides any requested additional information.
- Executive Director's Evaluation to be completed and a Summary Report is reviewed (in Executive Session).

MAY

Nominating Committee

- Committee assignments are recommended for the next fiscal year.

Administrative Affairs Committee Meeting

- NLACRC's Form 990 Tax Return is presented.

Consumer Advisory Committee (CAC) Meeting

Vendor Advisory Committee (VAC) Meeting

- A new chair is elected to serve next fiscal year

Quarterly Strategic Planning Committee Meeting

- Strategic Plan – 3rd Quarter Status Update

Board of Trustees Meeting (San Fernando Valley Office)

- Nominating Committee presents their recommended nominees and re-nominees for next fiscal year.
- Electronic election ballots are distributed to board members.
- The Negotiating Committee provides a summary of the compensation and/or contract changes for the Board's approval (in Executive Session). The Executive Session will be placed at the beginning of the Board Meeting Agenda.
- A Training is given on the DDS Conflict of Interest statements
- NLACRC's Form 990 Tax Return is presented to the Board for their review and acceptance.
- Presentation of NCI Data

Government/Community Relations Meetings

- Select Board Recognition Awardee/s, if applicable

Administrative Affairs Committee Meeting

Executive Committee Meeting

- Committee discusses board goals for the next fiscal year.

JUNE

Consumer Advisory Committee Meeting

Vendor Advisory Committee Meeting

Board of Trustees Meeting (Zoom)

- Board discusses board's proposed primary activities for the next fiscal year.
- Election results are announced for Board Members, Board Officers, Board Interns, and Vendor Advisory Committee for the next fiscal year.
- Nominating Committee presents final committee assignments for board approval for the next fiscal year.
- Conflict of Interest statements are distributed to Board members. (Statements must be signed by Board members and returned for review prior to July 1st.)
- Confidentiality statements must be completed by board members, for filing, for next fiscal year.
- Medi-Cal Clearance Forms must be completed by new board members for next fiscal year.
- The Human Resources Director will prepare the documentation necessary to process the Negotiating Committee's Compensation and/or contract changes as appropriate.
- The Human Resources Director will schedule a Meeting with the Executive Director and provide the Board President with all required documents needed for the Meeting (e.g. compensation, performance review information, employment contract changes, etc.)
- Copies of all signed documents will be provided to the Human Resources Director to allow for the timely processing of compensation information.

Annual Board Dinner

NLACRC
Executive Committee
CRITICAL CALENDAR
FY 2024-25

MONTHLY

Executive Committee Meetings are held on the 4th Thursday of the month.

<i>Month</i>	<i>Activity</i>
<i>July</i>	The committee does not meet in July
<i>August</i>	<p>Committee reviews the Purchase of Service Annual Report FY 2023-2024</p> <p>Orientation for new Committee. Committee reviews their Policies & Procedures, Bylaws Statement, Board Audit Section, Action Log or previous fiscal year and Officers Policy.</p> <p>Committee is provided with copies of their approved critical calendar for the new fiscal year.</p> <p>Public meetings are held this month or September to get community input into the center’s performance contract for next calendar year.</p> <p>The Human Resources Director will review with the new Board President his/her responsibilities and the process surrounding the Executive Director’s performance evaluation.</p> <p>Determine the cost, location, and date of the Annual Board Dinner for FY 24-25.</p> <p>Determine the cost, location, and date of the Annual Board Retreat for FY 24-25.</p>
<i>September</i>	Whistleblower Compliance Officer (Human Resources Director) gives the committee an annual report on whistleblower compliance activity.
<i>October</i>	Committee meeting.
<i>November</i>	Committee meeting.
<i>December</i>	The committee does not meet in December
<i>January</i>	<p>The Human Resources Director, and CFO, meet with the Board President and the Negotiating Committee to review the performance evaluation and compensation process.</p> <p>The negotiating committee requests external compensation data from the Human Resources Director.</p> <p>Committee begins discussion about the next annual Board Retreat.</p> <p>Committee identifies locations for the Board Retreat and Board Dinner.</p>

NLACRC
Executive Committee
CRITICAL CALENDAR
FY 2024-25

MONTHLY

Executive Committee Meetings are held on the 4th Thursday of the month.

