



Board of Trustees Meeting

Wednesday, March 13, 2024

6:30 p.m.

Via Zoom Technology

**NLACRC Board of Trustees Calendar
Fiscal Year 2023-24**

◆ March 2024 ◆						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5	6 3:00pm Consumer Advisory Committee Meeting 5:30 pm Nominating Committee Meeting	7 9:30 am Vendor Advisory Committee Meeting	8	9
10	11	12	13 5:30 pm Board Packet Review (Zoom) 6:30 pm Board Meeting (Zoom)	14	15	16
17	18	19	20 6:00 pm Government & Community Relations Committee Meeting	21 10:00am-2:00 pm ARCA Executive Committee Mtg.	22 9:00am-12:00 pm ARCA Board of Directors Mtg.	23 Purim (no work)
24 Purim (no work)	25	26	27	28 Holy Thursday 6:00 pm Executive Committee Meeting	29 Good Friday	30
31 Easter Sunday						

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

NLACRC Board of Trustees Calendar
Fiscal Year 2023-24

◆ April 2024 ◆						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Cesar Chavez Day (NLACRC offices closed)	2	3 <u>3:00pm</u> Consumer Advisory Committee Meeting <u>5:30 pm</u> Nominating Committee Meeting	4 <u>9:30 am</u> Vendor Advisory Committee Meeting	5	6
7	8	9	10 <u>4:30 pm-5:30 pm</u> Board Packet Review (Antelope Valley NLACRC Office or option to attend via Zoom) <u>6:30 pm</u> Board Meeting (Antelope Valley NLACRC Office or option to attend via Zoom)	11	12	13
14	15	16	17 <u>6:00 pm</u> Consumer Services Committee Meeting	18 <u>10:00am-2:00 pm</u> ARCA Executive Committee Mtg.	19	20
21	22 Passover (begins at sundown)	23 Passover	24 Passover	25 Passover <u>5:30 pm</u> Post-Retirement Medical Trust Meeting <u>6:15 pm</u> Administrative Affairs Committee Meeting <u>7:45 pm</u> Executive Committee Meeting	26 Passover	27 Passover
28 Passover	29 Passover	30 Passover (ends at sundown)				

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**NLACRC Board of Trustees Calendar
Fiscal Year 2023-24**

Revised 02/26/2024

◆ May 2024 ◆						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 <u>3:00pm</u> Consumer Advisory Committee Meeting	2 <u>9:30 am</u> Vendor Advisory Committee Meeting	3	4
5	6 <u>6:00 pm</u> Strategic Planning Committee Meeting	7	8 <u>5:30 pm</u> Board Packet Review (Zoom) <u>6:30 pm</u> Board Meeting (Zoom)	9	10	11
12	13	14	15 <u>6:00 pm</u> Government & Community Relations Committee Meeting	16 <u>10:00am-2:00 pm</u> ARCA Executive Committee Mtg.	17	18
19	20	21	22	23	24	25
26	27 Memorial Day (NLACRC offices closed)	28	29	30 <u>6:00 pm</u> Executive Committee Meeting	31	

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

North Los Angeles County Regional Center
Board of Trustees Meeting -
Wednesday, March 13, 2024
6:30 p.m.
~AGENDA~

1. **Call to Order & Welcome** – Ana Quiles, Board President
2. **Board Member Attendance/Quorum** – Kimberly Visokey, Executive Assistant
3. **Closed Session**
 - A. Personnel
4. **Housekeeping**
 - A. Spanish Interpretation Available
 - B. Public Attendance (please note name in Chat)
 - C. Reminder – Monthly Submission for Childcare/Attendant Care Billing/**All Meeting Invites to Include** BoardSupport@NLACRC.org
 - D. *Update Zoom Screen Name to include full name, board position, and geographic location (SFV, AV, or SCV)
5. **Introductions** – Ana Quiles, Board President
 - A. Parita Burmee-Chief Human Resources Officer
 - B. James Henry
6. **Public Input & Comments** (3 minutes)
7. **Consent Items**
 - A. Approval of Agenda (*Page 5*)
 - B. Approval of February 14, 2024 Board Meeting Minutes (*Page 10*)
8. **Lindquist, Von Husen & Joyce Presentation of NLACRC's FY 2022-23 Audited Financial Statements** (*Page 21*)
 - A. Closed Session to follow, if needed
9. **Action Item**
 - A. To Approve the revisions to the CAC Chair, Attendance Policy, and Term of Office sections in the Bylaws (*Page 55*)
 - B. Board Support Standard Operating Procedures (*Deferred*)
10. **Committee Action Items**
 - A. **Administrative Affairs**
 1. Approval of Revised Meeting Schedule (*Page 58*)

2. Approval of Revised Critical Calendar *(Page 60)*
3. Approval of Contracts
 - A. *Virtue Home Care HL1084-862 (Page 63)*
 - B. *Rockin' Oldies PL2181-062 (Page 67)*
 - C. DV Therapy PL2228-612 *(Page 71)*
 - D. DV Therapy PL2229-615 *(Page 75)*
 - E. DV Therapy PL2230-616 *(Page 79)*
 - F. Sekibo, Tumini PL2262-785 *(Page 84)*
 - G. Ride On LA PL2263-106 *(Page 88)*
 - H. Phiba Home PL2254-109 *(Page 92)*
 - I. Brilliant Corners PL2186-999, PL2187-999, PL2188-999 1st amendments *(Page 96)*
 - J. Ultra Jiu Jitsu PL2144-008 1st amendment *(Page 102)*
 - K. Zooz Fitness PL2143-008 1st amendment *(Page 106)*
4. Approval of Salary Schedule *(Page 110)*

B. Government & Community Relations Committee

1. To Approve a Candidate Forum for Fall 2024
2. To Approve Consumer Legislative Advocacy Training

C. Executive Committee

1. Approval of Board/Staff Interaction Policy Revision *(Page 114)*
2. Approval of Board Member Responsibilities Policy - Proposed Legislative Visit Requirement *(Page 115)*

D. Nominating Committee

1. Approval of Chair Alternate Policy *(Page 117)*
2. Board Source Self Evaluation Tool *(Page 118)*

E. Consumer Services Committee

1. Approval of the proposed Service Standards: Social Recreation submission to DDS. *(Page 127)*

11. Executive Director's Report – Cristina Preuss *(Page 156)*

12. Self-Determination Program (SDP) Report – Gabriela Eshrati

- A. SDLVAC Liaison February Report *(Page 165)*
- B. Next Self Determination Local Advisory Committee Meeting scheduled for March 15, 2024, 6:30pm

13. **Association of Regional Center Agencies** – Lety Garcia
 - A. ARCA Liaison Report - No meeting in February
 - B. Next meeting scheduled for March 22, 2024

14. **Administrative Affairs Committee** – Brian Gatus
 - A. Minutes of the January 23rd Meeting (*Page 167*)
 - B. Minutes of the February 27th Meeting (*Deferred*)
 - C. Review of Insurance (*Page 172*)
 - D. Report on Lease Agreement (*Page 179*)
 - E. 2nd Quarter PRMT and UAL Fees Reports (*Page 189*)
 - F. FY2023-2024 Financial Reports (*Attachment #1*)
 - G. FY2023-2024 Board Budget vs Expenditure Report (*Page 195*)
 - H. Statewide Regional Center POS Expenditure Projection Report (*Page 196*)
 - I. Social Recreation, Camp & Non-Medical Therapies Services Report (*Page 198*)
 - J. Payments and Authorizations Timeline Summary (*Page 204*)
 - K. 2nd Quarter HR Report (*Page 206*)
 - L. Monthly Human Resources Report (*Page 207*)
 - M. Temporary Staff Statistics Report (*Page 210*)
 - N. Status of People Scout Recruitment (*Page 211*)
 - O. Next Meeting: Tuesday, April 23, 2024 at 6:00 p.m.

15. **Consumer Advisory Committee** – George Alvarado
 - A. Minutes of the February 7th Meeting (*Page 213*)
 - B. Minutes from the March 6, 2024 Meeting (*Deferred*)
 - C. Next Meeting Scheduled on April 3, 2024, at 3:00pm

16. **Consumer Services Committee** – Rosie Sigala
 - A. Minutes of the November 15th Meeting (*Page 219*)
 - B. Minutes of the February 21st Meeting (*Deferred*)
 - C. Next Meeting Scheduled on April 17, 2024, at 6:00pm

17. **Executive Committee** – Ana Quiles
 - A. EVV- electronic visit verification information for SDP cases
 - B. Bylaws Review Schedule - it was determined that the Committee will review the document at every other meeting as follows:
 1. Review pages 1-12, stopping at “Election and Term of Office.”
 2. Review pages 12-26, stopping at “Officers”
 3. Review pages 26-36, stopping at “Consumer Services Committee”
 4. Review pages 36 to end.

- C. Minutes of the January 25th Meeting (*Page 226*)
- D. Minutes of the February 29th Meeting (*Deferred*)
- E. Next Meeting Scheduled on March 28, 2024, at 6:00pm

18. Recruitment Committee – Ana Quiles

- A. Executive Director Job Posting is Live on NLACRC Website
- B. Feedback from Input Sessions-Workforce Development Solutions
- C. Minutes of the January 29th Meeting (*Page 235*)
- D. Minutes of the February 12th Meeting (*Page 238*)
- E. Minutes of the February 20th Meeting (*Page 241*)
- F. Minutes of the February 26th Meeting (*Page 245*)
- G. Minutes of the March 4th Meeting (*Deferred*)
- H. Minutes of the March 11th Meeting (*Deferred*)
- I. Next Meeting Scheduled for March 18, 2024, at 5:00pm

19. Government & Community Relations Committee – David Coe

- A. Minutes of the January 17th Meeting (*Deferred*)
- B. Review Board Recognition Policy (*Page 248*)
- C. Next Meeting Scheduled on March 20, 2024, at 6:00pm

20. Nominating Committee – Lillian Martinez

- A. Chair To make an Announcement to call for Slate of Officers
- B. Minutes of the February 7th Meeting (*Page 249*)
- C. Minutes of the March 6th Meeting (*Deferred*)
- D. Next Meeting Scheduled on April 3, 2024, at 5:30pm

21. Post-Retirement Medical Trust Committee – Ana Quiles

- A. Next Meeting Scheduled on April 25, 2024, at 5:30 pm

22. Strategic Planning Committee – Lety Garcia

- A. Minutes of the February 5th Meeting (*Deferred*)
- B. Presentation of results of Individual and Family Service Survey (*Page 252*)
- C. Next Meeting Scheduled on May 6, 2024, at 6:00pm

23. **Vendor Advisory Committee - Suad Bisogno**
 - A. Minutes of the February 1st Meeting (*Page 295*)
 - B. Minutes of the March 7th Meeting (*Deferred*)
 - C. Identify Nominees to serve as chair for next fiscal year
 - D. Next Meeting Scheduled on April 4, 2024, at 9:30am

24. **Old Business/New Business**
 - A. Board and Committee Meeting Attendance Sheets (*Page 305*)
 - B. Board and Committee Meetings Time Report (*Page 316*)
 - C. Updated Acronyms Listing (*Page 317*)
 - D. Meeting Evaluation Form – *Emailed separately*

25. **Review of Committee Action Log Items (Item Owner and Due Date)**
 - A. Board Committee Action Log (*Page 323*)

26. **Announcements/Information/Public Input**
 - A. Next Meeting: Wed., April 10, 2024, at 6:00pm
 - B. Committee Attendance

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 – [Calendar of Events | NLACRC](#)

27. **Adjournment**



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

The Board of Trustees of North Los Angeles County Regional Center, Inc., a nonprofit corporation, held their regular board meeting via Zoom on **February 14, 2024**

Trustees Present

Suad Bisogno
Rocio Sigala
Leticia Garcia
Curtis Wang
Sharmila Brunjes
Ana Quiles
Andrew Ramirez
Brian Gatus
Vivian Seda
George Alvarado
Lillian Martinez
Michael Costa
Cathy Blin
David Coe
Jenifer Koster
Nicholas Abrahms

Guests Present

Richard Dier - SDLAC
Lori Walker - SDLAC
Sol Garza – Interpreter
Gume Garza - Interpreter
Lia Cervantes Lerma - State Council
Andre’ca B. – Family Focus Resource
Jasmine Barrios – Minutes Services
Nicholas Mendoza- Coach for George A.
Juan Hernandez
Xochitl Gonzalez- DDS
Marianita Mendez - DDS
Patty Gutierrez
Tsahi Banton
Edith Alvarez
Maria Cea

Staff Present

Vini Montague
Arezo Abedi
Evelyn McOmie
Kimberly Visokey
Parita Burmee
Gabriela Eshrati
Donna Rentsch
Arshalous Garlanian

Trustees Absent

Anna Hurst
James Henry
Kelsey Livingston
Michael Costa

1. **Call to Order & Welcome** – Ana Quiles, Board President
Ana called the meeting to order at 6:00 p.m.

2. **Board Member Attendance /Quorum**– Kimberly Visokey, Executive Administrative Assistant
Kimberly took attendance of Board Members; a quorum was present.

3. **Closed Session**
 - A. Personnel
M/S/C (C. Wang/N. Abrahms) To enter the Closed Session at 6:04 pm.

M/S/C (G. Alvarado/B. Gatus) To exit the Closed Session at 6:38 pm.

4. Housekeeping

A. Spanish Interpretation Available

Ana informed attendees that instructions for Spanish Interpretation are located in the chat.

B. Public Attendance

Ana asked public attendants to notate their names and agency in the chat.

C. Monthly Submission for Childcare/Attendant Care Billing

It was noted that all meeting invites to include: boardsupport@nla.org

D. Ana Quiles requested that the Board Members change their name as it appears on the Zoom call to reflect their first/last name, Board position and NLA location. She also asked that NLA staff do the same to help attendees identify the speakers.

5. Introductions

A. Lillian Martinez, Secretary

Lillian has served on the NLA Board for the last 6 years and will complete her 7th year in June. She is very religious and feels that it is her purpose to help the disability community. Lillian has 5 family members that regional centers of varying ages serve. She also enjoys shopping, reading and enjoying great food.

B. Cristina Preuss, NLA Interim Executive Director

Cristina was recently appointed the Interim Executive Director for NLA. She has been in the Early Childhood education field for over 20 years. Her main goal has always been to advocate for and empower individuals with disabilities. Cristina expressed her passion for making individuals with disabilities and their families feel included. She enjoys spending time with her 3 adult children and 2 grandchildren and is also very spiritual.

6. Public Input

Lori Walker, Co-Chair for the Self-Determination Local Advisory Committee, shared that the next Committee meeting will take place on February 15th at 6:30 pm. There will be a presentation regarding the Coordinated Family Services Support Pilot Program from DDS and a discussion on the allocation of DDS implementation funds. The Committee has also completed the Independent Facilitator Handbook that guides IFs on how to work the NLA way. The Self-Determination Program Training Video list has also been completed as a resource for families.

Lia Cervantes-Lerma with the State Council shared that any questions related to self-determination, special education, or any subject to call the State Council for assistance. Anyone with questions or who needs resources for special education, Self-Determination, etc. A confidential survey from DDS will be sent to families regarding their service satisfaction, will be mailed out and participation is encouraged.

Richar Dier, Co-Chair for the Self-Determination Local Advisory Committee, stated that the Committee is made up of family members, participants and providers that NLA or State Council appoints. The 2023 Committee-Centered Plan will be available on their website and will be presented at the upcoming Consumer Services Committee Meeting.

Leticia Garcia announced that the Cal-TASH 2024 Conference would be held March 1st and 2nd in Sacramento. The topic is “A Self-Determined Life,” and more information can be obtained at info@caltash.org. She encouraged those interested to contact their Service Coordinator to determine if funding is available to cover the registration cost to attend the Conference. Funding is not available to travel to the Conference.

Andre’ca B, from the Family Focus Resource Center, shared that there will be Early Start Play Dates planned for February, March and April. The All-Abilities Resource Fair will be held in March at Sgt. Steve Owen Park in Lancaster. The following All-Abilities Resource Fair will be held on Saturday, October 19th, at CSUN.

Lillian Martinez shared that she had a great experience as a team member in the IP. She shared that for her granddaughter’s initial IPP, she worked with Service Coordinator Stephanie Vargas. Stephanie provided wonderful service to Lillian and her family. Ana Quiles asked Evelyn McOmie to share the information with Stephanie.

7. Consent Items

A. Approval of Agenda

Ana Quiles noted that the location of “Legislative Town Hall” from the Government and Community Relations Committee be moved to item A2, under Committee Action Items.

M/S/C (G. Alvarado/A. Ramirez) To approve the meeting agenda as revised.

B. Approval of January 10, 2024 Board Meeting Minutes

M/S/C (G. Alvarado/D. Coe) To approve the Minutes as presented.

8. Committee Action Items

A. Government & Community Relations Committee – David Coe

The below events were shared with the Board for approval:

1. Candidate Forum

This event will be held in Fall 2024 and will provide a platform for candidates to speak to the Community.

2. Legislative Town Hall

This event will take place on February 22, 2024, moderated by Michelle Heid. Assembly Members Carillo and Lackey have confirmed their attendance. Staff Members from Assembly Member Schivo will also be in attendance.

M/S/C (A. Ramirez/L. Martinez) To approve the events as presented.

B. Executive Committee – Ana Quiles

1. Bylaws- David Lester

Ana shared that 2 sections of the Board Bylaws were previously requested to review regarding Board Member Meeting Attendance and the Consumer Advisory Committee's ability to elect their own Chair and Board Liaison.

Those sections of the Bylaws were reviewed and updated by NLA Counsel David Lester. In addition, David also reviewed the entire set of Bylaws to update verbiage and to ensure compliance with requirements. The Board is being tasked to review the revisions for the 2 requested sections for approval at the next Board meeting and then to determine the method for review of the remaining revisions to the Bylaws made by David Lester.

David explained that the Bylaws were revised to allow the Consumer Advisory Committee to elect their Chair. In addition, a provision was added for an NLA staff member, Board Member or person-served to be eligible to serve as the Committee's Liaison to the Board.

In regard to Board Member Meeting attendance, revisions were made to clarify that attendance will be tracked on a fiscal year basis which is July 1st through June 30th. In addition, Chairs will work to determine the process for notifying Committee Members of absences and what timeframe constitutes attendance at a meeting.

David shared that the remaining revisions he made were to clarify verbiage, create more detail and eliminate inconsistencies throughout the document. He recommends that the Board review the Bylaw Revisions in 10-page increments in order to work through the revisions without the need to create an additional Committee or to hold additional meetings. It was noted that only the Board can approve the revisions, any Committee who reviews the revisions will only be making recommendations to the Board for final approval.

Leticia Garcia noted that in this instance, the Board should have voted for any additional revisions to the Bylaws made by Counsel beyond the 2 requests that were previously made to the Board. She also recommended that a neutral Ad-Hoc Committee be formed to review the remaining revisions.

In regard to CAC attendance requirements, only the Chair is held to the same requirements as Board Members and would apply to the current Chair, George Alvarado, as he is also a Board Member.

M/S/C (L. Martinez/G. Alvarado) To approve the 2 requested revisions to CAC Committee and Board Member Meeting attendance to the bylaws and to create an Ad Hoc Committee of Board Members to review the remaining Bylaw revisions.

The motion was amended to separate the 2 components:

M/S/C (L. Martinez/B. Gatus) To approve the 2 requested revisions to the CAC Committee and Board Member Meeting attendance sections of the Bylaws.

M/S/C (L. Martinez/G. Alvarado) To approve the creation of an Ad Hoc Committee of Board Members to review the remaining Bylaw revisions. The motion did not pass with opposition from L. Martinez, A. Ramirez, B. Gatus, J. Hernandez, C. Blin, N. Abrahms, G. Alvarado, A. Rodriguez, V. Seda, D. Coe, R. Sigala, A. Quiles and 2 abstentions from S. Bisogno and J. Koster.

The Committee discussed issues surrounding the creation of an additional committee and the additional meeting dates that would be required. There were suggestions to review the revisions in the Executive Committee Meeting along with any other Board Members who would like to participate.

Sharmila Brunjes suggested an ongoing email thread for the Board Members to discuss the revisions throughout the month and when reviewed at the determined forum, many of the Members will already have landed on a decision which would expedite the review process. Suad added to this suggestion to use SharePoint to collaborate on a document where comments and feedback can be included as a means of discussion.

M/S/C (B. Gatus/G. Alvarado) To approve the delegation of the review of remaining Bylaw revisions to the Executive Committee and to add a standing agenda item to the Board Meeting agenda on updates to the Bylaw review. The motion passed with 2 oppositions from S. Brunjes and L. Garcia.

David Coe made the recommendation to review the Board Officer Term limits to the review of the Bylaws to remove the limits and to have both Board Member and Board Officer Terms to be made consistent at 7 years. This would not impact the scheduled election of officers, just the ability to run for an officer position. It was clarified that the 2-year term limit only applies to the President Officer position and does not apply to the other officer positions. David Lester echoed this recommendation as being the most flexible option.

Leticia referenced proposed law AB1147 as one reason for the Officer Term Limits. The law made Regional Centers accountable to the Community and at the time, the community felt that there was an elite group that was making all of the decisions for the Regional Center. Leticia also suggested an evaluation process for the Board President.

M/S/C (D. Coe/G. Alvarado) To add the review of Board President Term Limits to the Bylaw Board review. The motion passed with 1 opposition from L. Garcia.

C. Recruitment Committee

1. Executive Director Recruitment Expense Budget

Ana reviewed the information as presented in the packet.

The current budget is \$120,300; contracts are in place, and the Budget will be submitted to DDS.

D. Nominating Committee

1. Certificate of Return or Destruction of Confidential Information Form

Ana reviewed this information as presented in the packet. Since the Nominating Committee held virtual meetings, confidential information was reviewed by the Committee via email and regular mail. This form will confirm the destruction of the protected information by Committee Members.

M/S/C (G. Alvarado/ C. Wang) To approve the Certificate of Return or Destruction of Confidential Information Form as presented.

E. Strategic Planning Committee

1. FY 2024-2023 Critical Calendar

Ana reviewed the information as presented in the packet.

M/S/C (G. Alvarado/ L. Martinez) To approve the Critical Calendar as presented.

9. Executive Director's Report – Cristina Preuss

Cristina reviewed the report as presented in the packet. Highlights include:

Legislative

Major Policy Issues in Governor's January Budget for Fiscal Year 2024-25

\$1B savings by delaying implementation of the final step of the rate model phase-in to July 1, 2025

DDS

On February 6, 2024, Regional centers received an updated directive to clarify the requirements contained in Welfare and Institutions (W&I) Code section 4688.22 and guide facilitating access to providers and vendorization of social recreation services, camping services, and nonmedical therapies.

Coordinated Family Supports

On February 6, 2024, the Department of Developmental Services (DDS) conducted a presentation regarding CFS implementation. Discussion was about progress challenges and upcoming outreach efforts for 2024. NLACRC Community Services Department is working on hosting virtual information sessions for Case Management staff starting the end of February and dissemination of a flyer to promote the use of this service. There are 7 vendors in our system.

DDS Direct Service Professional Training Stipend Program

As of 01/23/2024, DDS reports having 40,613 registrants statewide; 38,613 DSPs completed at least 1 course and of those, 32,591 have completed two courses.

Association of Regional Center Agencies (ARCA)

ARCA Co-Sponsorship of Blue Envelope Program Bill, legislation that will create a Blue Envelope Program, making available blue envelopes containing information regarding traffic stop safety tips, printed recommendations to the responding law enforcement officer with interaction techniques to help promote enhanced communication and accommodation between law enforcement and community members; also may include information regarding an individual's needs, requested accommodations, and an emergency contact. ARCA is also supporting the 41st Annual Cal-TASH conference, which will take place on March 12, 2024, in Sacramento. The theme this year is Self-Determined Life: Recommended for Ages 2-102. It will have an entire strand of conference breakout sessions presented in Spanish and interpretation for our large group sessions and keynote speakers. Vended by Regional Center with vendor code PW2184.

NLA Employee Satisfaction Survey – Request for Proposal

NLA's 2022-2026 Strategic Plan includes the development and growth of an engaged workforce, with strategies that include providing ongoing training to staff, developing consistency in onboarding procedures across departments, creating career advancement pathways, assessing workload issues by job classification, addressing workload imbalance, exploring team structure, utilizing Information Technology to build/support team structures, creating training tools database to support supervisors in training their teams, and more. To assess the impact of efforts in this area thus far, NLA is seeking a qualified firm to conduct an employee satisfaction survey.

Consumer Statistics

As of January 2024, the Center served 35,622 consumers and applicants, including 4,879 in Early Start and 27,991 (an increase of 32) in the Lanterman program. The Center's San Fernando Valley Office serves 22,598 individuals, Antelope Valley serves 8,803, and the Santa Clarita Office serves 3,859 (these totals include applicants and individuals served under Lanterman and the Early Start programs).

- 10. Self Determination Program (SDP) – Gabriela Eshrati**
Ana reviewed the information as presented in the packet.

- A. SDLVAC Liaison Report
- B. Next Self Determination Local Advisory Committee Meeting is scheduled for February 15, 2024, at 6:30pm

11. Association of Regional Center Agencies - Leticia Garcia
Ana reviewed the information as presented in the packet.

- A. ARCA Liaison Report
- B. Next meeting is scheduled for March 22, 2024

12. Administrative Affairs Committee -Brian Gatus
Ana reviewed the information as presented in the packet.

- A. Minutes of the September 28, 2023 Meeting
- B. FY2023-2024 Meeting Schedule
- C. Change in Mileage Reimbursement Rate Effective Jan. 1, 2024
- D. FY2023-2024 Financial Reports
- E. Purchase of Services Outstanding Payments
- F. Monthly Human Resources Reports
- G. Next Meeting Scheduled on February 29, 2024, at 6:00pm

M/S/C (G. Alvarado/ A. Ramirez) To approve the new date for this meeting to be February 27, 2024.

- H. Audited financial Statement - *deferred*

13. Consumer Advisory Committee – George Alvarado
Ana reviewed the information as presented in the packet.

- A. Minutes of the January 3rd Meeting
- B. Minutes of the February 7th Meeting - *deferred*
- C. Next Meeting Scheduled on March 6, 2024, at 3:00pm

14. Consumer Services Committee – Rocio Sigala
Ana reviewed the information as presented in the packet.

- A. Next Meeting Scheduled on February 21, 2024, at 6:00pm

15. Executive Committee – Ana Quiles
Ana reviewed the information as presented in the packet.

- A. Minutes of the November 30, 2023 Meeting
- B. Minutes of the December 14, 2023 Meeting
- C. Next Meeting Scheduled on February 29, 2024, at 7:30pm

16. Recruitment Committee

- A. Minutes of the December 26th Meeting
- B. Minutes of the January 2nd Meeting
- C. Minutes of the January 9th Meeting

- D. Minutes of the January 22nd Meeting
- E. Minutes of the January 29th Meeting – *deferred*
- F. Minutes of the February 12th Meeting - *deferred*
- G. Next Meeting Scheduled for February 20, 2024, at 5:00pm

17. Government & Community Relations – David Coe

Ana reviewed the information as presented in the packet.

David added that any Board Member interested in a Legislative Grassroots team should reach out to Board Support.

- A. NLACRC Legislative Town Hall – Feb. 22, 2024
- B. Minutes of the November 16th Meeting
- C. Minutes of the January 17th Meeting - *deferred*
- D. Next Meeting Scheduled on March 20, 2024, at 6:00pm

18. Nominating Committee - Lillian Martinez

Ana reviewed the information as presented in the packet.

Lillian added that any Board Member interested in a Board Officer Position should reach out to Board Support.

- A. FY 2024-25 Slate of Officers
- B. Minutes of the November 14, 2023 Meeting
- C. Minutes of the January 30th Meeting
- D. Minutes of the February 7th Meeting - *deferred*
- E. Next Meeting Scheduled on March 6, 2024, at 5:30pm

19. Post-Retirement Medical Trust Committee – Ana Quiles

Ana reviewed the information as presented in the packet.

- A. Next Meeting Scheduled on April 25, 2024, at 5:30 pm

20. Strategic Planning Committee- Leticia Garcia

Ana reviewed the information as presented in the packet.

- A. PIP Employment Data

Evelyn announced that NLA individuals receiving support through this paid internship program in 2023 reached a total reimbursement amount of \$1,060,115.34. This is an amazing increase from \$279,376.77 in program reimbursements in 2022. Nicholas Mendoza congratulated and thanked NLA for their support in the amazing growth of this program.

- B. Minutes of the November 6, 2023 Meeting
- C. Minutes of the January 8th Meeting
- D. Minutes of the February 5th Meeting - *deferred*
- E. Next Meeting Scheduled on May 6, 2024, at 6:00pm

21. Vendor Advisory Committee – Suad Bisogno

Ana reviewed the information as presented in the packet.

- A. Minutes of the January 4th Meeting

- B. Minutes of the February 1st Meeting - *deferred*
- C. Next Meeting Scheduled on March 7, 2024, at 9:30am

22. Old Business/New Business

Ana reviewed the information as presented in the packet.

- A. Board and Committee Meeting Attendance Sheets
- B. Board and Committee Meetings Time Report
- C. Updated Acronyms Listing
- D. Meeting Evaluation Form – Emailed separately

23. Announcements/Information/Public Input

- A. Next Meeting: Wed., March 12, 2024, at 6:00pm
- B. Self Determination Local Advisory Committee Meeting: Thurs., February 15, 2024, 6:30pm
- C. Mon., February 19, 2024 - President's Day - NLACRC Offices Closed/Oficinas de NLACRC cerradas
- D. Recruitment Committee Meeting. Tues., February 12, 2024, 5:00pm
- E. CalABLE Presentation - North Los Angeles County Regional Center, Wed., February 21, 2024, 5:30pm
- F. Consumer Services Committee Meeting: Wed., February 21, 2024, 6:30pm
- G. Parent of Adult Consumers Support Group: Wed., February 21, 2024, 6:00pm
- H. NLACRC's Legislative Town Hall: Thurs., February 22, 2024, 6:00pm
- I. Orientaciones de autodeterminación: Mon., February 26, 2024, 9:00am
- J. Recruitment Committee Meeting. Mon., February 26, 2024, 5:00pm
- K. Administrative Affairs Committee Meeting: Thurs., February 29, 2024, 6:00pm
- L. Executive Committee Meeting: Thurs., February 29, 2024, 7:30pm
- M. Recruitment Committee Meeting. Mon., March 4, 2024, 5:00pm
- N. Consumer Advisory Committee: Wed., March 6, 2024, 3:00pm
- O. Nominating Committee Meeting: Wed., March 6, 2024, 5:30pm
- P. Black & African American Support Group: Wed., March 6, 2024, 6:30pm
- Q. Vendor Advisory Committee: Thursday, March 7, 2024, 9:30am
- R. Recruitment Committee Meeting. Mon., March 11, 2024, 5:00pm

Ana shared that the yearly Board Training regarding Resource Development and Vendorization Process is scheduled for February 28th.

David requested that the Negotiating and Recruitment Committees be added to the time sheets and the attendance lists. Leticia mentioned that the Board Attendance sheet is not included in the packet. Kimberly Visokey will include them in the packet going forward.

Ana announced that the Board Dinner theme will be: "50 Years of Making Dreams Come True". NLA is hoping to invite the longest standing Consumer and the most recent Consumer to the Dinner in celebration of the 50-year milestone.

Richard Dier noted that he was available to anyone who would like more information on parent/guardian as Service Coordinator.

24. Adjournment

Ana Quiles, Board President, adjourned the meeting at 8:34 p.m.

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**

(A California Nonprofit Public Benefit Corporation)

**FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT
YEARS ENDED JUNE 30, 2023 AND 2022**

**TENTATIVE & PRELIMINARY
For Discussion Purposes Only**

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2023 AND 2022

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Board of Trustees
North Los Angeles County Regional Center, Inc.
Chatsworth, California

INDEPENDENT AUDITOR'S REPORT

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of North Los Angeles County Regional Center, Inc., a California nonprofit public benefit corporation, which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of North Los Angeles County Regional Center, Inc. as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards (Government Auditing Standards)*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of North Los Angeles County Regional Center, Inc. and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Emphasis of Matter – New Accounting Standard

As discussed in Note 2 to the financial statements, North Los Angeles County Regional Center, Inc. adopted the new accounting guidance required by accounting principles generally accepted in the United States of America on leases. Our opinion is not modified with respect to this matter.

Responsibilities of Management for the Financial Statements

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about North Los Angeles County Regional Center, Inc.'s ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements, including omissions, are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of North Los Angeles County Regional Center's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about North Los Angeles County Regional Center's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards on page 25, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated _____, 2024 on our consideration of North Los Angeles County Regional Center’s internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of North Los Angeles County Regional Center’s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering North Los Angeles County Regional Center’s internal control over financial reporting and compliance.

TENTATIVE & PRELIMINARY
For Discussion Purposes Only

_____, 2024

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

STATEMENTS OF FINANCIAL POSITION

JUNE 30, 2023 AND 2022

	<u>2023</u>	<u>2022</u>
ASSETS		
Current assets:		
Cash and cash equivalents	\$ 55,089,362	\$ 42,285,989
Cash – client trust funds	8,339,548	7,407,166
Receivables:		
Contract receivable – State of California (Note 3)	30,129,661	22,237,208
Receivable from Intermediate Care Facilities	4,818,455	4,175,838
Other receivables and prepaid expenses	68,079,691	53,197,235
Due from State – deferred rent (Note 6)	-	2,488,745
Due from State – accrued vacation and other employee benefits (Note 3)	61,323,848	73,353,271
Due from State – equipment financed with debt (Note 4)	944,317	1,141,176
Total current assets	<u>228,724,882</u>	<u>206,286,628</u>
Right-of-use assets – operating leases (Note 5)	35,382,822	-
Total assets	<u>\$ 264,107,704</u>	<u>\$ 206,286,628</u>
LIABILITIES AND NET ASSETS		
Current liabilities:		
Accounts payable	\$ 91,864,346	\$ 69,988,199
Accrued expenses	1,860,811	1,603,078
Accrued vacation and other leave benefits (Note 3)	3,363,654	3,239,235
Note payable (Note 4)	944,317	1,141,176
Retirement health care plan obligation (Note 9)	18,914,599	19,935,963
Pension plan obligation (Note 10)	39,045,595	50,178,073
Deferred rent liability (Note 6)	-	2,488,745
Unexpended client support	8,774,410	7,783,715
Operating lease liabilities – current portion (Note 5)	5,342,102	-
Total current liabilities	<u>170,109,834</u>	<u>156,358,184</u>
Operating lease liabilities – net of current portion (Note 5)	<u>30,040,720</u>	<u>-</u>
Total liabilities	<u>200,150,554</u>	<u>156,358,184</u>
Net assets:		
Without donor restrictions	<u>63,957,150</u>	<u>49,928,444</u>
Total net assets	<u>63,957,150</u>	<u>49,928,444</u>
Total liabilities and net assets	<u>\$ 264,107,704</u>	<u>\$ 206,286,628</u>

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

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

STATEMENTS OF ACTIVITIES

YEARS ENDED JUNE 30, 2023 AND 2022

	<u>2023</u>	<u>2022</u>
Change in net assets without donor restrictions		
Support and revenue:		
Grants – State DDS	\$ 798,654,558	\$ 694,481,882
Intermediate Care Facilities (ICF)	12,707,817	8,823,332
CARES Act – Provider Relief Fund	-	116,947
Donations	-	14,473
Interest	247,342	9,254
Other income	5,717	7,406
	<u>811,615,434</u>	<u>703,453,294</u>
Expenses:		
Program services:		
Direct client services	799,780,443	691,460,042
Supporting services:		
Management and general	12,219,694	11,600,270
	<u>812,000,137</u>	<u>703,060,312</u>
Change in net deficit before health care and pension plan-related changes other than net period post-retirement benefit income (cost)	(384,703)	392,982
Health care and pension plan-related changes other than net periodic post-retirement benefit income	<u>14,413,409</u>	<u>52,854,871</u>
Change in net assets	14,028,706	53,247,853
Net assets (deficit), beginning of year	<u>49,928,444</u>	<u>(3,319,409)</u>
Net assets, end of year	<u>\$ 63,957,150</u>	<u>\$ 49,928,444</u>

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

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

STATEMENTS OF FUNCTIONAL EXPENSES

YEARS ENDED JUNE 30, 2023 AND 2022

	2023		
	<i>Program Services</i>	<i>Management and General</i>	<i>Total</i>
Salaries and related expenses:			
Salaries	\$ 38,020,385	\$ 6,209,310	\$ 44,229,695
Employee health and retirement benefits	17,503,848	2,569,981	20,073,829
Payroll taxes	536,430	86,723	623,153
Total salaries and related expenses	56,060,663	8,866,014	64,926,677
Purchase of services:			
Other purchased services	491,601,944	-	491,601,944
Residential services	143,304,030	-	143,304,030
Day program	96,273,710	-	96,273,710
Facility rent	5,124,154	300,505	5,424,659
General expenses	3,091,635	474,873	3,566,508
Equipment purchases	813,880	59,042	872,922
Contract and consulting services	1,183,732	902,777	2,086,509
Communication	1,130,425	92,512	1,222,937
Legal fees	300,506	106,678	407,184
Insurance	335,433	153,027	488,460
Data processing	-	519,052	519,052
Facility maintenance	-	420,538	420,538
Equipment rental	214,730	19,579	234,309
Office expenses	161,639	(59,704)	101,935
COVID-19 equipment	-	-	-
ARCA dues	-	106,405	106,405
Staff travel	153,016	36,337	189,353
Accounting fees	-	95,650	95,650
Board expenses	-	84,953	84,953
Printing	30,946	2,288	33,234
Equipment maintenance	-	39,168	39,168
Help fund expenses	-	-	-
Total expenses	\$ 799,780,443	\$ 12,219,694	\$ 812,000,137

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

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

STATEMENTS OF FUNCTIONAL EXPENSES

YEARS ENDED JUNE 30, 2023 AND 2022

	2022		
	<i>Program Services</i>	<i>Management and General</i>	<i>Total</i>
Salaries and related expenses:			
Salaries	\$ 32,841,419	\$ 4,829,418	\$ 37,670,837
Employee health and retirement benefits	24,375,462	3,599,828	27,975,290
Payroll taxes	456,766	69,434	526,200
Total salaries and related expenses	57,673,647	8,498,680	66,172,327
Purchase of services:			
Other purchased services	425,276,817	-	425,276,817
Residential services	115,683,094	-	115,683,094
Day program	82,283,117	-	82,283,117
Facility rent	4,538,444	412,913	4,951,357
General expenses	951,590	954,132	1,905,722
Equipment purchases	1,534,054	122,404	1,656,458
Contract and consulting services	1,199,531	136,151	1,335,682
Communication	855,718	87,462	943,180
Legal fees	477,433	79,435	556,868
Insurance	314,096	127,948	442,044
Data processing	-	420,326	420,326
Facility maintenance	-	397,345	397,345
Equipment rental	219,674	20,127	239,801
Office expenses	187,193	19,478	206,671
COVID-19 equipment	116,947	-	116,947
ARCA dues	-	106,406	106,406
Staff travel	79,112	14,275	93,387
Accounting fees	-	83,950	83,950
Board expenses	-	79,474	79,474
Printing	62,398	4,057	66,455
Equipment maintenance	-	35,707	35,707
Help fund expenses	7,177	-	7,177
Total expenses	\$ 691,460,042	\$ 11,600,270	\$ 703,060,312

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

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

STATEMENTS OF CASH FLOWS

YEARS ENDED JUNE 30, 2023 AND 2022

	<u>2023</u>	<u>2022</u>
Cash flows from operating activities:		
Change in net assets	\$ 14,028,706	\$ 53,247,853
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Amortization of right-of-use assets – operating lease	4,204,354	-
(Increase) decrease in assets:		
Cash – client trust funds	(932,382)	(421,973)
Contract receivable – State of California	(7,892,453)	4,482,091
Receivable from Intermediate Care Facilities	(642,617)	(526,609)
Other receivables and prepaid expenses	(14,882,456)	(36,900,528)
Due from State – deferred rent	2,488,745	(116,012)
Due from State – accrued vacation and other employee benefits	12,029,423	36,016,615
Increase (decrease) in liabilities:		
Accounts payable	21,876,147	5,368,659
Accrued expenses	257,733	441,731
Accrued vacation and other leave benefits	124,419	122,803
Deferred revenue	-	(116,914)
Due to State	-	(439,866)
Retirement health care plan obligation	(1,021,364)	(2,898,525)
Pension plan obligation	(11,132,478)	(50,274,225)
Deferred rent liability	(2,488,745)	116,012
Unexpended client support	990,695	2,011,285
Operating lease liabilities	(4,204,354)	-
	<u>12,803,373</u>	<u>10,112,397</u>
Net cash provided by operating activities		
Cash flows from investing activities:		
Reimbursement from State contract for equipment	196,859	160,518
Purchase of equipment	(196,859)	(160,518)
	<u>-</u>	<u>-</u>
Net cash provided by (used in) investing activities		
Increase in cash	12,803,373	10,112,397
Cash, beginning of year	<u>42,285,989</u>	<u>32,173,592</u>
Cash, end of year	<u>\$ 55,089,362</u>	<u>\$ 42,285,989</u>
Supplementary information:		
Noncash investing and financing activities:		
Lease assets obtained in exchange for lease obligations – operating lease	<u>\$ 39,587,176</u>	<u>\$ -</u>

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

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2023 AND 2022

NOTE 1 – ORGANIZATION AND NATURE OF ACTIVITIES

North Los Angeles County Regional Center, Inc. (the Center), was incorporated on March 13, 1974 as a California nonprofit public benefit corporation under contract with the State of California Department of Developmental Services (DDS) for the purpose of operating the Center and related activities. The Center was organized in accordance with the provision of the Lanterman Developmental Disabilities Services Act (the Lanterman Act) of the Welfare and Institutions Code of the State of California. In accordance with the Lanterman Act, the Center coordinates, through outside providers, diagnostic and assessment of eligible services to persons with developmental disabilities and plans, accesses, coordinates and monitors services to such individuals and their families. The Center is one of 21 regional centers within the State of California system and serves San Fernando, Antelope, and Santa Clarita Valleys.

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

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

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

State of California Contract

The Center operates under an annual cost-reimbursement contract with DDS under the Lanterman Act. The maximum expenditures under the contract are limited to the contract amount plus interest earned. The Center is required to maintain accounting records in accordance with the Regional Center Fiscal Manual, issued by DDS, and is required to have DDS approval for certain expenses. In the event of termination or nonrenewal of the contract, the State of California maintains the right to assume control of the Center's operation and the obligation of its liabilities.

Under the terms of these contracts, funded expenditures are not to exceed \$936,216,227, \$734,297,364, and \$641,670,861 for the FY 2022-2023, FY 2021-2022, and FY 2020-2021 contract years, respectively, and are subject to budget amendments. As of June 30, 2023, actual net expenditures under the FY 2022-2023, FY 2021-2022, and FY 2020-2021 contracts were \$696,171,549, \$690,407,132, and \$633,074,967, respectively. The unexpended balance under these contracts amounting to \$240,444,678, \$43,890,232, and \$8,595,994 for the FY 2022-2023, FY 2021-2022, and FY 2020-2021 contract years, represents a conditional contribution that will be used to fund expenditures in the next fiscal years until the contract amounts are fully expended or expire. The Center can bill DDS in the future for expenses relating to previous fiscal years if the expenses billed relate to the previous fiscal year. As a result, the Center internally tracks revenue by current year, previous year and second previous year.

Accounting Method

The Center uses the accrual method of accounting, which recognizes income in the period earned and expenses when incurred, regardless of the timing of payments.

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2023 AND 2022

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expense during the reporting period. Actual results could differ from those estimates.

Basis of Presentation

The Center reports information regarding its financial position and activities according to two classes of net assets, as applicable: net assets without donor restrictions and net assets with donor restrictions.

- Net assets without donor restrictions include those assets over which the Board of Trustees has discretionary control in carrying out the operations of the Center.
- Net assets with donor restrictions include those assets subject to donor restrictions and for which the applicable restrictions were not met as of the end of the current reporting period. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. When a donor restriction expires – that is, when a stipulated time restriction ends or purpose restriction is accomplished – net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as *net assets released from restrictions*. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates the resources be maintained in perpetuity.

The Center had no net assets with donor restrictions as of June 30, 2023 and 2022.

Revenue Recognition:

Contributions

Contributions are recognized as revenue when they are unconditionally communicated. Grants represent contributions if resource providers receive no value in exchange for the assets transferred. Contributions are recorded at their fair value as support without donor restrictions or support with donor restrictions, depending on the absence or existence of donor-imposed restrictions as applicable. When a restriction expires (that is when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions. If donors' restrictions are satisfied in the same period that the contribution is received, the contribution is reported as support without donor restrictions.

Government contracts, which are funded on a reimbursement basis, are shown as revenue without donor restriction. A portion of the Center's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Center has incurred expenditures in compliance with specific contract or grant provisions.

Federal Grants

U.S. Department of Education

The Center is a sub-recipient to DDS with regard to the Special Education Grants for Infants and Families, Part C, which provides funding for early intervention services for infants and toddlers, through age 3, as authorized by Public Law 102-119.

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2023 AND 2022

This grant is conditional upon certain performance requirements and/or the incurrence of allowable qualifying expenses. The Center recognized grants revenue totaling \$789,556 and \$791,431 from this award during the year ended June 30, 2023 and 2022, respectively. Amounts earned and released within the same year under conditional awards are reported as increases in net assets without donor restrictions in the accompanying statements of activities.

New Accounting Standard on Leases

The new accounting standard on leases, required by accounting principles generally accepted in the United States of America, amends both lessor and lessee accounting with the most significant change being the requirement for lessees to account for leases as either finance leases or operating leases and to recognize right-of-use (ROU) assets and corresponding lease liabilities on the statement of financial position for all leases other than leases with terms of 12 months or less. For finance leases, lessees recognize interest expense and amortization of the ROU asset, and for operating leases, lessees recognize straight-line total rent expense. The Center does not recognize rent expense on a straight-line basis and the impact of this is not significant since there would be a corresponding adjustment to accrued revenue from the State DDS cost-reimbursement contract. The accounting standard also requires additional disclosures about the amount, timing, and uncertainty of cash flows arising from leases.

The Center adopted the leasing standard effective July 1, 2022, using the modified retrospective approach with July 1, 2022 as the initial date of application. The Organization elected to use all available practical expedients provided in the transition guidance. These practical expedients allow entities to not reassess the identification, classification and initial direct costs of lease agreements, to not separate lease and non-lease components for underlying equipment assets, and to use hindsight in lease agreements for determining lease term and ROU asset impairment, as applicable.

The Center accounts for the existing office space and equipment leases as an operating lease. As of July 1, 2022, adoption of the new leasing standard resulted in a recognition of ROU asset of \$39,587,176 and an increase in operating lease liability of \$39,587,176.

Cash and Restricted Cash

Cash is defined as cash in demand deposit accounts as well as cash on hand. Restricted cash are funds restricted as to their use, regardless of liquidity. Cash held in trust for clients is not included in total cash shown on the statement of cash flows. The Center occasionally maintains cash on deposit at a bank in excess of the Federal Deposit Insurance Corporation limit. The uninsured cash balance, including restricted cash, was approximately \$66,777,000 as of June 30, 2023. The Center has not experienced any losses in such accounts.