<i>Month</i>	<i>Activity</i>
<i>February</i>	The Negotiating Committee meets with the Executive Director.
<i>March</i>	Committee meeting.
<i>April</i>	Committee meeting.
<i>May</i>	<p>The Board President presents proposed committee assignments for next fiscal year.</p> <p>Committee discusses board goals for the next fiscal year.</p> <p>Committee reviews proposed Board Budget for next fiscal year</p> <p>Committee reviews drafts of board master and critical calendars for next fiscal year.</p> <p>Committee reviews and approves the committee’s draft critical calendar for next fiscal year.</p> <p>Committee begins discussion of the annual Board Retreat for the next fiscal year.</p> <p>The Human Resources Director, and CFO meet with the negotiating committee to provide the compensation data for review and provides any requested additional information.</p> <p>Executive Director’s evaluation to be completed and a summary report is reviewed (in Executive Session).</p> <p>The Human Resources Director will prepare the documentation necessary to memorialize the negotiating committee’s compensation recommendations and/or contract changes as appropriate.</p> <p>The Human Resources Director 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.).</p> <p>Copies of all signed documents will be provided to the Human Resources Director to allow for timely processing of compensation information.</p>
<i>June</i>	The committee does not meet in June

Self-determination Program/SDP

4685.8

(t) Each regional center shall be responsible for implementing the Self-Determination Program as a term of its contract under Section 4629. As part of implementing the program, the regional center shall do both of the following:

(1) Contract with local consumer or family-run organizations and consult with the local volunteer advisory committee established pursuant to paragraph (1) of subdivision (x) to conduct outreach through local meetings or forums to consumers and their families to provide information about the Self-Determination Program and to help ensure that the program is available to a diverse group of participants, with special outreach to underserved communities.

(2) Collaborate with the local consumer or family-run organizations identified in paragraph (1) to jointly conduct training about the Self-Determination Program. The regional center shall consult with the local volunteer advisory committee established pursuant to paragraph (1) of subdivision (x) in planning for the training, and the local volunteer advisory committee may designate members to represent the advisory committee at the training.

(x) To ensure the effective implementation of the Self-Determination Program and facilitate the sharing of best practices and training materials commencing with the implementation of the Self-Determination Program, local and statewide advisory committees shall be established as follows:

(1) Each regional center shall establish a local volunteer advisory committee to provide oversight of the Self-Determination Program. The regional center and the State Council on Developmental Disabilities shall each appoint one-half of the membership of the committee. The committee shall consist of the regional center clients' rights advocate, consumers, family members, and other advocates, and community leaders. A majority of the committee shall be consumers and their family members. The committee shall reflect the multicultural diversity and geographic profile of the catchment area. The committee shall review the development and ongoing progress of the Self-Determination Program, including whether the program advances the principles of self-determination and is operating consistent with the requirements of this section, and may make ongoing recommendations for improvement to the regional center and the department.

North Los Angeles County Regional Center
Board of Trustees Policy Statement

**Self Determination Program (SDP) Local Volunteer
Advisory Committee Liaison**

Section 4685.8 of the Welfare and Institutions Code establishes a local volunteer advisory committee to provide oversight of the Self-Determination Program. The regional center participates in the appointing of one half of the committee membership, while State Council appoints the other, and statute requires the participation of the Center's Clients' Rights Advocate. The Board of Trustees appoints a trustee to participate on the committee; this trustee also is a liaison between the committee and the board. The term of the liaison shall be 1 year with no limitations on the number of terms.

The duties of the SDP LVAC Liaison include:

1. Attending and participating in monthly committee meetings
2. Facilitating communication between the committee and the Board of Trustees on a monthly basis
3. Completing a monthly SDP LVAC Liaison Report for the board, including issues that impact the implementation of the Self-Determination Program

[policy.stmt.sdpliaison] Adopted: February 8, 2023



North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 | www.nlacrc.org

Center Operations Report

August 2024

Legislative:

Governor Newsom signed REVISED 2024-2025 state budget bills and 5 trailer bills (HEALTH, MANAGED CARE ORGANIZATION TAX, EDUCATION FINANCE, STATE GOVERNMENT, TAXATION). ARCA developed a top-level summary of this year's TBL. In general, these changes came into effect as soon as the bill was signed by the Governor (July 2, 2024).