Contract and Other Receivables

The majority of the Center's receivables represents or relates to the cost-reimbursement contract with DDS. Receivables are recorded at their net realizable value. The Center uses the allowance method to account for uncollectible receivables. Management believes that the receivables are fully collectible and, therefore, has not provided an allowance for doubtful accounts as of June 30, 2023 and 2022.

State Equipment

State Equipment is stated at cost of acquisition. Pursuant to the terms of the DDS contract, equipment purchases become the property of the State of California and, accordingly, are charged as expenses when incurred. The Center expenses the cost of equipment upon acquisition if purchased with funds from the DDS contract in accordance with the Regional Center Fiscal Manual.

State Equipment purchases for the year ended June 30, 2023 and 2022 totaled \$109,475 and \$547,943, respectively. State Equipment disposals for the year ended June 30, 2023 and 2022 totaled \$564,601 and \$8,380, respectively. The capitalized equipment and reciprocating offset account at June 30, 2023 and 2022 totaled \$4,351,031 and \$4,806,157, respectively.

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2023 AND 2022

Accrued Vacation, Sick and Other Leave Benefits

The Center has accrued a liability for vacation and sick leave benefits earned by employees which is reimbursable under the DDS contract; however, such benefits are reimbursed under the DDS contract only when actually paid. The amount of accrued vacation and other leave benefits is included in the amount due from the State of California (See Note 3).

Post-Retirement Health Care Plan and Pension Plan

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

Income Taxes

The Center is exempt from federal income taxes under section 501(c)(3) of the Internal Revenue Code and the related California code sections. Contributions to the Center qualify for the charitable contribution deduction.

The Center believes that it has appropriate support for any tax positions taken, and as such, does not have any uncertain tax positions that are material to the financial statements. The Center's federal and state information returns for the years 2019 through 2022 are subject to examination by regulatory agencies, generally for three years and four years after they were filed for federal and state, respectively.

Functional Expenses Allocation

The costs of providing program and supporting services are summarized on a functional basis in the statement of activities. The statement of functional expenses present the natural classification detail of expenses by function. Expenses directly attributed to a specific functional area of the Center are reported as expenses of those functional areas, while shared costs that benefit multiple functional areas have been allocated among the various functional areas based on estimates determined by management to be equitable. Shared costs are generally allocated among the program and supporting service benefited based on an analysis of personnel time and square footage occupied by the program and supporting services.

Subsequent Events

Management has evaluated subsequent events through _____, 2024, the date on which the financial statements were available to be issued.

NOTE 3 – CONTRACT REIMBURSEMENT RECEIVABLE

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

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Contract reimbursement receivables at June 30, 2023 and 2022 are summarized, as follows:

	<u>2023</u>	<u>2022</u>
Claims submitted:		
Current year	\$ 238,595,003	\$ 194,786,489
Prior year	10,102,195	6,817,970
Second prior year	(99,428)	705,753
Third prior year and other receivable	<u>(76,179)</u>	<u>(931,272)</u>
Total	<u>\$ 248,521,591</u>	<u>\$ 201,378,940</u>

DDS advanced the Center under the regional center contracts. For financial statement presentation, to the extent there are claims receivable, these advances have been offset against the claims receivable from DDS as follows:

	<u>2023</u>	<u>2022</u>
Contracts receivable	\$ 248,521,591	\$ 201,378,940
Contract advances	<u>(218,391,930)</u>	<u>(179,141,732)</u>
Net contracts receivable/contract advances	<u>\$ 30,129,661</u>	<u>\$ 22,237,208</u>

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

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

Due from State – accrued vacation and other employee benefits consisted of the following as of June 30:

	<u>2023</u>	<u>2022</u>
Vacation and other employee benefits	\$ 3,363,654	\$ 3,239,235
Retirement health care and pension plan obligation, net of unrecognized loss on pension	<u>57,960,194</u>	<u>70,114,036</u>
	<u>\$ 61,323,848</u>	<u>\$ 73,353,271</u>

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NOTE 4 – LINE OF CREDIT AND NOTE PAYABLE

In May 2021, the Center obtained a revolving line of credit (LOC) agreement with a bank whereby it may borrow up to \$55,000,000 until the expiration of the agreement on June 30, 2022. In May 2022, the Center amended the LOC agreement by increasing the maximum line amount up to \$60,000,000 and extending the maturity date through June 30, 2023. In June 2023, the Center amended the LOC agreement by increasing the maximum line amount up to \$70,000,000 and extending the maturity date through June 30, 2024. Borrowings are unsecured with interest payable monthly at the greater of 2.10% or 1% below the bank’s prime rate. There was no balance outstanding as of June 30, 2023. The agreement contains affirmative covenants. The Center was in compliance with all covenants as of June 30, 2023.

During March 2021, the Center entered into an equipment financing agreement with a bank to finance a maximum loan amount of \$3,000,000 for costs associated with relocation to a new facility. The Center drew \$1,358,728 under this agreement of which \$944,317 is outstanding as of June 30, 2023 and \$1,141,176 was outstanding as of June 30, 2022. The note bears interest at a fixed rate of 3.71% with monthly payments of principal and interest of \$18,389, with the final payment due March 31, 2028. The agreement contains affirmative covenants. The Center was in compliance with all covenants as of June 30, 2023.

The relocation costs will be reimbursed in full by the State and any equipment purchases will be owned by the State. As a result, there is a corresponding receivable balance in an equal amount included in due from state - equipment financed with debt on the statement of financial position.

The following future principal payments are to be made under this agreement:

	<u>Fiscal year ended June 30,</u>
2024	\$ 188,275
2025	195,373
2026	202,738
2027	210,381
2028	<u>147,550</u>
	<u>\$ 944,317</u>

In November 2021, the Center entered into a second loan agreement for up to \$3,000,000, subject to the Center’s need for equipment and facilities remodeling, with a term of five years at a fixed interest rate of 3.80%. The loan agreement also had an interest rate swap agreement for the term of the loan at an index rate of 1.26%. The construction projects were delayed, and the Center did not draw down any funds from the second loan. During 2022, the loan agreement expired.

NOTE 5 – OPERATING LEASES

The Center leases office spaces and equipment under operating leases. The leases have remaining lease terms of 1 to 13 years. Rental expense included in operating expenses in 2023 and 2022 was \$5,424,659 and \$4,951,357, respectively.

As of June 30, 2023, the weighted average remaining lease term and discount rate for the operating leases was 6 years and 3%, respectively. The lease asset and liability were calculated utilizing the risk-free discount rate according to the Center’s elected policy. The options to renew the operating leases were considered when assessing the value of the right-of-use (ROU) assets when the Center is reasonably certain that it will exercise its option to renew a lease.

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YEARS ENDED JUNE 30, 2023 AND 2022

As of June 30, 2023, the ROU assets had a balance of \$35,382,822, as shown in noncurrent assets on the statement of financial position; the lease liabilities are included in other current liabilities (\$5,342,102) and other long-term liabilities (\$30,040,720).

The maturities of lease liabilities are estimated as follows:

Year ended June 30,

2024	\$ 5,342,102
2025	5,499,530
2026	5,664,516
2027	4,634,629
2028	2,329,045
Thereafter	<u>16,302,351</u>
Total lease payments	39,772,173
Less amount representing interest	<u>(4,389,351)</u>
Present value of lease liabilities	<u>\$ 35,382,822</u>

NOTE 6 – DEFERRED RENT LIABILITY

The Center leases office facilities under lease agreements that are subject to scheduled increases of rental payments. The scheduled rent increases are amortized evenly over the term of the lease in accordance with U.S. GAAP. The deferred rent liability of \$-0- and \$2,488,745 at June 30, 2023 and 2022, respectively, represents the difference between the cash payments made and the amount expensed since inception of the leases. The DDS contract reimburses the Center for rent after it is paid and this amount is included in contract reimbursement receivable on the statement of financial position. The Center has also recorded a receivable from the State equal to the deferred rent liability to reflect the future reimbursement of the additional rent expense recognized.

The deferred rent liability at June 30, 2023 is included in the right-of-use asset and operating lease liabilities calculation described in Note 3.

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NOTES TO FINANCIAL STATEMENTS

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NOTE 7 – CASH – CLIENT TRUST FUNDS AND UNEXPENDED CLIENT SUPPORT

The Center functions as custodian for the receipt of certain governmental payments and resulting disbursements made on behalf of regional center consumers. These cash balances are segregated from the operating cash accounts of the Center and are restricted for consumer support. Since the Center is acting as an agent in processing these transactions, no revenue or expense is reflected on the accompanying statements of activities. The following is a summary of operating activity not reported in the statements of activities for the years ended June 30, 2023 and 2022:

	2023	2022
Support:		
Social Security and other client support	\$ 10,254,067	\$ 11,774,039
Disbursements:		
Living out of home	\$ 5,395,351	\$ 6,016,340
Other disbursements	4,858,716	5,757,699
	\$ 10,254,067	\$ 11,774,039

NOTE 8 – LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restriction limiting their use, within one year of the statement of financial position at June 30, 2023 and 2022, comprise the following:

	2023	2022
Financial assets at end of year available within one year:		
Cash	\$ 55,089,362	\$ 42,285,989
Contract reimbursement receivable, net of contract advance	30,129,661	22,237,208
Accounts receivable from Intermediate Care Facilities	4,818,455	4,175,838
Financial assets available for general expenditures within one year	\$ 90,037,478	\$ 68,699,035

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

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

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YEARS ENDED JUNE 30, 2023 AND 2022

NOTE 9 – POST-RETIREMENT HEALTH CARE PLAN

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

	<u>June 30, 2023</u>	<u>June 30, 2022</u>
Discount Rate		
Used to determine Net Periodic Benefit Cost	4.65%	2.90%
Used to determine Benefit Obligations	5.20%	4.65%
Long-term Rate of Return on Plan Assets		
Used to determine Net Periodic Benefit Cost	6.00%	5.50%
Used to determine Benefit Obligations	6.00%	6.00%
General inflation	2.30%	2.30%
Health Cost Trend		
Health care cost trend rate assumed for next year	10.29%	6.64%
Rate to which the cost trend is assumed to decline (the ultimate trend rate)	4.25%	4.25%
Year that the rate reaches the ultimate trend rate	2070	2070
Number of Participants		
Active employees	610	551
Retired employees	183	172

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

The Center recognizes the post-retirement health care plan liability as the unfunded APBO in its financial statements. All previously unrecognized actuarial gains or losses are reflected in the statement of financial position. The plan items not yet recognized as a component of periodic plan expenses, but included as a separate charge to net assets, are unamortized actuarial net gain of \$19,397,998 and \$17,859,584 for the years ended June 30, 2023 and 2022, respectively.

The pension-related changes other than net periodic pension cost increased net assets by \$1,538,413 and \$4,304,957 for the years ended June 30, 2023 and 2022, respectively.

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YEARS ENDED JUNE 30, 2023 AND 2022

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

	<u>June 30, 2023</u>	<u>June 30, 2022</u>
Obligations at beginning of year	\$ 48,354,029	\$ 55,310,549
Service cost	2,895,645	3,690,066
Interest cost	2,202,866	1,614,656
Actuarial (gain) loss	(1,490,806)	(10,858,283)
Benefits paid	(1,680,593)	(1,402,959)
	<hr/>	<hr/>
Obligations at end of year	<u>\$ 50,281,141</u>	<u>\$ 48,354,029</u>

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

	<u>June 30, 2023</u>	<u>June 30, 2022</u>
Fair value of plan assets at beginning of year	\$ 28,418,066	\$ 32,476,061
Actual return on plan assets	2,819,210	(4,204,059)
Employer contributions	1,809,859	1,549,023
Benefits paid	(1,680,593)	(1,402,959)
	<hr/>	<hr/>
Fair value of plan assets at end of year	<u>31,366,542</u>	<u>28,418,066</u>
	<hr/>	<hr/>
Net amount recognized in the statements of financial position	<u>\$ (18,914,599)</u>	<u>\$ (19,935,963)</u>

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Net periodic post-retirement benefit cost consists of the following components:

	<u>June 30, 2023</u>	<u>June 30, 2022</u>
Service cost	\$ 2,895,645	\$ 3,690,066
Interest cost	2,202,866	1,614,656
Return on assets	(1,708,962)	(1,790,200)
Amortization of (gains) or losses	<u>(1,062,641)</u>	<u>(559,067)</u>
Net periodic post-retirement benefits costs	<u>\$ 2,326,908</u>	<u>\$ 2,955,455</u>

The net accumulated amount recognized as a separate increase in net assets of \$19,397,998 and \$17,859,584 as of June 30, 2023 and 2022, respectively, for prior service cost and unamortized net actuarial gain (loss) does not have an offsetting accrual from the DDS to reflect the future reimbursement of such benefits. The accumulated gain is recognized in prepaid expense and other assets on the statements of financial position.

Plan Assets

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

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

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

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

<u>June 30, 2023</u>	<u>Level 1</u>	<u>Level 2</u>	<u>Level 3</u>	<u>Total</u>
Cash and cash equivalents	\$ 1,326,553	\$ -	\$ -	\$ 1,326,553
Mutual funds:				
Equity	19,206,937	351,803	-	19,558,740
Fixed income	7,982,007	2,035,631	-	10,017,638
Balanced	<u>-</u>	<u>463,611</u>	<u>-</u>	<u>463,611</u>
Total	<u>\$ 28,515,497</u>	<u>\$ 2,851,045</u>	<u>\$ -</u>	<u>\$ 31,366,542</u>

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YEARS ENDED JUNE 30, 2023 AND 2022

<i>June 30, 2022</i>	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Total</i>
Cash and cash equivalents	\$ 1,233,730	\$ -	\$ -	\$ 1,233,730
Mutual funds:				
Equity	16,723,532	344,332	-	17,067,864
Fixed income	7,438,003	1,839,198	-	9,277,201
Balanced	-	839,271	-	839,271
Total	<u>\$ 25,395,265</u>	<u>\$ 3,022,801</u>	<u>\$ -</u>	<u>\$ 28,418,066</u>

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

Variability of Estimated APBO

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

Cash Flow Estimates for Future Benefit Payments

The following estimated benefit payments for the next ten years are expected to be paid on a fiscal year basis as follows:

	<u>Years Ending June 30,</u>
2024	\$ 1,783,261
2025	1,912,609
2026	2,073,602
2027	2,263,123
2028	2,482,616
2029 – 2033	<u>15,410,900</u>
Total	<u>\$ 25,926,111</u>

NOTE 10 – PENSION PLAN

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

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

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YEARS ENDED JUNE 30, 2023 AND 2022

Employee contributions are approximately 7% of salary and wages. The Center is required to contribute the remaining amount necessary to fund benefits for its employees, using the actuarial basis adopted by the PERS Board of Administration. Total retirement expense for the years ended June 30, 2023 and 2022 was \$2,661,706 and \$2,761,021, respectively.

The actuarial calculations and contribution rates generated by CalPERS are based on various assumptions about long-term demographic and economic trends and behavior. The CalPERS actuarial assumptions and calculations are in accordance with Governmental Accounting Standards Board (GASB) guidance. However, GASB guidance is not applicable to the Center, as the Center is a nonprofit organization where the appropriate generally accepted accounting principles for reporting should be in accordance with Financial Accounting Standards Board (FASB) guidance. In order for the Center to obtain a valuation report in accordance with FASB, the Center has obtained the census data from PERS along with plan asset balances for the fiscal year ended June 30, 2023 and 2022 and had an actuarial valuation performed in accordance with FASB to record the unfunded pension obligation and related pension expense in the statements of financial position and statements of activities, respectively, as of and for the years ended June 30, 2023 and 2022. The actuarial assumptions are summarized below:

	<u>June 30, 2023</u>	<u>June 30, 2022</u>
<i>Economic Assumptions</i>		
Discount Rate	4.70%	2.95%
Long-term Rate of Return on Plan Assets	6.80%	6.80%
Salary Increases (annually)	4.00%	4.00%
<i>Number of Participants</i>		
Active members	610	557
Transferred members	92	74
Terminated members	431	374
Retired members or beneficiaries	289	269

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

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

	<u>June 30, 2023</u>	<u>June 30, 2022</u>
Unamortized experience loss	\$ 10,145,991	\$ 8,602,605
Unamortized loss from asset return	3,767,772	2,834,791
Unamortized gain from assumption changes	(59,398,895)	(42,953,977)
Amortization amount	1,093,555	-
End of year gain	<u>\$ (44,391,577)</u>	<u>\$ (31,516,581)</u>

The pension-related changes other than net periodic pension cost increased net assets by \$12,385,371 and \$48,549,913 for the years ended June 30, 2023 and 2022, respectively.

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NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2023 AND 2022

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

	<u>June 30, 2023</u>	<u>June 30, 2022</u>
Obligations at beginning of year	\$ 196,591,469	\$ 253,494,616
Service cost	9,375,077	13,768,629
Interest cost	9,175,918	7,439,703
Actuarial gain	(16,444,918)	(73,736,409)
Plan amendment	549,045	-
Experience loss	1,543,386	2,044,572
Benefits and expenses paid	<u>(7,022,520)</u>	<u>(6,419,642)</u>
Obligations at end of year	<u>\$ 193,767,457</u>	<u>\$ 203,011,111</u>

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

	<u>June 30, 2023</u>	<u>June 30, 2022</u>
Fair value of plan assets at beginning of year	\$ 146,413,396	\$ 153,042,318
Actual return on plan assets	9,003,533	(12,223,745)
Employer and employee contributions	6,327,453	12,014,465
Benefits and expenses paid	<u>(7,022,520)</u>	<u>(6,419,642)</u>
Fair value of plan assets at end of year	<u>154,721,862</u>	<u>146,413,396</u>
Net amount recognized in the statements of financial position	<u>\$ (39,045,595)</u>	<u>\$ (50,178,073)</u>

Net periodic postretirement benefit cost consists of the following components:

	<u>June 30, 2023</u>	<u>June 30, 2022</u>
Service cost	\$ 9,375,077	\$ 13,768,629
Interest cost	9,175,918	7,439,703
Expected return on plan assets	(9,936,514)	(10,918,179)
Amortization of prior service cost	59,420	-
Recognized net actuarial gains	<u>(1,093,555)</u>	<u>-</u>
Net periodic post-retirement benefit costs	<u>\$ 7,580,346</u>	<u>\$ 10,290,153</u>

The accumulated net amount recognized as a separate increase to net assets of \$44,391,577 and \$31,516,581 as of June 30, 2023 and 2022, respectively, for unamortized net actuarial gain (loss) does not have an offsetting accrual from the DDS to reflect the future reimbursement of such benefits. Gains are recognized in prepaid expense and other assets and losses are offset with receivables from the State for pension plan on the statements of financial position as of June 30, 2023 and 2022, respectively.

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

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YEARS ENDED JUNE 30, 2023 AND 2022

The following estimated benefit payments for the next ten years are expected to be paid on a fiscal year basis as follows:

	<u>Years Ending June 30,</u>
2024	\$ 6,585,886
2025	7,023,194
2026	7,535,451
2027	7,930,458
2028	8,332,382
2029 - 2033	<u>50,993,690</u>
Total	<u>\$ 88,401,061</u>

NOTE 11 – COMMITMENTS AND CONTINGENCIES

In accordance with the terms of the DDS contract, an audit may be performed by an authorized state representative. Should such audit disclose any unallowable costs, the Center may be liable to the State for reimbursement of such costs. In the opinion of the Center’s management, the effect of any disallowed costs would be immaterial to the financial statements as of June 30, 2023 and 2022.

The Center’s contract with DDS provides funding for services under the Lanterman Act. In the event that the operations of the Center result in a deficit position at the end of the contract year, DDS may reallocate surplus funds within the State of California system to supplement the Center’s funding. Should a system-wide deficit occur, DDS is required to report to the Governor of California and the appropriate fiscal committee of the State Legislature and recommend actions to secure additional funds or reduce expenditures. DDS recommendations are subsequently reviewed by the Governor and the Legislature and a decision is made with regard to specific actions, including the possible suspension of the entitlement.

Collective Bargaining Agreements

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

In February 2023, the Center ratified a new collect bargaining agreement effective February 17, 2023, through February 16, 2028.

Unemployment Insurance

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

Legal Matters

The Center is involved in various claims and legal actions in the normal course of business. Based upon counsel and management’s opinion, the resolution of such matters is either covered by insurance or will not have a material adverse effect on the financial position, result of operation or cash flows.

SUPPLEMENTARY INFORMATION

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

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SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2023

<i>Federal Grantor/Pass-Through Grantor/ Program Title</i>	<i>Assistance Listing Number</i>	<i>Agency or Pass-Through Number</i>	<i>Federal Expenditures</i>	<i>Expenditures to Subrecipients</i>
<u>U.S. Department of Education:</u>				
Special Education – Grants for Infants and Families Passed through State of California Department of Developmental Services Early Intervention Services	84.181	H181A190037	\$ 789,556	\$ -
TOTAL FEDERAL AWARDS			<u>\$ 789,556</u>	<u>\$ -</u>

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

NOTES TO THE SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2023

NOTE 1 – BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards (Schedule) includes the federal grant and loan activities of North Los Angeles County Regional Center, Inc. and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements. The purpose of the Schedule is to present a summary of those activities of North Los Angeles County Regional Center, Inc. for the year ended June 30, 2023, which have been financed by the U.S. Government. For purposes of the Schedule, federal awards include all federal assistance entered into directly and indirectly between North Los Angeles County Regional Center, Inc. and the federal government. North Los Angeles County Regional Center, Inc. did not elect to use the 10% de minimis indirect cost rate as allowed under the Uniform Guidance.

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2023

Section I – Summary of Auditor’s Results

Financial Statements

Type of auditor’s report issued:

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

_____ Yes X No

Significant deficiency(ies) identified that are not considered to be material weakness(es)?

_____ Yes X None reported

Noncompliance material to financial statements noted?

_____ Yes X No

Federal Awards

Internal control over major programs:

Material weakness(es) identified?

_____ Yes X No

Significant deficiency(ies) identified that are not considered to be material weakness(es)?

_____ Yes X None reported

Type of auditor’s report issued on compliance for major programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with Section 200.516 of the Uniform Guidance?

_____ Yes X No

Identification of major program:

Name of Federal Program or Cluster

ALN 84.181

Special Education – Grants for Infants and Families

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

Auditee qualified as low-risk auditee?

X Yes _____ No

Section II – Financial Statement Findings

None noted.

Section III – Federal Awards Findings and Questioned Costs

None noted.

Board of Directors
North Los Angeles County Regional Center, Inc.
Chatsworth, California

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of North Los Angeles County Regional Center, Inc., which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated _____, 2024.

Report on Internal Control Over Financial Reporting

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

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

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

Report on Compliance and Other Matters

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

Purpose of This Report

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

**TENTATIVE & PRELIMINARY
For Discussion Purposes Only**

_____, 2024

Board of Directors
North Los Angeles County Regional Center, Inc.
San Francisco, California

**INDEPENDENT AUDITOR’S REPORT ON COMPLIANCE FOR MAJOR
FEDERAL PROGRAM AND ON INTERNAL CONTROL OVER
COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Report on Compliance for Major Federal Program

Opinion on Major Federal Program

We have audited North Los Angeles County Regional Center’ compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on North Los Angeles County Regional Center’ major federal program for the year ended June 30, 2023. North Los Angeles County Regional Center’ major federal program is identified in the summary of auditor’s results section of the accompanying Schedule of Findings and Questioned Costs.

In our opinion, North Los Angeles County Regional Center complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on its major federal program for the year ended June 30, 2023.

Basis for Opinion on Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor’s Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of North Los Angeles County Regional Center, Inc. and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for the major federal program. Our audit does not provide a legal determination of North Los Angeles County Regional Center, Inc.’s compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provision of contracts or grant agreements applicable to North Los Angeles County Regional Center, Inc.'s federal program.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on North Los Angeles County Regional Center, Inc.'s compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about North Los Angeles County Regional Center's compliance with the requirements of the major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding North Los Angeles County Regional Center, Inc.'s compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of North Los Angeles County Regional Center, Inc.'s internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of North Los Angeles County Regional Center, Inc.'s internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor’s Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

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

**TENTATIVE & PRELIMINARY
For Discussion Purposes Only**

_____, 2024

interest.

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

Section 10. Consumer Advisory Committee.

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

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

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

(d) Board Liaison. The Board of Trustees may appoint a liaison to attend committee meetings for the purpose of attending and participating in monthly committee meetings, facilitating communication between the committee and the Board of Trustees on a monthly basis and completing a monthly CAC Liaison Report for the board. The Board Liaison should be an individual served by NLACRC, and the board should give consideration to alternating the liaison position amongst eligible board members from year to year.

Section 11. Strategic Planning Committee

(a) Composition. The Strategic Planning Committee shall be consistent with requirements found in the Lanterman Developmental Disabilities Services Act for regional centers when convening any task force or advisory group. As such, the Strategic Planning Committee may have members who are or who represent primary consumers, family members, service providers, the State Council, and staff. The Strategic Planning Committee should have not less than twelve (12) or more than sixteen (16) members, of which a minimum being 60% board members. The chairperson is selected by the members of the committee. The board

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

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

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

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

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

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

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

(h) In the event a Trustee shall be absent from either three consecutive regularly-scheduled Board meetings or from three consecutive committee meetings or shall be absent from five regularly-scheduled Board meetings or from five committee meetings during any twelve month period, then the Trustee shall, without any notice or further action required of the Board, be automatically deemed to have resigned from the Board effective immediately.

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merit confidence, so long as, in any case, the Trustee acts in good faith, after reasonable inquiry when the need therefore is indicated by the circumstances and without knowledge that would cause that reliance to be unwarranted.

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(c) Freedom From Liability – Except as provided in Corporations Code section 5233, relating to self-dealing transactions, a person who performs the duties of Trustee, should not be held personally liable for the debts, liabilities, or obligations of the Regional Center, nor shall they have any liability based upon any alleged failure to discharge their obligations as a Trustee.

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ARTICLE V

OFFICERS

Section 1. Number and Title. The officers of the Regional Center shall be members of the Board and shall consist of a President, First Vice President, Second Vice President, Treasurer, ARCA delegate and ARCA alternate, and Secretary, and such other officers as may be provided for by the Board by resolution. The same person may not serve concurrently as more than one Officer named above.

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

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



North Los Angeles County Regional Center

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Administrative Affairs Committee Meetings Schedule

FY 2023-24

Thursday, July 27, 2023

6:15 p.m.

No meeting in August 2023

Thursday, September 28, 2023

6:00 p.m.

No meeting in October 2023

Thursday, November 30, 2023 - Cancelled

6:00 p.m.

No meeting in December 2023 ~~and January 2024~~

Tuesday, January 23, 2024

6:00 p.m.

~~Thursday~~ Tuesday, February ~~29~~27, 2024

6:00 p.m.

No meeting in March 2024

~~Thursday~~ Tuesday, April ~~25~~23, 2024



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6:~~15~~00 p.m.

No meeting in May & June 2024

NLACRC
Administrative Affairs Committee
CRITICAL CALENDAR
FY 2023-24

<i>Month</i>	<i>Activity</i>
<i>July</i>	AA Orientation for new committee. AA Review policies & procedures, board audit section, action log for previous fiscal year, and meeting schedule. C Review center’s contract with DDS. C Are there any changes to the center’s contract that require committee attention_or change in Board Policy? C Has the center’s contract been signed? F Review approved critical calendar for new fiscal year. F Status report on new credit line and cash flow. HR Review 4 th quarter human resources report. HR Review any Board Member Conflict of Interest L Quarterly legal update (Executive session). F Review POS Late Bill Report F Review Detailed Financial Reports
<i>August</i>	(The committee does not meet in August)
<i>September</i>	HR Review 1 st quarter human resources report. I Recommend to the Board to authorize an officer to secure workers compensation insurance for next calendar year. I Review Center’s insurance coverage for the new fiscal year. PRMT Review 4 th quarter fees report on U.S. Bank transactions. UAL Review 4 th quarter fees report on U.S. Bank & Highmark Capital transactions. F Update on independent audit HR Ensure personnel policies in compliance with DDS contract.
<i>October</i>	(The committee does not meet in October)
<i>November</i>	PRMT Review 1 st quarter fees report on U.S. Bank transactions. UAL Review 1st quarter fees report on U.S. Bank & Highmark Capital transactions. AA — Contract Process Training (Operations & Purchase of Services) C Status report on lease agreements. F Update on independent audit L Quarterly legal update (Executive session).
<i>December</i>	(The committee does not meet in December)

NLACRC
Administrative Affairs Committee
CRITICAL CALENDAR
FY 2023-24

<i>Month</i>	<i>Activity</i>
January	(The committee does not meet in January)
February	F Review annual CPA audited financial statement. F Review management letter, if any. F Review management response to letter, as needed. F Review auditor’s response to management response letter, as needed. PRMT Review 2 nd quarter fees report on U.S. Bank transactions. UAL Review 2nd quarter fees report on U.S. Bank & Highmark Capital transactions. F Review Purchase of Services (“POS”) projection of surplus/deficit. HR Review 2 nd quarter human resources report. L Quarterly legal update (Executive session). F Review Detailed Financial Reports F Review ARCA PEP Statewide Report <u>I Review Insurance for Upcoming Fiscal Year</u>
March	L CPA presentation on IRS Form 990 tax return. (The committee does not meet in March)
April	AA Review and approve draft critical calendar for upcoming fiscal year F Establish credit line for upcoming fiscal year - yes/no? F Review and make recommendation to Board regarding ARCA dues for upcoming fiscal year L Quarterly legal update (Executive session) HR Review 3 rd quarter human resources report. I Recommend to the Board to authorize an officer to secure insurance in June for next fiscal year. PRMT Review 3 rd quarter fees report on U.S. Bank transactions UAL Review 3rd quarter fees report on U.S. Bank & Highmark Capital transactions. F Status report on current credit line and cash flow F Establish credit line for the budget year for upcoming fiscal year AA Operational contracts deadline in April <u>L CPA presentation on IRS Form 990 tax return.</u>
May	(The committee does not meet in May)
June	(The committee does not meet in June)
Monthly or as	F Review budget allocation from DDS

*NLACRC
Administrative Affairs Committee
CRITICAL CALENDAR
FY 2023-24*

<i>Month</i>	<i>Activity</i>
<i>needed</i>	F Review budget amendments AA Committee trainings F Review statewide regional center POS Report F Review contracts F Review Audit Report(s) conducted by various entities of the Center L Update on pending litigation HR Report on union-related issues
<u>LEGEND</u>	
AA: Administrative Affairs	HR: Human Resources L: Legal
C: Contract	I: Insurance F: Fiscal
PRMT: Post-Retirement Medical Trust	<u>UAL</u> : CalPERS Unfunded Accrued Liability Trust

[ccal.2023_24] Approved: June 14, 2023

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

Vendor #	Service Code	Service Code Description
n/a		

Vendor Name: Virtue Home Care DBA Clarendon at Home
Vendor Number: Inc. HL1084
Service Code: 862
Service Code Description: In Home Respite
Service Address: 6724 Gaviota Ave,
 Van Nuys CA 91406

Service Description: Virtue Home Care is an in home respite agency that will provide non-medical respite to families of NLACRC consumers so that caregivers can receive a rest from the additional strain of caring for a family member with an intellectual or developmental disability

Staffing: Respite is provided on a 1:1 basis, (or sibling rate 1:2 and 1:3) who is supported by NLACRC. They can offer respite services in English, Spanish, Tagalog and Indonesian.



North Los Angeles County Regional Center

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Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Virtue Home Care dba Clarendon at Home Vendor Number: HL1084, Service Code: 862
3.	The Purpose of the Contract	Service Provider provides In-Home Respite Services Agency services pursuant to statute and Title 17 regulations, Sections 56702 through 56734 and Sections 56776 through 56802. Pursuant to WIC, Section 4418.6, respite care is a service offered for individuals with developmental disabilities. Respite care means temporary and intermittent care provided for short periods of time. The rate of reimbursement for respite care services is established by the Department of Developmental Services (“DDS”). However, NLACRC calculates a rate that is less than the DDS set rate for those situations when more than one consumer (“siblings”) is being provided respite at the same time.
4.	The Contract Term	Five (5) year contract effective April 1, 2024 through March 31, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$464,912.27 per year, or \$2,324,561.35 over the entire five (5) year term of the contract based on average utilization of similar vendorizations – the service code 862 new vendors vendored in the last five years.
6.	The Total Proposed Number of Consumers Served	Projected 40 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 DDS-set rate, \$30.11 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for In-Home Respite Services Agency services.



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9.	<p>Method or Process Utilized to Establish the Rate or the Payment Amount</p>	<p>Rate for 1:1 ratio is established by DDS. Projected rate, pending DDS approval. Anticipated to be \$30.11 per hour.</p> <p>The hourly rate per consumer for sibling rates is calculated according to the following formula:</p> <ul style="list-style-type: none"> • For 2 siblings: rate x 1.25 / 2 consumers • For 3 siblings: rate x 1.50 / 3 consumers
10.	<p>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</p>	None

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

Brian Gatus, Board Treasurer

February 29, 2024

Date



North Los Angeles County Regional Center

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Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement (“**Agreement**”, or “**Contract**”) for **Virtue Home Care dba Clarendon at Home** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Virtue Home Care dba Clarendon at Home** was reviewed and approved by NLACRC’s Board of Trustees on **March 13, 2024**.

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

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

Lillian Martinez, Board Secretary

March 13, 2024
Date

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

Vendor #	Service Code	Service Code Description
n/a		

Vendor Name: Rockin’ Oldies II Corporation dba Home Instead Senior Care

Vendor Number: PL2181

Service Code: 062

Service Code Description: Personal Assistance

Service Address: 5950 Canoga Ave Suite #210, Woodland Hills, CA 91367

Service Area: San Fernando Valley

Service Description: Personal Assistance provides support to individuals of all ages who have been diagnosed with a developmental disability and need intermittent or regularly scheduled temporary non-medical care and supervision provided in the consumer's own home.

Services will be provided to clients over the age of 18.

Services are available in English, Spanish, and Tagalog

Staffing: 1:1, 1:2, 1:3

Median Rate: Statewide median rate is \$26.42/hour for 1:1 personal assistance

Employment:

Exceptional Conditions: n/a



North Los Angeles County Regional Center

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Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New Nonresidential Negotiated Rate Agreement, Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	ROCKIN' OLDIES II CORPORATION DBA HOME INSTEAD SENIOR CARE Vendor Number: PL2181 Service Code: 062
3.	The Purpose of the Contract	Contractor will provide Personal Assistance services pursuant to Title 17, Section 54356 and the DDS published guidelines regarding Miscellaneous Services revised 05/10/2010. The service provider will provide personal assistance and support.
4.	The Contract Term	Five (5) year contract effective June 1, 2023 through May 31, 2028.
5.	The Total Amount of the Contract	Projected annual value of the contract is \$166,302.72 based on a cost statement. The projected total value of the contract over the 5 year term is \$831,513.60 based on projected utilization of 49 hours per consumer per month.
6.	The Total Proposed Number of Consumers Served	Projected 9 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 Usual & Customary (U&C) rate of up to \$32.08 per hour, per consumer.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Personal Assistance services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Pursuant to 17 CCR, Section 57210(a)(19), the phrase "usual and customary rate" (" U&C Rate ") means the rate which is regularly charged to the general public by a vendor for a service that is used by both regional center consumers and/or their families and where at least 30% of the recipients of the given service are not regional center consumers or their families.
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	None



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

Brian Gatus, Board Treasurer

February 29, 2024

Date



North Los Angeles County Regional Center

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Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement (“**Agreement**”, or “**Contract**”) for **Rockin’ Oldies II Corporation dba Home Instead Senior Care** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Rockin’ Oldies II Corporation dba Home Instead Senior Care**. was reviewed and approved by NLACRC’s Board of Trustees on **March 13, 2024**.

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

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

Lillian Martinez, Board Secretary

March 13, 2024

Date



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Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New Nonresidential Negotiated Rate Agreement Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	DV Therapy Inc. Vendor Number: PL2228, Service Code: 612
3.	The Purpose of the Contract	The service provider will provide Behavior Analyst services pursuant to Title 17, Section 54342 . The service provider will assesses the function of a behavior of a consumer and designs, implements, and evaluates instructional and environmental modifications to produce socially significant improvements in the consumer's behavior through skill acquisition and the reduction of behavior.
4.	The Contract Term	Five (5) year contract effective April 01, 2024 through March 31, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$263,688.00 per year, or \$1,318,440.00 over the entire five (5) year term of the contract based on the cost statement.
6.	The Total Proposed Number of Consumers Served	Projected 50 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 \$109.87 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Behavior Analyst services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated hourly rate of \$109.87 is based on a cost statement. The rate negotiated complies with WIC, Section 4691.9 (b) which states that effective July 1, 2008 “no Regional Center may negotiate a rate with a new service provider, for services where rates are determined through a negotiation between the Regional Center and the provider, that is higher than the Regional Center’s median rate for the same service code and unit of service, or the statewide median rate



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		for the same service code and unit of service, whichever is lower.” The provider’s stated cost is \$110.18. However, the provider has agreed to accept the statewide median rate of \$109.87, which is lower than NLACRC median rate of \$115.92 per hour.
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	None

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

Brian Gatus, Board Treasurer

February 29, 2024

Date



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Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement (“**Agreement**”, or “**Contract**”) for **DV Therapy Inc.** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **DV Therapy Inc.** was reviewed and approved by NLACRC’s Board of Trustees on **March 13, 2024.**

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

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

Lillian Martinez, Board Secretary

March 13, 2024
Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: DV Therapy Inc.

Vendor #: PL2228

Svc Code: 612- Behavior Analyst

Date: 2/22/24

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

Vendor #	Service Code	Description
HL1017	805	Infant Development Program
HL1008	805	Infant Development Program
HL1009	805	Infant Development Program
HL1010	805	Infant Development Program
PL2108	102	Individual and Family Training
PL1762	707	Speech Pathology
PL2229	615	Behavior Management Asst (Pending)
PL2230	616	Behavior Management Technician (Pending)

Service Address: 190 Sierra Ct. #806. Palmdale Ca., 93550

Service Description: *Behavior Analyst* means an individual who assesses the function of a behavior of a consumer and designs, implements, and evaluates instructional and environmental modifications to produce socially significant improvements in the consumer's behavior through skill acquisition and the reduction of behavior. Behavior Analysts engage in functional assessments or functional analyses to identify environmental factors of which behavior is a function. A Behavior Analyst shall not practice psychology, as defined in Business and Professions Code section 2903. A regional center shall classify a vendor as a Behavior Analyst if an individual is recognized by the national Behavior Analyst Certification Board as a Board Certified Behavior Analyst.

Service Area: Antelope Valley

Staffing: 1:1

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: DV Therapy Inc.

Vendor #: PL2229

Svc Code: 615- Behavior Management Assistant

Date: 2/21/24

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

Vendor #	Service Code	Description
HL1017	805	Infant Development Program
HL1008	805	Infant Development Program
HL1009	805	Infant Development Program
HL1010	805	Infant Development Program
PL2108	102	Individual and Family Training
PL1762	707	Speech Pathology
PL2229	612	Behavior Analyst (Pending)
PL2230	616	Behavior Management Technician (Pending)

Service Address: 190 Sierra Ct. #806. Palmdale Ca., 93550

Service Description: A regional center shall classify a vendor as a *behavior management assistant* if the vendor designs and/or implements behavior modification intervention services under the direct supervision of a behavior management consultant; or if the vendor assesses the function of a behavior of a consumer and designs, implements, and evaluates instructional and environmental modifications to produce socially significant improvements in the consumer's behavior through skill acquisition and the reduction of behavior, under direct supervision of a Behavior Analyst or Behavior Management Consultant, and meets either of the following requirements: (A) Possesses a Bachelor of Arts or Science Degree and has either: 1. Twelve semester units in applied behavior analysis and one year of experience in designing and/or implementing behavior modification intervention services; or 2. Two years of experience in designing and/or implementing behavior modification intervention services. (B) Is registered as either: 1. A psychological assistant of a psychologist by the Medical Board of California or Psychology Examining Board; or 2. An Associate Licensed Clinical Social Worker pursuant to Business and Professions Code, Section 4996.18.

Service Area: Antelope Valley

Staffing: 1:1



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Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New Nonresidential Negotiated Rate Agreement Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	DV Therapy Inc. Vendor Number: PL2229, Service Code: 615
3.	The Purpose of the Contract	The service provider will provide Behavior Management Assistant services pursuant to Title 17, Section 54342 . The service provider will assess the function of a behavior of a consumer and will design, implement, and evaluate instructional and environmental modifications to produce socially significant improvements in the consumer's behavior through skill acquisition and the reduction of behavior, under direct supervision of a Behavior Analyst or Behavior Management Consultant,
4.	The Contract Term	Five (5) year contract effective April 01, 2024 through March 31, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$944,760.96 per year, or \$4,723,804.80 over the entire five (5) year term of the contract based on the cost statement.
6.	The Total Proposed Number of Consumers Served	Projected 37 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 \$64.48 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Behavior Management Assistant services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated hourly rate of \$64.48 is based on a cost statement. The rate negotiated complies with WIC, Section 4691.9 (b) which states that effective July 1, 2008 “no Regional Center may negotiate a rate with a new service provider, for services where rates are determined through a negotiation between the Regional Center and the provider, that is higher than the Regional



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		Center’s median rate for the same service code and unit of service, or the statewide median rate for the same service code and unit of service, whichever is lower.” The provider’s stated cost is \$64.89 per hour. However, the provider has agreed to accept the statewide median rate of \$64.48, which is lower than NLACRC median rate of \$65.76 per hour.
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	None

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

Brian Gatus, Board Treasurer

February 29, 2024

Date



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Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement (“**Agreement**”, or “**Contract**”) for **DV Therapy Inc.** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **DV Therapy Inc.** was reviewed and approved by NLACRC’s Board of Trustees on **March 13, 2024.**

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

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

Lillian Martinez, Board Secretary

March 13, 2024
Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Vendor Name: DV Therapy Inc.

Vendor #: PL2230

Svc Code: 616- Behavior Management Technician

Date: 2/22/24

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

Vendor #	Service Code	Description
HL1017	805	Infant Development Program
HL1008	805	Infant Development Program
HL1009	805	Infant Development Program
HL1010	805	Infant Development Program
PL2108	102	Individual and Family Training
PL1762	707	Speech Pathology
PL2229	615	Behavior Management Asst (Pending)
PL2228	612	Behavior Analyst (Pending)

Service Address: 190 Sierra Ct. #806. Palmdale Ca., 93550

Service Description: *Behavior Management Technician (Paraprofessional)* -- Service Code 616. A regional center may vendor a group practice, vendored pursuant to Section 54319(d), for the above service. The Behavior Management Technician (Paraprofessional) shall practice under the direct supervision of a certified Behavior Analyst or a Behavior Management Consultant who is within the same vendored group practice. The Behavior Management Technician (Paraprofessional) implements instructional and environmental modifications to produce socially significant improvements in the consumer's behavior through skill acquisition and the reduction of behavior. The Behavior Management Technician (Paraprofessional) shall meet the following requirements:

- (1) Has a High School Diploma or the equivalent, has completed 30 hours of competency-based training designed by a certified behavior analyst, and has six months experience working with persons with developmental disabilities; or
- (2) Possesses an Associate's Degree in either a human, social, or educational services discipline, or a degree or certification related to behavior management, from an accredited community college or educational institution, and has six months experience working with persons with developmental disabilities.

Service Area: Antelope Valley

Staffing: 1:1



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Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New Nonresidential Negotiated Rate Agreement Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	DV Therapy Inc. Vendor Number: PL2230, Service Code: 616
3.	The Purpose of the Contract	<p>The service provider will provide Behavior Management Technician (Paraprofessional) services pursuant to Title 17, Section 54342. The Behavior Management Technician (Paraprofessional) implements instructional and environmental modifications to produce socially significant improvements in the consumer's behavior through skill acquisition and the reduction of behavior. Service provider shall only utilize staff to provide direct, face-to-face, services.</p> <p>The Behavior Management Technician (Paraprofessional) shall practice under the direct supervision of a certified Behavior Analyst or a Behavior Management Consultant who is within the same vendored group practice and meets either of the following requirements</p> <ol style="list-style-type: none"> 1. Has a High School Diploma or the equivalent, has completed 30 hours of competency-based training designed by a certified behavior analyst, and has six months experience working with persons with developmental disabilities; or 2. Possesses an Associate's Degree in either a human, social, or educational services discipline, or a degree or certification related to behavior management, from an accredited community college or educational institution, and has six months experience working with persons with developmental disabilities.



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4.	The Contract Term	Five (5) year contract effective April 01, 2024 through March 31, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$1,073,592.00 per year, or \$5,367,960.00 over the entire five (5) year term of the contract based on the cost statement.
6.	The Total Proposed Number of Consumers Served	Projected 37 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 \$48.36 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Behavior Management Technician (Paraprofessional) services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	<p>Negotiated hourly rate of \$48.36 is based on a cost statement. The rate negotiated complies with WIC, Section 4691.9 (b) which states that effective July 1, 2008 “no Regional Center may negotiate a rate with a new service provider, for services where rates are determined through a negotiation between the Regional Center and the provider, that is higher than the Regional Center’s median rate for the same service code and unit of service, or the statewide median rate for the same service code and unit of service, whichever is lower.” The provider’s stated cost of \$48.36 per hour is the same as statewide and NLACRC median rates of \$48.36 per hour.</p> <p>Per 17 CCR, Section 57332(12), rate of payment for service code 616 is calculated as no more than 75 percent of the regional center's median hourly rate for Behavior Management Assistant--Service Code 615, or the statewide median rate for Behavior Management Assistant--Service Code 615, whichever is lower. The service code 615 statewide median rate is currently \$64.48 per hour and the NLACRC median rate is \$65.76. Therefore, the service code 616 statewide median rate is \$48.36 and the NLACRC median rate is \$49.32.</p>



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10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	None
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The North Los Angeles County Regional Center’s (“**NLACRC**”) Administrative Affairs Committee reviewed and discussed the above Nonresidential Negotiated Rate Agreement (“**Contract**”) and is recommending an action of the Board of Trustees to **Approve** the Contract.

Brian Gatus, Board Treasurer

February 29, 2024

Date



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Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement (“**Agreement**”, or “**Contract**”) for **DV Therapy Inc.** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **DV Therapy Inc.** was reviewed and approved by NLACRC’s Board of Trustees on **March 13, 2024.**

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

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

Lillian Martinez, Board Secretary

March 13, 2024
Date

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

Vendor #	Service Code	Service Code Description
N/A		

Vendor Name: Dr. Tumini Sekibo
Vendor Number: PL2262
Service Code: 785
Service Code Description: Clinical Psychologist
Service Address: All services to be provided at the NLACRC offices – in Lancaster or Chatsworth

Service Description:

Clinical psychologist will conduct comprehensive psychological evaluations for English, Nigerian Pidgin and Igbo-speaking children and teenagers applying for regional center services.

Service Area: San Fernando Valley, Antelope Valley

Staffing: N/A



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Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New, Professional Services Agreement Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Dr. Tumini Sekibo Vendor Number: PL2262, Service Code: 785
3.	The Purpose of the Contract	The service provider is validly licensed as a psychologist by the California Board of Psychology; and provides diagnosis and psychotherapy of mental and emotional disorders; or provides individual and group testing and counseling in order to assist individuals achieve more effective personal, social, educational, and vocational development and adjustment.
4.	The Contract Term	Five (5) year contract effective April 1, 2024 through March 31, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$110,329.22 per year, or \$551,646.11 over the entire five (5) year term of the contract based on FY2023 expenditure of similar Clinical Psychologist vendorizations.
6.	The Total Proposed Number of Consumers Served	Projected 23 consumers per month based on FY2023 expenditure of similar Clinical Psychologist vendorizations.
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 SMA rates: <ul style="list-style-type: none"> • Evaluation: (1st hour) \$107.69/hour, each add'l hour (2 hrs max.) \$77.94/hr • Test Administration, Scoring: (1st 30 min) \$41.88, (each add'l 30 min, 9 30 min max.) \$39.01 • Test Evaluation & Scoring for two or more tests (up to 90 min): \$149.57 • Out of Office Call: \$7.50/day • Developmental Test Administration: \$170.31/90 min • Neuropsychological testing evaluation: \$158.85/90 min <ul style="list-style-type: none"> ○ Each additional hour: \$89.46/hour
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Clinical Psychologist services.



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9.	Method or Process Utilized to Establish the Rate or the Payment Amount	The maximum rate of reimbursement shall be in accordance with the Schedule of Maximum Allowances (SMA), pursuant to 17 CCR, Section 57332(b)(4).
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	NLACRC’s Clinical team has an average of 280 psychological evaluations per month. Timely scheduling of new intake cases or assessment for a child nearing 3 years of age or 5 years of age when eligible under the Provisional Eligibility Program (PEP), is imperative to meet DDS-mandated timelines and provide consumers the appropriate services that may be needed.

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

Brian Gatus, Board Treasurer

February 29, 2024

Date



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Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the **Professional Services Agreement** (“**Agreement**”, or “**Contract**”) for **Dr. Tumini Sekibo** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Dr. Tumini Sekibo** was reviewed and approved by NLACRC’s Board of Trustees on **March 13, 2024**.

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

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

Lillian Martinez, Board Secretary

March 13, 2024

Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

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

Vendor #	Service Code	Service Code Description
HL1020	805	Infant Development Program

Vendor Name: Ride On LA

Vendor Number: PL2263

Service Code: 106

Service Code Description: Specialized Recreational Therapy

Service Address: 10860 Topanga Canyon Blvd, Chatsworth, CA 91311

Service Area: San Fernando Valley

Service Description:

Ride On provides adaptive horseback riding lessons to children over the age of 5 and adults with cognitive and physical disabilities. Purpose is to learn the skills to ride a horse which is taught by a certified adaptive riding instructor certified through the Professional Association of Therapeutic Horsemanship International (PATH Intl.). Adaptive Riding lessons are taught as private, semi-private, or group lessons. The volunteer-to-rider ratio is based on the individual needs of each rider. Some riders may require a volunteer leading the horse as well as 1-2 side walkers, whereas some riders may not need any volunteer assistance.

Staffing:

Individual ratio is 1:1

Semi-private lesson is 1:2

Group lesson is 1:5

U&C Rate Comparisons:

- Social Horse Adventures \$65.00 per lesson
- Ahead with Horse \$47.50 per lesson
- Paradise Valley Equine Therapy \$71 per lesson
- Saddle Up Therapeutic Riding \$40 per lesson

Median Rate: The statewide median rate for 1:1 specialized recreational therapy is \$43.47/hour and the NLACRC median rate is \$27.98/hour. The group statewide median rate is \$72.75/hour and there is no NLACRC median rate for group.

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New or Amendment, Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Ride On LA Vendor Number: PL2263 Service Code: 106
3.	The Purpose of the Contract	<p>The service provider will provide Specialized Recreational Therapy services pursuant to Title 17, Section 54356 and the DDS published guidelines regarding Miscellaneous Services revised 05/10/2010. The service provider will provide Specialized Recreational Therapy services by providing therapy to consumers, as necessary for the consumer to achieve an IPP objective. Specialized Recreational Therapy is designed to maximize and strengthen family and consumer interaction and skills.</p> <p>The service provider is primarily engaged in providing adaptive horseback riding lessons to children over the age of 5 and adults. Lessons are offered either individual, semi-private or group.</p>
4.	The Contract Term	Five (5) year contract effective 04/01/2024 through 03/31/2029
5.	The Total Amount of the Contract	<p>Projected annual cost is \$31,200 per year, or \$156,000 over the entire five (5) year term of the contract based on provider's Usual & Customary rates and projected once a week lesson.</p> <ul style="list-style-type: none"> • 1:1 ratio, 3 consumers: \$180/week • 1:2 ratio, 2 consumers: \$120/week • 1:5 ratio, 5 consumers: \$300/week
6.	The Total Proposed Number of Consumers Served	Projected 10 consumers per month.
7.	The Rate of Payment or Payment Amount	<p>Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized Usual & Customary rates.</p> <ul style="list-style-type: none"> • Private lesson (1:1 ratio): \$60/30 minute lesson • Semi-private lesson (1:2 ratio): \$60/60 minute lesson • Group lesson (1:5 ratio): \$60/60 minute lesson
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Specialized Recreational Therapy services.

9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Pursuant to 17 CCR, Section 57210(a)(19), the phrase “usual and customary rate” (“ U&C Rate ”) means the rate which is regularly charged to the general public by a vendor for a service that is used by both regional center consumers and/or their families and where at least 30% of the recipients of the given service are not regional center consumers or their families.
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	None

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

 Brian Gatus, Board Treasurer

February 29, 2024

 Date

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Professional Services Agreement (“**Agreement**”, or “**Contract**”) for **Ride On LA** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Agreement between NLACRC and **Ride On LA** was reviewed and approved by NLACRC’s Board of Trustees on **March 13, 2024**.

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

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

Lillian Martinez, Board Secretary

March 13, 2024
Date

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

Vendor #	Service Code	Service Code Description
HL0999	915	Residential Facility Adults-Staff Operated

Vendor Name: Phiba Home, INC

Vendor Number: PL2254

Service Code: 109

Service Code Description: Supplemental Residential Program Support

Service Address: 20112 Lanark Street, Canoga Park, CA 91306

Service Area: San Fernando Valley

Service Description: This vendor is approved to provide 1:1 staffing on a consumer specific basis. This vendorization is to be used in conjunction with the home with vendor# HL0999, level 3-staff operated 4 bed.

Staffing:

Direct Care Staff Qualifications are:

- Have a minimum of six months of prior experience providing direct supervision and special services; or
- Within six months of beginning to provide direct supervision and special services in the facility, complete at least 8 hours of continuing education per year.
- Within the first 40 hours of providing consumer services in the facility, all new direct care staff shall complete an on-site orientation.
- One year from the date on which the direct care staff was hired to satisfactorily complete the first 35-hour competency-based training course and pass the competency test applicable to that training segment, or to pass a challenge test applicable to that training segment; and
- Two years from the date on which the direct care staff was hired to satisfactorily complete the second 35-hour competency-based training course and pass the competency test applicable to that training segment, or to pass a challenge test applicable to that training segment.
- Direct care staff shall complete any additional training in a specific knowledge area(s) which has been identified as needing improvement in the written notification pursuant to Title 17 Section 56033.

Staffing: n/a

Employment Component: n/a

Exceptional Conditions: Replaces PL0596 due to facility address change



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Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New, Nonresidential Negotiated Rate Agreement Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Phiba Home, Inc. Vendor Number: PL2254, Service Code: 109
3.	The Purpose of the Contract	Contractor will provide Supplemental Residential Services Program Support services pursuant to Title 17, Section 54356 and the DDS published guidelines regarding Miscellaneous Services revised 05/10/2010. The service provider will provide, or obtain, time limited supplemental staffing in excess of the amount required by regulation. Supplemental Residential Program Support is designed to implement an objective in the consumer’s IPP and allows the consumer to remain in their current residential environment. Supplemental Residential Program Support services include, but are not limited to: assistance and training in skills for activities of daily living and in socially appropriate skills to replace (and serve the same function/purpose as) a challenging behavior.
4.	The Contract Term	Five (5) year contract effective April 01, 2024 through March 31, 2029.
5.	The Total Amount of the Contract	Projected annual cost is \$99,293.04 per year, or \$496,465.20 over the entire five (5) year term of the contract based on the cost statement.
6.	The Total Proposed Number of Consumers Served	Projected 2 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 \$21.89 hourly rate.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Supplemental Residential Program Support services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Negotiated hourly rate of \$21.89 is based on a cost statement. The rate negotiated complies with WIC, Section 4691.9 (b) which states that effective July 1, 2008 “no Regional Center may



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		negotiate a rate with a new service provider, for services where rates are determined through a negotiation between the Regional Center and the provider, that is higher than the Regional Center’s median rate for the same service code and unit of service, or the statewide median rate for the same service code and unit of service, whichever is lower.” The provider’s stated cost of \$21.89 is the same as the statewide and NLACRC median rates of \$21.89 per hour
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	Previous vendorization PL0596 vendored effective January 3, 2005. PL2254 replacing PL0596 due to facility address change.

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

Brian Gatus, Board Treasurer

February 29, 2024

Date



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Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Nonresidential Negotiated Rate Agreement (“**Agreement**”, or “**Contract**”) for **Phiba Home, Inc.** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and **Phiba Home, Inc.** was reviewed and approved by NLACRC’s Board of Trustees on **March 13, 2024.**

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

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

Lillian Martinez, Board Secretary

March 13, 2024

Date



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Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	First Amendments to CPP Housing Agreement, Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Brilliant Corners <ol style="list-style-type: none"> 1. Project #: NLACRC-2223-2 (EBSH for Children) Vendor Number: PL2186, Service Code: 999 2. Project #: NLACRC-2223-3 (EBSH for Adults) Vendor Number: PL2187, Service Code: 999 3. Project #: NLACRC-2223-4 (EBSH for Adults) Vendor Number: PL2188, Service Code: 999
3.	The Purpose of the Contract	<p>Three CPP Housing Agreements each in connection with the purchase and renovation of a property to suit the needs of four (4) individuals with developmental disabilities who require the services of an Enhanced Behavioral Supports Home (“EBSH”).</p> <p>One property will be developed as an Enhanced Behavioral Supports Home (EBSH) for children: 3 ambulatory, 1 non-ambulatory.</p> <p>Second property will be developed as an Enhanced Behavioral Supports Home (EBSH) for adult males: 2 ambulatory, 2 non-ambulatory.</p> <p>Third property will be developed as an Enhanced Behavioral Supports Home (EBSH) for adult males with delayed egress: 2 ambulatory, 2 non-ambulatory.</p> <p>The purpose of each First Amendment is 1) to establish milestones for renovation funding, and 2) for PL2188-999 only, per DDS approval, to increase the Maximum Funding Amount by \$234,571.</p>
4.	The Contract Term	<p>Thirty (30) year contracts effective June 1, 2023 through the earlier of (1) the date HDO is no longer owner of the Property or (2) May 31, 2053.</p> <p>The termination or expiration of the Agreement shall not affect the continued enforceability of the documents intended to survive its termination.</p>



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5.	The Total Amount of the Contract	<ol style="list-style-type: none"> 1. PL2186: \$350,000 Acquisition; \$400,000 Renovation 2. PL2187: \$350,000 Acquisition; \$400,000 Renovation 3. PL2188: Original: \$350,000 Acquisition; \$400,000 Renovation 1st amendment: \$379,597 Acquisition; \$604,974 Renovation
6.	The Total Proposed Number of Consumers Served	Each EBSH will have a capacity of 4 consumers
7.	The Rate of Payment or Payment Amount	<p>PL2186 and PL2187: Up to \$750,000 per project.</p> <p>Property Acquisition: Payment will be based on the actual cost of the property purchased and actual escrow fees up to either (1) a maximum contribution of 25% of the property purchase price and escrow fees; or (2) \$350,000; whichever is less.</p> <p>Renovation: \$400,000</p> <p>PL2188: Acquisition and Renovation: \$984,571</p>
8.	Method or Process Utilized to Award the Contract.	<p>Brilliant Corners was awarded funding through a Request for Proposal (“RFP”) process.</p> <p>Children’s EBSH RFP that was published by NLACRC on March 2, 2023 and closed on April 10, 2023. Applicant was selected on May 3, 2023.</p> <p>Adult EBSH RFP that was published by NLACRC on March 30, 2023 and closed on May 3, 2023. Applicant was selected on May 26, 2023.</p>
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	<p>Funding was established in NLACRC’s FY2022-2023 Community Placement Plan (“CPP”)/Community Development Resource Plan (“CRDP”) approved by DDS in part on February 1, 2023 and March 9, 2023, and amended on April 19, 2023. The acquisition of the property will be pursuant to DDS CPP Housing Guidelines for Fiscal Year 2018-2019, dated July 16, 2018 and DDS CPP/CRDP Guidelines for Fiscal Year 2022-2023, dated September 29, 2022.</p>



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9.	<p>Method or Process Utilized to Establish the Rate or the Payment Amount (continued)</p>	<p>During property acquisition, which has since completed escrow, on January 23, 2024, DDS approved increase to funding for PL2188-999 (NLACRC-2223-4). DDS will allocate the additional \$234,571 in FY 2022-23 CPP funds in the next allocation cycle.</p>
10.	<p>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</p>	<p>The renovation funding for the property acquired and the service provider start-up funding (who will operate the EBSH) will be provided by DDS shortly after NLACRC enters into a contract with Brilliant Corners for the acquisition funding.</p> <p>The restrictive covenant on the property acquired by Brilliant Corners for this project will not have a term limit on it.</p> <p>Brilliant Corners is the current owner of the following five (5) permanent housing projects to serve a maximum of twenty-one (21) consumers:</p>
	<p>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation (continued)</p>	<ol style="list-style-type: none"> 1. ARSPSHN: 5149 Babcock Avenue; Valley Village (Commencement date January 1, 2013) 2. SRF: 5651 Kelvin; Woodland Hills (Commencement date June 1, 2014) 3. SRF: 6532 Kelvin; Winnetka (Commencement date April 4, 2013) 4. SRF: 19638 Mayall Street; Northridge (Commencement date January 1, 2013) 5. EBSH: 35158 Wyse Road, Santa Clarita (Commencement date June 1, 2020) <p>There is a restrictive covenant on each of the above properties that establishes that the above properties shall be maintained and be utilized solely for the benefit of the individuals with developmental disabilities for a term of 55 years.</p> <p>The Funding Agreement (for above properties) and the CPP Housing Agreement (for this project) provides provisions that Brilliant Corners must demonstrate that are not included in the Restrictive Covenant, such as insurance requirements, maintaining records, reporting requirements, improvement requirements, management, repair, and maintenance requirements, and legal remedies if Brilliant Corners fails to comply with the Funding Agreement/ CPP Housing Agreement or Restrictive Covenant.</p>



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<p>11.</p>	<p>Additional reference:</p>	<p><u>ARFPSHN:</u> Adult Residential Facilities for Persons with Special Health Care Needs (5-bed facility), as per WIC, Section 4684.50-4684.75. Statute requires that ARFPSHN’s have operable automatic fire sprinkler system that is approved by the State Fire Marshal and that meets the national Fire Protection Association (NFPA) and an alternative power source to operate all functions of the facility for a minimum of six (6) hours in the event the primary power source is interrupted. Provide services to individuals with developmental disabilities who require 24-hour care and supervision and who have complex medical and health care service needs. Requires that the provider have licensed professional personnel on staff, such as a RN and LVN that can provide a variety of nursing interventions, including but not limited to tracheostomy care and suctioning, special medication regimes including injection and intravenous medications, management of insulin-dependent diabetes, treatment for wounds or pressure ulcers, pain management and palliative care, etc.</p>
	<p>Additional reference (continued):</p>	<p><u>EBSH:</u> Enhanced Behavioral Supports Homes (EBSH) (4 bed facility), as per WIC Section 4684.80-4684.87. Provide services to individuals with developmental disabilities who require 24-hour nonmedical care and who required enhanced behavioral supports, staffing and supervision in a homelike setting to support and address a consumer’s challenging behaviors, which are beyond what is typically available in other community facilities licensed as an adult residential facility or a group home. Requires a minimum of 16 hours of emergency intervention training for the service provider’s staff and additional training for direct care staff to address the specialized needs of the consumers.</p> <p><u>SRE:</u> Specialized Residential Facility-Habilitation (4-bed facility). Provide services to individuals with developmental disabilities who require 24-hour care and supervision and whose needs cannot be appropriately met within the array of other community living options available. Primary services include personal care and supervision services, homemaker, chore, attendant care, companion services, medication oversight to the extent permitted under State law. Incidental services may include therapeutic social and recreational programming provided in a home-like environment, home health care, physical therapy, occupational therapy, speech therapy, medication administration, intermittent skilled nursing services, and/or transportation as specified in the IPP. Provides 24-hour on-site response staff to meet scheduled or unpredictable needs.</p>



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The North Los Angeles County Regional Center’s (“**NLACRC**”) Administrative Affairs Committee reviewed and discussed the above three (3) CPP Housing Agreement Amendments (“**Amendments**”) and is recommending an action of the Board of Trustees to **Approve** the Contract.

Brian Gatus, Board Treasurer

February 29, 2024

Date



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Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the three (3) CPP Housing Agreements (“**Amendments**”) for Brilliant Corners and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Contracts between NLACRC and **Brilliant Corners** was reviewed and approved by NLACRC’s Board of Trustees on **March 13, 2024**.

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

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

Lillian Martinez, Board Secretary

March 13, 2024
Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Ultra Jiu Jitsu Academy

Vendor #: PL2144

Svc Code: 008, Sports Club

Date: 2/20/24

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

Vendor #	Service Code	Description
n/a		

Service Address: 26069 Bouquet Canyon Road, Santa Clarita, CA 91350

Service Description: UJJA teaches Jiu Jitsu (a martial art) and self-defense.

Jiu Jitsu is a highly skillful martial art that involves the use of leverage, angles, pressure, and timing to get an opponent to the ground and control him/her, then forcing him/her to submit by applying chokes or joint locks—there is no striking (e.g., punches, kicks). Jiu Jitsu has two main forms, Gi (wearing a kimono) and No-Gi (wearing a rashguard/T-shirt and shorts); No-Gi Jiu Jitsu is commonly called grappling. Originating in Japan, Jiu Jitsu was created to enable a smaller, weaker person to defend against, or even defeat, a larger and stronger opponent. Jiu Jitsu techniques can be learned and practiced by kids, adults, and seniors regardless of size, strength, or physical limitation—Jiu Jitsu can be enjoyed by everyone!

Jiu Jitsu is both a mental and physical workout that optimizes strength, endurance, balance, coordination, flexibility, self-control, and the ability to strategize and remain calm whilst under pressure—Jiu Jitsu is often referred to as chess for the body.

In addition to our live (in-person) classes, members also have access to our proprietary online curriculum (technique videos, pictures, and written descriptions).

Service Area: Santa Clarita Valley

U&C Rate Comparison:

- The Edge Martial Arts, \$149/M for children and adults
- Gracie Jiu-Jitsu Santa Clarita, \$150/M for children and adults
- Check Mat Valencia, \$199/M adults, \$169/M children; \$99/M equipment fee

Median Rate: Service code 008 does not have a median rate.

Staffing: n/a

Employment Component: n/a

Exceptional Conditions: n/a



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Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	First Amendment, Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Ultra Jiu Jitsu Inc. Vendor Number: PL2144 Service Code: 008
3.	The Purpose of the Contract	<p>The service provider will provide Sports Club services pursuant to Title 17, Section 54356 and the DDS published guidelines regarding Miscellaneous Services revised 05/10/2010. The service provider will provide Sports Club services for individuals with developmental and other disabilities who seek to improve or maintain physical, cognitive, and social wellbeing through the provision of a structured, supervised learning experience in a healthy, supportive, and culturally sensitive environment.</p> <p>The service provider is primarily engaged in providing jiu jitsu martial arts classes.</p> <p>Classes for children are provided at a maximum 1 coach to 6-8 student ratio and adult classes are provided at 1 coach to 10-20 student ratio. Monthly membership requires a minimum of one class per week attendance.</p> <p>The purpose of the First Amendment is to adjust the Usual & Customary rate from \$160 per month to \$175 per month effective September 1, 2023.</p>
4.	The Contract Term	Two (2) year contract effective 02/01/2023 through 01/31/2025

5.	The Total Amount of the Contract	Projected annual cost is \$42,000 per year, or \$84,000 over the entire two (2) year term of the contract based on provider's Usual & Customary rates. 20 consumers x \$175/month = \$3,500/M
6.	The Total Proposed Number of Consumers Served	Projected 20 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 Usual & Customary rates.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Sports Club services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Pursuant to 17 CCR, Section 57210(a)(19), the phrase "usual and customary rate" (" U&C Rate ") means the rate which is regularly charged to the general public by a vendor for a service that is used by both regional center consumers and/or their families and where at least 30% of the recipients of the given service are not regional center consumers or their families. There is not a median rate for service code 008.
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	None

The North Los Angeles County Regional Center's ("**NLACRC**") Administrative Affairs Committee reviewed and discussed the above Amendment to the Professional Services Agreement ("**Contract**") and is recommending an action of the Board of Trustees to **Approve** the Contract.

Brian Gatus, Board Treasurer

February 29, 2024

Date



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Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“**NLACRC**”) Board of Trustees reviewed and discussed the Amendment to the Professional Services Agreement (“**Amendment**”) for Ultra Jiu Jitsu Inc. and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Agreement between NLACRC and Ultra Jiu Jitsu Inc. was reviewed and approved by NLACRC’s Board of Trustees on **March 13, 2024**.

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

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

Lillian Martinez, Board Secretary

March 13, 2024
Date

NLACRC – VENDOR CONTRACT REQUEST – EXECUTIVE SUMMARY

Zooz Fitness

Vendor #: PL2143

Svc Code: 008

Date: 2/20/24

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

Vendor #	Service Code	Description
n/a	n/a	n/a

Service Address: 17650 Ventura Blvd. Encino, CA 91316

Service Area: San Fernando Valley

Service Description:

Zooz Fitness offers group fitness classes that provide an opportunity for individuals with developmental and other disabilities to practice functional training that will support their activities of daily living. Each class incorporates a variety of movements that focus on muscular strength, cardiovascular endurance, flexibility, mobility, and balance training. Routines are a combination of bodyweight and equipment-based training, and often include sport-specific movements (i.e. dribbling, kicking, hand-eye coordination, throwing, agility, jumping, lateral coordination, dancing, etc...). All of our training supports engaging with our underlying foundational systems, including our proprioceptive and vestibular senses.

Staffing:

Trainers are over age 21, must have CPR/First Aid certification, Live Scan clearance, and at least 1 year of fitness training experience.

Employment Component: n/a

Exceptional Conditions: n/a

Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	First Amendment Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	ZOOZ Fitness, LLC Vendor Number: PL2143 Service Code: 008
3.	The Purpose of the Contract	<p>The service provider will provide Sports Club services pursuant to Title 17, Section 54356 and the DDS published guidelines regarding Miscellaneous Services revised 05/10/2010. The service provider will provide Sports Club services for individuals with developmental and other disabilities to practice functional training that will support their activities of daily living. Each class incorporates a variety of movements that focus on muscular strength, cardiovascular endurance, flexibility, mobility, and balance training.</p> <p>The service provider is primarily engaged in providing Sports Club services.</p> <p>The purpose of the First Amendment is to add individual services to existing group classes.</p>
4.	The Contract Term	Five (5) year contract effective 01/01/2023 through 12/31/2027.
5.	The Total Amount of the Contract	<p>Projected annual cost is \$256,256.00 per year, or \$1,281,280.00 over the entire five (5) year term of the contract based on provider's Usual & Customary rates.</p> <p>45-minute class, individual (1:1 ratio): \$60/session 60-minute class, individual (1:1 ratio): \$80/session 60-minute class, group: \$28/session Average: \$56 Classes/Week: 11 <u>Consumers/Class: 8</u> (12 max; U&C serves 30% non-RC) \$4,928 projected weekly expenditure x 52 (weeks/year) ----- \$256,256 projected annual expenditure</p>
6.	The Total Proposed Number of Consumers Served	Projected 8 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 Usual & Customary rates.
8.	Method or Process Utilized to Award the Contract.	Based on vendorization requirements under statute and regulation for Sports Club services.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Pursuant to 17 CCR, Section 57210(a)(19), the phrase “usual and customary rate” (“ U&C Rate ”) means the rate which is regularly charged to the general public by a vendor for a service that is used by both regional center consumers and/or their families and where at least 30% of the recipients of the given service are not regional center consumers or their families.
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	None

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

Brian Gatus, Board Treasurer

February 29, 2024

Date

Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the Professional Services Agreement (“**Agreement**”, or “**Contract**”) for **ZOOZ Fitness, LLC** and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Agreement between NLACRC and **ZOOZ Fitness, LLC** was reviewed and approved by NLACRC’s Board of Trustees on **March 13, 2024**.

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

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

Lillian Martinez, Board Secretary

March 13, 2024
Date

REPORT ON PERSONNEL CLASSIFICATIONS

Center: North Los Angeles County Regional Center
(Effective February 2024)

Regional
Year: 2024

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

Personnel Classification	Hourly or Annual Salary Range
Accountant	\$33.05 - \$46.71
Accountant Junior	\$28.91 - \$40.86
Accounting/Payroll Analyst	\$35.65 - \$50.37
Accounting Specialist	\$25.35 - \$35.81
Accounting Specialist Senior	\$25.82 - \$36.50
Accounting Supervisor	\$46.30 - \$62.51
Administrative Assistant	\$28.06 - \$39.65
Aging Adult Specialist	\$28.91 - \$40.86
Applications Administrator I	\$36.17 - \$51.10
Assistant Psychological Supervisor	\$46.44 - \$55.29
Autism Program Clinical Services Specialist	\$42.12 - \$59.52
Autism Program Coordinator	\$42.12 - \$59.52
Behavioral Consultant	\$42.12 - \$59.52
Behavioral Services Manager	\$72.79 - \$98.27
Behavioral Services Supervisor	\$63.53 - \$85.77
Chief Consumer & Comm Services Officer	\$71.21 - \$109.47
Chief Financial Officer	\$85.72 - \$115.73
Chief Human Resources Officer	\$84.24 - \$113.73
Chief Informational Officer	\$97.68 - \$131.86
Clinical Services Director	\$110.16 - \$164.37
Community Services Director	\$68.68 - \$92.72
Community Living Specialist	\$28.91 - \$40.86
Community Services Manager	\$52.36 - \$70.69
Community Services Specialist (inclusive of HCBS, CPP, RQA)	\$28.91 - \$40.86
Community Services Specialist	\$28.91 - \$40.86
Community Services Supervisor - BS	\$43.84 - \$58.54
Community Services Supervisor - MS	\$45.53 - \$61.47
Consumer Advocate	\$21.85 - \$30.87
Consumer Services Coordinator	\$25.82 - \$38.56
Consumer Services Coordinator Specialist - Enhanced Case	\$28.91 - \$40.86
Consumer Services Coordinator Specialist - Floater	\$28.91 - \$40.86

REPORT ON PERSONNEL CLASSIFICATIONS

Personnel Classification	Hourly or Annual Salary Range
Consumer Services Coordinator Specialist – Officer of the Day	\$28.91 - \$40.86
Consumer Services Coordinator Specialist – Self-Determination	\$30.96 - \$43.74
Consumer Services Director	\$64.65 - \$87.28
Consumer Services Manager	\$52.36 - \$70.69
Consumer Services Specialist - Specialized	\$28.91 - \$40.86
Consumer Services Specialist - CPP	\$28.91 - \$40.86
Consumer Services Supervisor - BS	\$40.51 - \$54.69
Consumer Services Supervisor - MS	\$42.53 - \$57.42
Consumer Services Supervisor - CPP/CRDP/SDP	\$43.36 - \$58.54
Consumer Services Supervisor – LCSW	\$43.36 - \$58.54
Consumer Services Transition Liaison	\$30.96 - \$43.74
Contract Administration and Privacy Manager	\$47.15 - \$63.65
Contract and Compliance Specialist	\$30.96 - \$43.74
Contract and Compliance Supervisor	\$45.53 - \$61.47
Controller	\$67.50 - \$91.12
Deputy Director	\$78.69 - \$121.97
Deaf Specialist	\$30.96 - \$43.74
Diversity, Equity, and Inclusion Supervisor	\$43.36 - \$58.54
Director of Finance	\$69.06 - \$96.12
Due Process Officer	\$39.03 - \$58.93
Emergency Management Specialist	\$44.34 - \$59.86
Employment Services Specialist	\$28.91 - \$40.86
Executive Administrative Assistant	\$35.65 - \$50.37
Executive Director	\$108.17 - \$156.25
Facilities Services Manager	\$46.21 - \$62.38
Facilities Supervisor	\$39.32 - \$53.08
Fair Hearings and Administrative Procedures Manager	\$52.51 - \$70.89
Federal Revenue Supervisor	\$40.51 - \$54.69
Federal Revenues Specialist	\$28.91 - \$40.86
Health and Safety Specialist	\$28.91 - \$40.86
Human Resources Coordinator	\$31.38 - \$44.32
Human Resources Director	\$69.06 - \$96.12
Human Resources Generalist	\$33.38 - \$47.17
Human Resources Manager	\$53.12 - \$73.25
Human Resources Specialist I	\$31.38 - \$44.32
Human Resources Specialist II	\$32.95 - \$46.55

REPORT ON PERSONNEL CLASSIFICATIONS

Personnel Classification	Hourly or Annual Salary Range
Human Resources Supervisor	\$46.75 - \$63.11
Individuals with Disabilities Education Act Specialist (IDEA Specialist)	\$37.32 - \$52.73
Infrastructure Engineer	\$60.26 - \$74.06
Intake Associate	\$21.85 - \$31.81
Intake Specialist	\$28.91 - \$40.86
Intake Supervisor	\$42.53 - \$53.97
iSeries System Operator	\$30.77 - \$43.48
IT Business Analyst	\$42.75 - \$60.40
IT Director	\$71.20 - \$109.47
IT Operations Manager	\$67.10 - \$90.59
IT Specialist I	\$34.50 - \$48.75
IT Specialist II	\$36.17 - \$51.11
IT Support Manager	\$65.43 - \$88.33
IT Lead Training	\$31.38 - \$44.32
Judicial/Forensics Specialist	\$30.96 - \$43.74
Lead IT Specialist	\$42.75 - \$60.40
Lead Training Consumer Services Coordinator	\$33.05 - \$46.71
LGBTQ Specialist	\$28.91 - \$40.86
Medical Services Manager	\$93.48 - \$135.35
Nurse Consultant - LVN	\$37.55 - \$53.05
Nurse Consultant - RN	\$42.12 - \$59.52
Nursing Services Supervisor	\$59.04 - \$79.70
Office Assistant I	\$20.45 - \$28.89
Office Assistant II	\$20.99 - \$29.66
Office Assistant III	\$22.45 - \$31.73
Office Services Assistant	\$28.06 - \$39.65
Operations Accounting Supervisor	\$46.30 - \$62.51
Outreach Language Specialist – Armenian, Farsi, Tagalog	\$30.96 - \$43.74
Parent and Family Support Specialist	\$28.91 - \$40.86
Participant Choice Specialist	\$30.96 - \$43.74
Payroll Specialist	\$31.38 - \$44.32
Placement Specialist	\$28.91 - \$40.86
Psychologist, Ph.D.	\$45.33 - \$64.05
Psychological and Intake Manager	\$72.79 - \$98.27

REPORT ON PERSONNEL CLASSIFICATIONS

Personnel Classification	Hourly or Annual Salary Range
Psychological Services Supervisor	\$63.53 - \$85.77
Public Information Manager	\$54.74 - \$73.89
Public Information Specialist	\$28.91 - \$40.86
Public Information Supervisor	\$40.51 - \$54.69
Quality Improvement and Outcomes Manager	\$50.95 - \$79.91
Records and Document Management Supervisor	\$40.51 - \$54.69
Resource Developer (inclusive of CPP, Residential and Day Program)	\$28.91 - \$40.86
Resource Development Specialist	\$28.91 - \$40.86
Risk Assessment Specialist	\$28.91 - \$40.86
Risk Assessment Supervisor	\$40.51 - \$54.69
Senior Contract and Privacy Specialist	\$32.95 - \$46.56
Senior Clinical Psychological Specialist	\$50.83 - \$68.62
Senior Facilities and Records Manager	\$62.50 - \$77.22
Systems Administrator	\$54.76 - \$77.38
Technology Utilization Specialist	\$36.17 - \$51.10
Training and Development Supervisor	\$42.38 - \$57.21
Training Specialist I	\$31.38 - \$44.32
Training Specialist II	\$33.38 - \$47.17
Transfer Coordinator	\$20.45 - \$28.88
Vendor Coordinator	\$20.45 - \$28.88
Workforce & Employment Specialist	\$28.91 - \$40.86

North Los Angeles County Regional Center
Board of Trustees Policy

Board/Staff Interaction

- Board members are encouraged to meet with staff to enable members to familiarize themselves with regional center operations.
- Board members are encouraged to seek information from staff to enable members to discharge their duties as board members.
- If a board member has a concern from a parent or consumer, board member can connect with parent and family support specialists (**NLACRC Parent & Family Support Specialist Hotline 661-951-1220 or email at pfssupport@nlacrc.org**) to provide a timely response and follow up. Parent and Family Support Specialists will track this type of communication to ensure completion and resolution.
- For any communication between NLACRC staff and a board member regarding a consumer's a signed consent from legal guardian for release of information is necessary.


Consent Release
Records - Spanish.doc


Consent Release
Records - English.doc

- If a board member has a question or needs further information, board member can email board support boardsupport@nlacrc.org to provide the support as needed.
- If a board member's request to staff would require the staff member to allocate his or her time in a manner that interferes with his or her job responsibilities, the staff member should so inform the Executive Director, who will discuss with the Board President.
- When a board member's request for staff assistance has been met with a response that accommodation would require a reallocation of staff time away from the staff member's usual job responsibilities, the board member should redirect his or her request through the president of the board, the executive director, or the appropriate board committee.

North Los Angeles County Regional Center
Board of Trustees

**Disability Community Organization,
Service Provider, and Elected Representative Visit Policy**

Purpose

To build and promote greater knowledge, better understanding, and community partnerships between and among the center's Board of Trustees, disability community organization, service providers, and elected representatives within the center's service area.

Intent

During a trustee's term on the board, the trustee should become knowledgeable and familiar with the center's service provider community plus develop relationships with disability community organizations, elected representatives whose districts include the center. Typical disability community organizations include the Office of Clients Rights Advocacy, Disability Rights California, and the State Council on Developmental Disabilities. Elected representatives include federal, state, county, and local officials. To support the development and/or building of relationships with our stakeholders, each trustee is encouraged to visit disability community organizations, service providers, and/or elected representatives during the course of each fiscal year. Ideally, trustees should become knowledgeable and build relationships with service providers and elected representatives in the valley in which the trustee lives, given that a trustee's place of residence is one criterion for board membership. Visits also afford trustees the opportunity to share with disability community organizations, service providers, and elected representatives the activities and concerns of the board as they relate to the oversight of the regional center and the regional center system as a whole. Finally, as trustees conduct visits and report back to the board, the collective knowledge of the board will increase and solidify a stronger foundation for decision making.

In situations where the board wishes additional or more specific information on a disability community organization, service provider, or types of service, the agency or service provider will be invited to make a presentation at a meeting of the Board of Trustees. The center's executive director will arrange the presentation. After such presentation, the board may choose to send a delegation to conduct a visit.

Implementation

The Government & Community Relations Committee will develop a strategy that encompasses the purpose and intent of this policy, using their Framework for Strategy Implementation. Development of the strategy will take place in the current fiscal year for implementation in the upcoming fiscal year. Examples of types of events that will encompass this strategy are visits to service providers/elected representatives, participation in grass roots visits, attending a related non-profit agency's, organization's, or service provider's board meeting, etc.

[policy.bd.dcosperv] Reviewed: 02/29/24

North Los Angeles County Regional Center
Board of Trustees

**Disability Community Organization,
Service Provider, and Elected Representative Visit Policy
Framework for Strategy Implementation**

NLACRC board members must maintain an active role in building and sustaining relationships within our disability community organizations, elected representative, and service provider communities. As such, all board members **are expected and must participate** in a minimum of at least one disability community organization, legislative, and service provider event, although participation in more than one visit/event is highly encouraged.

The purpose of attending these types of events is typically to convey a message, deliver a regional center information package, discuss the center's position on an issue, show support, share information, education, and/or discuss legislative issues as they pertain to the regional center system. Upon completion of any visit, a board member should provide feedback on what happened during their visit at the next board meeting following the visit.

1. Visits to disability community organizations, service providers, and/or elected representatives:
 - Visits to disability community organizations and service providers are typically scheduled through the Board Support Executive Administrative Assistant.
 - Visits to elected representatives (outside of Grass Roots activities) are typically scheduled by the board members. Prior to any visit, board members can contact the Board Support Executive Administrative Assistant for a formal NLACRC information packet.
2. Participation in disability community organization, service provider, and elected representative events (examples):
 - Non-profit service provider or disability community organizations board meetings.
 - Service provider events (annual dinners, celebrations, etc.)
 - Elected representative events (outreach events, candidate forums, etc.)
 - Grass Roots elected representative visits.
 - Any other type of visit/event that encompasses the purpose and intent of the board's Disability Community Organization, Service Provider, and Elected Representative Visits Policy.

Many events can be found on the NLACRC website calendar of events or you can contact the Board Support Executive Administrative Assistant at boardsupport@nlacrc.org for more information.

North Los Angeles County Regional Center
Board of Trustees Policy Statement

Committee Chair Alternate

The office of Committee Chair alternate is established in Article V, Sections 10 and 11 of the bylaws of North Los Angeles County Regional Center. The Committee Chair alternate shall be member of the Board of Trustees and elected by the Board of Trustees. Committee Chair Alternate volunteers in this role to assume the position in the absence of the chair with willingness to lead the committee and exercise the responsibilities as set forth in this policy.

The duties of the Committee Chair Alternate include:

1. Willing to accept a leadership role as a Committee Chair alternate during board meetings.
2. Able to explain goals and objectives of the committee to execute committee responsibilities.
3. Able to work effectively in a large group and with individuals who may have differing opinions.
4. Willing to commit the time to fully participate in committee activities.
5. Participate in the committee preparation meeting as needed.

The Committee Chair alternate shall report to the Committee Chair and Board of Trustees regarding actions taken and assure that the board votes, when possible, on any issues requiring such action.

Board Self-Assessment (BSA)

BSA Types Available

- Board Self-Assessment for Nonprofit Boards
- Board Self-Assessment for Independent Schools
- Board Self-Assessment for Private Foundations
- Board Self-Assessment for Associations
- Board Self-Assessment for Community Foundations

“Assessing board performance is the most effective way to ensure your board members understand their duties and utilize effective good governance practices.”

The BSA is an easy online survey your board members take to assess your board performance. BoardSource recommends that boards assess their overall performance every two years and build tangible board development plans based on what they learn.

Our comprehensive tool covers board practices and policies in these areas of board responsibility:



The People

Board Composition
Board Structure
Board Meetings



The Culture

Leadership Culture & Dynamics



The Work

Mission, Vision, & Strategic
Direction
Funding & Public Image
Program Oversight
Financial Oversight
Chief Executive Supervision &
Oversight



The Impact

Perceptions of the Board's
Impact on Organizational
Performance

DEI Questions in the BSA

Questions in the BSA are related to the following topics:



The People

- **Board Composition**
- **Board Recruitment**

- **Board Orientation**
- **Social Interactions Outside Board Room**
- **Board Values**
- **Board Behavior**



The Culture



The Work

- **Candid Communication**
- **Inclusion in Board Programs and Services**

Frequently Asked Questions

Q: How long does the survey take?

A: 30-45 minutes on average per person

Q: Can we customize the survey?

A: We do not allow for any edits to be made to the survey at this time

Q: How quickly can we get this done?

A: Average project length is one month*.

*Estimate based on the following factors:

- a. Set-up: 3-5 business days
- b. Survey run time: 2 weeks
- c. Report creation & delivery: 3-5 business days



GETTING STARTED



1

You purchase an assessment product.
Online or by calling 202-349-2583.



2

We send you a purchase receipt with
an Assessment Intake Form.
On same date as purchase.
Assessment expires 1 year after
purchase.



3

You fill out Assessment Intake Form.
Depending on you and your timeline.



4

BoardSource sends you a confirmation
email.
Within 3-5 business days.

COMPLETING THE ASSESSMENT



5

You confirm the
assessment specifications.
Depending on you and your timeline.



6

BoardSource launches the survey and
sends each participant an email.
Based on confirmation of survey
details and the agreed-upon timeline.



7

BoardSource closes the survey.
Can be extended at your discretion –
two weeks recommended.



8

BoardSource sends data report(s) to
your facilitator.
Within 3-5 business days.

Pricing

Pricing for an assessment tool varies based on your membership with BoardSource. To learn more about our membership offerings, please [visit our website](#) or contact our member relations team at 202-349-2580 or members@boardsource.org.

Looking for more to help present your results to the full board? BoardSource offers the [DECK](#) as an add-on purchase option. The DECK contains 15-20 PowerPoint slides featuring highlights from your assessment results and basic comparison scores benchmarking your assessment scores against other nonprofit boards that have used our BSA tool.

Board Self-Assessment (BSA)

\$0 – \$549 Board Support Program Members | \$749 Individual Members | \$975 Nonmembers

DECK

\$399 Board Support Program Members | \$499 Individual Members | \$599 Nonmembers

Use your Results to...

Identify Gaps

- Identify gaps between expected and actual performance

Develop Shared Understanding

- Ensure that all board members have a shared understanding of the board and CEO's roles and responsibilities

Provide Context

- Provide a context for discussing opportunities to strengthen the board

Follow Best Practices

- Model accountability and enhance credibility for the organization among staff, volunteers, donors, and other constituencies

The final report for the BSA benchmarks your board's responses against other nonprofit organizations that have answered the same questions. Some find this helpful as you consider your board's performance relative to your peers across the country.

Testimonials

“I like that the board can do the assessment online and the information is compiled in a succinct way to present to the board upon completion. It is easy for board members to complete. The assessment helps the board understand where improvements can be made and work to make improvements in that area. For us, it is fundraising. It puts the issue front and center with them.”
— Jackie Mayo, HomeSource East Tennessee

“Customer service was highly responsive and most helpful. Overall, we feel that the survey provides great value for the money and time invested.” – Jim Williamson, Community Foundation of Greater New Britain, CT

“As a client, I was totally taken away by the depth of expertise, willingness to partner, level of service and the deep empathy for my nonprofit partners demonstrated by BoardSource staff. Hats off!”
– Atul Tandon , Tandon Institute



North Los Angeles County Regional Center

Service Standards

Adopted by the Board of Trustees
January 11, 2023

*Approved by the
Department of Developmental Services
September 19, 2023*

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North Los Angeles County Regional Center Service Standards

INTRODUCTION

North Los Angeles County Regional Center (NLACRC) is guided by the Lanterman Developmental Disabilities Services Act in the provision of services and supports for persons with developmental disabilities and their family members. The Act specifies activities and obligations the center must discharge to meet its responsibilities. NLACRC fully accepts these responsibilities and will endeavor to meet the needs of consumers¹ within the constraints of its budget.

As part of the activities conducted on behalf of a consumer by the NLACRC, services and supports may be purchased for a consumer as identified on his or her Individual Program Plan (IPP). However, consideration must first be given to viable generic and natural services and supports available to the consumer. Services and supports purchased on behalf of a consumer by the NLACRC must take into consideration the needs, preferences, and choices of the consumer. Services and supports should be flexible and individually tailored to the consumer and, where appropriate, his or her family. Finally, services and supports must be effective in meeting the goals and objectives on the consumer's IPP and reflect a cost-effective use of public resources.

Services and supports purchased on behalf of a consumer by NLACRC must assist the consumer to achieve the greatest self-sufficiency possible and to exercise personal choice. Furthermore, such services and supports, within the context of the IPP, must show a high preference to choices that result in allowing a minor to live with his or her family, an adult to live as independently as possible in the community, and a consumer of any age to interact with persons without disabilities in positive and meaningful ways. To ensure consumers have viable access to quality services and supports within their home communities, NLACRC will work in a collaborative effort with the Area Board and other private or public organizations to provide:

- **Information** - NLACRC will provide consumers with quality and timely information about options. Consumers cannot make informed choices without current and complete information about generic, community and vendored support services. Information may be disseminated in collaboration with the Area Board.
- **Advocacy** - NLACRC will advocate for publicly funded agencies to meet their legal responsibilities to serve consumers. NLACRC may conduct systems advocacy jointly with the Area Board and will work collaboratively with Disability Rights California to provide comprehensive advocacy training.

¹ This includes an adult or child with a developmental disability and/or a family member(s) who has primary or legal responsibility for a minor child who has a developmental disability

- **Options** - NLACRC will encourage and facilitate the creation of quality service and support options for consumers. In collaboration with NLACRC's Vendor Advisory Committee, community best practices standards will be developed and implemented.
- **Consumer Choice and Responsibility** - NLACRC will respect the choices of consumers and acknowledges their ability to accept responsibilities that may be consistent with those for persons without disabilities of the same age.
- **Excellence** - NLACRC accepts its responsibility for adopting policies that ensure the center is effectively and efficiently managed. Accordingly, the Board of Trustees ensures that services are purchased within the framework of the law and service standards as set forth by the board.
- **Responsiveness** - NLACRC will respond to the urgent and critical needs of consumers and/or their family members in a timely and professional manner. The center's Board of Trustees envisions that an appropriate response will be consistent with the consumer's or their family member's situation and may entail exercising greater flexibility as well as creativity in applying the center's service standards. In addition, the center maintains an after-hours business line, (818) 778-1900, to provide consumers, their family members and service providers in immediate need with access to the center.

NLACRC's service standards and policies do not include all possible therapies. Potential therapies will be considered upon review by NLACRC clinicians within the context of the planning team² process. NLACRC clinicians are California-licensed and/or board-certified health care professionals who may include, but are not limited to, physicians, psychologists, board certified behavior analysts, registered nurses, dentists, pharmacists, and registered dental assistants who are NLACRC staff or contractors.

NLACRC is prohibited from purchasing experimental treatments, therapeutic services or devices that have not been clinically determined or scientifically proven to be effective or safe or for which risks, and complications are unknown. In view of the often-complex nature of consumers' needs, it is recognized that some individual circumstances have not been anticipated by these service standards or service needs that occur infrequently. This may include other services and supports not specified in these standards. In such cases, the executive director may review staff recommendations and authorize purchase of service requests.

In adopting these standards, the Board of Trustees is acting in its role of establishing the service philosophy, standards, and general policy for NLACRC. The board delegates

2 Planning team means the individual with the developmental disability, the parents or legally appointed guardian of a minor, or the legally appointed conservator of an adult consumer, one or more regional center representatives, including the designated service coordinator pursuant to subdivision (b) of section 4640.7 and any individual, including the service provider, invited by the parents or legally appointed guardian of a minor, or the legally appointed conservator of an adult consumer.

responsibility for the general management of NLACRC and the establishment of operational policies and procedures consistent with these standards to the executive director pursuant to this action.

DRAFT

I. FAMILY SUPPORTS AND LIVING ARRANGEMENTS

Service and Procedural Standards

PHILOSOPHY

It is the philosophy of NLACRC that consumers and/or their family members should decide where they live. This means NLACRC will work with families to maintain their minor children at home when it is the families' preference and, for adult consumers, help them to access living options of their choice. To this end, NLACRC will work to empower consumers and their family members as well as advocate on their behalf. The regional center is dedicated to providing family support and will plan with each family to identify services that meet each unique need. As such, the planning team should consider each family's responsibility to provide typical supports.