1. Government Code (GC) §95004 – Removes Family Cost Participation Program (FCPP) reference.
2. GC §95020 – Remote Individualized Family Service Plan (IFSP) meetings are permitted, with in-person contact at least once in 6 months.
3. Welfare and Institutions Code (WIC) §4512 – Clarifies the processes for infants and toddlers to be assessed for Early Intervention, Lanterman, and provisional eligibility.
4. WIC §4519.10 – The last step of the service provider rate increases will be January 1, 2025.
5. WIC §4580 & WIC §4581 – The Master Plan for Developmental Services is intended to improve accessibility, quality, and equity for all people served with annual reports due March 2026 through 2036.
6. WIC §4620.3 – Removes old reference to FCPP, Annual Family Program Fee (AFPF).
7. WIC §4646 – Remote Individual Program Plan (IPP) meetings are permitted, with in-person contact at least once in 12 months.
8. WIC §4648.13 – DDS and RCs can use statistical sampling when doing providers' fiscal audits.
9. WIC §4684 – Remove old reference to how some benefits would impact FCPP.
10. WIC §4685.7 – Remove old reference to FCPP in the Self-Directed Services Program.
11. WIC §4688.22 – Mandates created related to what RCs' policies on social rec and camp can be. Each RC to have a staff to contact for information on the services by October 1, 2024. Trainings for some RC staff on all this due by March 1, 2025, with materials shared publicly.
12. WIC §4699.3 – DSP internship program will continue, if there's money in the Budget. 13. WIC §4783 – Ends the FCPP.
14. WIC §4785 – Ends the AFPF.
15. WIC §4785.1 – Deletion of old reference to FCPP, AFPF.
16. WIC §4785.2 – Deletion of old reference to FCPP, AFP

IPP template:

Regional Centers received a directive requiring the establishment of a standardized individual program plan (IPP) template and standardized procedures that are consistent with person-centered services planning requirements described in the Federal Medical Home and Community Based Final Rules (42 Code of Federal Regulations 441.301(c)(1-3).

The IPP template consists of the following components or sections:

- Introduction: information about the individual, important things to know, what people like and admire about the individual and some of the individual's successes.
- How this Plan was Developed.
- Vision for the Future: information about short and long-term goals.
- Communication: methods and preferences of communication used by the individual,
- Decision-Making
- Life Areas: what is currently happening, what is important to and important for the individual and what needs to be done. Generic and natural supports should be included.
 - o Choice/Advocacy: the choices and decisions that individuals make for themselves
 - o Community Participation
 - o Education/Learning
 - o Employment
 - o Healthcare/Wellness
 - o Home Life/Housing
 - o Income/Finances
 - o Relationships
 - o Safety Considerations
 - o Supports at Home
 - o Transportation/Getting Around

Emergency Planning

A written guide for regional center service coordinators has been provided with detailed information about the process and procedures necessary and an additional guide for individuals and families to prepare for an IPP meeting is currently under development. Full implementation is expected by January 1, 2025 for all Regional centers to use the new standard IPP template for all new IPP meetings, amendments, reviews and renewals.

Master Plan updates:

The California Health and Human Services Agency has announced the meeting dates for the Master Plan Work Groups:

Workgroup 1: Individuals and families experience person-centered service systems they trust – Wednesday, July 31 from 12-3 pm. [Register Now](#).

Workgroup 2: Individuals receive timely, inclusive, and seamless services across all service systems – Tuesday, August 13 from 11am-2pm. [Register Now](#).

Workgroup 3: Individuals and their families receive services from a high-quality, stable, and person-centered workforce – Friday, August 9 from 11am-2pm. [Register Now](#).

Workgroup 4: Individuals and their families experience consistent, transparent, accountable and data-driven systems that focus on outcomes – Monday, August 5 from 2-5pm. [Register Now](#).

Workgroup 5: Individuals are entitled to life-long services from systems with adequate resources – Thursday, August 8th from 11am- 2pm. [Register](#)

For more information: <https://www.chhs.ca.gov/home/master-plan-for-developmental-services/>

The Direct Service Professional (DSP) Training Stipend Program will remain open until August 31, 2024, and all courses must be completed by that date. All other aspects of the DSP Training Stipend Program remain the same.