FAMILY SUPPORT SERVICES & RESPITE

DEFINITIONS:

Family support services mean services and supports provided to a minor with a developmental disability or his or her family and that contributes to the ability of the family to reside together. These services may include respite, daycare cost assistance, personal assistance, adaptive equipment, advocacy, necessary appliances, counseling and mental health services.

Effective October 1, 2011, for consumers eligible for the Home and Community Based Services (HCBS)/Medicaid Waiver, daycare and respite services purchased using vouchers are required by law to be used in conjunction with a Financial Management Service (FMS) provider. An FMS provider assists a family member with verifying worker eligibility status, collecting and processing timesheets of worker(s), processing payroll, withholdings, filing and payment of applicable taxes and insurance, performing billing payments and reimbursements, and maintaining all source documentation related to the authorized service(s). This service arrangement is known as participant-directed services.

RESPITE SERVICES

- In-home respite services mean intermittent or regularly scheduled temporary non-medical care and supervision provided in the consumer's own home when the consumer resides with a family member.
- Cost-effective out-of-home respite service options may include temporary residential services, vendored weekend program (Saturday program), and other services designed to provide planned relief from the ongoing care and supervision of the consumer.

POLICIES

CHILDREN

It is the policy of NLACRC to empower and advocate for consumers and families to access existing personal and community resources, such as Early and Periodic Screening, Diagnosis, and Treatment (EPSDT), whenever possible to meet their family support needs. Thus, to the extent that the law requires, NLACRC will encourage families to use these resources before expending the center's funds. NLACRC will consider the provision of generic resources in the family support planning process when the authorization of the service, or some portion thereof, is for the expressed purpose of providing for the care and/or supervision of the child or for the purpose of providing respite to the child's caregiver. Additionally, the planning team must give consideration to the ordinary care, support, and supervision that a family must provide to a child of the same age without a disability and to cost-effectiveness.

The regional center may only purchase respite services when the care and supervision needs of a consumer exceed that of an individual of the same age without a developmental disability. As such, regional center-funded services will focus on services required by and resulting from the consumer's developmental disability. NLACRC will seek to provide effective family support services. This may include using creative and innovative approaches to meet objectives contained in the consumer's Individual Program Plan (IPP)/Individual Family Service Plan (IFSP) and represent a cost-effective use of public funds.

NLACRC will use the most commonly encountered situations to help in determining the typical level of support services for a minor consumer. The situations relate to the increasing care and supervision the minor may need based on his or her age and degree of disability. Finally, NLACRC cannot anticipate all situations, and therefore, individualized planning is essential. NLACRC recognizes that there may be circumstances in which a family needs an exceptional amount of respite services. Exceptional circumstances may include medical or behavioral conditions, either acute or chronic, which require an intense amount of care, supervision and/or treatment or an acute medical or physical condition that impacts the caregiver's ability to provide appropriate care and supervision to the minor consumer. Therefore, NLACRC's executive director or his or her designee may approve respite services at an exceptional level. The service coordinator must make a request for an exception, which must be reviewed by the Center's staffing committee; the committee will make a recommendation regarding the proposed family support plan. The service coordinator will reconvene with the family/caregiver to discuss the committee's recommendation and complete the individualized program planning process. In the event there is disagreement regarding the amount of respite services to be included in an individual's IPP, NLACRC will provide a written notice and appeal rights; please see the Fair Hearing Service Standard.

All respite purchase of service (POS) authorizations will be reviewed for Family Cost Participation Program eligibility and all eligible consumers will be subject to requirements of the program.

ADULTS

It is the policy of NLACRC to support adult consumers who choose to live in the home of a family member. To this end, NLACRC will provide support services that allow the caregivers periodic relief from the ongoing responsibilities of care and supervision. The regional center will typically purchase respite services when the care and supervision needs of a consumer exceed that of an individual of the same age without a developmental disability. Furthermore, it is the policy of NLACRC to empower and advocate for consumers and families to access existing personal and community resources, such as generic resources, whenever it is appropriate to meet family support needs. Thus, to the extent that the law requires, NLACRC will consider the provision of generic resources in the family support planning process when the authorization of the services, or some portion thereof, is for the expressed purpose of meeting the care and/or supervision needs of the individual or for the purpose of providing respite to the individual's caregiver. The need for respite often correlates to the consumer's increasing need for care and supervision due to the degree of his or her disability. Finally, NLACRC cannot anticipate all situations, and therefore, individualized planning is essential.

NLACRC recognizes that there may be circumstances in which a family needs an exceptional amount of respite services. Exceptional circumstances may include medical or behavioral conditions, either acute or chronic, which require an intense amount of care, supervision and/or treatment or an acute medical or physical condition that impacts the caregiver's ability to provide appropriate care and supervision to the minor consumer. Therefore, NLACRC's executive director or his or her designee may approve respite at an exceptional level. The service coordinator must make a request for an exception, which must be reviewed by the Center's staffing committee; the committee will make a recommendation regarding the proposed family support plan. The service coordinator will reconvene with the family/caregiver to discuss the committee's recommendation and complete the individualized program planning process. In the event there is disagreement regarding the amount of respite service to be included in an individual's IPP, NLACRC will provide a written notice and appeal rights; please see the Fair Hearing Service Standard.

DAY CARE SERVICES

DEFINITION:

Day care services mean services that provide appropriate non-medical care and supervision, while a parent is engaged in employment in or out of the home and/or engaged in educational activities leading to employment, to ensure the consumer's safety in the absence of family members. Day care services will attend to the consumer's basic self-help needs and other activities of daily living including interaction, socialization, and continuation of usual daily

routines which would ordinarily be performed by the family member. Day care services can be provided by a licensed family day care agency, a licensed childcare center, a licensed day-camp, preschool, a family member voucher arrangement, or through participant-directed services, if eligible.

POLICIES

CHILDREN

It is the policy of NLACRC to empower and advocate for consumers and families to access existing personal and community resources whenever possible to meet their day care needs. Thus, to the extent that the law requires, NLACRC will encourage families to use these resources before expending the center's funds. Additionally, that the planning team must give consideration to the ordinary care. This also means that consideration must be given to the ordinary care, support, and supervision that a family must provide to a child of the same age without a disability and to cost-effectiveness.

NLACRC may pay the cost of the day care services that exceed the cost of providing day care to a child without a disability when the child resides in the family home. NLACRC may pay in excess of this amount when a family can demonstrate a financial need and when doing so will enable the child to remain in the family home. All day care POS authorizations will be reviewed for Family Cost Participation Program eligibility and all eligible consumers will be subject to requirements of the program.

ADULTS

It is the policy of NLACRC to support adult consumers who choose to live in the home of a family member. The NLACRC acknowledges that adult consumers may require care and supervision in the absence of a caregiver and that parents/guardians/caregivers may not be able to provide constant ongoing care and supervision while engaged in employment or educational activities leading to employment. As such, NLACRC will provide day care services to adult consumers in need of care and supervision during the absence of their usual caregiver.

NLACRC will use the following factors in determining the need for day care services:

- Length of time the consumer is able to be left unsupervised.
- Availability of natural supports (family members, friends, neighbors, etc.).
- Parent's employment status and/or educational activities leading to employment.
- Consumer's involvement in a day program.
- Eligibility and/or use of generic services such as In-Home Support Services.

PERSONAL ASSISTANTS

DEFINITION

CHILDREN

Personal assistant services are to assist with bathing, grooming, dressing, toileting, meal preparation, feeding, and protective supervision is a typical parental responsibility for minor children. Personal assistant services for minor children will be considered on an exception basis when the needs of the consumer are of such a nature that it requires more than one person to provide the needed care. There may be exceptional circumstances as a result of the severity and/or intensity of the developmental disability that may impact the family's ability to provide specialized care and supervision while maintaining the child in the family home. Eligibility and/or use of generic services such as In-Home Support Services will be explored and accessed where possible prior to NLACRC funding as an exception.

ADULTS

Personal assistant services are to assist consumers who require support in the following areas of activities of daily living, including bathing, grooming, dressing, toileting, meal preparation, feeding, and protective supervision. Personal assistant services are intended to provide adult consumers with appropriate care and supervision and assist consumers in maintaining community living arrangements, including a living arrangement in the family home, if that is the consumer's preference.

POLICY

It is the policy of NLACRC to support adult consumers who choose to live in the home of a family member. The NLACRC acknowledges that adult consumers may require care and supervision in the absence of a caregiver and that parents/guardians/caregivers may not be able to provide constant ongoing care and supervision due to aging, declining health, or other mitigating factors. As such, NLACRC will provide personal assistant services to adult consumers in need of care and supervision and/or enhanced care and supervision.

NLACRC will use the following factors in determining the need for personal assistant:

- Length of time the consumer is able to be left unsupervised.
- Availability of natural supports (family members, friends, neighbors. etc.).
- Consumer's involvement in a day program.
- Eligibility and/or use of generic services such as In-Home Support Services, college/university special student services, or Department of Rehabilitation.
- Support based on an assessed need when a consumer's behavioral or medical issues are of such severity that a parent requires assistance in the home in order to adequately care for the consumer.

CAMPING, SOCIAL RECREATION AND NONMEDICAL THERAPIES

It is the policy of NLACRC to provide family support in a manner that allows parents and families to obtain planned relief from caregiving responsibilities for child and adults while meeting the care and supervision needs of the individual we serve. Camping, social recreation and nonmedical therapies that provide parent and families the opportunity to schedule time for relief may be considered to meet the individualized need of the parent/caregiver and family, as identified in the IPP. Please see the Camp, Social Recreation and Nonmedical Therapies Service Standard for definition and policies.

OTHER FAMILY SUPPORT SERVICES

DEFINITION

Other family support services may include, but are not limited to adaptive equipment, advocacy, necessary appliances and supplies, homemaker services, diapers, education and training services, and counseling and mental health services.

POLICY

NLACRC will provide other family support services as determined through the individual program planning process. This process must include consideration of typical parental responsibility to provide a similar service to a child without a disability, the availability of generic sources that have a legal responsibility to provide services (such as private health insurance, local education agencies, California Children's Services, and Medi-Cal), and the cost-effectiveness of services and service providers of comparable quality.

NLACRC may purchase diapers for children 3 years of age or older. NLACRC may purchase diapers for children less than three 3 years of age when a family can demonstrate a financial need and when doing so will enable the child to remain in the family home.

NLACRC may purchase van modifications for consumers to enable them to access the community when generic or natural supports are not available. Modifications must be consistent with the most cost-effective adaptation that meets the individualized need of the consumer and must represent the lowest of three bids from vendored service providers.

LICENSED RESIDENTIAL SERVICES

DEFINITION

Licensed residential services are designed to provide training and supervised living arrangements for children and adults with developmental disabilities in other than the individual's home or that of a family member. Residential services include community care facilities, foster homes for children and adults, health care facilities, and state developmental centers.

POLICY

It is the policy of NLACRC to help consumers obtain residential services based upon goals and objectives contained in their IPPs. NLACRC will also adhere to the following:

- Ensure that every viable alternative has been given to help families in maintaining their children at home, before considering out-of-home placement.
- Use only licensed facilities for residential services suitable to meet a consumer's needs. Within available licensed residential service alternatives, preference in placement will be as follows:
 - a. Family-like settings.
 - b. Small (6 beds or less) settings.
 - c. Placements integrated into community settings.
- Effective July 1, 2012, a regional center shall not purchase residential services from a State Department of Social Services licensed 24-hour residential care facility with a licensed capacity of 16 or more beds, with two exceptions:
 - a. The residential facility has been approved to participate in the Home and Community-Based Services Waiver or another existing waiver program or is certified to participate in the Medi-Cal program; or
 - b. The service provider has a written agreement and specific plan prior to July 1, 2012, with the vendoring regional center to downsize the existing facility by transitioning its residential services to living arrangements of 15 beds or less or restructure the large facility to meet federal Medicaid eligibility requirements on or before June 30, 2013.
- In order to maintain a consumer's preferred living arrangement and adjust their residential services and supports in accordance with changing service needs identified in the IPP, NLACRC may enter into a signed written agreement with a residential service provider for a consumer's supervision, training, and support needs to be provided at a lower Alternative Residential Model (ARM) rate level as indicated on the consumer's IPP rather than at the current ARM service level for which the residential provider is vendored to care for the other residents of the home. In such a case, NLACRC will ensure the following:
 - a. Services provided to other facility residents comply with the applicable service requirements for the facility's approved service level.
 - b. Protection of the health and safety of each facility resident.
 - c. Identification of the revised services and supports to be provided to the consumer whose needs have changed.
 - d. If the service needs of the identified consumer change such that the consumer requires a higher level of supervision, training, and support, NLACRC shall

provide supplemental support, alternatives or will consider pursuing an adjustment of the consumer's service level to meet the consumer's changing needs.

e. There is agreement between NLACRC, the consumer, and the service provider that the service provider can safely provide the services and supports needed by the consumer, as indicated in the IPP.

- Investigate appropriate and economically feasible alternatives for residential services within the center's catchment area before placing a consumer outside the area. If suitable services cannot be found within the area, NLACRC may seek service outside its area. NLACRC will set a priority on placing a consumer as close to his or her home community as possible, however, placements may be made anywhere in the state of California.
- Pursuant to statutory requirements, a consumer who has been convicted of a sex offense against a minor shall not be placed in a community care facility within one mile of an elementary school or community location where children are known to gather.³
- Pursuant to statutory requirements, a consumer for whom registration is required pursuant to the Sex Offender Registration Act⁴ shall not be placed in any residence within 2,000 feet of any public or private school or park or community location where children regularly gather.⁵
- Per statutory requirements, no consumer released on parole for imprisonment of an offense requiring registration pursuant to the Sex Offender Registration Act shall reside in a single-family dwelling with any other person required to register pursuant to the Sex Offender Registration Act unless those persons are legally related by blood, marriage, or adoption.⁶
- NLACRC can only authorize the purchase of an out-of-state residential service identified in a consumer's IPP when the director determines the proposed service or an appropriate alternative, as determined by the director, is not available from resources and facilities within the state. Prior to the expenditure of funds, NLACRC must seek the Department of Developmental Services' (DDS's) approval for funding an out-of-state residential service. The request must be submitted to the director of the DDS, in writing, signed by the executive director and include the following information:
 - a. Name and location of the out-of-state service provider and a description of the services to be provided to the regional center consumer;

3 Health and Safety Code Section 1564 (a).

4 Penal Code Section 290, et seq.

5 Penal Code Section 3003.5(b).

6 Penal Code Section 3003.5(a) This restriction is applicable during the period of parole.

- b. Verification that NLACRC has contacted the other state's agency responsible for providing services to individuals with developmental disabilities to confirm that the identified service provider is in good standing and is utilized by its home state in the provision of services;
- c. Verification that NLACRC has also contacted the other state's licensing or certification agency (as applicable to that state) and confirmed that the residential program is in good standing and authorized to provide services;
- d. Name of the educational agency that will be responsible for facilitating and funding educational services for the consumer, as applicable;
- e. NLACRC's plan for quarterly face-to-face monitoring of the consumer and his/her IPP objectives;
- f. NLACRC's plan for ensuring the out-of-state provider reports special incidents to the regional center in conformity with Title 17 regulations;
- g. Description of the consumer, his/her residential service needs, and current IPP;
- h. Proposed effective date for authorization to begin, period of time for which NLACRC is seeking authorization to expend state funds for the purchase of out-of-state residential services (up to six months per request), and the rate of payment; and
- i. The NLACRC's efforts to locate, develop or adapt an appropriate program for the consumer within the state, and an explanation of how the regional center determined that the out-of-state residential provider is appropriate and can meet the needs of the consumer (include whether referral was result of a fair hearing, court order, etc.).

The DDS may approve a request to purchase an out-of-state residential service for no more than six months per request, for the duration of any out-of-state placement. Should the regional center determine that funding of the service is needed for an additional six-month period or less, the regional center shall submit a new request for approval with all relevant information pursuant to the list above. In addition, the new request must include an updated report for inclusion in the consumer's IPP, summarizing the regional center's efforts to locate, develop, or adapt an appropriate program for the consumer within the state.

INDEPENDENT LIVING SERVICES

DEFINITION

Independent living services (ILS) are designed to give consumers the supports they may need to live in or transition to their own homes (whether leased, rented, or owned). NLACRC may provide this service on a permanent or periodic basis as defined on each consumer's IPP.

IIS offer individual or group training and support in some or all of the following areas: cooking; cleaning; shopping; menu planning; meal preparation; money management, including check cashing and purchasing activities; use of public transportation; personal health and hygiene; self-advocacy; social skill development; use of medical and dental services, as well as other community resources; community resource awareness such as police, fire, or emergency help; and home and community safety. The service may also help consumers to recruit, train, and hire individuals to provide personal care and other assistance including in-home supportive services workers. IIS are conducted in natural environments and activities are not simulated but are conducted as part of everyday life while participating and living in one's own community.

IIS include varying levels of instruction and support based on the consumer's needs. IIS may also be used with other services to promote the competence of parents who have a developmental disability.

POLICY

It is the policy of NLACRC to support consumers in selecting their living options. As such, NLACRC will work with adult consumers, and where appropriate their family members, to determine the type and amount of IIS required by consumers to live in homes they lease, rent, or own, homes of family members, or transition to homes they lease, rent, or own. In determining the provision of IIS, natural supports (such as family members) and generic resources (such as In-Home Support Services) must be explored as possible alternatives or adjuncts to IIS based on the consumer's identified need(s).

To make the determination of the amount of service needed, an assessment of the consumer's strengths and needs must be completed. The focus of the assessment should be based on specific needs for support and/or critical skills deficits identified in the IPP process. The assessment should use baseline information, specific measurable outcomes, and what methods and strategies will be employed to achieve them, as well as a recommendation for service frequency and intensity necessary to achieve progress towards identified outcomes.

The provision of IIS may entail the consumer moving from his or her family's home or licensed residential facility to a single or shared living arrangement. For others, the service may be provided to the consumer in the family's home or licensed residential facility, in preparation for moving to his or her own home or in supporting the consumer in the family's home.

For IIS related to transitioning to a more independent setting, IIS typically would be provided during the last six months prior to the planned move and there must be some indication that the consumer has, or will have, the necessary funds to make the move.

IIS may include varying levels of instruction and support based the individual's needs to maintain the ability to live and participate in the community. Continuation of training in specific areas is dependent on documented measurement of progress.

In the event that a consumer is a registered sex offender with applicable residency restrictions pursuant to Penal Code 3003.5, the consumer's residence must comply with the proximity requirements identified in the aforementioned code. ILS services may assist a consumer in locating a residence that meets the proximity requirements. In the event that a consumer chooses to reside in a location that violates the proximity requirements, the center will be unable to provide ILS services and supports. A decision to deny or terminate ILS services may be appealed through the fair hearing process; please see the Fair Hearing Service Standard.⁷

SUPPORTED LIVING SERVICES

DEFINITION

Supported living services (SLS) afford consumers the opportunity to live in homes they rent, lease, or own with support services available to the consumer in his or her residence as often and as long as needed. This service model allows the consumer to remain in his or her own home even if the support needs of the consumer change, provided that this is the consumer's preferred living option as documented on the IPP.

The range of SLS and supports available include, but are not limited to: assessment of consumer needs; assistance in finding, modifying and maintaining a home; facilitating circles of support to encourage the development of unpaid and natural supports in the community; advocacy and self-advocacy facilitation; development of employment goals; social behavioral, and daily living skills training and support; development and provision of 24-hour emergency response system; securing and maintaining adaptive equipment and supplies; recruiting, training, and hiring individuals to provide personal care and other assistance, (including in-home supportive services workers, paid neighbors, and paid roommates); providing respite and emergency relief for personal care attendants; and facilitating community participation.

A consumer is eligible for SLS upon a determination made through the IPP process that the consumer:

- Is at least 18 years of age.
- Has expressed directly or through the consumer's personal advocate, as appropriate, a preference for:
 - a. SLS among the options proposed during the IPP process, and
 - b. Living in a home that the consumer chooses and is not the place of residence of a parent, conservator, or caregiver of the consumer. Consumers will not be denied eligibility for SLS solely because of the nature and severity of their disabilities.

POLICY

⁷ Penal Code Section 3003.5 states that it is unlawful for any person for whom registration is required, pursuant to Section 290, to reside within 2000 feet of any public or private school or park where children regularly gather. Penal Code 290 is also known as the "Sex Offender Registration Act."

It is the policy of NLACRC to support consumers in their choice of living options. SLS are such an option and NLACRC will work with adult consumers and/or their family members to develop individualized supported living service plans that reflect the consumer's choices about where and with whom he or she lives as well as the selection of service providers. Plans must include an assessment of the consumer's preferences and needs (inclusive of comprehensive strategies to ensure the availability of paid and unpaid members to comprise the consumer's circle of support group), strategies that detail how the consumer's emotional, social and recreational needs will be met, and schedules of amounts and types of training and support activities to be provided. Finally, the provision of SLS must be effective in meeting the goals and objectives contained in the consumer's IPP and be a cost-effective use of public funds.

NLACRC will confirm that all appropriate and available sources of natural and generic supports have been utilized to the fullest extent possible for a consumer living in a supported living arrangement.

Effective July 1, 2011, for consumers receiving SLS who share a household with one or more adults receiving SLS, NLACRC will consider whether efficiencies in the provision of service may be achieved if some tasks are shared, meaning the tasks can be provided at the same time while still ensuring that each person's individual needs are met. These tasks shall only be shared to the extent they are permitted under the Labor Code and related regulations. At the time of development, review, or modification of a consumer's IPP, for housemates currently in a supported living arrangement or planning to move together into a supported living arrangement, or for consumers who live with a housemate not receiving supported living services who is responsible for the task, NLACRC will consider, with input from the service provider, whether any tasks, such as meal preparation and cleanup, menu planning, laundry, shopping, general household tasks, or errands can appropriately be shared. If tasks can be appropriately shared, NLACRC will purchase the pro-rated share of the activity. Upon a determination of a reduction in services, NLACRC will inform the consumer of the reason for the determination and shall provide a written notice of fair hearing rights pursuant to Welfare and Institutions Code, Section 4701.

STANDARDIZED ASSESSMENT QUESTIONNAIRE

To ensure that consumers in or entering supported living arrangements receive the appropriate amount and type of supports to meet the person's choice and needs as determined by the IPP team and that generic resources are utilized to the fullest extent possible, the IPP team shall complete a standardized assessment questionnaire at the time of development, review, or modification of a consumer's IPP.

The questionnaire shall be used during the team meetings, in addition to the provider's assessment, to assist in determining whether the services provided or recommended are necessary and sufficient and that the most cost-effective methods of supported living are utilized.

The IPP team shall utilize the standardized assessment questionnaire developed and provided to the regional centers by the Department of Developmental Services.

RENT, MORTGAGE, AND LEASE PAYMENTS

Rent, mortgage, and lease payments of a supported living home and household expenses are the responsibility of the consumer and any roommate who resides with the consumer.

NLACRC shall not make rent, mortgage, or lease payments on a supported living home, or pay for household expenses of consumers receiving SLS, except under the following circumstances:

- The executive director of the regional center verifies in writing that making the rent mortgage, or lease payments or paying for household expenses is required to meet the specific care needs unique to the individual consumer as set forth in an addendum to the consumer's IPP, and is required when a consumer's demonstrated medical, behavioral, or psychiatric condition presents a health and safety risk to himself or herself, or another.
- During the time period that regional center is making rent, mortgage, or lease payments, or paying for household expenses, the SLS vendor shall assist the consumer in accessing all sources of generic and natural supports consistent with the needs of the consumer.

NLACRC shall not make rent, mortgage, or lease payments on a supported living home or pay for household expenses for more than six months, unless NLACRC finds that it is necessary to meet the consumer's particular needs pursuant to the IPP. The regional center shall review a finding of necessity on a quarterly basis and the executive director shall annually verify that the requirements set forth in paragraph (1) above continue to be met.

If NLACRC has been contributing to rent, mortgage, or lease payments or paying for household expenses prior to July 1, 2009, the service coordinator shall, at the time of IPP review, determine if these contributions are still needed. If these contributions are no longer appropriate, a transition plan to end regional center's contributions (not to exceed 6 months) is permitted.

IN-HOME SUPPORT SERVICES

NLACRC shall not purchase SLS for a consumer to supplant In-Home Support Services.

NLACRC shall not purchase supportive services for a consumer who meets the criteria to receive, but declines to apply for, in-home supportive services⁸ benefits. The regional center's executive director may waive this if there is a finding that extraordinary circumstances exist.

8 Supportive Services include domestic services, related services, heavy cleaning, personal care services, accompaniment to health-related appointments or alternative resource sites, yard hazard abatement, protective supervision, teaching and demonstration directed at reducing the need for other supportive services, and paramedical services.

SEX OFFENDERS

In the event that a consumer is a registered sex offender with applicable residency restrictions pursuant to Penal Code 3003.5, the consumer's residence must comply with the proximity requirements identified in the aforementioned code. SLS services may assist a consumer in locating a residence that meets the proximity requirements. In the event that a consumer chooses to reside in a location that violates the proximity requirements, the center will be unable to provide SLS services and supports.⁹ A decision to deny or terminate SLS services may be appealed through the fair hearing process; please see the Fair Hearing Process Service Standard.

EXCEPTION PROCEDURE

NLACRC cannot anticipate all requests for family support services and living arrangements. It is recognized that some individual needs are so unique that they are not addressed in this service standard. Therefore, NLACRC's executive director or his or her designee may grant exceptions. The planning team must make a request for an exception to the center's staffing committee. The committee must review the request and make a recommendation to the executive director.

⁹ Panel Code Section 3003.5 states that it is unlawful for any person for whom registration is required, pursuant to Section 290, to reside within 2000 feet of any public or private school or park where children regularly gather. Penal Code 290 is also known as the "sex Offender Registration Act."

II. SOCIAL RECREATION, CAMP, AND NON-MEDICAL THERAPIES

Service and Procedural Standards

PHILOSOPHY

It is the philosophy of NLACRC that people with developmental disabilities have access to age appropriate social/recreational activities that promote community integration. NLACRC believes that such activities are an important and necessary part of all people's lives. These activities help to ensure a person's emotional well-being, promote and develop friendships, and enhance social opportunities. As such, NLACRC will promote the participation of people with developmental disabilities in meaningful social/recreational activities. Activities such as camp, social recreation and nonmedical therapies are often considered social/recreational in nature, however, may meet other needs in the IPP such as those related to family support, social skills development, or community inclusion.

NLACRC seeks to support and empower families to maintain their children at home when it is the families' preference. The Center is dedicated to providing family support services that meet unique and individualized needs. NLACRC also supports the empowerment of consumers to have increased opportunities to enhance their social skills and friendships. NLACRC believes social skills development is essential to establishing and maintaining friendships, fostering emotional development, academic success, and teaching skills that will be important for employment later in life. NLACRC recognizes that socialization, leisure, and recreation activities are valuable and may remove barriers to facilitate consumers' full participation in a broad range of community opportunities. Inclusion in one's community is an important consideration in the program planning process, and toward that end, the planning team must consider those social recreational opportunities available that will support an individual's inclusion in an integrated setting when that setting meets the individualized needs of the consumer.

A regional center shall not require a consumer or family member to:

- (1) Exhaust services under the In-Home Supportive Services program in order for their regional center to consider funding or to authorize purchasing social recreation services, camping services, and nonmedical therapies, including, but not limited to, specialized recreation, art, dance, and music.
- (2) Exchange respite hours or any other service or support authorized by the regional center for service hours of social recreation services, camping services, or nonmedical therapies, including, but not limited to, specialized recreation, art, dance, and music, as a condition of service authorization by the regional center of social recreation services, camping services, and nonmedical therapies.
- (3) Pay a copayment, or a similar shared pay arrangement aimed at offsetting costs in order

to receive social recreation services, camping services, or nonmedical therapies, including, but not limited to, specialized recreation, art, dance, and music.

Lastly, NLACRC seeks for individuals with intellectual and developmental disabilities to have access to age-appropriate, non-medical therapies when they are needed as a family support service, opportunity for social skills development, or choice and preference for accessing community integration and socialization in the community. When developing a family support plan the focus is on the individual and the family of the individual with developmental disabilities and the needs and preferences of the individual and the family, when appropriate. The provision of services to consumers and their families is intended to meet the goals stated in the individual program plan, reflect the preferences and choices of the consumer, and reflect the cost-effective use of public resources.

CAMP AS A FAMILY SUPPORT SERVICE

DEFINITION

Family Support Services mean services and supports that are provided to individuals with an intellectual or developmental disability and their family that ultimately contributes to the ability for the family to have the supports necessary to continue to reside together.

POLICY

NLACRC will authorize camp as a family support service for children and adults when it is identified for increased access and inclusion, in the individual program plan, the camping service is an effective means of meeting the individualized need of the child as an outcome in the individual program plan.

CAMP AS A FORM OF DAYCARE

DEFINITION

Day care services mean services that provide appropriate non-medical care and supervision, while a parent is engaged in employment in or out of the home and/or engaged in educational activities leading to employment, to ensure the consumer's safety in the absence of family members. Day care services will attend to the consumer's basic self-help needs and other activities of daily living including interaction, socialization, and continuation of usual daily routines which would ordinarily be performed by the family member. Day care services can be provided by a licensed family day care agency, a licensed childcare center, preschool, a family member voucher arrangement, or through participant-directed services, if eligible. A share of cost will not be assessed for camp as a form of daycare.

POLICY

NLACRC will authorize camp as a form of daycare service for children and adults when parent is engaged in employment in or out of the home and/or engaged in educational activities leading to employment, to ensure the consumer's safety in the absence of family members and this service will meet a need identified in the individual program plan.

SOCIALIZATION, LEISURE, AND RECREATION SKILLS

DEFINITIONS:

Socialization, leisure, and recreation services are those services and supports designed to enhance the development of appropriate socialization skills for children who may have social skill challenges which limit age-appropriate socialization opportunities or adults who may have difficulty in developing friendships.

Social skills are those abilities and behaviors needed to initiate, plan, explore and participate in meaningful, age-appropriate social relationships and activities.

Social skills challenges may include but are not limited to: excessive shyness or passivity; limited responses to social approaches by others; inappropriate social interactions (e.g., teasing/bullying); excessive friendly advances toward others; socially unacceptable mannerisms, difficulty in developing friendships, and other behaviors (easily frustrated, resistive) that might interfere with appropriate social interaction with peers and others.

Social/recreational activities help individuals to learn and develop age-appropriate social skills. Also, these activities provide opportunities in both integrated and specialized settings to engage in hobbies, participate in recreational events, and pursue leisure interests. Typically, consumers access and participate in social/recreational activities via their families, residential services, or day programs.

In communities where such opportunities are not available to persons with developmental disabilities, NLACRC will encourage publicly and privately funded socialization, leisure, and recreational programs to adapt their services in order to accommodate our consumers. NLACRC also recognizes that some individuals with intellectual and developmental disabilities are precluded from participation in typical social activities by virtue of their behavior, physical condition, or level of skill.

POLICY

It is the policy of NLACRC to advocate and supply information to consumers, their family members, and service providers on social/recreational activities. This will enable consumers, their family members, and/or service providers to arrange for individual or group social/recreational activities.

When an individual's behavior, physical condition, or level of functioning precludes participation in most social activities, and their day services do not provide social/recreational opportunities, a specialized program may be indicated to develop the specific social skills needed for that individual. In those instances, the goal of the program would be for the consumer to acquire the social and behavioral skill(s) identified in the consumer's Individual Program Plan (IPP) to enable the consumer to participate in more integrated social/recreational opportunities.

For consumers whose individual social/recreational needs are met through the natural involvement in one's family activities or residential service program, services may be funded to enhance access and community inclusion. The provision of services to consumers is intended to meet the goals stated in the individual program plan, reflect the preferences and choices of the consumer, and reflect the cost-effective use of public resources.

Such children and adults often require supports that are absent from many typical social/recreation programs. Accordingly, NLACRC will purchase socialization, leisure and recreation services or supports under the following circumstances:

- When the consumer is eligible for regional center services;
- The NLACRC program planning has determined that the consumer has social skill challenge(s), as defined above, and such challenge(s) has been documented in the consumer's IPP; and
- An opportunity has been identified to achieve an improvement in the consumer's social, recreational and leisure life in the community or to develop friendships and there is an agreement that a habilitative service designed to teach social skills is needed; and
- NLACRC will **not** typically purchase a segregated (or not mainstream) socialization program when there is a generic service which is willing (either with or without supports) to include the consumer in its activities unless a unique situation warrants consideration of the segregated program in this circumstance; and
- The consumer's Individual Program Plan will include specific desired outcomes and plans to develop social skills or friendships with the overall goal of including the consumer into social/recreation activities with nondisabled peers; and
- The use of segregated (or not mainstream) socialization programming will be reviewed at regular intervals not to exceed six months. Program planning and progress toward participation in integrated or typical social recreation programs will be reviewed annually.
- In determining the frequency/duration of socialization, leisure or recreation skill development for a child with a developmental disability, care is taken not to unduly interfere with the time that families spend together in social activities during weekends and vacations; and
- Consumers who live in community care and health care residential homes are entitled

to receive social, leisure and recreation services as part of such residential programming as a rule these services may not be purchased for consumers who reside in such licensed homes. Please note, exceptions will be considered when the request for social, leisure, or recreation does not duplicate or enhances current programming that achieves these goals.

- NLACRC will support funding a support staff to assist the consumer in their social, leisure and recreational programming to increase positive behavioral, social and/or emotional skills for consumers who are currently unable to access other resources or in mainstream settings.

SOCIAL RECREATION SERVICES AS A FAMILY SUPPORT SERVICE

DEFINITION

Social/recreational activities help individuals to learn and develop age-appropriate social skills. Also, these activities provide opportunities in both integrated and specialized settings to engage in hobbies, participate in recreational events, and pursue leisure interests.

POLICY

NLACRC will authorize social recreational activities as a family support service for children and adults when the provision of the service will provide parents and/or caregivers relief from the demanding care and supervision of the consumer, as demonstrated in the individual program plan (IPP), and the use of a social recreational activity is an effective and cost-effective way of achieving a family support outcome in the IPP.

NON-MEDICAL THERAPIES

DEFINITIONS:

Nonmedical therapies are services used alongside evidence-based interventions or conventional treatments. These therapies can support habilitative services and may improve an individual's quality of life.

Social skills are those abilities and behaviors needed to initiate, plan, explore and participate in meaningful, age-appropriate social relationships and activities.

Social skills challenges may include but are not limited to: excessive shyness or passivity; limited responses to social approaches by others; inappropriate social interactions (e.g., teasing/bullying); excessive friendly advances toward others; socially unacceptable mannerisms, difficulty in developing friendships, and other behaviors (easily frustrated, resistive) that might interfere with appropriate social interaction with peers and others.

POLICY

In communities where such opportunities are not available to persons with developmental disabilities, NLACRC will encourage publicly and privately funded socialization, leisure, and recreational programs to adapt their services in order to accommodate individuals with developmental disabilities. NLACRC also recognizes that some individuals with intellectual and developmental disabilities are precluded from participation in typical social activities by virtue of their behavior, physical condition, or level of skill, and as such, may need specialized services or adaptations to generic services in the community to meet their individualized needs.

NON-MEDICAL THERAPIES AS A FAMILY SUPPORT SERVICE

DEFINITION

Non-medical therapies include equine therapy, music therapy, dance therapy, art therapy and specialized recreation therapy.

POLICY

NLACRC will authorize non-medical therapies as a family support service for children and adults that are designed to provide the acquisition of skills to promote community inclusion and socialization opportunities. Non-medical therapies requested as a form of family support will not be authorized as a clinical therapy or treatment.

NON-MEDICAL THERAPIES AS A SOCIALIZATION SERVICE

PHILOSOPHY

Non-Medical Therapies such as equestrian therapy, music therapy, art therapy, and dance therapy, may provide individuals with opportunities to enhance social skill development through the development of relationships with community members and opportunities to practice social skills. Therefore, non-medical therapies may be considered in the program planning process when the planning team has identified an IPP outcome related to social skills development.

POLICY

NLACRC will purchase non-medical therapies under the following circumstances:

- When the consumer is eligible for regional center services; and
- The NLACRC program planning has determined that the consumer has social skill challenge(s), as defined above, and such challenge(s) has been documented in the consumer's record; and
- An opportunity has been identified to achieve an improvement in the consumer's social skills or to develop friendships and there is an agreement that a habilitative service

designed to teach social skills is needed; and

- NLACRC, the consumer, the family and other program planning team members such as service providers have assessed and determined that most appropriate service to support the consumer's social skills development is through participation in a nonmedical therapy; and
- The program planning team certifies that typical social/recreational programs available in the community have been considered, and are not an appropriate option due to the individualized needs of the consumer; and
- The consumer's Individual Program Plan will include specific desired outcomes and plans to develop social skills or friendships with the overall goal of including the consumer into social/recreation activities with nondisabled peers; and
- Program planning and progress toward enhanced social skills will be reviewed annually.
- In determining the frequency/duration of participation in a nonmedical therapy for a child with a developmental disability, care will be taken not to unduly interfere with the time that families spend together in social activities during weekends and vacations.
- Consumers who live in community care and health care residential homes should be provided opportunities to socialize, and thus practice social skills, as part of residential programming. Please note, exceptions will be considered when the request for a nonmedical therapy does not duplicate or enhances current programming that achieves these goals.

NON-MEDICAL THERAPIES AS HABILITATION, THERAPY, OR TREATMENT

Therapies must be evidenced-based in order to be considered habilitative and in order for NLACRC to have the statutory authority to purchase. It is the policy of NLACRC to refrain from purchasing non-medical therapies as a therapeutic/medical treatment as non-medical therapies have yet to demonstrate clinical efficacy and evidence of effectiveness as a clinical therapy. Please know, regional centers do not have the statutory authority to purchase experimental treatments, therapeutic services, or devices that have not been clinically determined or scientifically proven to be effective or safe or for which risks, and complications are unknown. Experimental treatments or therapeutic services include experimental medical or nutritional therapy when the use of the product for that purpose is not a general physician practice.

EXCEPTION PROCEDURE

NLACRC cannot anticipate all requests for family support services and living arrangements. It is recognized that some individual needs are so unique that they are not addressed in this

service standard. Therefore, NLACRC’s executive director or his or her designee may grant exceptions. The planning team must make a request for an exception to the center’s staffing committee. The committee must review the request and make a recommendation to the executive director.

DRAFT



North Los Angeles County Regional Center

Director's Report

March 13, 2024

1. **LEGISLATIVE**

ARCA has joined community stakeholders, including the Lanterman Coalition, in opposing any delay of the final provider rate increases. An opinion article in the Capitol Weekly emphasizes the importance for California policymakers to continue to invest in the developmental services system including equity and service capacity. The proposal would result in the overall loss of \$1 billion in anticipated funding including \$400 million from federal sources. Quoting Amy Westling "Sustained funding and long-term investments remain critical to serving Californians with developmental disabilities". Efforts must continue to reach policymakers and the Administration to ensure continuous progress for individuals with developmental disabilities.

The California Policy Center for Intellectual and Developmental Disabilities has a new report out titled "Homelessness and Housing Needs for Adults Served by the Department of Developmental Services and the Regional Center System in California." The report includes policy recommendations regarding housing needs of people with developmental disabilities. This report aligns with the emphasis of NLACRC Strategic Plan focus area 5 "Safe, Affordable and accessible housing".

2. **Department of Developmental Services**

NLA received information on the expansion of permissible training topics and the updated timeline to submit training requests for the Early Start Provider Training initiative, funded through the American Rescue Plan Act (ARPA) of 2021. Permissible training topics have been expanded to include the following: Family engagement practices in early intervention; and Coursework for Associate of Science degrees and licensure for Speech-Language Pathology, Occupational Therapy, and Physical Therapy. The cost for training fees and/or staff time to attend training are reimbursable. Early Start providers have a deadline of 9/30/24 to submit their requests to NLA.

On February 21, 2024 California Health and Human Services Agency (CalHHS) announced the establishment of a Master Plan for Developmental Services Stakeholder Committee that will develop the Plan to be released by March 2025. The Stakeholder Committee consists of a diverse group of individuals who bring varying backgrounds and experiences. In addition to the Stakeholder Committee, there will be subcommittees with subject matter experts, community partners, individuals with intellectual and developmental disabilities, and family members.

DDS has introduced TBL that would permanently eliminate the AFPP and FCPP fees charged to families. These have both been suspended since the beginning of the pandemic.

3. **Coordinated Family Supports:**

Community Services department has created a series of information sessions regarding Coordinated Family Supports (CFS). These sessions, created for Case Management include information regarding the newly published CFS Directives issued by the Department of Developmental Services (DDS), as well as introductions to new CFS providers. The CFS Info Sessions are scheduled for February 27, March 26, and April 23.

CFS identifies and provides supports, assistance and training for the consumer and their family in navigating comprehensive services and supports that are tailored to meet their unique needs, provides

additional information & resources, assists with scheduling of service delivery including medical and other appointments, and identifies backup providers/supports for future planning.

4. DDS Direct Service Professional Training Stipend Program:

As of 2/27/2024 there are 46,590 individuals registered for this program.

5. Association of Regional Center Agencies (ARCA):

ARCA is recommending for the state to consider the following principles: the preservation of the entitlement to needed services and supports as defined in the Lanterman Act, ensuring the equitable availability of flexible and sustainable services needed to help individuals achieve person-centered outcomes, the alignment of policies and available supports based on California’s Employment First Policy, to support community inclusion and participation including accessible transportation, leveraging innovative technology and proactively prepare for the changing service needs of people served across their lifespans considering diagnostic and demographic trends.

Also working in conjunction with DDS, ARCA continues their work in the following focus areas: Rate Model Implementation; Equity Next Steps as DDS is engaging in conversations with Georgetown University for a potential new study to better understand the source of inequities and make recommendations; Creating a consistent Respite assessment tool ; Provisional Eligibility and how to implement the expansion of provisional eligibility to children in the Early Start program; ICF lag payments; and DSP Training Stipend Program.

6. State Council on Developmental Disabilities (SCDD)

NCI Surveys- Running through June 2024, DDS with the support of the State Council on Developmental Disabilities (SCDD) is conducting data collection for: (1) families with an adult with IDD living in their home, (2) families or guardians of an adult with IDD who does not live in their family home and (3) families with a child with IDD. A report will be provided as surveys are received.

7. CENTER OPERATIONS

I. NLACRC Purchase of Service public meeting for fiscal year 2022/2023 will take place on March 26 at 10 am & March 27 at 6 pm. Information for the meeting can be accessed through our website.

II. ARCA Grass Roots gathering in Sacramento will be held on April 1st and April 2nd.

III. Tuition Reimbursement Status- 9 approved, 3 pending, 1 denied

A. Staffing Data

February New Hires: 1st cycle and 2nd cycle

- **2.12.24 – 4**
- **2.26.24 - 8**

a. Staffing Changes

- **Transfers – 3**
- **Promotions 5**
- **Terminations - 6**

b. Recruitment- to date as of 2/29/2024

- **# of Offers Accepted - 35**
- **# of pending offers - 1**
- **# of Declines – 14**

In collaboration with People Scout recruitment company, a virtual hiring fair was conducted on February 28, February 29, and March 1. A total of 130 individuals registered and 51 interviews were scheduled for the 3 days. We continue ongoing recruitment and interviews to fulfill vacancies.

B. Quality Assurance

For the month of February 2024, Community Services conducted 80 residential visits as follows:

- 32 unannounced visits
 - 26 - CCFs, 6 - ICFs, 0 - FHAs, 0- FFA (14 AV, 18 SFV/SC)
- 20 Annual Reviews – CCF and Day Program (8 AV, 12 SFV/SC)
- 28 Other: 0 Virtual, 28 In-Person Visits (DDS Reviews, New Provider Orientation, QA/RD Walkthrough, 7 Day visit, SIR Follow/Complaint/CAP Follow-up, Attempted Unannounced Visits – provider was not home)
- 1 Corrective Action Plans developed with residential providers
- 0 Plan of Improvement with a non-residential provider

C. Consumer Statistics

As of February 2024, the Center served 35,766 consumers and applicants, including 4,926 in Early Start, and 28,088 (increase of 144) in the Lanterman program. The Center’s San Fernando Valley Office serves 22,575 individuals, Antelope Valley serves 8,785 and the Santa Clarita Office serves 3,893 (these totals include applicants, and individuals served under Lanterman and the Early Start programs).