Center Operations:

Total # positions filled: 748

Total # of positions authorized: 949

Total # of new hires since January 1, 2024:

Total - 153

CSCs - 123

July New Hires: 1st cycle and 2nd cycle.

7.1.24 - 9

7.15.24 - 8

7.29.24 – 6

Consumer Statistics:

As of August 1, 2024, the Center had 37,155 consumers and applicants.

Center Updates:

Best Start extended an invitation to Antelope Valley Parent and Family Support Specialist and Spanish speaking Outreach Language Specialist to participate in Zero to Three: The Growing Brain Train the Trainer workshop in June as well as to attend the Zero to Three Learn 2-day Conference on July 31 and August 1, 2024. The conference will feature over 70 breakout sessions that will discuss various early childhood topics. Best Start is excited to collaborate with NLA and has invited our staff to present at their parent partnership meeting to offer onsite application support. Staff is also included in their Monthly partnership collaborative meetings with other Community Based Organizations targeting the 0-5 community.

Introducing IDEA Specialist, Mayra Loza

The IDEA Specialist can help parents understand child's rights for the educational needs and can provide information about IDEA, which is a law for children with disabilities to receive a free, appropriate, and public Education. The IDEA Specialist can provide guidance through the process for eligibility and to develop an individual educational plan. Parents can ask their service coordinator for a consultation with IDEA specialist.

Special Events:

Upcoming ARCA Academy event that will be held on Friday, September 6th and Saturday, September 7th. The location for Friday will be the Doubletree Hotel in San Bernardino, and the location for Saturday is at the Inland Regional Center.

Target Audience: ARCA Board Delegates, Regional Center Board Members, and Regional Center Directors and other center leadership staff.

Community Events and Educational Training Opportunities

NLACRC's Calendar of Events: [Calendar of Events | NLACRC](#)

*Additional training and support groups are offered as well! 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 events, trainings and more.

Family Focus Resource Center: [Events | California State University, Northridge \(csun.edu\)](#)

*Additionally, the Family Focus Resource Center coordinates several support groups including "Black & African American Family Focus Support Group" "Mamas Latinas Grupo de Apoyo" and the "Parent Check-In and Chat". Please see NLACRC's Calendar of Events, which includes a link for the Family Focus Resource Center, for information regarding more support groups, training opportunities, dates, times, and links.

Upcoming Disability Organization Events/Activities

State Council on Developmental Disabilities next council meeting - September 24, 2024

Disability Rights California's next board meeting - September 20, 2024

FY 2023-24	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total
Executive Committee													
Meeting Length	1:15	3:45	2:15	4:00	3:30	1:00	3:30	1:30	1:00	1;15	2:45	Dark	Absences
Leticia Garcia	P	P	P	P	P	P	P	P	P	P	P		0
Lillian Martinez	P	P	P	P	P	P	A	P	P	P	P		0
Ana Quiles, Chair	P	P	P	P	P	P	P	P	P	P	P		0
Brian Gatus	*P	P	P	P	P	P	P	P	P	P	P		0
Andrew Ramirez	*P	P	P	P	P	P	P	P	P	P	P		0
David Coe	P	Ab	P	P	P	P	P	P					1
Rocio Sigala	Ab	P	P	P	P	P	P	P	P	P	P		1

P = Present Ab = Absent

Attendance Policy: In the event a Trustee shall be absent from three (3) consecutive regularly-scheduled Board meetings or from three (3) consecutive meetings of any one or more committees on which he or she may be serving, or shall be absent from five (5) regularly-scheduled Board meetings or from five (5) meetings of any one or more Committees on which he or she may be serving during any twelve (12) month period, then the Trustee shall, without any notice or further action required of the Board, be automatically deemed to have resigned from the Board effective immediately. The secretary of the Board shall mail notice of each Trustee's absences during the preceding twelve (12) month period to each Board member following each regularly-scheduled Board meeting. (policy adopted 2-10-99)

FY 2024-25	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total
Executive Committee													
Meeting Length	Dark					Dark						Dark	Absences
Ana Quiles, Chair													0
Sharmila Brunjes													0
Leticia Garcia													0
Brian Gatus													0
Rocio Sigala													0
Alma Rodriguez													0
Andrew Ramirez													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)