Upcoming 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 March 19, 2024

Disability Rights California’s next board meeting has not yet been announced

Residential and Day Program Quality Assurance Monitoring Activities
January 2024 - December 2024

Month	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Totals
# of Res'l & Day QA Staff	6	7											
# Annual Facility Monitoring Visits	23	20											43
# Unannounced Visits	31	32											63
# Corrective Action Plans Issued	2	1											3
*Substantial Inadequacies Cited:													
1.Threat to Health or Safety													
2.Provision of fewer staff hours than req'd	1												
3.Violations of Rights		1											
4.Failure to implement consumer's IPP	1												
5.Failure to comply with Admission Agreement	1	1											
6.Deficiencies handling consumers' cash resources													
7.Failure to comply with staff training reqs													
8.L4 fails to use methods per program design													
9.L4 fails to measure consumer progress													
10.Failure to take action per CAP													
11.Failure to use rate increase for purposes authorized													
12.Failure to ensure staff completes DSP requirements.													
13.Failure to submit Special Incident Report													
*per Title 17 §56054(a)	3	2	0	0	0	0	0	0	0	0	0	0	

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
MONTHLY STATISTICS RECAP
February 2024**

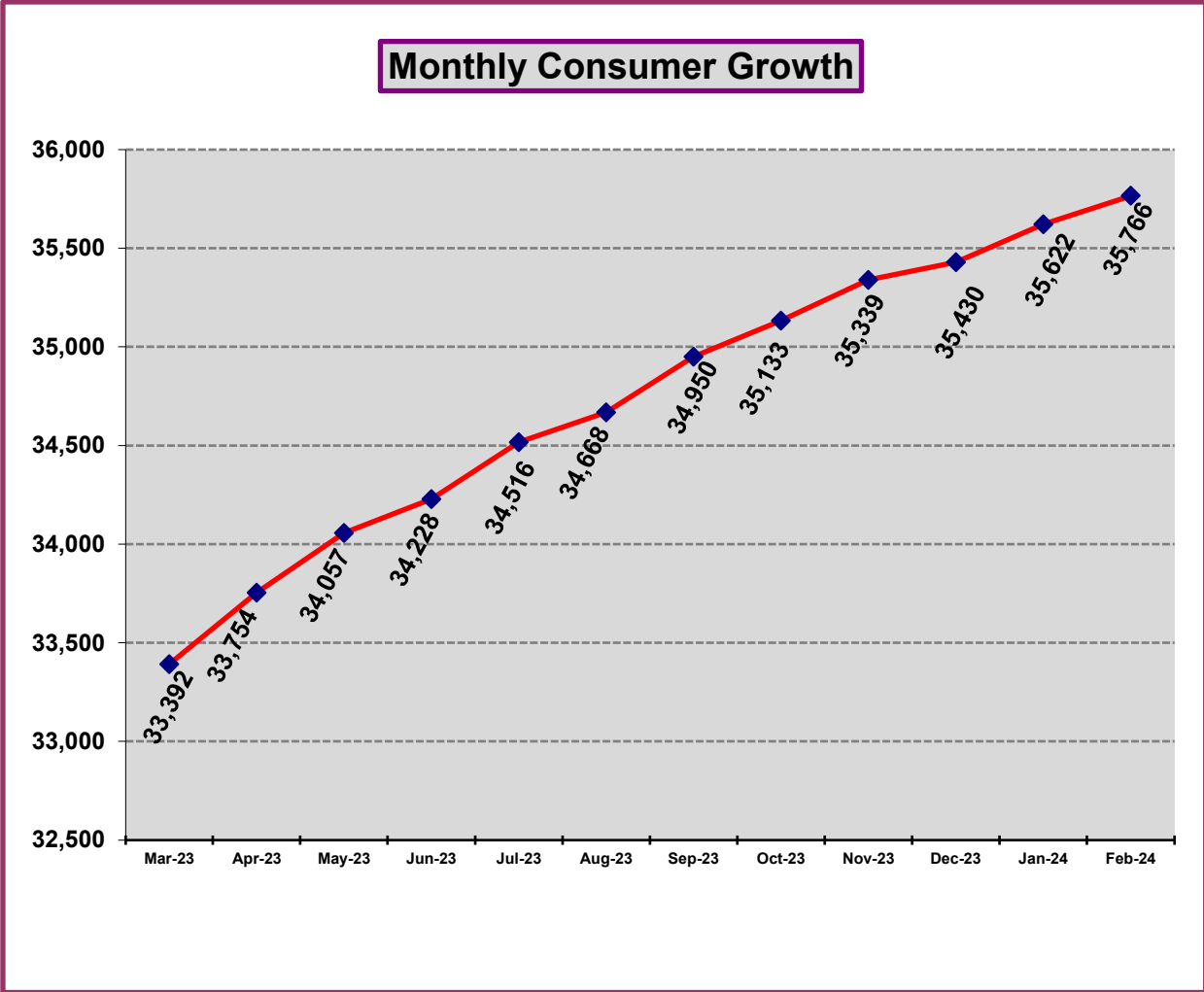
	March 2023 Total	February 2024 Total	Increase/ Decrease	% Change
ALL VALLEYS				
Total Non-Early Start	26,357	28,088	1,731	6.57%
Total Early Start	4,719	4,926	207	4.39%
Unit Supervisor Cases (*)	219	421	202	92.24%
Self Determination Specialist (*)	4	0	-4	-100.00%
Prenatal Services	0	0	0	#DIV/0!
Provisional Eligibility	545	569	24	4.40%
Development Center	14	14	0	0.00%
Enhanced Caseloads	240	240	0	0.00%
Enhanced Case Mgmt	32	32	0	0.00%
Specialized 1:25 Caseloads	34	29	-5	-14.71%
Lead CSC Trainers	0	7	7	#DIV/0!
Pending Transfer	40	45	5	12.50%
Early Start Intake Services	235	459	224	95.32%
Intake Services	953	936	-17	-1.78%
TOTAL ALL VALLEYS	33,392	35,766	2,374	7.11%
SAN FERNANDO VALLEY				
Adult Services	6,385	6,391	6	0.09%
Adult Unit Supervisor (*)	11	8	-3	-27.27%
Transition Services	3,275	3,472	197	6.02%
Transition Unit Supervisor (*)	26	201	175	673.08%
School Age Services	6,717	7,492	775	11.54%
School Age Unit Supervisor (*)	49	65	16	32.65%
Early Start Services	3,293	3,355	62	1.88%
Early Start Unit Supervisor (*)	0	1	1	#DIV/0!
Early Start Intake Unit Supervisor (*)	0	14	14	#DIV/0!
Prenatal Services	0	0	0	#DIV/0!
Provisional Eligibility	545	569	24	#DIV/0!
Provisional Unit Supervisor (*)	6	21	15	#DIV/0!
On-Duty Specialist Unit	0	0	0	#DIV/0!
Development Center	14	14	0	0.00%
Enhanced Caseload	240	240	0	0.00%
Enhanced Case Mgmt	32	32	0	0.00%
Specialized 1:25 Caseloads	34	29	-5	-14.71%
Pending Transfer	40	45	5	12.50%
Early Start Intake Services	235	459	224	95.32%
Intake Services	531	936	405	76.27%
Self Determination Specialist (*)	3	0	-3	-100.00%
TOTAL	20,575	22,575	1,908	9.27%
ANTELOPE VALLEY				
Self Determination Specialist (*)	1	0	-1	-100.00%
Adult Services	2,724	2,780	56	2.06%
Adult Unit Supervisor (*)	3	20	17	566.67%
Transition Unit	1,809	1,961	152	8.40%
Transition Unit Supervisor (*)	7	1	-6	-85.71%
School Age Services	2,359	2,726	367	15.56%
School Age Unit Supervisor (*)	38	57	19	50.00%
Early Start Unit Supervisor (*)	77	0	-77	-100.00%
Early Start Intake Unit Supervisor (*)	0	21	21	#DIV/0!
Early Start Services	797	943	146	18.32%
Intake Services	422	375	-47	-11.14%
TOTAL	8,111	8,785	648	7.99%
SANTA CLARITA VALLEY				
Self Determination Specialist (*)	14	0	-14	-100.00%
Adult Services	945	999	54	5.71%
Transition Services	644	701	57	8.85%
Transition Unit Supervisor (*)	0	0	0	#DIV/0!
School Age Services	1,280	1,565	285	22.27%
School Age Supervisor (*)	0	3	3	#DIV/0!
Early Start Services	673	628	-45	-6.69%
Early Start Unit Supervisor (*)	0	3	3	#DIV/0!
Early Start Intake Unit Supervisor (*)	0	5	5	#DIV/0!
TOTAL	3,542	3,893	354	9.99%

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

**This number is our total number of consumers as January 2024 (Early Start, Lanterman and others: Intake services, pending transfers, DC, enhanced case management, etc.)

NLACRC TOTAL (ALL SERVICES) MONTHLY CONSUMER GROWTH ALL VALLEYS

Month	Consumers	Growth	% Change
Mar-23	33,392	362	1.08%
Apr-23	33,754	303	0.90%
May-23	34,057	171	0.50%
Jun-23	34,228	288	0.84%
Jul-23	34,516	152	0.44%
Aug-23	34,668	282	0.81%
Sep-23	34,950	183	1.11%
Oct-23	35,133	183	0.52%
Nov-23	35,339	206	0.58%
Dec-23	35,430	91	0.26%
Jan-24	35,622	192	0.54%
Feb-24	35,766	144	0.40%
Total		2,557	
Average		213	
Percent Chg		8%	



February 2024 CSC Caseload Ratio

San Fernando Valley	Filled Positions				Vacancies			Floater	OD	Assoc.
	Unit Total	Ser. Coor.	Consumers	Case Ratio	Vacancies	Consumers	Case Ratio			
Adult Services	Unit Total	Ser. Coor.	Consumers	Case Ratio	Vacancies	Consumers	Case Ratio	Floater	OD	Assoc.
Adult Unit 1	757	8	709	88.6	1	48	48.0			
Adult Unit 2	852	9	782	86.9	2	70	35.0			
Adult Unit 3	10		10							
Adult Unit 4	863	7	616	88.0	4	247	61.8			
Adult Unit 5	888	6	550	91.7	4	338	84.5			
Adult Unit 6	919	8	737	92.1	2	182	91.0			
Adult Unit 7	827	8	691	86.4	4	136	34.0			
Adult Unit 8	839	7	588	84.0	4	251	62.8			
Adult Unit 9					5					
Adult Unit 10					4					
Adult Unit 11	436	3	260	86.7	3	176	58.7	2		
Total	6,391	56	4,943	88.3	33	1,448	43.9	2		
Transition Services	Unit Total	Ser. Coor.	Consumers	Case Ratio	Vacancies	Consumers	Case Ratio	Floater	OD	Assoc.
Transition Unit 1	1,078	9	875	97.2	2	203	101.5	1		
Transition Unit 2	1,100	10	1,002	100.2	1	98	98.0			
Transition Unit 3	1,294	12	1,198	99.8	1	96	96.0			
Transition Unit 4					4					
Total	3,472	31	3,075	99.2	8	397	49.6	1		
School Age Services	Consumers	Ser. Coor.	Consumers	Case Ratio	Vacancies	Consumers	Case Ratio	Floater	OD	Assoc.
School Age 3	1,256	10	1,147	114.7	2	109	54.5			
School Age 4	1,096	10	1,064	106.4	2	32	16.0			
School Age 5	1,090	9	908	100.9	3	182	60.7			
School Age 6	1,190	10	1,086	108.6	1	104	104.0			
School Age 7	1,177	11	1,177	107.0	1					
School Age 8	1,103	8	840	105.0	3	263	87.7			
School Age 9	580	5	377	75.4	2	203	101.5			
Total	7,492	63	6,599	104.7	14	893	64			
Early Start Services	Consumers	Ser. Coor.	Consumers	Case Ratio	Vacancies	Consumers	Case Ratio	Floater	OD	Assoc.
Early Start 1 (Status 1 & 2)	499									
Early Start 1 Intake	14									
Early Start 1 Total	513	5	426	85.2	5	87	17.4			
Early Start 2 (Status 1 & 2)	524									
Early Start 2 Intake	21									
Early Start 2 Total	545	6	471	78.5	3	74	24.7			
Early Start 3 (Status 1 & 2)	487									
Early Start 3 Intake	26									
Early Start 3 Total	513	6	458	76.3	4	55	13.8			
Early Start 4 (Status 1 & 2)	429									
Early Start 4 Intake	23									
Early Start 4 Total	452	5	377	75.4	4	75	18.8			
Early Start 5 (Status 1 & 2)	560									
Early Start 5 Intake	60									
Early Start 5 Total	620	7	561	80.1	1	59	59.0			
Early Start 6 (Status 1 & 2)	341									
Early Start 6 Intake	26									
Early Start 6 Total	367	4	314	78.5	5	53	10.6			
Early Start 7 (Status 1 & 2)	303									
Early Start 7 Intake	42									
Early Start 7 Total	345	5	332	66.4	2	13	6.5			
Status 1 Over 36 mo.	41									
Total	3,355	38	2,939	77.3	24	416	17.3			
Total Non-Early Start	17,355	150	14,617	97.4	55	2,738	49.8	3		
Total Early Start	3,355	38	2,939	77.3	24	416	17.3			
Total	20,710	188	17,556	93.4	79	3,154	39.9	3		

February 2024 CSC Caseload Ratio

	Consumers	Ser. Coord.	Consumers	Case Ratio	Vacancies	Consumers	Case Ratio	Floater	OD	Assoc.
SFV Self Determination Specialist*		2								
Intake Services	561	9	561	62.3			#DIV/0!			2
Antelope Valley										
Adult Unit 1	725	1	61	61.0	11	664	60.4			
Adult Unit 2	1,077	10	986	98.6	1	91	91.0			
Adult Unit 3	978	11	978	88.9						
Total	2,780	22	2,025	92.0	12	755	62.9			
Transition Unit 1	1,110	7	717	102.4	6	393	65.5			
Transition Unit 2	851	7	603	86.1	3	248	82.7			
Total	1,961	14	1,320	94.3	9	641	71.2			
School Age 1	1,104	10	950	95.0	2	154	77.0			
School Age 2	1,084	10	1,013	101.3	3	71	23.7			
School Age 3	538	4	435	108.8	4	103	25.8			
Total	2,726	24	2,398	99.9	9	328	36.4			
AV Early Start 1 (Status 1 & 2)	402									
AV Early Start 1 Intake	21									
AV Early Start 1 Total	423	6	417	69.5	3	6	2.0			
AV Early Start 2 (Status 1 & 2)	262									
AV Early Start 2 Intake	17									
AV Early Start 2 Total	279	4	279	69.8	2					
AV Early Start 3 (Status 1 & 2)	224									
AV Early Start 3 Intake	17									
AV Early Start 3 Total	241	4	241	60.3	2					
Status 1 Over 36 mo.	13									
Total Non-Early Start	7,467	60	5,743	95.7	30	1,724	57.5			
Total Early Start	943	14	937	66.9	7	6	0.9			
Total	8,410	74	6,680	90.3	37	1,730	46.8			
AV Self Determination Specialist*		1								
AV Intake Services	375	6	375	62.5			#DIV/0!			2
Santa Clarita Valley										
Adult Unit	999	9	831	92.3	2	168	84.0		1	
Transition Unit 1	84			#DIV/0!	1	84	84.0			
Transition Unit 2	617	5	466	93.2	2	151	75.5			
Total	701	5	466	93.2	3	235	78.3			
School Age Unit 1	1,047	10	1047	104.7			#DIV/0!			
School Age Unit 2	518	6	518	86.3	4					
Total	1,565	16	1,565	97.8	4					
SCV Early Start (status 1 & 2)	257									
SCV Early Start Intake	4									
SCV Early Start 1 Total	261	6	261	43.5	2					
SCV Early Start 2 (status 1 & 2)	355									
SCV Early Start 2 Intake	12									
SCV Early Start 2 Total	367	8	367	45.9	2					
Status 1 Over 36 mo.	13									
Total Non-Early Start	3,265	30	2,862	95.4	9	403	44.8		1	
Total Early Start	628	14	628	44.9	4					
Total	3,893	44	3,490	79.3	13	403	31.0		1	
SCV Self Determination Specialist*					1					

February 2024 CSC Caseload Ratio

All Valleys	Consumers	Ser. Coor.	Consumers	Case Ratio	Vacancies	Consumers	Case Ratio	Floater	OD	Assoc.
Total Non-Early Start	28,087	240	23,222	96.8	94	4,865	51.8	3	1	
Total Early Start	4,926	66	4,504	68.2	35	422	12.1			
Sub-total	33,013	309	27,726	89.7	130	5,287	40.7	3	1	
*Self Determination Specialist		3			1					
*Total Non Early Start Supervisor	377									
Total Early Start Supervisor Status 1&2	4									
*Total Early Start Supervisor Intake	40									
Intake Services	936	15		62.4						4
Early Start Intake	459	7		65.6	2					3
Prenatal Services										
Provisional Eligibility	569	8		71.1				1		
Enhanced Caseloads	240	6		40.0						
On-Duty Specialist Unit									4	
AV On-Duty/Floater Specialist Unit								3	4	
SCV On-Duty/Floater Specialist Unit	1							1		
Lead CSC Trainers	7	3			1					
Development Center	14									
Enhanced Case Management	32	1								
Specialized 1:25 Caseloads	29	1			2					
Pending Transfer	45									
Total	35,766	350		102.2	135			8	9	7
* Numbers not part of ratio count, but counted on Total Summary section										
SFV Adult Unit Supervisor*	8									
SFV Transition Unit Supervisor*	201									
SFV School Age Unit Supervisor*	65									
SFV Early Start Unit Supervisor*	1									
SFV Early Start Intake Unit Supervisor*	14									
Provisional Unit Supervisor	21									
SCV Early Start Unit Supervisor*	3									
SCV Early Start Intake Unit Supervisor*	5									
SCV School Age Supervisor*	3									
SCV Transition Supervisor*										
SCV Adult Supervisor*	1									
AV Adult Unit Supervisor*	20									
AV Transition Supervisor*	1									
AV School Age Supervisor*	57									
AV Early Start Unit Supervisor*										
AV Early Start Intake Unit Supervisor*	21									
	421									

**LOS ANGELES COUNTY REGIONAL CENTER
Board Member Reporting Out Form**

Name: Gabriela Eshrati

Meeting: SDLVAC

Date of Meeting: February 15, 2024

1.	Number of Attendees	28
2.	Public Input:	<ul style="list-style-type: none"> • FFRC Victoria Berrey Informed an upcoming All Abilities Fair in Lancaster on 3/16/2024. • Chair, Lori reminder everyone of SDP Support Group which meets the 1st Wednesday of the month at 4:30pm.
3.	Points of Discussion:	<p>Coordinated Family Support Services – Presentation of the pilot service by Jennifer Parsons and Suzy Requarth of DDS. When CFS service was introduced SDP was not eligible and as of 12/1/2023, SDP participants are eligible to receive the service. Service is available to adults living in the family home that are eligible for Regional Center services. The service funds are outside the SDP budget. The service is in the implementation phase that requires tracking of data and to do that it requires to be outside the budget. RFP – Areas of need</p>
4.	Reported out to Committee/Meeting:	<p>Co-Chair Report – Letter was sent to DDS on behalf of NLACRC SDLAC outlining the concerns they have regarding requirements for vendorization.</p> <p>Co-Chair was elected to participate in electing the new Executive Director for NLACRC. It was reported that the meeting was conducted by a professional facilitator the system was frustrating as it was a webinar, none of the individuals recruiting were in the meeting.</p> <p>Committee Member talked at the Vendor Advisory Committee regarding SDP, the goal is to find out more regarding barriers that vendors and CSC’s encounter.</p> <p>Funding to Support Implementation of the SDP - Chair reviewed the directive that details how these funds need to be allocated. NLACRC received \$130,112.51 and it needs to be spent by March 2026. All invoices need to be submitted by December 2025. In the past, funding has been used to include coaching, training, resource fairs, public training, translation, and support groups, etc. The Committee and NLA will need to agree on the allocation. NLA would like to continue funding for coaching to include more than 1 vendor and to continue with the SDP Support Group.</p> <p>RC Reported Out: Implementation report was presented.</p>
5.	Area of Concerns:	The goal continues to be to make the program easier for everyone.
6.	Action Items:	Request for Interim ED and DD at NLACRC to attend next SDP LVAC.

7.	Questions for the Board:	No questions for the Board at this meeting.
8.	Miscellaneous	None

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes

January 22, 2024

Present: Brian Gatus, Ana Quiles, David Coe, Lillian Martinez, Rocio Sigala, Leticia Garcia, Andrew Ramirez, Sharmila Brunjes – Committee Members

Vini Montague, Kimberly Visokey, Cristina Preuss, Evelyn McOmie, Ruth Janka, Parita Burmee – Staff Members

Victoria Berrey – Family Focus Resource Center, Jasmine Barrios – Minutes Services,
- Guests

Absent:

I. Call to Order

Brian Gatus called the meeting to order at 6:01 pm.

II. Public Input

No public input

III. Consent Items

A. Approval of Agenda

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

B. Approval of Minutes of the September 28, 2023 Meeting

M/S/C (A. Quiles/A. Ramirez) To approve the Meeting Minutes as presented.

IV. Committee Business

A. Review FY2023-2024 Meeting Schedule – Brian Gatus

The Committee was tasked to determine if Committee meetings would move back to a monthly basis format. Vini also noted a March meeting would be needed to review Form 990 and the review of insurance that has been added in March on the Committee Critical Calendar. It was proposed that the Insurance Review item be added to the April Meeting agenda. In addition, Vini will review the statutory requirements for the review of Form 990 to determine if that item will be added to the April Committee agenda or if a March Committee Meeting will be needed.

After discussion, it was determined to move the discussion offline and proposals to be reviewed at the February Committee meeting. Concerns were raised regarding the volume of agenda items for both the Administrative Affairs and Executive Committees due to the bimonthly format while at the same time, facing challenges with long meetings when both

Committees meet on the same night on a monthly basis. This item will be added as an agenda item for the February Committee Meeting.

- B. Regional Center Operations & Purchase of Services Contract Process Training – Vini Montague – *deferred*.
- C. Report on Lease Agreements – Vini Montague – *deferred*.
- D. Change in Mileage Reimbursement Rate Effective January 1, 2024 Update – Vini Montague
Vini reviewed the information as presented in the packet. The new rate for mileage reimbursement is 67 cents per mile. This rate became effective on January 1, 2024.
- E. FY2023-2024 Financial Reports – Vini Montague
Vini reviewed the reports as presented in the packet.
 - 1. FY2023-2024 Financial Reports
 - a. August 2023
 - b. September 2023
 - c. October 2023
 - 2. FY2023-2024 Admin vs. Direct Allocation Report
 - a. August 2023
 - b. September 2023
 - c. October 2023
 - 3. Social Recreation, Camp & Non-Medical Therapies Services Report
Evelyn reviewed the information as presented in the packet and noted that the data is showing upward trends.
- F. Social Recreation Reimbursement Process Update – Evelyn McOmie
Evelyn shared that the Social Rec IPP planning requires Case Management. The contracts and Compliance Vendor Coordinator will issue the application for the parent to be issued the vendor number and provide the technical assistance needed for the parent to complete the application in an effort to expedite the process with a goal of having a 30-day turnaround time for payment for parents that process.

The new Social Rec FMS, Miji, is scheduled to launch by February 1, 2024; this will allow individuals who do not have an SSN or TIN to be reimbursed for Social Rec services. Issues were raised due to not having a Service Coordinator who understands Social Rec regarding IPP planning. NLA will be utilizing the Family Support Specialists to provide technical support for Social Rec challenges at the Case Management level.

Ana requested information on the number of Social Rec authorizations that have been approved and processed but do not have payments to determine the outstanding ones. Vini will update the query to determine how many authorizations have zero payments in order to present the data to the Committee.

G. Purchase of Services Outstanding Payments Discussion – Vini Montague

Vini reviewed the data as presented in the packet. This item is a tracking log that lists instances in which a Service Provider has escalated a payment issue. Accounting reviews this log on a biweekly basis to resolve the noted issues as quickly as possible. In addition, the department is looking into hiring an office assistant to assist with customer service support to Service Providers. Ana stated that the Committee requests that NLA determine what the timeframe would be from services provided to invoices being generated to providers receiving payment.

H. Audits Update – Vini Montague

1. DDS Audit of FY2021-2022 and FY2022-2023

Vini shared that this item is pending.

2. Independent Audit of FY2022-2023

Vini noted that there was a delay in providing data to the auditors due to staffing issues. She is currently working with the auditors, who may still be able to complete the audit in a timely manner. Vini will follow up with the auditors to find out how late the submission would be in the worst-case scenario and will update the Committee at the next Committee Meeting.

3. Social Security Audit

Vini reported that this audit is pending with Disability Rights Advocates who is conducting the audit on behalf of Social Security Administration.

I. Human Resources Update – Parita Burmee

1. Monthly Human Resource Reports

Parita reviewed the information as presented in the packet.

- a. September 2023
- b. October 2023
- c. November 2023
- d. December 2023

2. Temporary Staff Statistics Update

Parita reviewed the information as presented in the packet.

- a. September 2023
- b. October 2023
- c. November 2023
- d. December 2023

Parita explained that the Temp Policy states that there will be no temporary employee staffed longer than 180 days and that by the 90th day, to determine if the temp will be offered a permanent position with NLA or if the temp contract will be allowed to expire. Ana requested that the policy be reviewed to ensure that NLA is abiding by the policy and that the report reflects that information.

3. Status of People Scout Recruitment

Parita reviewed the information and included the statistics in the chat. Ana requested that future report-outs be included as a document in the packet for the Committee to review. It was noted that there are CSC Supervisor roles that require either a Master's degree or a Bachelor's degree with two years of supervisory experience. Service Coordinator Roles do not require a Master's degree.

Ana requested information from HR on creating a short synopsis of requirements for the CSC positions for the Board to assist in recruiting for open CSC Roles. Parita will create a one-sheet reference document for the Board.

J. FRC and Resource Library Update

1. Mobile Library Unit – Cristina Preuss

Cristina noted that the Diversity Team met with the LACO Mobile Bus on December 13th to discuss the different activities that NLA wants to be available for the community.

V. Executive Session

A. Quarterly Legal Update – *deferred*

VI. Review of Meeting Action Items

- A. Review the statutory requirements for the review of Form 990 to determine if a special March Committee Meeting will be scheduled. (Vini Montague)
- B. Add "Review of FY23-24 Meeting Schedule" as an item to the February Meeting agenda (Board Support)
- C. Add "Review of Insurance" as an item to the February Meeting agenda (Board Support)
- D. Update the query to determine how many authorizations have zero payments in order to present the data to the Committee. (Vini Montague)
- E. Follow up with auditors regarding how late the audit submission will be. (Vini Montague)
- F. To review the Temporary Staff Policy to ensure that NLA is abiding by the 180-day allotted limit for temp staff. (Parita Burmee).
- G. To include statistics in a document to include with future report-outs on this item (Parita Burmee)
- H. ACTION: To create a one-sheet reference document regarding a synopsis of the requirements for open CSC positions. (Parita Burmee)

VII. Board Meeting Agenda Items

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

- A. Minutes of the September 28th Meeting
- B. FY2023-2024 Meeting Schedule
- C. Change in Mileage Reimbursement Rate Effective January 1, 2024
- D. FY2023-2024 Financial Reports
- E. Purchase of Services Outstanding Payments
- F. Monthly Human Resources Reports

VIII. Announcements / Information Items / Public Input

- A. Next Meeting: Thursday, February 29, 2024 at 6:00 p.m.
- B. Committee Attendance

No public input

IX. Adjournment

Ana Quiles, on behalf of the Committee Chair, adjourned the meeting at 7:23 p.m.

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

Property & Casualty Insurance Program

February 23, 2024

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Gallagher

Insurance | Risk Management | Consulting

Insurance Coverage Summary

Policy	Company	Blanket Limits	Deductible	Premium
General / Professional Liability 7/1/23 – 7/1/24	NIAC A IX	General, Professional, and Sexual Abuse Liability <ul style="list-style-type: none"> \$1 million per claim (separate limits) \$3 million annual aggregate (separate limits) Employee Benefits Liability <ul style="list-style-type: none"> \$1 million per claim \$3 million annual aggregate 	N/A	\$149,711
Automobile Liability 7/1/23 – 7/1/24	NIAC A IX	\$1M CSL Non-owned / Hired Car Liability	\$500	Included above
Directors & Officers 7/1/23 – 7/1/24	NIAC A IX	\$1M D&O \$1M Employment Practices \$2M Policy Aggregate \$250,000 Wage & Hour Defense Defense costs are paid in addition to the limit of liability	\$50,000 \$50,000 \$50,000	\$77,273
Umbrella Liability 7/1/23 – 7/1/24	NIAC A IX	\$4M each claim and general aggregate that extends over the General, Professional, Abuse, Auto, Employers, and Employee Benefits Liability coverages. \$2M each claim and aggregate that extends over the D&O Liability	NIL	\$117,275

Insurance Coverage Summary

Policy	Company	Blanket Limits	Deductible	Premium
Property 7/1/23 – 7/1/24	Great American A+ XV	\$20,938,812 Building / Tenants Improvements \$4,135,972 Business Personal Property \$5,232,331 Business Income \$5,638,464 Computer Hardware \$500,000 Employee Dishonesty \$500,000 Forgery or Alteration \$500,000 Computer Fraud and Funds Transfer \$500,000 Investigative Expenses \$50,000 Fraudulent Impersonation ERISA Plan included	\$1,000 \$1,000 72 Hours \$1,000 \$1,000 \$1,000 \$1,000 \$1,000 \$1,000	\$70,764
Excess Crime 7/1/23 – 7/1/24	Great American A+ XV	\$3,500,000 Employee Theft \$3,500,000 Forgery or Alteration Limit \$3,500,000 Theft of Money and Securities Limit \$3,500,000 Outside the Premises - Money & Securities Limit \$3,500,000 Computer Fraud Limit \$3,500,000 Funds Transfer Fraud Limit \$3,500,000 Money Orders & Counterfeit Currency Limit	\$501,000 \$501,000 \$501,000 \$501,000 \$501,000 \$501,000 \$501,000	\$11,919



Insurance Coverage Summary

Policy	Company	Blanket Limits	Deductible	Premium
Earthquake/Flood 7/1/23 – 7/1/24	Evanston A XV	\$5M per occurrence and in the aggregate \$38,476,251 in Total Insurance Value	EQ 5% of TIV subject to \$25K minimum Flood \$25K	\$65,519

Insurance Coverage Summary

Policy	Company	Blanket Limits	Deductible	Premium
Fiduciary Liability 7/1/23 – 7/1/24	Hudson A XV	\$1M each claim and aggregate	\$25,000	\$5,369
Cyber Liability 7/1/23 – 7/1/24	Beazley/ Lloyds A XV	\$1M Cyber Incident Response Fund \$1M Business Interruption and Extra Expenses \$1M Digital Data Recovery \$1M Network Extortion \$1M Cyber, Privacy, and Network Liability \$1M Payment Card Loss \$1M Regulatory Proceedings \$1M Media Liability \$1M Policy Aggregate \$250,000 Social Engineering Fraud	\$100,000 \$100,000/10 hr. \$100,000 \$100,000 \$100,000 \$100,000 \$100,000 \$100,000	\$36,113
Employed Lawyers Professional Liability 7/1/23 – 7/1/24	Philadelphia A++ XV	\$1M per claim and aggregate	\$5,000	\$8,703
Workers' Compensation 1/1/23 – 1/1/24	Quality Comp Not Rated Safety National \$500K xs A++ XV	Statutory Limits	NIL	\$637,562
Volunteer Accident 6/1/23-6/1/24	Philadelphia Indemnity Insurance Co.	\$25,000 Principle Sum \$500,000 Aggregate	NIL	\$300

Premium History

Policy	2019-20	2020-21	2021-22	2022-23	2023-24
General / Professional Liability	\$90,217	\$105,341	\$119,174	\$128,103	\$149,711
Excess Liability	\$49,528	\$52,689	\$57,724	\$62,585	\$117,275
Directors & Officers Liability	\$83,244	\$84,200	\$86,873	\$94,609	\$77,273
Property	\$36,109	\$42,596	\$49,017	\$59,936	\$70,764
Excess Crime	\$7,260	\$8,439	\$9,434	\$10,835	\$11,919
Earthquake/Flood	\$34,247	\$48,437	\$51,625	\$55,481	\$65,519
Cyber Liability	\$32,165	\$32,949	\$50,072	\$36,137	\$36,113
Fiduciary Liability	\$4,868	\$4,868	\$5,111	\$5,264	\$5,369
Employed Lawyers Liability	\$3,560	\$8,703	\$8,703	\$8,703	\$8,703
Workers Compensation	\$633,316	\$738,185	\$622,816	\$644,123	\$637,562
Total (All Policies)	\$974,514	\$1,126,407	\$1,060,549	\$977,673	\$1,180,208

2023-24 Renewal Changes

- Volunteer Accident Coverage added for \$300
- Workers Compensation Renewed January 1, 2024 for a Premium of \$689,093 or 8% increase due to Payrolls increasing by 8%
- Revenues increased by 37% (impacts Liability, Directors & Officers, and Crime premiums)
- Number of Employees increased 4% (impacts Liability, Directors & Officers, and Crime premiums)
- Property coverage limits increased 6% to account for inflation
- Industry rates increased 5-15% depending on coverage; 43 insurance carriers approached for quotes



State of the Insurance Market

Where we've been (through Q4 2023)

- **Increased Premiums:** Many insurance providers raised their premiums in response to rising claims and inflationary pressures, geopolitical threats, natural disasters and the current legal environment.
- **Coverage-by-Coverage Impacts:** Not every service line is equal. Property, Earthquake, Cyber and Sexual Abuse are coverages that have been increasing due to industry-wide losses. Whereas, coverages such as Workers Comp have been regulating or decreasing steadily.
- **COVID-19 Impact:** The pandemic continued to affect insurance claims and coverage, particularly in health, workers compensation, employment practices, and travel insurance.
- **High Risk Profiles:** Carriers have been staying disciplined and continuing to push rate increases—especially toward businesses with challenging risk profiles, like Healthcare related risks. Rate increases were not as industry-wide, but were taken at face value on an account basis.

Where we are (Q1 2024)

- **Premium Stabilization:** Insurance providers are starting to stabilize premium increases from prior years. However, minimum retentions are increasing on many lines.
- **Coverage-by-Coverage Impacts:** We are still seeing different lines increase drastically, while others are stabilizing. (Please refer to the chart)
- **Continued Cyber Risk:** The demand for cyber insurance remains high as cyber threats continue to evolve. Depending on industry and risk profile, some may continue to see increased premiums.
- **Client Adaptation:** Insurers may take further steps to address climate-related risks, driving exposures, and instill controls to help mitigate risk.

Where we're going

- **Economic Inflation:** Inflation will continue to push up loss costs and ultimately will be passed through as rate increases.
- **Regulatory Changes:** Anticipated shifts in regulations may affect insurance market dynamics.
- **Social Inflation:** Social inflation shows no signs of slowing. A backlog of cases, slowed by pandemic shutdowns and short staffing, will be telling about the full impact as these cases begin to move through the court system.
- **Prolonged Litigation:** Third Party litigation funding remains a concern for insurance carriers, as it encourages prolonged litigation and larger monetary awards.
- **Digital Transformation:** The insurance industry will continue to embrace digitalization through AI and Blockchain, along with offering online services and automated claims processing.

NIAC Update

- There is an underlying rate increase of 5-15% for all casualty lines. This does not account for changes in exposures or adjustments made due to loss history.
- Renewal Directors & Officer Deductible will either stay at \$50K or increase to \$75K due to updated NIAC guidelines
- Excess Limits are lowering and outside options may have to be explored

Line of Coverage	Current Market (Rate Increases)
General Liability	+10 to 15%
Professional Liability	0 to 10%
Sexual Abuse (3 rd Party)	+5 to 15%
Auto Liability	+15 to 20%
Excess Liability/Umbrella	+10 to 20%
Property (No Brush Exposure)	+10 to 30%
D&O/Employment Practices	+15 to 25%
Crime	0 to 10%
Fiduciary Liability	0 to 10%
Cyber Liability	+5 to 15%
Accident	+0 to 5%
Security Risk Management	+5 to 15%
Earthquake	+15 to 40%
Flood	0 to 10%
Workers' Compensation	0 to 10%

Fiscal Year 2023-2024 Base Rent

Lease Summary

A Office Location	B Suite, if applicable	C # Months	D Total Base Rent for FY2023-2024	E Rentable Square Foot (RSF)	F Rate Per RSF
SFV	Floor 1 thru 4	12	\$ 2,871,036.21	93,315	\$ 2.5639
SFV	Floor 7 (Suite 710)	12	\$ 398,988.36	12,968	\$ 2.5639
SFV	Floor 1 (Suite 101)	12	\$ 179,612.19	5,832	\$ 2.5665
SFV	Cage	12	\$ 23,016.00	1,918	\$ 1.0000
SFV	Parking (14 spaces)	12	\$ 4,200.00		
Total SFV			\$ 3,476,852.76	114,033	\$ 2.5408
AV	Occupy Full Premises	12	\$ 1,307,849.00	38,288	\$ 2.8465
Total AV			\$ 1,307,849.00	38,288	\$ 2.8465
SCV	Suites 150/120	12	\$ 377,137.80	11,076	\$ 2.8375
SCV	Suites 100/180/200/260	12	\$ 224,292.90	11,271	\$ 2.8429
Total SCV			\$ 601,430.70	22,347	\$ 2.8330
Total			\$ 5,386,132.46	174,668	\$ 2.7614

**Oakdale Lease Highlights
For Fiscal Year 2023-2024
Suites 100 through 400**

Lease Highlight	Lease Section	Description				
Landlord	Page 1	Omninet West Valley, LP 9420 Wilshire Blvd., Fourth Floor; Beverly Hills, CA 90212				
ADDRESS	Page 1	9200 Oakdale Avenue, Chatsworth, CA 91311				
Square Footage	Page 2	Suites	RSF	USF	LOAD FACTOR	
		100 (1st floor)	13,592	11,700	13.92%	
		(2nd floor)	25,355	21,600	14.81%	
		(3rd floor)	27,184	23,700	12.82%	
		(4th floor)	27,184	23,700	12.82%	
Total	93,315	80,700	13.52%			
TENANT'S SHARE	Page 3	36.17% (93,315 rsf / 258,005 rsf)				
TERM	Page 2	125 months (October 1, 2016 to February 28, 2027)				
LEASE COMMENCEMENT DATE	Page 2	October 1, 2016				
LEASE EXPIRATION DATE	Page 2	February 28, 2027				
OPTION TO TERMINATE	Page 60	No Termination Option Early termination option (last day of the 96 month, September 2024) under Article 33 has been deleted pursuant to the Second Lease Amendment (Article 7) for 1st Floor Expansion Space				
OPTION TO EXTEND	Page 56	Two (2) periods of five (5) years each Notice: minimum 9 months notice prior to the term				
RENT TYPE		Full Service Gross (Landlord pays taxes, insurance, common area maintenance expenses, utilities, and janitorial)				
BASE RENT ADJUSTMENT	Page 2	Term	#Mos	Rate/RSF	Monthly Rent	Annual Rent
		10/01/16 - 09/30/17:	12.00	\$2.10	\$195,961.50	\$2,351,538.00
		10/01/17 - 09/30/18:	12.00	\$2.16	\$201,840.35	\$2,422,084.20
		10/01/18 - 09/30/19:	12.00	\$2.23	\$207,895.56	\$2,494,746.72
		10/01/19 - 09/30/20:	12.00	\$2.29	\$214,132.42	\$2,569,589.04
		10/01/20 - 09/30/21:	12.00	\$2.36	\$220,556.39	\$2,646,676.68
		10/01/21 - 09/30/22:	12.00	\$2.43	\$227,173.09	\$2,726,077.08
		10/01/22 - 09/30/23:	12.00	\$2.51	\$233,988.28	\$2,807,859.36
		10/01/23 - 09/30/24:	12.00	\$2.58	\$241,007.93	\$2,892,095.16
		10/01/24 - 09/30/25:	12.00	\$2.66	\$248,238.17	\$2,978,858.04
		10/01/25 - 09/30/26:	12.00	\$2.74	\$255,685.31	\$3,068,223.72
		10/01/26 - 02/28/27:	5.00	\$2.82	\$263,355.87	\$1,316,779.35
		Total	125.00			\$28,274,527.35
OPERATING EXPENSES AND TAXES	Page 2	Base Year: 2017 Paid Monthly, with an Annual Reconciliation of Actual cost vs. Projected cost				

**Oakdale Lease Highlights
For Fiscal Year 2023-2024
Suites 100 through 400**

Lease Highlight	Lease Section	Description																				
PARKING	Page 3	Total: 466 parking passes (5 parking passes per 1,000 rsf) -40 reserved stalls Grade Level -14 single underground reserved Pass -412 unreserved parking Grade Level Rate: \$25.00 per reserved pass x 14 parking space = \$350.00 per month; the rest are free																				
SECURITY DEPOSIT	Page 13	None (\$0); However NLACRC paid \$195,961.50 first month's rent upon execution of lease																				
LATE CHARGES	Page 39	Late Charges are applied to overdue amounts after 5 days of due date 10% of overdue amount																				
RENT ABATEMENT	Page 6-7	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Month 2 through Month 12</td> <td style="width: 10%; text-align: right;">\$105,564.90</td> <td style="width: 10%; text-align: right;">11.00</td> <td style="width: 20%; text-align: right;">\$1,161,213.90</td> </tr> <tr> <td>Month 13 through 15</td> <td style="text-align: right;">\$108,731.85</td> <td style="text-align: right;">3.00</td> <td style="text-align: right;">\$326,195.55</td> </tr> <tr> <td>Month 16 through 24</td> <td style="text-align: right;">\$15,623.35</td> <td style="text-align: right;">9</td> <td style="text-align: right;">\$140,610.15</td> </tr> <tr> <td>Month 25</td> <td style="text-align: right;">\$16,092.05</td> <td></td> <td style="text-align: right;">\$16,092.05</td> </tr> <tr> <td>Total Rent Abatement</td> <td style="text-align: right;">\$246,012.15</td> <td style="text-align: right;">23.00</td> <td style="text-align: right;">\$1,644,111.65</td> </tr> </table>	Month 2 through Month 12	\$105,564.90	11.00	\$1,161,213.90	Month 13 through 15	\$108,731.85	3.00	\$326,195.55	Month 16 through 24	\$15,623.35	9	\$140,610.15	Month 25	\$16,092.05		\$16,092.05	Total Rent Abatement	\$246,012.15	23.00	\$1,644,111.65
Month 2 through Month 12	\$105,564.90	11.00	\$1,161,213.90																			
Month 13 through 15	\$108,731.85	3.00	\$326,195.55																			
Month 16 through 24	\$15,623.35	9	\$140,610.15																			
Month 25	\$16,092.05		\$16,092.05																			
Total Rent Abatement	\$246,012.15	23.00	\$1,644,111.65																			
MISCELLANEOUS PROVISIONS	Page 22 Art 9(g) Page 61 Page 57 Page 4	HVAC: \$60.00 per hour Server Room Electricity use measured by a separate meter Monument signage, standard signage in Lobby, Eyebrow Signage on Prairie Right of First Refusal on First Floor May lease Storage Space at rate of \$1.00 rsf																				
Number of Staff (filled as of Jan. 31, 2024)		453																				
Number of Authorized positions		635																				
Current Capacity (1 thru 4)		399																				
Current Capacity (7th floor)		62																				
Total Capacity (Workstations & Offices)		461																				
Capacity (Family Resource Center)		3																				

**Oakdale Lease Highlights
For Fiscal Year 2023-2024
Suite 710**

Lease Highlight	Lease Section	Description				
Landlord	Page 1	Omninet West Valley, LP 9420 Wilshire Blvd., Fourth Floor; Beverly Hills, CA 90212				
ADDRESS	Page 1	9200 Oakdale Avenue, Chatsworth, CA 91311				
Square Footage	Page 2	Suites	RSF	USF	LOAD FACTOR	
		710 (7th floor)	12,968	9,600	25.97%	
		Total	12,968	9,600	25.97%	
TENANT'S SHARE	Page 3	5.03% (12,968 rsf / 258,005 rsf)				
TERM	Page 2	109.50 months (February 15, 2018 to February 28, 2027)				
LEASE COMMENCEMENT DATE	Page 2	February 15, 2018 (earlier of 150 days from 09/18/2017 or commencement of business)				
LEASE EXPIRATION DATE	Page 2	February 28, 2027				
OPTION TO TERMINATE	Page 60 Article 33	No Termination Option Early termination option (last day of the 96 month, September 2024) under Article 33 has been deleted pursuant to the Second Lease Amendment (Article 7) for 1st Floor Expansion Space				
OPTION TO EXTEND	Page 56	Two (2) periods of five (5) years each Notice: minimum 9 months notice prior to the term				
RENT TYPE		Full Service Gross (Landlord pays taxes, insurance, common area maintenance expenses, utilities, and janitorial)				
BASE RENT ADJUSTMENT	Page 2	Term	#Mos	Rate/RSF	Monthly Rent	Annual Rent
		10/01/16 - 09/30/17:	0.00	\$2.10	\$27,232.80	\$0.00
		10/01/17 - 09/30/18:	7.50	\$2.16	\$28,049.78	\$210,373.35
		10/01/18 - 09/30/19:	12.00	\$2.23	\$28,891.27	\$346,695.24
		10/01/19 - 09/30/20:	12.00	\$2.29	\$29,758.02	\$357,096.24
		10/01/20 - 09/30/21:	12.00	\$2.36	\$30,650.76	\$367,809.12
		10/01/21 - 09/30/22:	12.00	\$2.43	\$31,570.28	\$378,843.36
		10/01/22 - 09/30/23:	12.00	\$2.51	\$32,517.39	\$390,208.68
		10/01/23 - 09/30/24:	12.00	\$2.58	\$33,492.91	\$401,914.92
		10/01/24 - 09/30/25:	12.00	\$2.66	\$34,497.69	\$413,972.28
		10/01/25 - 09/30/26:	12.00	\$2.74	\$35,532.63	\$426,391.56
		10/01/26 - 02/28/27:	5.00	\$2.82	\$36,598.61	\$182,993.05
				Total	108.50	
OPERATING EXPENSES AND TAXES	Page 2	Base Year: 2017 Paid Monthly, with an Annual Reconciliation of Actual cost vs. Projected cost				
PARKING	Page 3	Total: 65 parking passes (5 parking passes per 1,000 rsf) -65 unreserved parking Grade Level				
SECURITY DEPOSIT	Page 13	None (\$0)				
LATE CHARGES	Page 39	Late Charges are applied to overdue amounts after 5 days of due date 10% of overdue amount				
RENT ABATEMENT	Page 6-7	Month 2 through Month 6 (11/01/16 through 04/01/17)	\$28,049.78	6.00	\$168,298.68	
		Total	\$28,049.78	6.00	\$168,298.68	
MISCELLANEOUS PROVISIONS	Page 22	HVAC: \$60.00 per hour				
Capacity (Workstations & Offices)		62				

**Oakdale Lease Highlights
For Fiscal Year 2023-2024
Suite 101**

Lease Highlight	Lease Section	Description				
Landlord	Page 1	Omninet West Valley, LP 9420 Wilshire Blvd., Fourth Floor; Beverly Hills, CA 90212				
ADDRESS	Page 1	9200 Oakdale Avenue, Chatsworth, CA 91311				
Square Footage	Page 2	Suites	RSF	USF	LOAD FACTOR	
		101 (1st Floor Expansion)	5,832	5,832	0.00%	
		Total	5,832	5,832	0.00%	
TENANT'S SHARE	Page 3	2.26% (5,832 rsf / 258,005 rsf)				
TERM	Page 2	40.84 months (October 6, 2023 to February 28, 2027)				
LEASE COMMENCEMENT DATE	Page 2	October 6, 2023 (the date Tenant commences to conduct business in Expansion Premises or the fifth (5th) day following the date of Substantial Completion of the Improvements in the Expansion Premises)				
LEASE EXPIRATION DATE	Page 2	February 28, 2027				
OPTION TO TERMINATE	Page 60	No Termination Option Early termination option (last day of the 96 month, September 2024) under Article 33 has been deleted pursuant to the Second Lease Amendment (Article 7) for 1st Floor Expansion Space				
OPTION TO EXTEND	Page 56 Article 31	Two (2) periods of five (5) years each Notice: minimum 9 months notice prior to the term				
RENT TYPE		Full Service Gross (Landlord pays taxes, insurance, common area maintenance expenses, utilities, and janitorial)				
BASE RENT ADJUSTMENT	Page 2	Term	#Mos	Rate/RSF	Monthly Rent	Annual Rent
		10/01/16 - 09/30/17:	0.00	\$2.10	\$0.00	\$0.00
		10/01/17 - 09/30/18:	0.00	\$2.16	\$0.00	\$0.00
		10/01/18 - 09/30/19:	0.00	\$2.23	\$0.00	\$0.00
		10/01/19 - 09/30/20:	0.00	\$2.29	\$0.00	\$0.00
		10/01/20 - 09/30/21:	0.00	\$2.36	\$0.00	\$0.00
		10/01/21 - 09/30/22:	0.00	\$2.43	\$0.00	\$0.00
		10/01/22 - 09/30/23:	0.00	\$2.51	\$14,638.32	\$0.00
		10/01/23 - 09/30/24:	11.84	\$2.58	\$15,077.47	\$178,517.24
		10/01/24 - 09/30/25:	12.00	\$2.66	\$15,529.79	\$186,357.48
		10/01/25 - 09/30/26:	12.00	\$2.74	\$15,995.69	\$191,948.28
		10/01/26 - 02/28/27:	5.00	\$2.82	\$16,475.56	\$82,377.80
		Total	40.84		\$639,200.80	
OPERATING EXPENSES AND TAXES	Page 2	Base Year: 2023 Paid Monthly, with an Annual Reconciliation of Actual cost vs. Projected cost				
PARKING	Page 3	Total: 29 parking passes (5 parking passes per 1,000 rsf) 29 unreserved parking Grade Level				
SECURITY DEPOSIT	Page 13	None (\$0)				
LATE CHARGES	Page 39	Late Charges are applied to overdue amounts after 5 days of due date 10% of overdue amount				
RENT ABATEMENT		None				
MISCELLANEOUS PROVISIONS						
Capacity (Workstations & Offices)		11				

**Oakdale Lease Highlights
For Fiscal Year 2023-2024
Cage Storage**

Lease Highlight	Lease Section	Description				
Landlord	Page 1	Omninet West Valley, LP 9420 Wilshire Blvd., Fourth Floor; Beverly Hills, CA 90212				
ADDRESS	Page 1	9200 Oakdale Avenue, Chatsworth, CA 91311				
Square Footage	Page 2	Suites	RSF	USF	LOAD FACTOR	Start Date
		Storage Space	1,000	1,000	0.00%	8/18/2017
		Storage Space	918	918	0.00%	10/1/2021
		Total	1,918	1,918	0.00%	
TERM (1,000 sq. ft. space)	Page 2	August 18, 2017 to February 28, 2027				
TERM (918 sq. ft. space)	Page 1	October 1, 2021 to February 28, 2027				
LEASE COMMENCEMENT DATE (1,000 sq. ft. space)	Page 2	August 18, 2017				
LEASE COMMENCEMENT DATE (918 sq. ft. space)	Page 1	October 1, 2021				
LEASE EXPIRATION DATE (1,000 sq. ft. space)	Page 2	February 28, 2027 or with thirty (30) days notice				
LEASE EXPIRATION DATE (918 sq. ft. space)	Page 1	February 28, 2027 or with thirty (30) days notice				
BASE RENT	Page 2	Term	#Mos	Rate/RSF	Monthly Rent	Annual Rent
		08/18/17 - 09/30/17:	1.50	\$1.00	\$1,000.00	\$1,500.00
		10/01/17 - 09/30/18:	12.00	\$1.00	\$1,000.00	\$12,000.00
		10/01/18 - 09/30/19:	12.00	\$1.00	\$1,000.00	\$12,000.00
		10/01/19 - 09/30/20:	12.00	\$1.00	\$1,000.00	\$12,000.00
		10/01/20 - 09/30/21:	12.00	\$1.00	\$1,000.00	\$12,000.00
		10/01/21 - 09/30/22:	12.00	\$1.00	\$1,918.00	\$23,016.00
		10/01/22 - 09/30/23:	12.00	\$1.00	\$1,918.00	\$23,016.00
		10/01/23 - 09/30/24:	12.00	\$1.00	\$1,918.00	\$23,016.00
		10/01/24 - 09/30/25:	12.00	\$1.00	\$1,918.00	\$23,016.00
		10/01/25 - 09/30/26:	12.00	\$1.00	\$1,918.00	\$23,016.00
		10/01/26 - 02/28/27:	5.00	\$1.00	\$1,918.00	\$9,590.00
		Total		114.50		

**Antelope Valley Lease Highlights
For Fiscal Year 2023-2024**

Lease Highlight	Lease Section	Description				
Landlord		Rami and Reem Dorghalli dba RD Properties (formerly Fraber Properties II- Frank Visco)				
ADDRESS		43850 10th Street West, Lancaster CA 93534				
Square Footage		Suites	RSF	USF	LOAD FACTOR	
Estimated RSF, final RSF will be determined after the construction is completed (Section 62.6)		Full Occupancy	38,288	38,288	0.00%	
		Total	38,288	38,288	0.00%	
TENANT'S SHARE of PREMISES		100.00%				
TERM		180 months or 15 years				
LEASE COMMENCEMENT DATE		February 1, 2021				
LEASE EXPIRATION DATE		January 31, 2036				
OPTION TO TERMINATE		none (due to new construction)				
OPTION TO EXTEND		Two (2) periods of five (5) years from May 31, 2035 as follows: 1st optional renewal term: From August 31, 2034 to May 1, 2035; Notice: At least 9 months but not more than 18 months prior to option to extend 2nd optional renewal term: From August 1, 2039 to May 1, 2040; Notice: At least 9 months but not more than 18 months prior to option to extend				
OPTION TO EXPAND		Right and option to expand into second building on property Notice to be provided to Landlord between 11/01/2025 and 11/1/2026 Provides a TI Allowance for the Expansion Space of \$78 per RSF (Section 61.4)				
RENT TYPE		Full Service Gross (Landlord pays taxes, insurance, common area maintenance expenses, utilities, and janitorial); Additionally, Landlord will provide security				
BASE RENT ADJUSTMENT		Term	#Mos	Rate/RSF	Monthly Rent	Annual Rent
Projected Effective Date	1	02/1/21 - 01/30/22:	12	\$2.6500	\$101,463.00	\$1,217,556.00
	2	02/1/22 - 01/30/23:	12	\$2.7295	\$104,507.00	\$1,254,084.00
	3	02/1/23 - 01/30/24:	12	\$2.8114	\$107,642.00	\$1,291,704.00
	4	02/1/24 - 01/30/25:	12	\$2.8957	\$110,871.00	\$1,330,452.00
	5	02/1/25 - 01/30/26:	12	\$2.9826	\$114,198.00	\$1,370,376.00
	6	02/1/26 - 01/30/27:	12	\$3.0721	\$117,623.00	\$1,411,476.00
	7	02/1/27 - 01/30/28:	12	\$3.1642	\$121,152.00	\$1,453,824.00
	8	02/1/28 - 01/30/29:	12	\$3.2592	\$124,787.00	\$1,497,444.00
	9	02/1/29 - 01/30/30:	12	\$3.3570	\$128,530.00	\$1,542,360.00
	10	02/1/30 - 01/30/31:	12	\$3.4577	\$132,386.00	\$1,588,632.00
	11	02/1/31 - 01/30/32:	12	\$3.5614	\$136,358.00	\$1,636,296.00
	12	02/1/32 - 01/30/33:	12	\$3.6682	\$140,449.00	\$1,685,388.00
	13	02/1/33 - 01/30/34:	12	\$3.7783	\$144,662.00	\$1,735,944.00
	14	02/1/34 - 01/30/35:	12	\$3.8916	\$149,002.00	\$1,788,024.00
	15	02/1/35 - 01/30/36:	12	\$4.0084	\$153,472.00	\$1,841,664.00
		Total	180.00			\$22,645,224.00
Rent Adjustment for Subsequent Years		Lease provides for 3% increase per year.				

**Antelope Valley Lease Highlights
For Fiscal Year 2023-2024**

Lease Highlight	Lease Section	Description
OPERATING EXPENSES AND TAXES		<p>Base Year: 2021</p> <p>Paid Annually</p> <p>Controllable Expenses (all expenses except Taxes, Utilities, and Insurance) shall not exceed 4% per year</p> <p>Afterhours HVAC is \$40.00 per hour</p> <p>Building Security. Mon-Sun (check in times 4 times per day)</p> <p>Common Area Operating Expense (CAOE) is \$0 until Calendar Year 2021</p>
PARKING		<p>Tenant has use of the entire parking lot at no cost</p> <p>272 parking spaces as follows:</p> <p>150 parking spaces for NLACRC's exclusive use</p> <p>46 new unreserved parking spaces</p> <p>10 reserved parking spaces</p> <p>2 Electronic vehicle charging stations</p> <p>64 pre-existing unreserved parking spaces on the property</p>
SECURITY DEPOSIT		None (\$0)
MISCELLANEOUS PROVISIONS		<p>Tenant Improvement allowance is \$90.00 rsf or \$3,445,920 (excludes outdoor area)</p> <p>NLACRC has first right of refusal to 43630 10th Street West ("Second Building")</p> <p>Build to Suit-New construction; delivery date projected to be December 1, 2020</p> <p>Early Access up to 45 days prior to the expected Substantial Completion date</p> <p>Landlord responsible for Holdover Rent in the event premises is not available</p> <p>Conditional Waiver of Deed Restriction (Palmdale Regional Medical Center has a no compete clause on the property deed)</p> <p>On May 8, 2019, NLACRC's Board of Trustees authorized NLACRC Officer's to execute a Lease Agreement with Fraber Proerties II, LLC.</p>
Number of Staff (filled as of Jan. 31, 2024)		133
Number of Authorized positions		204
Capacity (Workstations & Offices)		153
Capacity (Family Resource Center)		3

**Santa Clarita Valley Lease Highlights
For Fiscal Year 2023-2024**

Lease Highlight	Lease Section	Description				
Landlord	Page 2	Tourney Road Investments, LLC 4605 Lankershim Blvd. #707; North Hollywood, CA 91602-1818				
ADDRESS	Page 2	25360 Magic Mountain Parkway, Valencia California 91355				
Square Footage	Page 2	Suite	RSF	USF	LOAD FACTOR	
		150	9,620	8,364	13.06%	
		120	1,456	1,263	13.26%	
		100	3,907	3,397	13.05%	
		180	1,004	873	13.05%	
		200	3,262	2,836	13.06%	
		260	3,098	2,694	13.04%	
		Total	22,347	19,427	15.03%	
TENANT'S SHARE		45.08%: (22,347 RSF / 49,570 total RSF)				
TERM	1 D	120 months or 10 years				
ORIGINAL LEASE COMMENCEMENT DATE	1 D	June 1, 2022				
LEASE EXPIRATION DATE	1 D	May 31, 2032				
OPTION TO TERMINATE		Option to terminate lease effective on May 31, 2029 Written notice to landlord no later than May 31, 2028 Termination Fee: Unamortized free rent, TI's and commissions @6%, 2 months base rent				
OPTION TO EXTEND	31	No Option to Renew				
RENT TYPE	18 & 19	Full Service Gross (Landlord pays taxes, insurance, common area maintenance expenses, utilities, and janitorial)				
BASE RENT ADJUSTMENT		Term	#Mos	Rate/RSF	Monthly Rent	Annual Rent
	1	06/01/22 - 05/31/23:	12	\$2.75	\$61,454.00	\$737,448.00
	2	06/01/23 - 05/31/24:	12	\$2.83	\$63,242.00	\$758,904.00
	3	06/01/24 - 05/31/25:	12	\$2.92	\$65,253.00	\$783,036.00
	4	06/01/25 - 05/31/26:	12	\$3.00	\$67,041.00	\$804,492.00
	5	06/01/26 - 05/31/27:	12	\$3.10	\$69,276.00	\$831,312.00
	6	06/01/27 - 05/31/28:	12	\$3.19	\$71,287.00	\$855,444.00
	7	06/01/28 - 05/31/29:	12	\$3.28	\$73,298.00	\$879,576.00
	8	06/01/29 - 05/31/30:	12	\$3.38	\$75,533.00	\$906,396.00
	9	06/01/30 - 05/31/31:	12	\$3.48	\$77,768.00	\$933,216.00
	10	06/01/31 - 05/31/32:	12	\$3.59	\$80,226.00	\$962,712.00
		Total	120.00		\$8,452,536.00	
OPERATING EXPENSES AND TAXES	3	Base Year: Calendar Year 2022 <u>Comment:</u> Paid Monthly, with an Annual Reconciliation of Actual cost vs. Projected cost				

**Santa Clarita Valley Lease Highlights
For Fiscal Year 2023-2024**

Lease Highlight	Lease Section	Description
PARKING	5	4 spaces per 1,000 rsf leased, free 90 unreserved parking spaces Landlord does not currently provide reserved parking, but if it became available, Landlord shall provide NLACRC with a share of the reserved parking spaces based on the overall parking allocation
SECURITY DEPOSIT	6	\$27,803.76 If annual revenue falls below \$300 million, additional \$52,380.10 security deposit required
LATE CHARGES	11	Late Charges are applied to overdue amounts after 5 days of due date 5% of overdue amount
MISCELLANEOUS PROVISIONS	76H	HVAC at \$85.00 per hour
Number of Staff (filled as of Jan. 31, 2024)		66
Number of Authorized positions		86
Capacity (Workstations & Offices)		77
Capacity (Family Resource Center)		2

**Trustee Service Fees by Quarter for Post-Retirement Medical Trust
Fiscal Year 2023-2024**

A	B	C	D	E	F
Description of Fees	Actual 7/1/2022-9/30/2023	Actual 10/1/2023-12/31/2023	Actual 1/1/2024-3/31/2024	Actual 4/1/2024-6/30/2024	Actual Total Fees FY 2023-2024
Base Fee	\$ 125.00	\$ 125.00			\$ 250.00
Adjustment to Meet Minimum Base Fee	\$ -				\$ -
Total Ongoing Flat Fee	\$ 125.00	\$ 125.00	\$ -	\$ -	\$ 250.00
Trustee/Custody Fee first \$1 Million @ \$0.004	\$ 1,000.00	\$ 1,000.00			\$ 2,000.00
Trustee/Custody Fee next \$4 Million @ \$0.002	\$ 2,000.00	\$ 2,000.00			\$ 4,000.00
Trustee/Custody Fee next \$20 Million @ \$0.001	\$ 5,000.00	\$ 5,000.00			\$ 10,000.00
Trustee/Custody Fee next \$20 Million @ \$0.0005	\$ 532.56	\$ 853.54			\$ 1,386.10
Total Ongoing Fees	\$ 8,532.56	\$ 8,853.54	\$ -	\$ -	\$ 17,386.10
Fiduciary Return Fee/Grantor's Tax Letter Preparation	\$ -	\$ -	\$ -	\$ -	\$ -
Transaction Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Total One-Time Fees	\$ -	\$ -	\$ -	\$ -	\$ -
Total Bank Fees (US Bank)	\$ 8,657.56	\$ 8,978.54	\$ -	\$ -	\$ 17,636.10
Investment Management Fee on Balance @ \$0.0035	\$ 25,602.89	\$ 27,849.77			\$ 53,452.66
Total Investment Management Fee (Highmark)	\$ 25,602.89	\$ 27,849.77	\$ -	\$ -	\$ 53,452.66
Total Fees	\$ 34,260.45	\$ 36,828.31	\$ -	\$ -	\$ 71,088.76
Market Value of PMRT/Trustee/Custody Fees	\$ 29,260,445.66	\$ 31,828,308.55			\$ 61,088,754.21
Market Value of PMRT	\$ 29,260,445.66	\$ 31,828,308.55	\$ -	\$ -	\$ 61,088,754.21
Market Value of Investment Management Fees	\$ 29,260,445.66	\$ 31,828,308.55			\$ 61,088,754.21
Market Value of Investments	\$ 29,260,445.66	\$ 31,828,308.55	\$ -	\$ -	\$ 61,088,754.21
Percent Fees to Market Value	0.12%	0.12%			0.12%

Explanation of Post-Retirement Medical Trust Fees

Description	Explanation of Fees	How Calculated
Set Up Fee	One time initial fee upon acceptance of relationship	\$250.00 minimum at account set up
Base Fee	Fee Charged per each Account	\$250.00 per year or \$62.50 per quarter
Minimum Base Fee	Minimum Fee Charged per each Plan is \$500.00. Since NLACRC is only paying \$250.00 because it has just one account, NLACRC is charged an additional \$250.00 (\$500 minimum charge less \$250 for one account)	\$250.00 per year or \$62.50 per quarter
Investment Management Fees	All investments, non-proprietary USBank funds, are subject to investment management fees. Investment management fees are calculated on the market value of the assets held in the account. Investment management fees do not apply to USBank proprietary funds. (Highmark Funds are USBank proprietary funds.)	.35% of the funds not managed by USBank
Trustee/Custody Fees	Fees charged based on the market value of the assets held in the account for the trustee/custodian services provided by USBank.	.40% on the first \$1,000,000 or (0.0040)** .20% on the next \$4,000,000 or (0.0020) .10% on the next \$20,000,000 or (0.0010) .05% on all over \$25,000,000 or (0.0005) ** Increases to .50% on the first \$1,000,000 or (0.0050) if there are no USBank proprietary funds.
Participant Loans	Fees charged for participant loans.	Not applicable. Loans are not allowed.
Benefit Payments & check	Fees charged for benefit payments made to participants	Single disbursement \$10.00 each

Explanation of Post-Retirement Medical Trust Fees

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

**Trustee Service Fees by Quarter for CalPERS Unfunded Trust ("UAL")
Fiscal Year 2023-2024**

A	B	C	D	E	F
Description of Fees	Actual 7/1/2023-9/30/2023	Actual 10/1/2023-12/31/2023	Actual 1/1/2024-3/31/2024	Actual 4/1/2024-6/30/2024	Actual Total Fees FY 2023-2024
Base Fee	\$ 125.00	\$ 125.00			\$ 250.00
Adjustment to Meet Minimum Base Fee	\$ -				\$ -
Total Base Fees	\$ 125.00	\$ 125.00	\$ -	\$ -	\$ 250.00
Trustee/Custody Fee first \$1 Million @ \$0.005	\$ 1,250.00	\$ 1,250.00			\$ 2,500.00
Trustee/Custody Fee next \$4 Million @ \$0.002	\$ 2,000.00	\$ 2,000.00			\$ 4,000.00
Trustee/Custody Fee next \$20 Million @ \$0.001	\$ 1,069.94	\$ 1,252.93			\$ 2,322.87
Trustee/Custody Fee next \$20 Million @ \$0.0005	\$ -	\$ -			\$ -
Total Trustee Fees	\$ 4,319.94	\$ 4,502.93	\$ -	\$ -	\$ 8,822.87
Fiduciary Return Fee/Grantor's Tax Letter Preparation					\$ -
Wire Fees (Payments to CalPERS)					\$ -
Total One-Time Fees/Credits	\$ -	\$ -	\$ -	\$ -	\$ -
Total US Bank Fees	\$ 4,444.94	\$ 4,627.93	\$ -	\$ -	\$ 9,072.87
Investment Management Fee on Balance @ \$0.0035	\$ 7,884.83				\$ 7,884.83
Total Investment Management Fees (Highmark)	\$ 7,884.83	\$ -	\$ -	\$ -	\$ 7,884.83
Total Fees	\$ 12,329.77	\$ 4,627.93	\$ -	\$ -	\$ 16,957.70
Market Value of UAL/Trustee/Custody Fees	\$ 9,279,767	\$ 10,011,716			\$ 19,291,483
Market Value of UAL Trust	\$ 9,279,767	\$ 10,011,716	\$ -	\$ -	\$ 19,291,483
Market Value of UAL/Investment Management Fees	\$ 9,011,231				\$ 9,011,231
Market Value of Investments	\$ 9,011,231	\$ -	\$ -	\$ -	\$ 9,011,231
Percent Fees to Market Value	0.13%	0.05%			

Explanation of CalPERS Unfunded Trust ("UAL")

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

Explanation of CalPERS Unfunded Trust ("UAL")

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

Board of Trustees Budget vs Expenditures
Fiscal Year 2023-2024
Paid through Feb 15,2024
Approved Board Budget

No	A Description	B Approved Budget 05/31/23	C YTD Expenses	D Budget Remaining (B-C)	E % of Budget Utilized (C/B)
1	Board Retreat, Board Dinner and CAC Holiday Party	\$ 20,000.00	\$ -	\$ 20,000.00	0.00%
2	NLACRC Legislative Events	\$ 3,500.00	\$ -	\$ 3,500.00	0.00%
3	ARCA Meetings, Conferences, & Activities (includes airfare, hotels, cabs, meals, parking, etc.)	\$ 4,000.00	\$ 1,856.84	\$ 2,143.16	46.42%
4	Board Member Support to Participate in Meeting & Events (overnight mailing, iPads, supplies, etc)	\$ 28,000.00	\$ 16,919.18	\$ 11,080.82	60.43%
5	Transportation for Board Members (Keolis)	\$ 1,000.00	\$ 167.08	\$ 832.92	16.71%
6	Child Care/Attendant Care Support for Board Members	\$ 12,000.00	\$ 1,365.29	\$ 10,634.71	11.38%
7	Meals for Board and Board Committee Meetings	\$ 3,000.00	\$ 1,772.27	\$ 1,227.73	59.08%
8	Board & VAC Member Recruitment Expenses	\$ 2,000.00	\$ -	\$ 2,000.00	0.00%
9	Board Meeting Supplies (nameplates, flowers, greeting cards, paper goods)	\$ 9,000.00	\$ 2,074.17	\$ 6,925.83	23.05%
10	Sponsorships	\$ 4,000.00	\$ -	\$ 4,000.00	0.00%
11	Board Training	\$ 15,000.00	\$ -	\$ 15,000.00	0.00%
	Total	\$ 101,500.00	\$ 24,154.83	\$ 77,345.17	23.80%

Summary of Regional Center Expenditures Projection Report (Excludes CPP)
Projected Deficit/Surplus
Sorted Highest to Lowest (Deficit) / Sorted Lowest to Highest (Surplus) (Column E)
PEP dated February 10, 2024

A	B	C	D	E	F	G	H
Rank	Regional Center	Estimated Expenditures	E-1 Contract	Projected Deficit/Surplus D - C	Consumers Status 1 & 2	Per Capita Allocation D/F	Proj. Deficit/Surplus Per Capita E/F
1	Inland	848,106,040	745,684,487	(102,421,553)	46,340	16,092	(2,210)
2	North LA	809,893,697	736,353,413	(73,540,284)	32,904	22,379	(2,235)
3	San Diego	649,271,063	596,243,517	(53,027,546)	38,745	15,389	(1,369)
4	South Central	546,266,130	515,383,862	(30,882,268)	20,401	25,263	(1,514)
5	Orange	628,430,795	598,683,299	(29,747,496)	24,795	24,145	(1,200)
6	Valley Mountain	376,825,055	350,864,354	(25,960,701)	18,532	18,933	(1,401)
7	East LA	387,009,546	376,385,175	(10,624,371)	14,103	26,688	(753)
8	Westside	412,029,189	403,744,005	(8,285,184)	10,546	38,284	(786)
9	Harbor	356,987,785	351,663,831	(5,323,954)	17,212	20,431	(309)
10	Alta	691,835,781	696,928,593	5,092,812	29,425	23,685	173
11	Golden Gate	490,904,740	498,127,095	7,222,355	10,077	49,432	717
12	Central Valley	499,716,726	513,060,597	13,343,871	26,509	19,354	503
13	San Gabriel	408,488,449	424,384,165	15,895,716	15,507	27,367	1,025
14	Lanternman	326,373,981	347,549,281	21,175,300	12,112	28,695	1,748
15	Far Northern	257,970,399	281,736,843	23,766,444	9,345	30,148	2,543
16	Tri Counties	434,124,066	458,693,323	24,569,257	18,525	24,761	1,326
17	Kern	277,445,500	303,520,176	26,074,676	13,051	23,256	1,998
18	East Bay	728,695,608	758,937,263	30,241,655	24,573	30,885	1,231
19	Redwood Coast	144,289,983	177,630,825	33,340,842	4,471	39,730	7,457
20	San Andreas	705,223,664	740,458,267	35,234,603	18,798	39,390	1,874
21	North Bay	411,115,591	506,886,276	95,770,685	10,158	49,900	9,428
	Totals	10,391,003,788	10,382,918,647	(8,085,141)	416,129	24,951	(19)

Summary of Regional Center Expenditures Projection Report (Excludes CPP)
Per Capita Allocation
Sorted Highest to Lowest (Column G)
PEP dated February 10, 2024

A	B	C	D	E	F	G	H
Rank	Regional Center	Estimated Expenditures	E-1 Contract	Projected Deficit/Surplus D - C	Consumers Status 1 & 2	Per Capita Allocation D/F	Proj. Deficit/Surplus Per Capita E/F
1	North Bay	411,115,591	506,886,276	95,770,685	10,158	49,900	9,428
2	Golden Gate	490,904,740	498,127,095	7,222,355	10,077	49,432	717
3	Redwood Coast	144,289,983	177,630,825	33,340,842	4,471	39,730	7,457
4	San Andreas	705,223,664	740,458,267	35,234,603	18,798	39,390	1,874
5	Westside	412,029,189	403,744,005	(8,285,184)	10,546	38,284	(786)
6	East Bay	728,695,608	758,937,263	30,241,655	24,573	30,885	1,231
7	Far Northern	257,970,399	281,736,843	23,766,444	9,345	30,148	2,543
8	Lanerman	326,373,981	347,549,281	21,175,300	12,112	28,695	1,748
9	San Gabriel	408,488,449	424,384,165	15,895,716	15,507	27,367	1,025
10	East LA	387,009,546	376,385,175	(10,624,371)	14,103	26,688	(753)
11	South Central	546,266,130	515,383,862	(30,882,268)	20,401	25,263	(1,514)
12	Tri Counties	434,124,066	458,693,323	24,569,257	18,525	24,761	1,326
13	Orange	628,430,795	598,683,299	(29,747,496)	24,795	24,145	(1,200)
14	Alta	691,835,781	696,928,593	5,092,812	29,425	23,685	173
15	Kern	277,445,500	303,520,176	26,074,676	13,051	23,256	1,998
16	North LA	809,893,697	736,353,413	(73,540,284)	32,904	22,379	(2,235)
17	Harbor	356,987,785	351,663,831	(5,323,954)	17,212	20,431	(309)
18	Central Valley	499,716,726	513,060,597	13,343,871	26,509	19,354	503
19	Valley Mountain	376,825,055	350,864,354	(25,960,701)	18,532	18,933	(1,401)
20	Inland	848,106,040	745,684,487	(102,421,553)	46,340	16,092	(2,210)
21	San Diego	649,271,063	596,243,517	(53,027,546)	38,745	15,389	(1,369)
	Totals	10,391,003,788	10,382,918,647	(8,085,141)	416,129	24,951	(19)

**North Los Angeles County Regional Center
Fiscal Year 2023-2024
Social Recreation, Camp & Non-Medical Therapies Services
Claims Paid as of December 14, 2023 (November 2023 State Claim)**

			Payments												
Service Code	Service Code Description	Number of Authorizations	July	August	September	October	November	December	January	February	March	April	May	June	Total
24	Purchase Reimbursement	457	\$ 245,993	\$ 61,928	\$ 35,777	\$ 22,825	\$ 18,759	\$ 3,127	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 389,909
24	Purch Reimb - no billing	126	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
850	Camping Services	22	\$ 32,945	\$ 13,548	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,493
850	Camping Svs - no billing	33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Sports Club	72	\$ 6,636	\$ 8,567	\$ 10,796	\$ 12,170	\$ 11,538	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 49,706
8	Sports Club - no billing	29	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
693	Music Therapist	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
693	Music Therapist - no billing	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63	Clinical based Music Lesson	4	\$ 810	\$ 710	\$ 1,380	\$ 1,250	\$ 1,070	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,220
63	CB Music Lesson - no billing	3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Paid Auth's		555	\$ 286,384	\$ 84,752	\$ 47,953	\$ 36,245	\$ 31,367	\$ 3,127	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 491,328
Total Auth's - No billing		192	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**North Los Angeles County Regional Center
Fiscal Year 2022-2023
Social Recreation, Camp & Non-Medical Therapies Services
Claims Paid as of December 14, 2023 (November 2023 State Claim)**

			Payments												
Service Code	Service Code Description	Number of Authorizations	July	August	September	October	November	December	January	February	March	April	May	June	Total
24	Purchase Reimbursement	884	\$ 133,946	\$ 40,413	\$ 26,695	\$ 19,473	\$ 34,783	\$ 41,002	\$ 44,025	\$ 41,544	\$ 45,703	\$ 43,158	\$ 40,528	\$ 174,382	\$ 685,652
24	Purch Reimb - no billing	33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
850	Camping Services	31	\$ 6,348	\$ 1,375	\$ -	\$ 400	\$ 450	\$ 5,200	\$ 700	\$ 350	\$ 500	\$ 350	\$ 450	\$ 32,573	\$ 48,696
850	Camping Svs - no billing	35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Sports Club	24	\$ -	\$ -	\$ 1,222	\$ 1,222	\$ 1,222	\$ 1,222	\$ 1,222	\$ 1,222	\$ 1,556	\$ 1,668	\$ 3,376	\$ 4,992	\$ 18,923
8	Sports Club - no billing	7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63	Clinical based Music Lesson	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 345	\$ 460	\$ 460	\$ 775	\$ 660	\$ 940	\$ 1,005	\$ 4,645
63	CB Music Lesson - no billing	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Paid Auth's		941	\$ 140,294	\$ 41,788	\$ 27,918	\$ 21,095	\$ 36,455	\$ 47,769	\$ 46,407	\$ 43,576	\$ 48,534	\$ 45,835	\$ 45,293	\$ 212,951	\$ 757,916
Total Auth's - No billing		75	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**North Los Angeles County Regional Center
Fiscal Year 2021-2022
Social Recreation, Camp & Non-Medical Therapies Services
Claims Paid as of December 14, 2023 (November 2023 State Claim)**

			Payments												
Service Code	Service Code Description	Number of Authorizations	July	August	September	October	November	December	January	February	March	April	May	June	Total
24	Purchase Reimbursement	153	\$ 9,162	\$ -	\$ 1,300	\$ -	\$ -	\$ 5,198	\$ 1,190	\$ 774	\$ 3,658	\$ 3,542	\$ 6,009	\$ 59,327	\$ 90,160
24	Purch Reimb - no billing	8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
850	Camping Services	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 875	\$ 3,875
850	Camping Svs - no billing	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Paid Auth's		155	\$ 9,162	\$ -	\$ 1,300	\$ -	\$ -	\$ 8,198	\$ 1,190	\$ 774	\$ 3,658	\$ 3,542	\$ 6,009	\$ 60,202	\$ 94,035
Total Auth's - No billing		8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

North Los Angeles County Regional Center
Fiscal Year 2023-2024
Social Recreation, Camp & Non-Medical Therapies Services
Claims Paid as of January 18, 2024 (December 2023 State Claim)

			Payments												
Service Code	Service Code Description	Number of Authorizations	July	August	September	October	November	December	January	February	March	April	May	June	Total
24	Purchase Reimbursement	579	\$ 270,737	\$ 79,272	\$ 47,217	\$ 35,586	\$ 31,583	\$ 21,617	\$ 10,931	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 498,442
24	Purch Reimb - no billing	83	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
850	Camping Services	26	\$ 32,945	\$ 15,098	\$ -	\$ -	\$ -	\$ 2,255	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,298
850	Camping Svs - no billing	33	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Sports Club	79	\$ 6,636	\$ 8,567	\$ 10,796	\$ 12,655	\$ 12,023	\$ 12,921	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 63,597
8	Sports Club - no billing	31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
693	Music Therapist	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
693	Music Therapist - no billing	1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63	Clinical based Music Lesson	6	\$ 810	\$ 710	\$ 1,380	\$ 1,250	\$ 1,570	\$ 1,760	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,480
63	CB Music Lesson - no billing	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Paid Auth's		690	\$ 311,128	\$ 103,646	\$ 59,394	\$ 49,491	\$ 45,176	\$ 38,552	\$ 10,931	\$ -	\$ -	\$ -	\$ -	\$ 1,500	\$ 619,817
Total Auth's - No billing		150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

North Los Angeles County Regional Center
Fiscal Year 2022-2023
Social Recreation, Camp & Non-Medical Therapies Services
Claims Paid as of January 18, 2024 (December 2023 State Claim)

			Payments												
Service Code	Service Code Description	Number of Authorizations	July	August	September	October	November	December	January	February	March	April	May	June	Total
24	Purchase Reimbursement	932	\$ 138,383	\$ 40,413	\$ 27,223	\$ 20,343	\$ 36,991	\$ 41,492	\$ 56,922	\$ 42,324	\$ 46,297	\$ 47,585	\$ 42,039	\$ 190,898	\$ 730,911
24	Purch Reimb - no billing	15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
850	Camping Services	31	\$ 6,348	\$ 1,375	\$ -	\$ 400	\$ 450	\$ 5,200	\$ 700	\$ 350	\$ 500	\$ 350	\$ 450	\$ 32,573	\$ 48,696
850	Camping Svs - no billing	35	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
8	Sports Club	25	\$ -	\$ -	\$ 1,222	\$ 1,222	\$ 1,222	\$ 1,222	\$ 1,222	\$ 1,222	\$ 1,556	\$ 1,668	\$ 3,376	\$ 5,104	\$ 19,035
8	Sports Club - no billing	6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
63	Clinical based Music Lesson	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 345	\$ 460	\$ 460	\$ 775	\$ 660	\$ 940	\$ 1,005	\$ 4,645
63	CB Music Lesson - no billing	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Paid Auth's		990	\$ 144,731	\$ 41,788	\$ 28,445	\$ 21,965	\$ 38,663	\$ 48,259	\$ 59,305	\$ 44,356	\$ 49,128	\$ 50,263	\$ 46,805	\$ 229,579	\$ 803,287
Total Auth's - No billing		56	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

North Los Angeles County Regional Center
Fiscal Year 2021-2022
Social Recreation, Camp & Non-Medical Therapies Services
Claims Paid as of January 18, 2024 (December 2023 State Claim)

			Payments												
Service Code	Service Code Description	Number of Authorizations	July	August	September	October	November	December	January	February	March	April	May	June	Total
24	Purchase Reimbursement	153	\$ 9,162	\$ -	\$ 1,300	\$ -	\$ -	\$ 5,198	\$ 1,190	\$ 774	\$ 3,658	\$ 3,542	\$ 6,009	\$ 59,327	\$ 90,160
24	Purch Reimb - no billing	8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
850	Camping Services	2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 875	\$ 3,875
850	Camping Svs - no billing	0	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Paid Auth's		155	\$ 9,162	\$ -	\$ 1,300	\$ -	\$ -	\$ 8,198	\$ 1,190	\$ 774	\$ 3,658	\$ 3,542	\$ 6,009	\$ 60,202	\$ 94,035
Total Auth's - No billing		8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

**Summary of Invoice Payment Processing Timeline for FY2024 Authorizations
Payments through December 2023 State Claim (01/19/2024)**

Service Month	Avg Work Days Between Invoice Generated & Submitted by Vendor	Avg Work Days Between Invoice Submitted by Vendor & Paid by NLACRC	# of Invoices Generated >30 Days After Service Month	% of Invoices Generated >30 Days After Service Month
07/2023	11.52	12.68	500	25%
08/2023	10.42	13.43	445	23%
09/2023	9.11	12.29	253	15%
10/2023	9.50	11.17	140	9%
11/2023	7.47	10.43	20	1%
12/2023	12.92	10.43	0	0%
01/2024				
02/2024				
03/2024				
04/2024				
05/2024				
06/2024				
FY2024 Averages	10.16	11.74	226	12%

Summary of FY2024 Authorization Processing Timeline

Service Month	# of FY2024 Authorizations Generated >20 Days After Start Date	Total # of Authorizations Generated Per Service Month	% of FY2024 Authorizations Generated >20 After Start Date
07/2023	3,249	54,517	6%
08/2023	1,393	5,713	24%
09/2023	1,192	4,995	24%
10/2023	1,289	5,313	24%
11/2023	1,229	4,744	26%
12/2023	781	3,869	20%
01/2024	509	4,623	11%
02/2024			
03/2024			
04/2024			
05/2024			
06/2024			
FY2024 Averages	1,377	11,968	19%

**Summary of Invoice Payment Processing Timeline for FY2023 Authorizations
Payments through December 2023 State Claim (01/19/2024)**

Service Month	Avg Work Days Between Invoice Generated & Submitted by Vendor	Avg Work Days Between Invoice Submitted by Vendor & Paid by NLACRC	# of Invoices Generated >30 Days After Service Month	% of Invoices Generated >30 Days After Service Month
07/2022	18.18	12.28	947	37%
08/2022	18.18	13.04	991	38%
09/2022	17.72	12.95	985	37%
10/2022	16.58	12.51	790	32%
11/2022	15.34	12.57	966	36%
12/2022	19.29	14.10	832	32%
01/2023	15.72	13.64	1054	43%
02/2023	14.20	13.88	871	34%
03/2023	13.97	13.82	777	34%
04/2023	13.55	13.11	674	31%
05/2023	12.26	12.79	563	27%
06/2023	10.54	13.22	501	26%
FY2023 Averages	15.46	13.16	829.25	34%

Summary of FY2023 Authorization Processing Timeline

Service Month	# of FY2023 Authorizations Generated >20 Days After Start Date	Total # of Authorizations Generated Per Service Month	% of FY2023 Authorizations Generated >20 After Start Date
07/2022	3,137	52,913	6%
08/2022	1,367	5,108	27%
09/2022	1,512	4,830	31%
10/2022	1,284	4,284	30%
11/2022	1,577	4,686	34%
12/2022	1,132	3,820	30%
01/2023	2,158	5,677	38%
02/2023	1,138	4,418	26%
03/2023	1,260	5,016	25%
04/2023	999	4,418	23%
05/2023	1,908	5,488	35%
06/2023	683	4,958	14%
FY2023 Averages	1,513	8,801	26%

North Los Angeles County Regional Center

FY 2023/2024

Quarterly Human Resources Report

Quarter FY 23/24	Hold	New Hires	Promotions	Separations
2nd Quarter	66	34	13	31

Quarter FY 23/24	Separation Reasons	Totals
Oct - Dec	Retire	6
	School	0
	Relocation	2
	Personal	19
	Other	4

HUMAN RESOURCES REPORT

	CSC Vacancies	CSC Growth Positions	Open Other Positions:	Total Open Positions Vacant	Positions on Hold	Positions Filled as of 1/31/24	FY23/24 Authorized Positions	% Filled	New Hires Started in the month	Separations in the Month	Jan '23 - Turnover Rate
All Locations	79	64	62	205	68	652	925	70.49%	10	11	1.69%
SFV	46	38	49	133	49	453	635	71.34%	7	7	
AV	28	16	9	53	17	133	204	65.20%	1	1	
SCV	5	10	4	19	2	66	86	76.74%	2	3	

CSC Vacancies

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Location	Pos #	Service Coordinators	Department/ Location	Open as of Date
SFV	469	CSC - SPECIALIZED	ADULT 3 - CPP	4/9/2022
AV	336	CSC	AV EARLY START	11/21/2022
SFV	440	CSC	ADULT 8	12/5/2022
SFV	296	CSC	TRANSITION 1	1/6/2023
AV	77	CSC	AV ADULT 1	2/8/2023
SFV	174	CSC	ADULT 2	2/22/2023
SFV	167	CSC	ADULT 5	3/14/2023
AV	426	CSC	AV EARLY START 2	3/17/2023
SFV	421	CSC	EARLY START 3	3/29/2023
SCV	98	CSC	SCV TRANSITION 2	4/10/2023
AV	72	CSC	AV ADULT 2	4/12/2023
AV	396	CSC	AV ADULT 1	4/21/2023
AV	84	CSC	AV ADULT 1	4/27/2023
AV	586	CSC	AV SCHOOL AGE 1	5/1/2023
SFV	172	CSC	ADULT 6	5/5/2023
SFV	591	CSC	ADULT 4	5/5/2023
SCV	100	CSC	SCV ADULT	5/22/2023
AV	537	CSC	AV SCHOOL AGE 2	6/5/2023
SFV	390	CSC	TRANSITION 1	6/5/2023
AV	215	CSC	AV SCHOOL AGE 2	6/13/2023
SFV	458	CSC	EARLY START 3	6/20/2023
SFV	209	CSC	ADULT 7	6/22/2023
SFV	56	CSC	ADULT 7	6/28/2023
SFV	575	CSC	ADULT 3 - CPP	6/30/2023
SFV	331	CSC	ADULT 8	7/7/2023
SFV	30	OFFICER OF THE DAY SPEC	OD (FORMERLY ADULT 5)	7/10/2023
SFV	456	CSC	SCHOOL AGE 4	7/16/2023
SCV	635	OFFICER OF THE DAY SPEC	SCV ADULT	7/17/2023
SFV	106	CSC	EARLY START 2	7/17/2023
AV	572	CSC	AV TRANSITION 2	7/19/2023
AV	198	CSC	AV TRANSITION 2	7/20/2023
AV	773	CSC	AV SCHOOL AGE 3	7/20/2023
AV	24	OFFICER OF THE DAY SPEC	AV/OD FL	7/31/2023
SFV	158	CSC	ADULT 5	8/14/2023
SFV	117	CSC	EARLY START 4	8/17/2023
SFV	240	CSC	EARLY START 4	8/18/2023
SFV	288	CSC	SCHOOL AGE 8	8/23/2023
AV	88	CSC	AV ADULT 1	8/28/2023
AV	254	CSC	AV ADULT 1	8/28/2023
SFV	329	CSC	ADULT 4	8/28/2023
SFV	419	CSC	ADULT 7	8/30/2023
SFV	244	CSC	ADULT 8	9/11/2023
SFV	351	CSC	SCHOOL AGE 5	9/14/2023
SCV	116	CSC	SCV EARLY START	9/22/2023
SFV	360	CSC	SCHOOL AGE 8	9/25/2023
SCV	588	CSC	SCV TRANSITION	9/28/2023
SFV	115	CSC	EARLY START 2	9/29/2023
SFV	107	CSC	EARLY START 4	10/9/2023
SFV	142	CSC	TRANSITION 2	10/9/2023
SFV	184	CSC	ADULT 4	10/9/2023
SFV	261	CSC	TRANSITION 3	10/9/2023
AV	74	CSC	AV ADULT 1	10/23/2023
AV	275	CSC	AV ADULT 1	10/23/2023
AV	361	CSC	AV ADULT 1	10/23/2023
AV	466	CSC	AV ADULT 3	10/23/2023
SFV	356	CSC	SCHOOL AGE 4	10/25/2023
AV	83	CSC	AV TRANSITION 1	10/27/2023
SFV	119	CSC	EARLY START	10/31/2023
SFV	233	CSC	SCHOOL AGE 5	11/6/2023
SFV	176	CSC	ADULT 5	11/20/2023
SFV	195	CSC	ADULT 2	11/20/2023
SFV	208	CSC	ADULT 7	11/20/2023
SFV	211	CSC	ADULT 7	11/20/2023
SFV	450	CSC	EARLY START 1	11/30/2023
AV	406	CSC	AV TRANSITION 1	12/4/2023
AV	691	CSC	AV INTAKE	12/4/2023
SFV	109	CSC	EARLY START 7	12/4/2023
SFV	250	CSC	ADULT 5	12/4/2023
AV	568	FLOATER SPECIALIST	AV/OD FL	12/14/2023
AV	587	CSC	AV SCHOOL AGE 1	12/15/2023
SFV	171	CSC	ADULT 6	12/15/2023
AV	357	CSC	AV TRANSITION 1	12/18/2023
AV	76	CSC	AV TRANSITION 2	1/1/2024
SFV	524	CSC	ADULT 8	1/1/2024
AV	482	CSC	AV TRANSITION 1	1/2/2024
SFV	348	CSC	EARLY START 5	1/4/2024
AV	87	CSC	AV TRANSITION 1	1/5/2024
SFV	414	CSC	SCHOOL AGE 3	1/15/2024
SFV	156	CSC	SCHOOL AGE 8	1/29/2024

CSC Growth Positions

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Location	Pos #	Service Coordinators	Department/ Location	Open as of Date
SFV	552	CSC	EARLY START 1	1/4/2023
AV	765	CSC	AV ADULT 1	2/16/2023
AV	777	CSC	AV SCHOOL AGE 3	2/16/2023
AV	779	CSC	AV SCHOOL AGE 3	2/16/2023
AV	846	CSC	AV EARLY START 3	2/16/2023
AV	850	CSC	AV EARLY START	2/16/2023
AV	851	CSC	AV EARLY START	2/16/2023
SCV	784	CSC	SCV SCHOOL AGE 2	2/16/2023
SCV	785	CSC	SCV SCHOOL AGE 2	2/16/2023
SCV	786	CSC	SCV SCHOOL AGE 2	2/16/2023
SCV	788	CSC	SCV SCHOOL AGE 2	2/16/2023
SCV	838	CSC	SCV EARLY START 2	2/16/2023
SFV	729	CSC	ADULT 9	2/16/2023
SFV	730	CSC	ADULT 9	2/16/2023
SFV	733	CSC	ADULT 9	2/16/2023
SFV	734	CSC	ADULT 9	2/16/2023
SFV	735	CSC	ADULT 9	2/16/2023
SFV	740	CSC	TRANSITION 4	2/16/2023
SFV	741	CSC	TRANSITION 4	2/16/2023
SFV	745	CSC	TRANSITION 4	2/16/2023
SFV	746	CSC	TRANSITION 4	2/16/2023
SFV	795	CSC	ADULT 10	2/16/2023
SFV	796	CSC	ADULT 10	2/16/2023
SFV	805	CSC	ADULT 11	2/16/2023
SFV	818	CSC	EARLY START 6	2/16/2023
SFV	653	CSC	SCHOOL AGE 8	4/24/2023
SCV	234	CSC	SCV EARLY START	5/15/2023
SFV	553	CSC	EARLY START 4	6/20/2023
SFV	70	CSC	ADULT 4	6/23/2023
AV	774	CSC	AV SCHOOL AGE 1	6/26/2023
AV	775	CSC	AV SCHOOL AGE 2	6/26/2023
AV	780	CSC	AV SCHOOL AGE 3	6/26/2023
AV	853	CSC	AV EARLY START 3	6/26/2023
SFV	836	CSC	EARLY START - INTAKE	6/26/2023
SFV	800	CSC	ADULT 10	6/27/2023
SFV	801	CSC	ADULT 10	6/27/2023
SFV	803	CSC	ADULT 11	6/27/2023
SFV	814	CSC	EARLY START	6/27/2023
SFV	816	CSC	EARLY START 6	6/27/2023
SFV	819	CSC	EARLY START 6	6/27/2023
SFV	820	CSC	EARLY START 6	6/27/2023
SFV	823	CSC	EARLY START 3	6/27/2023
SFV	824	CSC	EARLY START 3	6/27/2023
SFV	825	CSC	EARLY START 4	6/27/2023
SFV	830	CSC	EARLY START 7	6/27/2023
AV	27	OFFICER OF THE DAY SPEC	AV/OD FL	7/3/2023
SFV	813	CSC	EARLY START 2	7/3/2023
AV	781	CSC	AV SCHOOL AGE 3	7/31/2023
AV	875	FLOATER SPECIALIST	AV EARLY START 3	7/31/2023
SFV	866	FLOATER SPECIALIST - OD	CASE MANAGEMENT	7/31/2023
SFV	874	FLOATER SPECIALIST	EARLY START 7	7/31/2023
SFV	37	OFFICER OF THE DAY SPEC	OD (FORMERLY TRANS 2)	8/31/2023
SFV	758	CSC	SCHOOL AGE 9	11/8/2023
AV	771	CSC	AV SCHOOL AGE 3	11/20/2023
AV	782	CSC	AV SCHOOL AGE 3	11/20/2023
SFV	564	FLOATER SPECIALIST	TRANSITION 1	12/4/2023
AV	606	CSC	AV ADULT 2	12/4/2023
SCV	712	CSC - INTAKE	SCV EARLY START INTAKE	12/4/2023
SFV	812	CSC	EARLY START 6	1/5/2024
SCV	695	CSC	SCV TRANSITION 2	1/12/2024
SFV	806	CSC BILINGUAL	ADULT 11	1/15/2024
SCV	842	CSC	SCV EARLY START 2	1/19/2024
SFV	658	CSC	ADULT 1	1/29/2024
SCV	539	CSC - MW	SCV ADULT	1/31/2024

FY23/24 Authorized Positions	Positions Added Based on FY 23/24 Growth
925	56

Open Other Positions:

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Location	Pos #	All Other Positions	Department/ Location	Open as of Date
SFV	624	PSYCHOLOGICAL SERVICES SUP	CLINICAL SERVICES	9/4/2022
SFV	218	DEPUTY DIRECTOR	ADMINISTRATION EXECUTIVE	10/7/2022
SFV	40	COMMUNITY SERVICES SPECIALIST - CPP	COMMUNITY SERVICES I	2/13/2023
SFV	634	OFFICE ASSISTANT II	RECORDS & DOCUMENT MANAGEMENT	2/16/2023
SFV	794	CONSUMER SERVICE SUPERVISOR	ADULT 10	2/16/2023
SFV	26	ACCOUNTING SPECIALIST SR	ACCOUNTING - ACCOUNTS PAYABLE 1	6/20/2023
SFV	203	ACCOUNTING SPECIALIST SR	ACCOUNTING - ACCOUNTS PAYABLE 1	6/20/2023
AV	882	LEAD SERVICE COORDINATOR TRAINER	SA/TRANSITION	7/11/2023
AV	883	LEAD SERVICE COORDINATOR TRAINER	SA/TRANSITION	7/11/2023
AV	884	LEAD SERVICE COORDINATOR TRAINER	SA/TRANSITION	7/11/2023
AV	885	LEAD SERVICE COORDINATOR TRAINER	SA/TRANSITION	7/11/2023
AV	890	LEAD SERVICE COORDINATOR TRAINER	EARLY START	7/11/2023
SCV	876	LEAD SERVICE COORDINATOR TRAINER	SA/TRANSITION	7/11/2023
SCV	877	LEAD SERVICE COORDINATOR TRAINER	SA/TRANSITION	7/11/2023
SFV	878	LEAD SERVICE COORDINATOR TRAINER	ADULT	7/11/2023
SFV	879	LEAD SERVICE COORDINATOR TRAINER	ADULT	7/11/2023
SFV	886	LEAD SERVICE COORDINATOR TRAINER	TRANSITION 1	7/11/2023
SFV	888	LEAD SERVICE COORDINATOR TRAINER	SCHOOL AGE	7/11/2023
SFV	889	LEAD SERVICE COORDINATOR TRAINER	EARLY START	7/11/2023
SFV	196	INTAKE ASSOCIATE	CLINICAL SERVICES - INTAKE	7/28/2023
AV	901	OFFICE ASSISTANT II	CLINICAL/ INTAKE	7/31/2023
SFV	697	CONSUMER SERVICES SUPERVISOR	TRANSITION 3	7/31/2023
SFV	870	INTAKE ASSOCIATE	EARLY START - INTAKE	7/31/2023
SFV	891	ACCOUNTANT JR	ACCOUNTING	7/31/2023
SFV	892	ACCOUNTANT JR	ACCOUNTING	7/31/2023
SFV	904	IT TRAINING SPECIALIST II	INFORMATION TECHNOLOGY	7/31/2023
SFV	246	JUDICIAL/FORENSICS SPECIALIST	ADULT 3 - CPP	8/13/2023
SFV	127	OFFICE ASSISTANT II	FACILITIES	8/18/2023
AV	367	CONSUMER SERVICES SUPERVISOR	AV ADULT 1	8/28/2023
AV	235	CONSUMER SERVICES SUPERVISOR	AV TRANSITION 1	9/11/2023
AV	873	CONSUMER SERVICES SUPERVISOR	AV ADULT 4	9/11/2023
SCV	342	OFFICE ASSISTANT II	FACILITIES	9/11/2023
SFV	21	ACCOUNTING SPECIALIST	ACCOUNTING - ACCOUNTS PAY 1	9/11/2023
SFV	42	RESOURCE DEVELOPMENT SPECIALIST	COMMUNITY SERVICES I	9/11/2023
SFV	48	COMMUNITY SERVICES SPECIALIST	COMMUNITY SERVICES II	9/11/2023
SFV	54	PSYCHOLOGICAL SERVICES SUP	CLINICAL SERVICES - PSYCH	9/11/2023
SFV	366	ADMINISTRATIVE ASSISTANT	COMMUNITY SERVICES	9/11/2023
SFV	374	OUTREACH LANG SPECIALIST	CONSUMER SERVICES - SUPPORT	9/11/2023
SFV	383	ACCOUNTING SPECIALIST	ACCOUNTING - REVENUES	9/11/2023
SFV	442	AUTISM CLINICAL SVCS SPECIALIST	CLINICAL SERVICES	9/11/2023
SFV	443	ACCOUNTING SPECIALIST	ACCOUNTING - REVENUES	9/11/2023
SFV	478	COMMUNITY SERVICES SPECIALIST - CPP	COMMUNITY SERVICES I	9/11/2023
SFV	492	OFFICE ASSISTANT II	FACILITIES	9/11/2023
SFV	532	DEIB SUPERVISOR	CONSUMER SERVICES 2	9/11/2023
SFV	544	PSYCHOLOGICAL SERVICES SUP	CLINICAL SERVICES - PSYCH	9/11/2023
SFV	545	EMPLOYMENT SERVICES SPECIALIST	COMMUNITY SERVICES	9/11/2023
SFV	569	HUMAN RESOURCES SPECIALIST I	HUMAN RESOURCES	9/11/2023
SFV	578	ADMINISTRATIVE ASSISTANT	ACCOUNTING - ADMINISTRATION	9/11/2023
SFV	582	ACCOUNTANT JR	ACCOUNTING - ACCOUNTS PAY 1	9/11/2023
SFV	604	EXECUTIVE ADMINISTRATIVE ASSISTANT	ADMINISTRATION EXECUTIVE	9/11/2023
SFV	628	IT SPECIALIST I	INFORMATION TECHNOLOGY	9/11/2023
SFV	708	IDEA SPECIALIST	SCHOOL AGE	9/11/2023
SFV	863	COMMUNITY SERVICES SPECIALIST	COMMUNITY SERVICES	9/11/2023
SFV	864	COMMUNITY SERVICES SPECIALIST	COMMUNITY SERVICES	9/11/2023
SFV	924	DUE PROCESS OFFICER	CONTRACT ADMIN RISK ASSESS 1	9/11/2023
SFV	925	VENDOR COORDINATOR	COMMUNITY SERVICES	9/11/2023
SFV	927	LEAD IT SPECIALIST	INFORMATION TECHNOLOGY	9/11/2023
SFV	928	HUMAN RESOURCES DIRECTOR	HUMAN RESOURCES	9/11/2023
SCV	96	OFFICE ASSISTANT II	EARLY START - SUPPORT	12/29/2023
SFV	498	HUMAN RESOURCES MANAGER	HUMAN RESOURCES	12/29/2023
SFV	11	ACCOUNTANT JR	ACCOUNTING - AUDITS & REVENUE	12/31/2023
SFV	31	EXECUTIVE ADMINISTRATIVE ASSISTANT	ADMIN - EXECUTIVE SUPPORT	12/31/2023

Positions on Hold

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Location	Pos #	Hold Positions	Dept/ Location	Hold as of Date
AV	305	FAMILY ADVOCATE	AV - PUBLIC INFO & TRAIN	2/28/2022
SFV	25	TECHNICAL SUPPORT ENGINEER	INFO TECHNOLOGY	4/25/2022
SFV	398	PSYCHOLOGIST	CLINICAL SERVICES	7/25/2022
SFV	701	LEAD RISK ASSESSMENT SPEC	RISK ASSESSMENT	7/29/2022
SFV	8	DIRECTOR OF FINANCE	ACCOUNTING 1	8/29/2022
SFV	647	ACCOUNTANT JR	ACCOUNTING	9/23/2022
AV	847	CSC	AV EARLY START 3	2/16/2023
AV	848	CSC	AV EARLY START 3	2/16/2023
AV	849	CSC	AV EARLY START 3	2/16/2023
AV	854	CSC	AV EARLY START 3	2/16/2023
SCV	789	CSC	SCV SCHOOL AGE 2	2/16/2023
SFV	731	CSC	ADULT 9	2/16/2023
SFV	732	CSC	ADULT 9	2/16/2023
SFV	736	CSC	ADULT 9	2/16/2023
SFV	737	CSC	ADULT 9	2/16/2023
SFV	738	CSC	ADULT 9	2/16/2023
SFV	743	CSC	TRANSITION 4	2/16/2023
SFV	744	CSC	TRANSITION 4	2/16/2023
SFV	747	CSC	TRANSITION 4	2/16/2023
SFV	748	CSC	TRANSITION 4	2/16/2023
SFV	749	CSC	TRANSITION 4	2/16/2023
SFV	754	CSC	SCHOOL AGE 9	2/16/2023
SFV	755	CSC	SCHOOL AGE 9	2/16/2023
SFV	759	CSC	SCHOOL AGE 9	2/16/2023
SFV	762	CSC	ADULT 9	2/16/2023
SFV	769	CSC	TRANSITION 4	2/16/2023
SFV	770	CSC	SCHOOL AGE 9	2/16/2023
SFV	790	CSC	ADULT 10	2/16/2023
SFV	791	CSC	ADULT 10	2/16/2023
SFV	792	CSC	ADULT 10	2/16/2023
SFV	793	CSC	ADULT 10	2/16/2023
SFV	797	CSC	ADULT 10	2/16/2023
SFV	798	CSC	ADULT 10	2/16/2023
SFV	799	CSC	ADULT 10	2/16/2023
SFV	807	CSC	ADULT 11	2/16/2023
SFV	810	CSC	ADULT 11	2/16/2023
SFV	821	CSC	EARLY START 6	2/16/2023
SFV	827	CSC	EARLY START 7	2/16/2023
SFV	831	CSC	EARLY START 7	2/16/2023
SFV	832	CSC	EARLY START 7	2/16/2023
SFV	742	CSC	TRANSITION 4	2/17/2023
AV	859	CSC	AV SA - PROV ELIGIBILITY	4/1/2023
SCV	857	CSC	AV SA - PROV ELIGIBILITY	4/1/2023
SFV	856	CSC	AV SA - PROV ELIGIBILITY	4/1/2023
SFV	858	CSC	AV SA - PROV ELIGIBILITY	4/1/2023
SFV	319	PUBLIC INFORMATION MANAGER	PUBLIC INFORMATION	5/9/2023
SFV	860	CSC	ADULT 11	6/23/2023
SFV	861	CSC	ADULT 11	6/23/2023
SFV	862	CSC	ADULT 11	6/23/2023
SFV	721	EXEC ADMIN ASSISTANT	INFO TECHNOLOGY	7/7/2023
SFV	897	OFFICE ASSISTANT II	ACCOUNTING	7/17/2023
SFV	921	ACCOUNTING SPECIALIST	ACCT - POS PAYMENTS	7/31/2023
SFV	362	OFFICE ASSISTANT III	RECS & DOC MANAGEMENT	8/23/2023
AV	907	CSC	AV ADULT 4	9/11/2023
AV	909	CSC	AV ADULT 4	9/11/2023
AV	915	CSC	AV ADULT 4	9/11/2023
AV	908	CSC	AV ADULT 4	9/11/2023
AV	910	CSC	AV ADULT 4	9/11/2023
AV	911	CSC	AV ADULT 4	9/11/2023
AV	912	CSC	AV ADULT 4	9/11/2023
AV	913	CSC	AV ADULT 4	9/11/2023
AV	914	CSC	AV ADULT 4	9/11/2023
AV	916	CSC	AV ADULT 4	9/12/2023
AV	917	CSC	AV ADULT 4	9/13/2023
SFV	149	CSC	SCHOOL AGE 3	10/23/2023
SFV	289	CSC	SCHOOL AGE 5	10/23/2023
SFV	291	CSC	SCHOOL AGE 7	10/23/2023
SFV	429	CSC	SCHOOL AGE 4	10/23/2023

New Hires Started in the month

10

Location	Pos #	Position	Hire Date
SCV	787	CSC - MW	1/2/2024
SFV	21	ACCOUNTING SPECIALIST	1/2/2024
AV	316	CSC - BILINGUAL	1/15/2024
SFV	929	RETIRED ANNUITANT (PT)	1/22/2024
SCV	228	CSC	1/29/2024
SFV	243	CSC	1/29/2024
SFV	829	CSC	1/29/2024
SFV	815	CSC	1/29/2024
SFV	299	CSC	1/29/2024
SFV	2	EXEC ADMIN ASSISTANT	1/29/2024

Separations in the Month

11

Location	Pos #	Position	Separation Reason	Term Month
SFV	1	EXECUTIVE DIRECTOR	RETIREMENT	1/31/2024
SFV	552	CSC	PERSONAL	1/4/2024
SFV	348	CSC	PERSONAL	1/4/2024
SFV	482	CSC	PERSONAL	1/2/2024
SFV	812	CSC	PERSONAL	1/5/2024
AV	87	CSC	PERSONAL	1/5/2024
SFV	247	CSC	PERSONAL	1/3/2024
SFV	125	ADMIN ASSISTANT	OTHER EMPLOYMENT	1/12/2024
SCV	695	CSC	FAMILY REASONS	1/12/2024
SCV	842	CSC	PERSONAL	1/18/2024
SCV	539	CSC	PERSONAL	1/31/2024

Temporary Employees Report - January 2024

FY2023-2024: 7/1/2023 - 1/31/2024

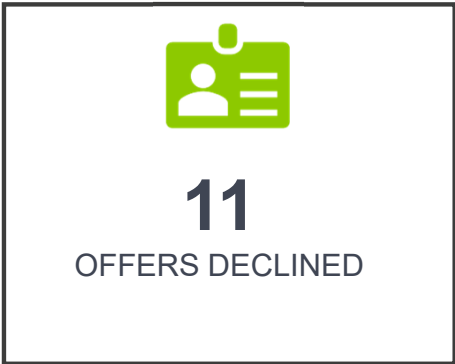
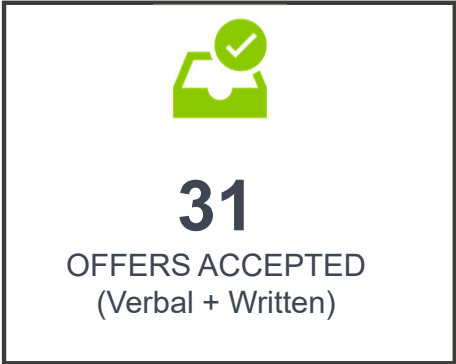
Count	Status	Job Title	Location	Department	Start Date	End Date	Days of Service	Reason	Temp to Hire, Direct Hire or Supplemental
1	Converted	Accounting Specialist	SFV	Accounting	1/23/2023	7/5/2023	117	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Consumer Service Coordinator	SFV	Case Management	8/15/2023	11/17/2023	67	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Consumer Service Coordinator	SCV	Case Management	8/29/2023	12/1/2023	65	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Consumer Service Coordinator	SFV	Case Management	8/30/2023	11/17/2023	56	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Executive Administrative Assistant (Board)	SFV	Administration	9/20/2023	1/29/2024	88	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Executive Administrative Assistant (Board)	SFV	Administration	10/3/2023	12/1/2023	41	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Converted	Consumer Service Coordinator	AV	Case Management	10/10/2023	12/1/2023	36	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Assignment Ended	Vendor Coordinator (Administrative Assistant)	SFV	Community Services	10/17/2023	10/23/2023	5	Assist with DDS project	Temp Only
1	Active	Consumer Service Coordinator	SFV	Case Management	11/17/2023	n/a		Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Assignment Ended	Consumer Service Coordinator	SFV	Case Management	11/20/2023	12/1/2023	8	Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Active	Consumer Service Coordinator	AV	Case Management	11/21/2023	n/a		Recruiting assistance needed due to increase in open requisitions. Sourced through a temp agency after unable to successfully secure a direct hire	Temp to Perm
1	Active	Vendor Coordinator (Administrative Assistant)	SFV	Community Services	12/5/2023	n/a		Assist with DDS project	Temp Only
1	Active	Office Assistant	SFV	Office Services	1/17/2024	n/a		Reception	Temp to Perm

Department Totals	
Accounting	1
Administration	2
Community Services	2
Contracts Administration	0
Case Management	7
HR	0
Office Services	1
Finance Administration	0
Payroll	0
Grand Total	13

Conversion Totals	
Average Length of Service	53.6666667
New	0
Active	4
Converted	7
Assignment Ended	2

People Scout Update

RPO Recruitment Activity Since Go-Live (11/21/2023)

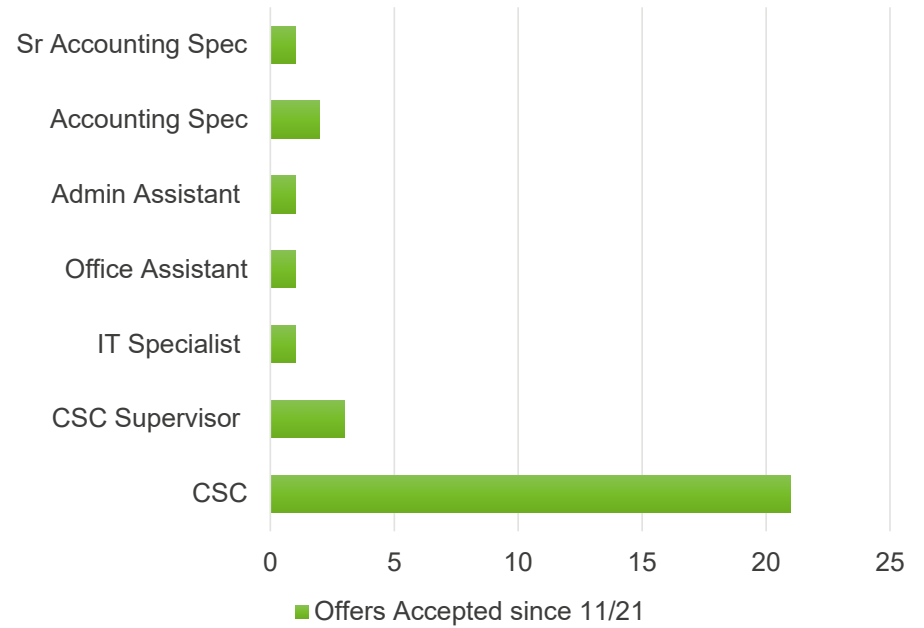


CANDIDATE OFFERS UPDATE

Offers Accepted since Go-Live (31):

- 21 CSCs
- 3 CS Supervisors
- 1 Employment Services Specialist
- 1 IT Specialist
- 1 Office Assistant II
- 1 Administrative Assistant
- 2 Accounting Specialists
- 1 Sr. Accounting Specialist

Offers Accepted since 11/21



North Los Angeles County Regional Center
Consumer Advisory Committee Meeting Minutes (Via Zoom)
February 7th, 2024

Present: Pamela Aiona, Bill Abramson, Destry Walker, Jennifer Koster, and Juan Hernandez – Committee Members

Alex Phuong, Yaneth, Santos Rodriguez, Kristine Mosteiro, Lesly Forbes, Albert Feliciano, Minutes Services - Guests

Christina Preuss, Kimberly Visokey – Staff

Absent: George Alvarado

I. Call to Order & Introductions

J. Hernandez called the meeting to order at 3:11 pm, and introductions were made by all committee members, staff, and guests.

II. Consent Items

A. Approval of Agenda

M/S/C (J. Hernandez/L. Forbes) To approve the Agenda. Motion **passed**.

B. Approval of Minutes from January 3rd, 2024 Meeting

Two typos were found: a misspelling of George's last name, and in part 3, the letter C, ORKA was abbreviated incorrectly.

M/S/C (J. Hernandez/L. Forder) To approve the January 3rd, 2024 minutes. Motion **passed**.

III. Committee Business

A. Flyer Update- Kristine M. DEIB

K. Mosteiro shares the first version of the revised CAC (Community Advisory Committee) flyer, highlighting upgrades in graphics, added dates, and a QR code for easy scanning. Two versions are presented – one with a

white background and another with a purple background. Feedback is sought from the participants.

B. Abramson expresses a preference for the white background for better readability, while J. Hernandez appreciates the effort and leans towards the white background as well. Hernandez suggests that the graphic in the middle lacks representation of the community and suggests adding elements like a person in a wheelchair or using special devices to reflect diversity better. L. Forbes agrees with the idea of including individuals with physical challenges, emphasizing inclusivity. Juan also suggests adding text to the QR code section to guide individuals on how to use it, considering not everyone may be tech-savvy.

The discussion shifts to promoting the flyer, with J. Hernandez suggesting involving the Vendor Advisory Committee (VAC) to share it among vendors for increased attendance. C. Preuss mentions plans for mass mailing to attract new committee members and participants. J. Hernandez supports the idea of involving vendors and expresses readiness to attend vendor meetings to promote the committee. The hope is to increase attendance, especially when in-person meetings become feasible post-pandemic.

K. Visokey inquires about future updates to the flyer, and K. Mosteiro confirms that it will be updated and shared with relevant team members soon.

Action Item: K. Mosteiro will go forward with the white background for the flyer

Action Item: K. Mosteiro will add instructional text to the QR code

Action Item: K. Mosteiro will add more representation to the flyer, such as including people with disabilities

Action Item: C. Preuss will share the flyer with the Vendor Advisory Committee (VAC)

B. CAC Goals Update

J. Hernandez addresses the next agenda item, the update on CAC (Community Advisory Committee) goals. There's a brief discussion about locating the updated goals in the meeting packet. C. Preuss mentions not finding them but suggests Kimberly might have a copy. K. Visokey volunteers to find and share the updated goals.

While Hernandez acknowledges that the goals are not currently in the packet, C. Preuss confirms that the presented goals were reviewed and approved during a board meeting. Kimberly assured that she would locate the document.

C. Preuss acknowledges the absence of the goals in the packet and proposes sending them to the participants after the meeting. B. Abramson supports this idea, and K. Visokey suggests moving on to the next agenda item while she locates the document for later discussion.

Action Item: K. Visokey will send out the board-approved CAC goals packet to the committee.

C. Meeting update – Meetings will be held virtually via Zoom for the remainder of the Fiscal Year.

J. Hernandez announces that the meetings will continue to be held virtually for the remainder of the year due to a combination of COVID-19 concerns and the need for technology updates in the meeting rooms. The decision is influenced by recent issues with audio during the last attempt at a virtual meeting, prompting the need for room upgrades to support hybrid-style meetings. Once the technological improvements are in place, the committee anticipates returning to a hybrid meeting format.

B. Abramson acknowledges current technology challenges, expressing the hope that, in the future, the committee might return to in-person meetings. Juan Hernandez agrees but highlights the widespread adoption of online platforms like Zoom, making it more convenient for many participants. He

also mentions the ongoing challenges posed by different COVID variants, making a complete return to in-person meetings less likely.

D. Training/Presentation Update – Cristina P.

C. Preuss takes over, explaining that the training schedule aligns with the fiscal year, starting in July and ending in June. She outlines the planned trainings, including one by Albert Feliciano on reporting of use in February, emergency preparedness in March, a postponed presentation by the Department of Mental Health in April, adult protective services in May, and legislative education in June.

J. Hernandez acknowledges potential confusion due to the fiscal format but assures that the details are available. He briefly discusses the recent committee meeting, highlighting the approval of a course related to their operations and announcing C. Preuss as the interim director following Ruth Jinka's departure. He expresses hope for a qualified replacement and emphasizes the challenges of the interim deputy director role.

J. Hernandez touches upon contractual matters discussed in the meeting and transitions to the topic of awkward representation. C. Preuss confirms that there are scheduled trainings with the Office of Clients Rights, including financial awareness in March, client rights in June, voting rights in September, and fair hearings in December.

E. OCRA Quarterly Public Presentations update

F. Reporting abuse presentation- Albert F state council

The presentation by Albert Feliciano focuses on the topic of mandated reporting, particularly in the context of individuals working in professions obligated to report abuse or neglect. Albert, an advocate with the State Council on Developmental Disabilities, LA Office, emphasizes the importance of understanding and fulfilling the responsibility of mandated reporting. He covers aspects such as who is mandated to report, the types of abuse that must be reported, signs to look for, and the reporting process. Albert also highlights the need for maintaining confidentiality throughout the

reporting process to protect the dignity and rights of the individuals involved.

A brief Q&A followed the presentation where A. Feliciano clarified that as a mandated reporter, he is legally required to report any suspicion or evidence of abuse, regardless of the victim's wishes. The discussion also touched upon the role of psychologists and other professionals as mandated reporters. Additionally, the importance of reporting even minor suspicions was emphasized, highlighting the legal obligation to report any potential abuse or neglect. The session concluded with a participant requesting the presentation to be shared in the chat.

IV. Identify Agenda Items for the Next Board Meeting

- A. Minutes from the February 7, 2024 Meeting
 - K. Visokey mentions specific action items, including updating the flyer based on committee recommendations for the March 6th meeting. Additionally, they plan to send out the approved flyer to the VAC chair and committee members, incorporating it into the March VAC agenda. K. Visokey also mentions sending the board-approved CAC goals to the committee. These action items are summarized as key tasks for the upcoming activities.

V. Announcements/Information/Public Input

- A. Abilities Expo
 - J. Hernandez informs the group about the Abilities Expo happening on March 15 at the convention center, which provides information on programs and services not only for physically disabled individuals but also for those with cognitive disabilities. He recommends attending, emphasizing that there are resources for everyone, including low-income housing, utilities, and job training. The discussion includes details about registration, transportation, and potential attendance by group members, with B. Abramson expressing interest but also noting the need to coordinate transportation logistics. Contact information exchange for coordinating attendance is also discussed, with members suggesting using the chat for sharing details. The conversation concludes with plans for the event and well wishes for a participant in a Boeing Tournament.
- B. Next Meeting March 6, 2024 (3pm)
- C. Attendance Sheet

There's a query about a missed meeting in August 2020, and Christina Preuss assures they will check the minutes for clarification.

Action Item: C Preuss will check the minutes following a query about a missed meeting in August 2020

D. DDS Training

C. Preuss shares information about upcoming webinars by the Department of Developmental Services on home and community-based services requirements. C. Preuss requests K. Visokey to email the flyer to participants for registration details. The webinars are scheduled for Friday and Saturday, with recordings available for those unable to attend. The conversation concludes with gratitude for the information shared.

Action Item: K. Visokey will email the DDS flyer to participants with registration details.

VI. Adjournment

J. Hernandez adjourned the meeting at 5:11 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
Consumer Services Committee Meeting Minutes

November 15, 2023

Present: Rocio Sigala, Alma Rodriguez, Cathy Blin, George Alvarado, Nicholas Abrahms, Jennifer Koster, Juan Hernandez, Curtis Wang, Anna Hurst, Michael Costa, Sharmila Brunjes, Vivien Seda, Erica Beall – Committee Members

Kimberly Visokey, Xochitl Aragon, Evelyn McOmie, Gabriella Eshrati, Cristina Preuss, Silvia Haro – Staff Members

Lori Walker- SDLVAC Co-Chair, Richard Dier- SDLVAC Co-Chair, Nicholas Mendoza- Coach for George Alvarado, Jasmine Barrios- Minutes Services - Guests

Absent:

I. Call to Order & Introductions

Rocio Sigala called the meeting to order at 6:00 pm.

II. Public Input

Ana Quiles invited the Committee to attend an upcoming Executive Committee Meeting on November 30th at 6 pm.

Curtis Wang inquired about the Board Dinner Workgroup invite that he got via email. Board Support to reach out to Curtis to further discuss.

Richard Dier announced that he would be attending the Executive Committee Meeting on November 30th.

III. Consent Items

A. Approval of Agenda

Under Committee Action items, Rocio amended Item B. Including Parents, Guardians, Conservators as Service Providers Discussion to read Including Parents, Guardians, Conservators as Service Coordinators Discussion.

M/S/C (G. Alvarado/C. Wang) To approve the agenda as revised.

B. Approval of Minutes of September 20th Meeting

M/S/C (G. Alvarado/C. Wang) To approve the meeting minutes as presented.

IV. **Committee Business** - Evelyn McOmie

A. Board Audit

I. Ensure the Service Standards are consistent with NLA's Mission, Vision, and Values Statements

This information was reviewed as presented in the packet. The service standards were revised to include updates to the section on Social Recreation.

M/S/C (C. Blin/G. Alvarado) To approve the revision to the service standards as presented.

II. Review NLA's Mission, Vision, and Values statement to determine if NLA is providing adequate guidance in establishing Consumer Services Policy

Evelyn explained that the Committee reviews the changes to the service standards and approves them for presentation to the Board, which ultimately sends to DDS upon approval. The most recent approved Notice of Action was recently approved and is highlighted in the packet. IDEA Part C- Early Start language has also been sent to DDS for approval and is pending review. Any updates from DDS will be communicated to the Committee as soon as it becomes available.

The Committee agreed that the current standards are aligned with NLA's mission, vision, and values statements.

V. **Committee Action Items**

A. Community Services Quality Assurance Monitoring Presentation – Venus/Xochitl

The NLA Quality Assurance team shared information on the Quality Assurance department at NLA. Their presentation was reviewed as presented in the packet. The Quality Assurance (QA) Unit resolves questions and complaints about program services and monitors residential facilities for compliance with regulations and adherence to their program designs. QA ensures that services meet the resident's needs in a manner consistent with Title 17 of the Lanterman Act. The QA team consists of 8 QA specialists who oversee over 400 homes in all three NLA valleys.

Roles and Responsibilities of the QA Unit:

- Monitor and evaluate residential facilities to ensure compliance with regulations.
- Observation of resident activities during regularly scheduled daily activities for compliance with program design and IPP objectives.
- Review of resident records.
- Review and follow up on residential special incident reports.
- Review and follow up on client rights violations, investigate and respond to allegations of abuse, neglect, or immediate danger.
- Investigate and mediate complaints made by residents, family members, and community members and received by NLA & DDS.
- Identify conditions of substantial inadequacy in program services and delivery.
- Quarterly reporting, CAP, and sanctions to DDS for statewide tracking.
- Attend statewide risk management quarterly meetings.

Corrective Action Plan (CAP)

- Correct action plans are developed when a substantial inadequacy has been identified.
- Community services QA supervisor, QA facility liaison, case management and the vendor meet within ten working days of the identification and verification of a substantial inadequacy to collaboratively develop a written corrective action plan to bring the facility into compliance. The CAP is issued within two days of the meeting and describes:
 - The substantial inadequacy statute, regulation, IPP, or admission agreement requirement
 - the methods by which the administrator is to correct the substantial inadequacy and
 - the timeframe to correct the substantial inadequacy within 30 days, not to exceed six months.

Sanctions - Title 17 Section 56057

- If a substantial inadequacy is not corrected within the timeframe specified in the CAP, or if there are two findings of substantial inadequacy in the same facility within any 12-month period, NLA will apply sanctions per title 17 of the Lanterman Act.
- Once sanctioned, NLA may meet with the resident's authorized representative to discuss the situation, recommend relocation, and discuss the consequences of refusing to relocate. NLA may not place the resident back into the facility until the facility complies with the CAP.
- The Residential Liaison shall visit the facility to review and document actions taken by the administrator to implement the CAP. It will document any substantial inadequacies which are not corrected within the specified timeframe. Once all areas of the plan have been met, QA conducts an unannounced visit and closes the CAP. If, during the visit, actions of the CAP have not been implemented, the administrator will be informed that another visit will be completed.

Residential Liaisons

Vendored residential homes are assigned a QA liaison and a CSC liaison to collaborate with:

- Support the vendor and residents residing in the home.
- Monitor the health and safety of the residents in the home.
- Ensure service delivery.
- Conduct interviews for the purpose of investigations.
- Risk, mitigate and address any challenges or concerns.
- Develop corrective action plans and attend compliance meetings with the vendor to bring them into compliance.
- Complete the new residential vendor orientation.

Venus clarified that these trainings are for families, individuals, and vendors as well.

B. Including Parents, Guardians, and Conservators as Service Coordinators discussion

Rocio Sigala asked the Committee for feedback on implementing the option for families and guardians to serve as Service Coordinators for individuals as part of the traditional system outside of SDP. Evelyn McOmie explained that if a family member decides to be a Service Coordinator, that person would actively be responsible for participation in IPP planning and logistics, which include drafting the IPP. However, because of protected HIPAA information, the family would not have access to NLA's system, which would require an NLA staff member to be involved in utilizing the Sandis computer system.

Evelyn shared that she and her team are in the process of developing "Parent University," which would be modules with learning Service Standards, IPP Planning, generic resources, and other subjects. This program would also be used to integrate and train parents and families to understand the system. It would consider this in conjunction with parents/guardians with being a service coordinator.

Rocio proposed that a workgroup be developed to further work on a plan for this item. According to NLA records, there have only been two parents who have been able to go through the process of becoming a Service Coordinator. One of those parents was at the meeting and, through the meeting chat, offered to join the potential workgroup to provide their experience to the group. Evelyn will work with her team to determine the bandwidth for creating this group and will revisit this item with the Committee.

VI. Committee Report Updates

A. Self-Determination Program Report

Gabriela Eshrati reviewed the SDP Report as presented in the packet.

As of November 1st:

Participants have completed Orientation: 699

Total number of budgets that are certified: 334

Total number of budgets that are in the certification process: 12

Total number of spending plans that are approved: 265

Total number of spending plans in progress: 67

Total number of PCPs completed: 293

Total number of participants that have opted out of SDP after enrolling: 2

Total number of Inter-Regional Center Transfers (out):3

Total number of participants that have fully transitioned into SDP with approved spending plans and active SDP IPPs: 265

1. SDLVAC Board Liaison Report

The report was reviewed as presented in the packet. Gabriela noted that the SDLVAC needs more communication and collaboration with the Board to address concerns related to SDP.

Rocio asked if Gabriela could reach out to DDS about the GTI 1% non-payroll expense that was implemented.

B. 1st Quarter Intake Data by Location Report

Evelyn reviewed the information as presented in the packet.

July Intake Case Total: 966

Over 120 Days: 42

% Over 120 Days: 4.35 %

August Intake Case Total: 848

Over 120 Days: 48

% Over 120 Days: 5.66 %

September Intake Case Total: 906

Over 120 Days: 34

% Over 120 Days: 3.75 %

C. 1st Quarter Appeals Report

Evelyn reviewed this report as presented in the packet.

Number of NOAs Sent: 846

Number of Appeals filed from Total NOAs: 23 (Services), 18 (Eligibility)

Number of Appeals Filed: 41

D. 1st Quarter Disparity Committee Report

Cristina reviewed this report as presented in the packet.

Areas of concern that were mentioned include what can be done to identify provider shortages by area and other barriers to service provision.

VII. Chief Consumer and Community Services Officer Report - Evelyn McOmie

A. IPP Training/IPP Manual for CSCs Update

NLA recently updated a new virtual training regarding Person-Centered IPP training developed for Service Coordinators and was rolled out in October to supervisors; November will see the first cohort for this training. This program will walk the CSCs through the process and highlight various tools to help with annual and quarterly IPP reviews. Evelyn highlighted her team of 15 people who helped create this training. The training will be revisited in 18 months to ensure quality and compliance.

B. IFSP Training Manual for Early Start Staff Update

Similarly to the IPP training, NLA is developing a training for IFSP training that is scheduled to be completed in the spring of 2024.

C. Lead CSC Trainer Model Update

Evelyn shared that there are 4 Lead Trainers for CSCs that will be responsible for

supplementing the training process. All are currently at the San Fernando Valley location.

- D. **Trainings for Case Management/Onboarding of New Staff Update**
In addition to IPP training for new staff, NLA has 50 trainings that supervisors, managers and directors will conduct throughout various times. NLA is looking to streamline how trainings is produced and published. There have been 21 trainings that have been converted to the LMS virtual process.
- E. **Training for Onboarding Parents Update**
A workgroup created a policy for onboarding families into the system after intake. This group developed the Roadmap for parents and is looking to create a series of 8 modules regarding multiple subjects to provide families with knowledge, tools and resources to navigate the system. A pilot program is planned for 2024.
- F. **Internal Assessments Update**
NLA directors and managers are creating a staff workgroup to review assessment tools to better streamline assessments and forms for maximum efficiency.
- G. **POS Update**
NLA has been looking to revamp this process since March. A report was built on the back end to track what is being approved by NLA supervisors. About 80% of the POS' are being approved by supervisors, which has been a relief for the 3 Case Management Directors who were previously proving over 2000 POS requests. POS training for supervisors will be established virtually for reference.
- H. **Partnership Meetings with Vendors Update**
Evelyn commenced partnership meetings with vendors in October. She has visited the program to discuss collaboration and what is working well or not working. There have been only a few vendors so far, but NLA is hopeful that a restructuring will allow more time and bandwidth to continue these meetings successfully.

VIII. Meeting Action Item Review

- A. Revise the Committee Priorities for FY23-24 and email to the Committee for electronic vote (Evelyn McOmie).
- B. Revise the Committee Critical Calendar to remove the POS Semi-Annual Report and add the Disparity Committee Report on a quarterly basis. (Evelyn McOmie)
- C. Compile data related to the 240 Pilot Families in the Enhanced Coordination Unit for presentation at the next Committee Meeting. (Evelyn McOmie and Gabriela Eshrati)
- D. Gather information on the 659 individuals who have completed SDP Orientation and determine barriers to joining the SDP Program. (Gabriela Eshrati)
- E. Revise each report to reflect the revisions that were determined by the Committee (Evelyn McOmie)

IX. Board Meeting Agenda Items

A. Minutes of the November 15th Meeting

X. Announcements / Information Items / Public Input

A. Committee Attendance Log

B. Next Meeting: Wednesday, February 21, 2024, at 6:00 p.m.

C. Public Input

George invited the Committee to an upcoming ARCA meeting and shared that there will also be a potluck to celebrate the Thanksgiving holiday.

XI. Adjournment

Evelyn McOmie adjourned the meeting at 8:03 p.m.

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 Meeting Minutes

January 25, 2024

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

Ruth Janka, Evelyn McOmie, Vini Montague, Arezo Abedi, Kimberly Vokey, Cristina
Preuss, Gabriela Eshrati, Malorie Lanthier, Michael Karpman – Staff Members

David Lester- NLA Counsel, Miriam Erberich, Jasmine Barrios -Minutes Services - Guests

Absent: Lillian Martinez

I. Call to Order

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

II. Public Input

None

III. Consent Items

A. Approval of Agenda

M/S/C (D. Coe/A. Ramirez) To approve the agenda as presented.

B. Approval of Minutes of November 30th Meeting

M/S/C (D. Coe/A. Ramirez) To approve the Minutes as presented.

C. Approval of Minutes of December 14th Meeting

M/S/C (D. Coe/A. Ramirez) To approve the Minutes as presented.

IV. Consumer Advisory Committee

A. CAC Report – Cristina Preuss

Cristina reviewed the information as presented in the packet. Due to technical difficulties, the DMH presentation will be rescheduled for April. The CAC is also pending approval for the CAC goals.

V. Action Items

A. Consumer Legislative Advocacy Trainings – David Coe

David Lester was consulted regarding if the Executive Committee could approve the

addition of Consumer Legislative Advocacy Trainings to the Critical Calendar for the Government and Community Relations Committee, on behalf of the Board. Per David Lester, unless directly delegated by the Board, the Executive Committee is not able to approve the request on behalf of the Board.

VI. Committee Business

A. Board of Trustees Bylaw Review – Ana Quiles & David Lester, Esq.

David Lester, who serves as NLA’s legal counsel, thoroughly reviewed NLA’s 46-page Bylaws document and made recommendations on how they can be revised to reflect the most updated verbiage. He noted that he divided the sections for Board Powers and Board Duties. He recommended that the Committee address the important or urgent sections within the bylaws and then divide the remainder to be reviewed in small increments (10 pages per meeting), in order to complete the entire review of revisions.

There was a concern raised by Leticia Garcia regarding this request from the Committee, in that the purpose of the request was to address an urgent issue from the Consumer Advisory Committee in which, they sought to revise the bylaws to be able to elect their own Chairperson, and a second urgent issue, regarding the Board Liaison role. She stated that since the Board did not approve a review of the entire Bylaws, the Executive Committee would not be able to review or vote to approve the revisions. She recommended this item be added to the next Board Meeting Agenda and that the item include a request for an AdHoc Committee to conduct the Bylaw review.

Ana replied that the Executive Committee would be reviewing the revisions and making recommendations to the Board, not making approvals on behalf of the Board. After discussion, it was acknowledged that the Board should have approved the entire scope of work done by David Lester, in reviewing the entire bylaws, as opposed to the 2 sections noted in the Minutes.

David Lester agreed that an AdHoc Committee would be beneficial in taking some of the weight off of the Executive Committee itself and Ruth Janka added that including other Board Members may be beneficial as there are members who have experience in these areas.

The Committee determined to review the revisions on the topics of the Consumer Advisory Chair and Board Liaison. The revisions are noted on Section 10 Consumer Advisory Committee, Item b. Election of Committee Chair and Item d. Board Liaison.

Under the Board Liaison Section, it was considered to add a provision that “in the event that an Individual-served is not secured to serve as Liaison, the role can be filled by an NLA Staff Member”. David Lester recommended the revision to include that the “Board Liaison should be an individual served”, instead of “must”, in order to allow NLA flexibility in who can be appointed but keeping the goal for the role to be held by an Individual-served.

Under Section 7 Election and Term of Office, Item h. regarding attendance. “In the event a Trustee shall be absent from either three consecutive regularly scheduled Board meetings

or from three consecutive committee meetings or shall be absent from five regularly-scheduled Board meetings or from five committee meetings during any twelve-month period, then the Trustee shall, without any notice or further action required of the Board, be automatically deemed to have resigned from the Board effective immediately”.

David Lester proposed a provision to this section that the Board is able to make an exception to this policy on a case-by-case basis. It was also decided that the Committee Chairs will review attendance of the members for their respective Committees.

There was discussion regarding the time frame that a Member would need to be present in the meeting to constitute having attended the meeting and what calendar would be appropriate to track attendance. Brian Gatus recommended a 12-month rolling period beginning on the Fiscal Year.

David will revise the sections regarding the CAC and Attendance and will submit the revisions to NLA within 24 hours.

M/S/C (D. Coe/L. Garcia) To approve the recommendations to the Board for revisions regarding the CAC and Attendance sections in the Bylaws.

In regards on how to move forward with the revisions, Ana proposed that when the Committee presents the Bylaw Revisions, to also solicit participation from the Board Members and that if 50% or more of the volunteers are part of the Executive Committee, to disband the AdHoc Committee request and add the Bylaw Revisions as a standing agenda item for the Executive Committee for the remainder of the review.

Leticia proposed that the Board vote to determine if there is a need for the Bylaws to be revised and if approved by the Board, recommend that an AdHoc Meeting be created for the remainder of the review, to make recommendations to the Board.

M/S/C (L. Garcia) To approve the recommendation to the Board to ask if revisions to the Bylaws are needed and if so, to recommend the creation of an AdHoc Committee to review the revisions to the Bylaws and make recommendations to the Board.
The motion did not pass as there was no second to the motion.

M/S/C (D. Coe/A. Ramirez) To make a recommendation to the Board to review the revisions for the entire Bylaws document and to appoint an AdHoc Committee to review the revisions made by David Lester and to make recommendations to the Board. In the event that the AdHoc participants are made up of more than half of the Executive Committee, for the Executive Committee to take on the task to review the revisions. The motion passed.

M/S/C (L. Garcia) To require a motion for all action items for the Committee that require legal counsel services.
The motion did not pass as there was no second to the motion.

Concerns were raised regarding this proposal as there have been urgent matters that David

Lester has had to address and this stipulation would impede his ability to be consulted in an emergent situation. After discussion, the motions was revised.

M/S/C (L. Garcia/A. Ramirez) To require a motion for approval by the Board for any projects that will take more than 5 hours of work from NLA's legal counsel. The motion did not pass with oppositions from David Coe, Rocio Sigala, Brian Gatus and Ana Quiles.

M/S/C (R. Sigala/A. Ramirez) To require a motion for approval by the Executive Committee for any projects that will take more than 5 hours of work from NLA's legal counsel. The motion passed.

B. Parent as CSC Update – Evelyn McOmie

Evelyn reported that she met with the leaders at the San Gabriel Pomona Regional Center for more information on their model for Parents as CSCs. She learned that this model was developed in 2001 and that there are a handful of parents who have been grandfathered in to the model. They have seen that the SDP program provides more freedom for Individuals to be more person-centered and provides autonomy. However, the Individuals of require a lot of support and assistance. The model provides families and individuals the freedom to determine their IPP plan. This still goes through Traditional Services and need to be approved by the Regional Center and does not allow for an increase in services because services still need to go through the traditional approval process.

As a response, Parent as CSC Training will be available on Parent University, it is currently in draft form and the goal is to pilot with 20 families by the end of the Spring. Evelyn explained that 20 families will go through the Parent as CSC Training as a module under Parent University and provide feedback on ease of access. Revisions of the training will be made based on the feedback. Report-outs on updates for this item will be added to the Consumer Services Committee Meetings once the pilot is concluded.

C. NLACRC Policies and Procedures – Request for Board Access - Ruth Janka

Ruth reported that NLA Attorney, Michael Klein has identified that the Board is able to access NLA Policies and Procedures on the SharePoint site. The policies are currently being gathered and reviewed. They will be available for the Committee to access on the SharePoint site by the March Committee Meeting. The Committee requested a status on this item be included in the next few Committee agendas, until completion in March.

Ruth expressed caution regarding a previous proposal from the Committee, that NLA's Policies and Procedures be available on the NLA website. Ruth shared that certain policies being made publicly available, would create security risks for NLA. The more internal information is available to the public, the more information that someone has to impersonate staff to attempt to gain access to confidential systems information. She proposed that NLA create a document with FAQ's that will provide transparency with the community, without compromising NLA.

It was clarified that if services would be needed on this item from David Lester, NLA Board Counsel and /or Michael Klein, NLA Security Counsel, that the Committee would be notified

and approval would be sought before services are provided.

D. ARCA Liaison Report

1. January ARCA Report – Lety Garcia

Leticia reviewed the information as presented in the packet. Highlights include:

- Ruth Janka received accolades and farewells from the room since this was her last meeting at ARCA. Nancey Bergman Dir. Of DDS, recognized Ruth for her leadership in the RC system and that her collaboration will be missed. Ruth received a standing ovation from the entire room!
- The governor has requested the creation of a “Master Plan” for people with disabilities identifying barriers, challenges, and solutions presented to DDS as part of the recommendations of the Little Hoover Commission. It will follow the trajectory of the “Master Plan on Ageing” that was recently done.

E. Proposed Change in Packet Review Day and Time - deferred

F. Board/Staff Interaction Policy Revision – Ruth Janka

Evelyn McOmie proposed that any contact coming to NLA Staff from Board Members, go through Board Support. The reason for this request is to ensure a single-point of entry for additions to a Tracking Log that is used by Board Support to triage action items. NLA staff is inundated with hundreds of emails daily and it can be easy for a Board Member’s email to get lost in the pile. In regards to issues as a Consumer, Board Members can also reach out to their Parent Support Specialist for guidance on their issue. Cristina and Evelyn will consider this recommendation for the Standard Operating procedure.

M/S/C (L. Garcia) To accept the Board/Staff Interaction Policy Revision as presented. This motion did not pass as there was no second to the motion.

This item will be added to the February Meeting agenda for further discussion and determination.

G. Board Budget Expenditure Policy Draft – Ruth Janka

This item will be added to the Committee agenda for review once the audit results have been received.

H. Board Member Responsibilities Policy–Proposed Legislative Visit Requirement – Ruth Janka

Ana stated that the Board approved the recommendation to include the legislative visit via phone or email requirement to the Board Member Responsibilities Policy. Board Support will review the Minutes to confirm and this item will be added to the next Committee agenda.

I. Board Dinner/Retreat Update – Kimberly Visokey

Kimberly shared that the Board Dinner Workgroup met and that the draft budget was reviewed and the invitations for selected Legislators will be going out soon. Ruth reported that NLA is entering into a budget deficit year. This means that there will be travel bans for state employees, hiring freezes and limitations to entering into new contracts. In light of that information, she recommended that NLA seek sponsorships and fundraising to reduce the

cost of this event as much as possible. In addition, she recommended that any sponsorships that are highly advertised, are disclosed. Leticia

J. NLACRC Hybrid Meeting Capability – Status Update - Malorie Lanthier

Malorie shared that the Santa Clarita Office is available for hybrid meetings at this time. Antelope Valley Office is available for hybrid meetings with limited camera capabilities in that it does not show individuals, but is able to show the entire room. San Fernando Office has no hybrid capability at this time. There are major modifications that will be needed and the timeline for completion is estimated to be August 15th for Antelope Valley Office and August 31st for San Fernando Office.

Malorie introduced Michael Cartman, who will deliver the updates on this item in future meetings as Malorie will be retiring from NLA and her last day will be March 8, 2024.

In regards to the future in-person meetings, it was determined to make the remaining meetings for the FY virtual only.

M/S/C (R. Sigala/D. Coe) To recommend to the Board that future Board and Committee Meetings remain virtual for the remainder of the FY.

K. Board SharePoint Site – Ruth Janka

1. General

- Board Policies
- Committee Attendance and Time Logs

Ana requested that Committee action logs also be included on the SharePoint site.

2. By Committee • Recommendation - pilot one committee per month

David Coe noted that he was advised he would have access to his Committee SharePoint site on January 24 and as of January 25, does not have access. Evelyn will follow up with her team on ensuring that the documents are uploaded to the Committee SharePoint sites and that all Committee Chairs have access to their SharePoint sites before their meeting deadlines.

L. BoardSource Subscription – Ana Quiles

The Nominating Committee is working on creating a process for evaluations for all Board Members who are renewing their Membership, to assess and develop an individualized Board Member Plan for each member. Board Source is able to provide those resources and is more cost effective to pay per assessment, as opposed to purchasing a subscription. The Board Support Assessment is \$749.00 for all Board Members and the Executive Director Assessment can be added for an additional \$699.00. For access to the Board Support Program Subscription, it would be \$33,205 per year and would include programs related to Board roles and responsibilities, the ability to receive guidance from Board Source via an email service and are all items that are not included with the ARCA membership.

Ana noted that the Executive Director System was already purchased and the most cost-

effective next step would be to recommend approval for the Board to purchase the Board Self-Assessment for \$749. It was clarified that this is not an approval to purchase, but an approval to recommend the purchase to the Board.

M/S/C (A. Quiles/A. Ramirez) To approve the recommendation to the Board to purchase the Board Self-Assessment as discussed with the inclusion of the budget to the reference material.

- M. Workforce Development Solutions Contract Amendment and Scope of Work –Ana Quiles Ruth shared the information as presented in the packet. New contracts would be created if there is a different scope of work, a completely different set of provisions and always in the case of an expired contract.

Leticia noted that the Board adopted a policy that gathers several bids when filling a contract. She raised a concern regarding on the contract with AWS for recruitment training without vetting a formal proposal. There was an additional contract approved with AWS for Chairperson Training and Moderating of the Board Retreat. She made the following recommendation:

M/S/C (L. Garcia) To open the process for vetting proposals for the Board Chairperson Training and the Retreat Moderating.

The motion did not pass as there was not a second to the motion.

Ana Quiles responded that Board Approval was already obtained for the contract amendments with AWS and that soliciting for more vendors would not be possible as a contract is already in place. She did mention that it would be appropriate to revise the amendment regarding items in the contract that have not yet been executed. After discussion, it was determined that Vini will review the termination clause of the AWS contract to determine if new proposals can or will be considered or Chair Development and Board Retreat Moderation.

- N. Board Support Expectations – Ana Quiles

Ana requested that expectations be created for Invoice Review and Generation turnaround times so that Board Members are aware of their status. She also requested information be shared with the Committee Chairs regarding their submission deadlines.

David Coe asked for turnaround times for Meeting Minutes. Kimberly stated that the quickest that action logs are available would be 5 days and 2 weeks for the Minutes themselves. Kimberly stated that she had to ask for January Committee Meeting Minutes and that she would try to get the final draft in 1 week.

David Coe asked for confirmation on the dates for the Legislative Advocacy Training and Virtual Town Hall. Evelyn will confirm the dates to determine if these events will occur before the next Board Meeting. If they do, a special Board Meeting will need to be called or if the items can be held for the February 14th Board Meeting. It was noted that the Board President

is able to call a special Board Meeting if necessary, with a 7-day notice.

VII. Review of Meeting Action Items

- A. Revise the Bylaws with the discussed revisions regarding the Consumer Advisory Committee Chair and Board Member Meeting attendance. (David Lester)
- B. To have the NLA Policies and Procedures available on the SharePoint site by the March Committee Meeting. (Arezo Abedin)
- C. To provide an update on the progress of this item at the next Committee Meetings until completed in March. (Cristina Preuss)
- D. ACTION: Add the Board/Staff Interaction Policy to the February Committee Agenda. (Board Support)
- E. To review the Board Meeting Minutes to confirm the approval of the Legislative Visit Requirement to the Board Member Responsibilities policy. (Cristina Preuss)
- F. To add the Board Member Responsibilities Policy to the February Committee Agenda. (Board Support)
- G. To include Board/Committee Action logs to the respective Committee SharePoint sites. (Board Support)
- H. To follow up with the team on uploading documents to the Committee SharePoint sites. (Evelyn McOmie)
- I. To ensure that all documents are uploaded and to get Rocio Sigala access to Sharepoint by February 9th. (Board Support)
- J. To add the BoardSource Subscription recommendation to the next Board Meeting agenda. (Board Support).
- K. Review the termination clause of the AWS contract to determine if new proposals can or will be considered or Chair Development and Board Retreat Moderation. (Vini Montague)
- L. Create expectations for Invoice Review turnaround times and in addition, to share information with Committee Chairs regarding submission deadlines. (Board Support)
- M. To confirm the dates for the Legislative Advocacy Training and Virtual Town Hall to determine if a special Board Meeting will need to be called. (Evelyn McOmie)

VIII. Board Meeting Agenda Items

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

- A. Minutes of the November 30th Meeting
- B. Minutes of the December 14th Meeting

IX. Announcements / Information Items / Public Input

- A. Next meeting Thursday, February 29, 2024
- B. Committee Attendance (Page 101)
- C. SDP Independent Facilitator Workshop, Wed., January 31, 2024 at 1:00 pm
- D. Vendor Advisory Committee Meeting: Thurs., February 1, 2024, 9:30am
- E. Self-Determination Orientation: Mon., February 5, 2024, 9:00am
- F. Strategic Planning Committee Meeting: Mon., February 5, 2024, 6:00pm
- G. Consumer Advisory Committee Meeting: Wed., February 7, 2024, 3:00pm
- H. New Consumer Orientation – English, Wed., February 7, 2024, 6:30pm
- I. Orientación para Nuevos Consumidores – Español, Wed., February 7, 2024, 6:30pm

- J. SDP Independent Facilitator Round Table, Thurs., February 8, 2024 at 2:00 pm
- K. NLACRC Board of Trustees Meeting, Wed., February 14, 2024 at 6:00pm
- L. Self Determination Local Advisory Committee Meeting, Thurs., February 15, 2024 at 6:30pm
- M. SDP Independent Facilitator Workshop, Wed., February 21, 2024 at 1:00 pm
- N. Consumer Services Committee Meeting, Wed., February 21, 2024 at 6:00pm

X. Adjournment

Ana Quiles, Committee Chair, adjourned the meeting at 9:34 p.m.

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
Recruiting Committee Meeting Minutes

January 29, 2023

Present: Ana Quiles, Brian Gatus, Lillian Martinez, Leticia Garcia, David Coe, Suad Bisogno, Alma Rodriguez - Committee Members

Kimberly Visokey, Vini Montague, Parita Burmee – Staff Members

Lyapa Nakazwe-Masiya – Egon Zehnder, Sara Trevino – Egon Zehnder, Angela Gardner – WDS, Emily Nichols, Jasmine Barrios -Minutes Services - Guests

Absent: Anna Hurst

I. Call to Order

Ana Quiles called the meeting to order at 5:31 pm.

II. Public Input

None

III. Consent Items

A. Approval of Agenda

M/S/C (B. Gatus/D. Coe) To approve the agenda as presented.

B. Approval of Minutes of the January 3rd Meeting

M/S/C (B. Gatus/D. Coe) To approve the Minutes as presented.

C. Approval of Minutes of the January 22nd Meeting

M/S/C (D. Coe/B. Gatus) To approve the Minutes as presented.

IV. Committee Business

A. Recruitment Intake- Lyapa Nakazwe-Masiya

Lyapa assisted the Committee in facilitating discussion on the required and preferred qualifications of the ideal ED candidate.

M/S/C (B. Gatus/A. Rodriguez) To revise the preferred qualifications list to include “Previous Executive Director Experience” as a preferred qualification as opposed to a required qualification. The motion passed with one abstention from L. Garcia.

M/S/C (D. Coe/B. Gatus) To revise the required qualifications list to include “Advanced Degree” as a required qualification as opposed to a preferred qualification. The motion passed with two oppositions from B. Gatus and D. Coe.

The Committee also discussed the importance of a candidate who has knowledge and experience in the developmental disability system. The ideal candidate will bring their skillset to bring leadership development to NLA.

B. Interview guides and Assessments – Lyapa Nakazwe-Masiya

Lyapa explained that the interview guide will ensure that similar conversations are happening within the separate interviews that will assist in the comparison of the candidates. She reviewed the interview guide as presented in the packet and asked the Committee to identify key focus points on which candidates will be assessed.

The five core competencies that the candidate must possess include:

- Strategic Orientation
- Servant Leadership
- Cultural Agility
- Influencing Collaboratively
- Leading Innovation

Ana requested that experience working with Boards be considered as a key focus point for the candidates. She also requested to meet with Lyapa to consult regarding influencing collaboratively and cultural agility. Board Support will set up a meeting with Lyapa, Ana and Parita.

The Committee was asked why a candidate would choose to take on the ED Role at NLA. The response was the ability to meaningfully change people's lives and the ability to influence change. It was noted that as the 3rd largest regional center in California, NLA has a staff of 660 total employees, five of whom report directly to the ED. 16 PF and Hogan are the assessment levels that Lyapa recommends using as a data point.

After discussion, it was determined that the Committee will review the Interview Guides and will further discuss them at the next Committee meeting.

Next steps include a job description being drafted and presented to the Committee for approval. In addition, Lyapa will be creating an email account specifically for NLA as a single point of contact for interested parties. Board Support will send the calendar invite for the Recruiting Committee meeting to Lyapa, and she will attend when available.

C. Outgoing ED Transition

Ana reviewed the information as presented in the packet. Ruth Janka created this as a transition plan for Cristina Preuss. Parita shared that she is not sure where in the process they are at this time. Ana requested that Parita send this to DDS as part of the Onboarding Schedule once all of the needed components are obtained: the ED Transition Plan and the Community Outreach Town Hall information.

V. Review of Committee Action Items

- A. Review the Interview Guide and Assessments in the packet for discussion at the next meeting (Board Support)
- B. Schedule a call with Lyapa, Parita and Ana (Board Support)
- C. Send the Recruiting Committee Meeting series to Lyapa (Board Support)

VI. Agenda Prep

- A. Review Critical Calendar
- B. Review Timelines
- C. Update DDS Timeline

VI. Announcements

- A. Next Meeting, Tuesday, February 6, 2024 at 5:00 pm
- B. Recruitment Timeline
- C. Attendance Sheet

VII. Adjournment

Ana Quiles, Committee Chair, adjourned the meeting at 5:59 p.m.

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
Recruiting Committee Meeting Minutes

February 12, 2024

Present: Ana Quiles, David Coe, Alma Rodriguez, Vini Montague, Parita Burmee, Leticia Garcia, Brian Gatus, Lillian Martinez- Committee Members

Kimberly Visokey – Staff Members

Lyapa Nakazwe-Masiya – Egon Zehnder, Sara Trevino – Egon Zehnder, Angela Gardner – WDS, Emily Nichols, Jasmine Barrios -Minutes Services - Guests

Absent: Suad Bisogno

I. Call to Order

Ana Quiles called the meeting to order at 5:02 pm.

II. Public Input

None

III. Consent Items

A. Approval of Agenda

M/S/C (D. Coe/ A. Rodriguez) To approve the agenda as presented.

B. Approval of Minutes of the January 29th Meeting

M/S/C (D. Coe/ L. Martinez) To approve the Minutes as presented.

IV. Committee Business

A. Interview Guide and Assessment Update

This document was reviewed as presented in the packet. The Assessment aims to answer questions related to experience/performance, readiness, potential and appoint ability/development.

The Committee noted that the document should include updated photos and the most recently available data. In addition, revisions will be made to correct Leticia Garcia's name

on the list of Board Members and to note that Andrew Ramirez is the ARCA Alternate.

On page 16, under Board Functions, Leticia made the recommendation to add “provide guidance on Board Governance” to the first bullet point. On the Candidate Profile Page (page 18), the following revisions were made:

- A column will be added to the Candidate Profile under Leadership Experience to include “Board Governance experience” as a preferred qualification
- Under Personal Characteristics, remove the word “Deep” and revise the column to say “Passion for NLA Mission, Vision and Values” as a preferred qualification.
- Add “Passion for support of the developmental disability community and their families” as a required qualification.

Under the Leadership Competencies section, the Committee requested an addition to include verbiage related to the important team collaboration between NLA staff and the Board.

Ana proposed that the forthcoming Committee Meetings be extended by 30 minutes in order to accommodate all of the components of the meeting. It was determined that any Committee Action items that require a vote will be moved to the beginning of the agenda in order to accommodate best those who are unable to stay the entire time.

B. Review of the ED Job Description

This item was reviewed as presented. Egon Zehnder is pending the salary range. Vini Montague will send the salary range to Lyapa as soon as it is approved. Lyapa mentioned that potential salary increases are not included in the information presented to the candidate. It was also mentioned that NLA will be the ones to post on LinkedIn if so desired.

C. Review with Egon Zehnder

The Committee reviewed the discussed revisions with Lyapa. It was determined that the photo on page 13 needs to be updated at a minimum. Parita will follow up with Chris Whitlock to retrieve the most recent photos to share with Lyapa to include. Leticia noted that as of December 2023, there are 35,430 consumers served by NLA, which is different than what is currently noted.

In regards to the posting, the Committee determined that the posting will remain open or 30 days with the ability to extend if needed, depending on the response.

The Committee reviewed the Committee Critical Calendar with Lyapa to determine any potential changes that need to be submitted to DDS. It was noted that February should not include “Candidates have been engaged and screened,” and that item should be revised to state that “Candidates have been engaged and the screening process begins.” The goal “Candidates have been engaged and screened” will be moved to March.

V. Review of Committee Action Items

- A. To update the Interview guide with the discussed revisions (Egon Zehnder)
- B. Adjust Committee Meeting times to be extended by 30 minutes and to include action items at the beginning of the agenda. (Board Support)
- C. Send the ED salary range to Lyapa as soon as approved by the Board. (Vini Montague)
- D. Contact Chris Whitlock to get updated NLA photos and send them to Lyapa. In addition, to confirm all data shown in the Interview Guide is the most updated information. (Parita Burmee)
- E. Update the Critical Calendar to include the discussed revisions on candidate screening (Board Support)

VI. Agenda Prep

- A. Review Critical Calendar
- B. Review Timelines
- C. Update DDS Timeline

VI. Announcements

- A. Next Meeting, Monday, February 20th at 5:00 pm
- B. Recruitment Timeline
- C. Attendance Sheet

VII. Adjournment

Ana Quiles, Committee Chair, adjourned the meeting at 6:05 p.m.

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
Recruiting Committee Meeting Minutes

February 20, 2024

Present: Ana Quiles, David Coe, Vini Montague, Leticia Garcia, Brian Gatus, Lillian Martinez-Committee Members

Arezo Abedi, Parita Burmee – Staff Members

Lyapa Nakazwe-Masiya – Egon Zehnder, Angela Gardner – Workforce Development Solutions, Maritanita Mendez- DDS, Shadi (No last name given), Amber (No last name given) Jasmine Barrios -Minutes Services - Guests

Absent: Alma Rodriguez

I. Call to Order

Ana Quiles called the meeting to order at 5:00 pm.

II. Public Input

None

III. Consent Items

A. Approval of Agenda

M/S/C (B. Gatus/D. Coe) To approve the agenda as presented.

B. Approval of Minutes of the February 12th Meeting

It was noted that Anna Hurst is not on the Recruiting Committee and needs to be removed from further attendance lists. Anna was listed as “absent” at the Meeting, and a revision was requested to remove her name from the attendance list.

M/S/C (D. Coe/ B. Gatus) To approve the Minutes as revised.

IV. Committee Business

A. Input Session Presentation – Angela Gardner

Angela Gardner, from Workforce Development Solutions, presented information regarding the recent Input Sessions hosted by NLA. Highlights from the presentation include:

- Purpose of Stakeholder Input Sessions: to hear from stakeholders and to learn what comes to mind when stakeholders think about the NLA Executive Director role.
- Conducted via Zoom on January 25, January 20 and February 1st
- Twenty-one internal and external stakeholders participated and were facilitated by Angela Gardner.
- Discussion prompts guided participants:
 - What are the most important characteristics that the new ED should possess?
 - Results indicated include empathy, great communication, ability to connect, person-centered approach, engagement with families and consumers, and leadership ability.
 - What one question would you ask the new ED?
 - Results indicated include: “How would you improve NLA’s relationship with families?” “What is the plan to have a system that is equitable and fair for all?” “What is their 6-month plan for the direction of NLA?” “How would you leverage technology to enhance service delivery?”
 - What would be the top priority on your wish list for the new ED’s first 100 days?
 - Results indicated include Conversation Sessions, Town Halls, in-person site visits, rapport with the community, transparency, building relationships, speaking with the community about how to influence legislation, increasing vendors, meeting with each department and learning challenges, recruitment, and stabilizing the workforce.
 - What wisdom can you share with the new ED?
 - Results indicated include Open communication, fighting for equality, collaborating and engaging, not being afraid to share bad news, appreciating the knowledge of staff, being open to constructive advice, instill vision in managers.
- Results fell under the following themes:
 - Communication
 - Knowledge of the Regional Center Consumers and Services
 - Strategic Thinking and problem-solving skills
- Other Comments:
 - Create opportunities for consumers to engage with the ED
 - Staff should be appreciated and feel trusted
 - Many families feel that they have not always been in partnership with NLA
 - Get updates directly from the Recruitment Committee
 - Consider promoting from within
 - Reduce paperwork,
 - Share POS report on a quarterly basis

Angela made the following recommendations to the Committee:

- Consider incorporating a few of the questions during interviews
- Ensure a detailed, 12-month onboarding plan and ongoing support for ED
- Schedule Town Hall Meetings with internal and external stakeholders to introduce the new ED
- Consider adding a brief update to recruitment status during Board Meetings

The Committee was tasked to review the Input Session information to determine what, if anything, should be incorporated into the Onboarding plan that is to be submitted to DDS. It was confirmed that the New ED Onboarding Plan needs to be submitted to DDS. Ana requested that NLA provide the entire list of onboarding responsibilities and Transition be sent to the Committee via email. The Committee needs to decide if they would like to choose Option A, Keep the bullet points from DDS in regards to an Onboarding Plan or Option B to create an Onboarding plan based on the feedback from the organization.

It was proposed to fill out the DDS template and inform DDS that additional steps would be taken to create a Strategic Onboarding Plan.

M/S/C (D. Coe/ L. Martinez) To accept the recommendation to send the DDS Bullet point Onboarding Template and to create a Strategic Onboarding Plan to be sent at a future date based on the Input Session feedback.

B. Present and Finalize Role Specification – Lyapa Nakazwe-Masiya

The revised document was reviewed as presented in the packet.

Suggestions were made to include:

- Leveraging technology to implement solutions – this item will be added as a Preferred Characteristic on the Candidate Profile.
- Fiscal Oversight and Audit – this item will be added under the Management Functions section of the Key Accountabilities page.
- Familiarity with the ideals and values of the Lanterman Act – this item will be added under Key Accountabilities and the Knowledge/Skills page.

Lyapa will make the discussed revisions and confirm the request from the Committee regarding collaboration with the Board under the Leadership Competencies. Ana confirmed that the verbiage was satisfactory to the Committee.

C. Finalize and Agree on Search Strategy

Lyapa confirmed that the email has been set up that will be monitored by Egon Zehnder and any incoming emails will also be sent to Parita Burmee. Anyone who applies to the advertisement sends the application through the email address. Per Parita, the job description and email address have been posted on NLA's website and LinkedIn. The Committee asked if there was a way to track where candidates heard about the job posting. Lyapa and the team are not tracking that information now but should be able to collect the data if the Committee requests. Ana noted that tracking the data is not needed at this time as all of the applications will be going through the email address. It was also noted that the reason that the job notice is only posted on the NLA website and LinkedIn is due to the recruitment efforts that Egon Zehnder is making.

The Committee requested that Parita send out a flyer with the job posting information to be sent out to the Vendor Advisory Committee, and other community and staff members can share it to engage interested candidates. Parita requested an offline meeting with Ana to discuss the flyer further.

In reviewing the Recruitment Budget, Parita Burmee will confirm if the updated budget was sent to DDS. In addition, she noted that per NLA Legal Counsel, the full salary range must be included in the job posting.

V. Review of Committee Action Items

- A. Revise the Committee Members list to remove Anna Hurst from the Recruiting Committee. (Board Support)
- B. Create a flyer to send out to the VAC and Board Members in order to create awareness about the ED job posting. (Parita Burmee)
- C. Meet with Ana Quiles to further discuss the requested flyer. (Parita Burmee)
- D. Confirm that the updated Recruitment Budget was submitted to DDS and report back to the Committee. (Parita Burmee)
- E. Email the Job Responsibilities and Transition plan made by Ruth for Cristina to the Committee for review. (Parita Burmee)
- F. Add the discussed items to the next Board Meeting Agenda. (Board Support)
- G. Send the Input Session Presentation from WDS to the Committee and Cristina Preuss (Board Support)

VI. Agenda Prep

- A. Review Critical Calendar
- B. Review Timelines
- C. Update DDS Timeline
- D. Job Posting is Live
- E. Feedback from Input Sessions
- F. Recommendations on Input Session Feedback

Board Support will add the additional items to the next Board Meeting agenda.

VI. Announcements

- A. Next Meeting, Monday, February 27th at 5:00 pm
- B. Recruitment Timeline
- C. Attendance Sheet

VII. Adjournment

Ana Quiles, Committee Chair, adjourned the meeting at 6:29 p.m.

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
Recruiting Committee Meeting Minutes

February 26, 2024

Present: Ana Quiles, Brian Gatus, David Coe, Lillian Martinez, Suad Bisogno, Leticia Garcia-Committee Members

Arezo Abedi, Parita Burmee, – Staff Members

Lyapa Nakazwe-Masiya – Egon Zehnder, Angela Gardner – Workforce Development Solutions, Uvence Martinez- DDS, Richard Dier- SDLAC, Jasmine Barrios -Minutes Services - Guests

Absent: Alma Rodriguez

I. Call to Order

Ana Quiles called the meeting to order at 5:02 pm.

II. Public Input

None

III. Consent Items

A. Approval of Agenda

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

B. Approval of Minutes of the February 20th Meeting

M/S/C (L.Martinez /D. Coe) To approve the Minutes as presented

IV. Committee Business

A. DDS Onboarding Plan

1. DDS Onboarding Plan

Ana reviewed the Information as presented in the packet. The Committee reviewed 2 Onboarding Plan templates and discussed how to move forward with the foundation for the Onboarding Plan. It was determined to utilize Attachment #1, the 30/60/90 Day Transition template.

The priorities to be addressed for the plan, based on the State of the Organization, include:

- Staffing
- Service Delivery
- Communities Structure/Needs
- Institutional Knowledge

- System Structure
 - Lanterman Act – encouraging innovation
- Relationship Building
- NLA Operational Critical Calendar

It was proposed that the ED be presented with the listed areas to understand the needs of NLA. They would then be tasked to create a plan for their approach to addressing each issue. The metric would be the progress on that plan in each section.

Brian recommended the Committee keep in mind that there should be a way to assist the ED in assimilating behavior leadership styles, and getting to know the staff.

Board Support will input the discussed items into a draft for the Committee to review at the next Committee meeting.

2. ED Onboarding Articles

Ana requested that the Committee review the articles as presented.

B. Long List of Candidates, Sources Contacted – Lyapa Nakazwe-Masiya

This item was deferred.

Parita Burmee will confirm that Egon Zehnder will be at the following Committee Meeting to review the list of candidates.

Ana noted that Egon Zehnder has made recommendations in regards to the rollout of the interview process. Parita will follow up with Lyapa to have the information sent to the Committee to review before determining dates for Candidate Interviews. Board Support will add this item to the next Committee agenda.

V. Review of Committee Action Items

- A. Create a draft of the framework for the Onboarding Plan (Board Support)
- B. Confirm that Egon Zehnder will be present at the next Committee Meeting to present the long list of candidates and to discuss the interview process. (Parita Burmee)
- C. Confirm if the Egon Zehnder Candidate Profile presentation from the February 20th meeting needs to be sent to DDS. (Parita Burmee)
- D. Add the Candidate Interview Process to the next Committee meeting agenda. (Board Support)
- E. Update the Committee Attendance Log to reflect that Suad Bisogno was present. (Board Support)

VI. Agenda Prep

- A. Review Critical Calendar
- B. Review Timelines
- C. Update DDS Timeline

VII. Board Meeting Agenda Items

- A. Minutes of the February 26th Meeting

VIII. Announcements

- B. Next Meeting, Monday, March 4th at 5:00 pm
- C. Recruitment Timeline
- D. Attendance Sheet

Suad Bisogno noted that she was present at the February 20th Meeting. Board Support will make the appropriate adjustments to the Attendance Log. Considerations were also made for the number of meetings that the Committee attends in regards to the number of allowed missed meetings.

IX. Adjournment

Ana Quiles, Committee Chair, adjourned the meeting at 6:03 p.m.

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
Government & Community Relations Committee

Board Recognition

Policy

The purpose of this policy is to guide the board in its efforts to recognize individuals who have made a distinguishable contribution in the lives of people with developmental disabilities. The board should consider, but is not limited to, the factors listed below in determining whom to recognize. The individual's contribution should be over a sustained period of time, made within the center's catchment area, and have positively impacted the lives of many consumers. In addition, the individual must be held in high esteem by his/her peers. The board may choose to recognize individuals as follows:

- Award a plaque
- Pass a resolution
- Send a letter

The highest award is a plaque, followed by a resolution, then a letter.

Procedure

The Government & Community Relations Committee will determine those individuals that the board may consider to recognize.

Step 1: The committee may consider an individual's application for recognition that is submitted by a person knowledgeable about the individual's contributions. The application must be complete and be accompanied by a letter(s) of recommendation.

Step 2: The committee, at its discretion, may vote to recommend to the full board that the individual be recognized for his/her contributions. The committee's recommendation will include the type of recognition as mentioned above.

Step 3: The board, by a majority vote of members present at a regularly scheduled meeting, may pass a motion for the center to recognize the individual for his/her contributions.

North Los Angeles County Regional Center
Nominating Committee Meeting Minutes

February 7, 2024

Present: Ana Quiles, Lillian Martinez, David Coe, Suad Bisogno – **Committee Members**

Kimberly Visokey, Evelyn McOmie, Parita Burmee– **Staff Members**

Jasmine Barrios - Minutes Services – **Guests**

***Andrew McElhinney**, Sharmila Brunjes, Ryan Coe

Absent:

I. Call to Order

Lillian Martinez called the meeting to order at 5:31 pm.

II. Public Input

None

III. Consent Items

A. Approval of Agenda

M/S/C (A. Quiles/D. Coe) To approve the agenda as presented.

B. Approval of Minutes of the January 30th Meeting

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

IV. Committee Business

A. Review of Destruction of Confidential Information Form

Evelyn presented the form, which will be used to ensure committee members have completed the proper destruction of confidential information. Ana Quiles suggested a timeframe of completion for the form. Evelyn clarified this form will be required by the end of a member's work and relationship with NLACRC.

B. Slate of Officers for FY 24-25

Ana Quiles confirmed the current roster of names with interest for positions. Sharmila asked if reaching out to people seen as a good fit for positions would be wanted. Ana reminded everyone that anyone may submit their name or be nominated if they are seen as a good fit. David Coe suggested the importance of adding an announcement to the packet regarding the upcoming decision for Slate of Officers to ensure public awareness. The board agreed this should be added. Ana suggested if anyone knows a candidate that they believe would be adequate for the role, they should reach out to them.

C. Committee Chair Alternate Policy Draft

Evelyn noted that the board has been seeking a policy since 2023 for an alternate should one be needed. She presented the draft of the policy, outlining the duties and expectations for the role and asked for public feedback on the draft. There was agreement in modifying #2 to state “able to clearly articulate the goals of the committee” instead of the stated “position on events.” Sharmila spoke on #5, articulating participation in board activities and asked if the candidate would be expected to attend all or just one event when needed. Suad commented the board agreed the alternate would hold responsibility for attending any of the Chair’s missed meetings. Suad asked when voting for an alternate will take place. The board is not yet aware of the date, but voting will not take place soon within the fiscal year.

Evelyn took notes on the requested revisions; however, due to the timeline the document remains a draft and is not yet finalized.

D. Board Source Evaluation Info

In her absence, Parita provided an update, noting after a recent conversation with a board source she discovered there is no evaluation for board members to evaluate themselves. Martinez asked for suggestions considering this new information and opened for questions.

E. Review of VAC Applicants

M/S/C (D. Coe/A. Quiles) To enter the Closed Session at 6:27 pm

M/S/C (D. Coe/A. Quiles) To exit the Closed Session at 6:26 pm

During the Closed Session, the Committee made the below recommendation:

M/S/C (A. Quiles /D. Coe) To conduct interviews with the final two applicants. The motion passed unanimously.

F. **SharePoint- Committee Access**

Evelyn noted two members have yet to sign up for SharePoint and asked Kimberly to share the screen and provide a walkthrough once everyone has access.

Kimberly provided a presentation and explained access to folders.

VI. Review of Committee Action Log Items

- A. Certificate of Destruction- make recommended changes to the form. The form will be sent to the board for approval at the next meeting.
- B. Create a folder with SharePoint to have for returned Certificate of Destruction forms. Will create them in SharePoint and begin uploading forms as they come in. (Evelyn Visokey)
- C. Add consent items for the board agenda for the Nominating Committee to the approval of the Certificate of Destruction.
- D. Add an announcement to the nominating portion of the board meeting regarding the slate of officers.
- E. Committee chair alt- make updates to doc, add to next nom committee agenda to send to the board.
- F. Locate the roster for race and ethnicity.

VII. Board Meeting Agenda Items

- A. Minutes of the January 3rd meeting
- B. Minutes of January 30th Meeting

VIII. Announcements / Information

- A. Next Meeting: March 6, 2024 at 5:30 p.m.

IX. Adjournment

Lillian Martinez 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.*





Kinetic Flow Corp.
A Human Services Consulting Group

Memorandum

Date: January 1st, 2024

To: Strategic Planning Committee
North Los Angeles County Regional Center

From: Ami Sullivan, Kinetic Flow

Topic: 2023 Individual (Consumer) and Family Satisfaction Survey
Strategic Plan Follow-up: Project Update

Dear Strategic Plan Committee Members,

In preparation for the launch of the *2023 Individual (Consumer) and Family Satisfaction Survey*, and in alignment with the agreed up on project timeline, please find attached, as well as the **following Project Update Summary**:

- **Timeline Update** – the timeline update is being provided for the SPC's information; no action is required for this item.

As always, any questions or concerns can be sent to Ami Sullivan.

Thank you!

Ami Sullivan

Ami.Sullivan@KineticFlowCorp.com

866.239.7620



**North Los Angeles County Regional Center
2023-24 Individual and Family Satisfaction Survey: Timeline*
Updated to Reflect Activities to Date: January 1, 2024**

Timeframe (2023)	Activity / Status
May – June	Questionnaire development and design - Done
May	Kinetic Flow will provide data specifications and layout - Done
June 1 st	Timeline provided to SPC – done (05/29) – Done
June 14 th	Present Timeline to the Board of Directors – Done
June 19 th	Question/Outcome Metric Crosswalk - Done
June	NLACRC provides population data to Kinetic Flow – Done
July 7 th	Contract Executed - Done
July	Kinetic Flow draws a targeted sample based on NLACRC’s information goals - Done
July	Kinetic Flow provides mailing lists to NLACRC - Done
July 24 th	Kinetic Flow send final proposed questionnaire, draft survey invite to NLACRC SPC for review (two weeks prior to SPC meeting) - Done
August 7 th	SPC Meeting: Materials Presented: - Done <ul style="list-style-type: none"> • Timeline Update (prepped) • Questionnaire Draft (prepped) • Question/Outcome Metric Crosswalk Matrix (prepped) • Draft Survey Invitation/Email
August 7 th August 15 th	Questionnaire is reviewed/revise/approved by SPC - Done
August 14 th August 16 th	Kinetic Flow translates the approved questionnaire (and letter, and email) - Done
August 14 th August 16 th	NLACRC to finalize edit, translate and mail to potential respondents
August 18 th August 22 nd	Kinetic Flow programs and tests online and telephone surveys; bit.ly and QR Code to NLACRC for inclusion in letters/emails - Done
August 24 th Email: August 29 Mail: Sept 1	NLACRC mails outs notification letters / emails notification if emails are available - Done
August 24 th August 29 th	Online data collection begins (open for 2 weeks) – Done



Timeframe (2023)	Activity
August 29 th , September 6 th September 6 th , 14 th	NLACRC send two email reminders (if emails are available) - Done
September 12 th September 17 th	Online data collection closes and SMS and telephone interviewing begins (4 weeks) - Done
September 13 th September 18 th	SMS data collection starts; live telephone interviewing begins - Done
September	During data collection, Kinetic Flow will work with NLACRC to outline the report design and deliverables
September 22 nd	SMS data collection closes - Done
October	Kinetic Flow programs reports - Done
October 23rd October 19 th	Telephone data collection closes, data is cleaned, merged - Done
November	Kinetic Flow conducts data analysis, creates written reports and deliverables – Done
December 18 th	Reports delivered to NLACRC – Done

Timeframe (2024)	Activity
January 8 th	Presentation to NLACRC SPC
January	Debriefing, support and strategizing with NLACRC

**Please note, the above Draft Timeline Timeframes/Dates are initial proposed dates and are subject to change as needed; linear compound dates may fluctuate if preceding activity dates are changed. Kinetic Flow will work with NLACRC to best achieve the organization's desired milestones.*



North Los Angeles County Regional Center 2023-24 Individual and Family Satisfaction Survey: Project Update Summary

Sample Design

At the time of contracting, data provided indicated NLACRC served **30,261 people primarily across two service types: Early Start and Lanterman Services.**

The original sample designed, and contract, for the *2023 Individual and Family Satisfaction Survey* called for **1,901 completed responses:**

NLACRC 95, 5 (#)				
NLACRC		SFO	AVO	SCO
Early Start	829	340	266	228
Lanterman	1072	376	365	343

Between contracting and project start, NLACRC’s population increased to **32,511 people served and substantial populations existed across three service types: Early Start, Provisional, Lanterman Services.**

NLACRC Population (#)				
NLACRC		SFO	AVO	SCO
Early Start	4335	2924	856	555
Provisional	573	573		
Lanterman	27603	17305	7143	3155

In response to this growth in population, **Kinetic Flow increased the total number of completes necessary from 1,901 to 2,491** in order to meet research best practices of statistical significance of 95% confidence interval, 5% margin of error, 50% response distribution. Please note, Kinetic Flow did not increase the contract budget with this change as all efforts are made to build in cost savings.



Across Service Types and offices, the required data collection goals were updated as below with the total of 2,491 completes as noted above:

NLACRC		
Early Start		834
	SFO	340
	AVO	266
	SCO	228
Provisional		231
Lanterman		1084
	SFO	376
	AVO	365
	SCO	343

In total, given the project parameters final samples for the **2023 Individual and Family Satisfaction Survey** included **12,842 people/families served**. For which data collection included mailout of letters to 12,842 people served and emails to 12,471 people/families served.

Please note: All 12,842 people in the sample were eligible for an email invitation. Kinetic Flow, with support from NLACRC, pulled three email fields from the Client Master File: Person Served, MEmail, DEmail. From the 12,842 records in the sample, and the provided email fields, people with one or more valid emails addresses were included in the email sample file. Please note, some records had 0 emails, some had 3. The total number of records with at least one email address present was 10,675. Cleaning these 10,675 records to account for potentially multiple email addresses while eliminating duplicate emails associated with a single UCI resulted in 12,471 email records.



Data Collection

Following review at the August 7th SPC Meeting, the proposed questionnaire and survey notification letters were revised and approved by the SPC on August 15th. With approval of key deliverables, Kinetic Flow translated all documents, provided copies to NLACRC’s Public Information Department who coordinated email and mail of the materials. In addition, programming was finalized and preparation for data collection was completed.

Data Collection opened for the 2023 Individual and Family Satisfaction Survey with the mailing/emailing of the survey invitation/ notification, which reached people served/families on August 29th, 2023. As outlined on the contract for this project, Kinetic Flow utilized three (3) different data collection methodologies.

On October 19th, 2023, Kinetic Flow closed data collection for the 2023 Individual and Family Satisfaction Survey with 3,295 voices being represented. These methodologies, the dates of fielding and the number of people who responded (Total Respondents – Cleaned) are below:

Data Collection Methodology	Field Dates	Total Respondents (Cleaned)
Online (Email/Letter link or QR code)	August 29 th – October 18 th , 2023	208
SMS/Text	September 20 th – October 2 nd , 2023	2,425
Live Telephone Interview	September 20 th – October 19 th , 2023	662

In total, 3,295 people/families served responded to this effort, which exceeded the contractually required responses of 1,901 in order to hit the target of a statistically significant response (95% confidence interval, 5% margin of error, 50% response distribution) across offices and service types.

Overall, the data collection effort for the 2023 Individual and Family Satisfaction Survey exceeded contractually required completes by 1,391 people/families served meaning data represents more voices and the effort was able to garner additional perspectives and lived experiences.



The below table summarizes the total desired number of completes (revised/updated sample), the actual number of completed interviews and the difference between these. As noted, Antelope Valley Early Start, Santa Clarita Early Start and Provisional Services were under-represented, though the sample was expanded to include all individuals in these three sample categories. Simply put, we reached out to everyone who was in each of these three groups but were only able to attain the noted completes given the relatively low population/sample sizes.

Individual/Family Satisfaction Survey Methodology (#)				
		Desired		
NLACRC		Completes	Completes	Difference
Early Start		834	1025	191
	SFO	340	713	373
	AVO	266	218	-48
	SCO	228	94	-134
Provisional		231	116	-115
Lanternman		1084	2154	1070
	SFO	376	995	619
	AVO	365	757	392
	SCO	343	402	59
TOTAL		2149	3295	1146

Where the total completes from Online and SMS/Text achieved the total number of completes, telephone interviews were conducted at a set minimum level to ensure cross representation of different sub-demographic groups.

On average, live telephone interviews lasted 11 minutes, 28 seconds and ranged from 4:00 minutes to 12:36 minutes.

SMS/Text sessions, on average, lasted 12 minutes, 18 seconds and ranged from less than a minute to 3.35 hours! (Typically, this means a respondent left a window opened, paused in responding and returned to the session later.)



Kinetic Flow Corp.
A Human Services Consulting Group

Comments: In general, NLACRC's community responded relatively poorly to the email outreach; which given conversations with NLACRC's Public Information department is relatively on par for the NLACRC community. Kinetic Flow was not able to achieve desired cost savings in this area.

However, NLACRC's population did respond well to the SMS/Text campaign and some cost savings was realized in this area.



Data Cleaning, Management and Reporting

Kinetic Flow has completed data cleaning, merging, secondary data cleaning and continues with active data management.

Additionally, Kinetic Flow is in the process of final data analysis and reporting. Given sample data provided by NLACRC, Kinetic Flow will be able to provide NLACRC topline results for a number of different sub-demographic categories to more fully understand and utilize the quantified voices and lived experiences of people served by NLACRC. Reported sub-demographic categories being provided include (with the population size represented/completes):

Regional Center Total: NLACRC (n=3295)

Service Type:

- Early Start (1025)
- Provisional (116)
- Lanterman (2154)

Service Area:

- Antelope Valley (975)
- San Fernando Valley (1824)
- Santa Clarita Valley (496)

Early Start by Service Area:

- (ES) Antelope Valley (218)
- (ES) San Fernando Valley (713)
- (ES) Santa Clarita Valley (94)

Lanterman Services by Service Area

- (L) Antelope Valley (757)
- (L) San Fernando Valley (995)
- (L) Santa Clarita Valley (402)

Primary Language:

- Armenian (10)
- English (2446)
- Spanish (819)
- Other (19)



Primary Ethnicity:

- Black/African-American (327)
- Asian Indian (36)
- Filipino (93)
- Hispanic/Latino (1660)
- White (741)
- Other Asian (47)
- Other (392)

Age Band of Person Served:

- 0-3 years of age (1202)
- 4 – 12 years of age (912)
- 13-22 years of age (575)
- 23-49 years of age (506)
- 50+ years of age (100)

Self-Determination Waiver Participant?

- No (3274)
- Yes (21)

























POS Expenditure Band:

- \$0 (674)
- \$1 - \$1000 (432)
- \$1,001 - \$5,000 (595)
- \$5,001-\$10,000 (535)
- \$10,001-\$20,000 (471)
- \$20,001-\$50,000 (356)
- \$50,001-\$100,000 (137)
- \$100,001+ (95)



Data Analysis, Reporting

Kinetic Flow has completed data analysis and reporting. The complete report, as well as individual reporting files have been submitted to NLACRC. Reporting files include:

-  0 - Title Pages.pdf
-  1 - Survey Narrative.pdf
-  1.2 - Outcome-Question Matrix.pdf
-  2.0 - Intro-Results by Q
-  2.1 - Details by Question.xlsx - Group.pdf
-  3.0 - Intro-Results by Q.pdf
-  3.1 - Metrics by Service Type.pdf
-  3.2 - Metrics by Service Area.pdf
-  3.3 - Metrics for Early by Service Area.pdf
-  3.4 - Metrics for Lanterman Services by Service Area.pdf
-  3.5 - Metrics by Primary Ethnicity.pdf
-  3.6 - Metrics by Primary Language.pdf
-  3.7 - Metrics by Age Band.pdf
-  3.8 - Metrics by SD Waiver Status.pdf
-  3.9 - Metrics by POS Expenditure.pdf
-  3.10 - Summary by Sub-Demographics.pdf
-  3.11 - Summary Ranges by Sub-Demographics.pdf
-  4.1 - App - ROEQs - Q25.pdf
-  4.2 - App - ROEQs - Q34.pdf
-  4.3 - App - ROEQs - Q35.pdf
-  5.1 - App - Questionnaire.pdf
-  2023 Individual and Family Satisfaction Survey.pdf
-  2023 Individual and Family Survey - Executive Summary.pdf
-  Exec Sum Char 1.pdf

In addition, Kinetic Flow has provided in this packet an Executive Summary, Strategic Plan Metric Grid, and PowerPoint Presentation of the results for the Strategic Planning Committee.



Kinetic Flow Corp.
A Human Services Consulting Group

Comments: North Los Angeles County Regional Center's 2023 Individual and Family Satisfaction Survey is on target and all contractually required deliverables have been provided, as well as a greater number of individuals and families represented than was initially contracted for.

2023 INDIVIDUAL AND FAMILY SURVEY

Introduction

In 2022, the North Los Angeles County Regional Center (NLACRC) Board of Trustees approved the 2022-2026 NLACRC Strategic Plan (Strategic Plan). Of note, the 2022-26 Strategic Plan included Outcome Measures that assess the progress of the regional center in areas of central focus as determined by the extensive work of the Board of Trustees Strategic Planning Committee (SPC). The Strategic Plan is noteworthy for NLACRC, and its community, as the plan and assessed plan progress is grounded in the expert voices and lived experiences of those served and supported by the regional center – the people and families receiving services, and those charged with coordinating the provision of those services and supports – NLACRC’s staff.

The Individual and Family Satisfaction Survey, per the approved 2022-26 Strategic Plan is the scheduled to represent the voices of individuals and families every two years. The 2023 Individual and Family Satisfaction Survey is the first comprehensive review of NLACRC’s services and supports, inclusive of the Strategic Plan Outcome Measures for NLACRC. Kinetic Flow is honored to present the voices of more than 3,000 people served by NLACRC and is honored to support NLACRC, the Board of Trustees, the Strategic Planning Committee, staff and its many diverse communities.

Methodology

Sample: Targeted random sample of NLACRC’s active population, inclusive of Early Start, Provisional and Lanterman Services across the three service areas – 32,511 people/families.

Questionnaire: 34 questions, mixed Quantitative/Qualitative

The *2023 Individual and Family Satisfaction Survey* primarily uses a five-point unbalanced response scale. This response scale has been validated by field-testing to provide accurate and actionable measures, while being respondent-friendly.

- | | | |
|---|---|-------------------|
| 1 | = | Poor |
| 2 | = | Just OK |
| 3 | = | Good |
| 4 | = | Excellent |
| 5 | = | Truly Outstanding |

In total, as part of the 2023 Individual and Family Satisfaction Survey NLACRC reached out to a total of 12,842 individuals and families served or 37% of the total population served.

2023 INDIVIDUAL AND FAMILY SURVEY

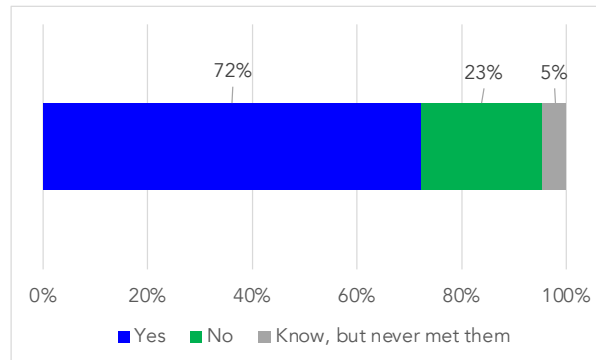
Data Collection:

- As outlined on the contract for this project, Kinetic Flow utilized three (3) different data collection methodologies.
- *On October 19th, 2023, Kinetic Flow closed data collection for the 2023 Individual and Family Satisfaction Survey with 3,295 voices being represented; achieving a statistically significant response (99% confidence interval, 2.14% margin of error, 50% response distribution across the agency).* These methodologies, the dates of fielding and the number of people who responded (Total Respondents) are below:

Data Collection Methodology	Field Dates	Total Respondents
Online (Email/Letter link or QR code)	August 29 th – October 18 th , 2023	208
SMS/Text	September 20 th – October 2 nd , 2023	2,425
Live Telephone Interview	September 20 th – October 19 th , 2023	662

Findings

- When asked, “Do you know who your service coordinator is?” participants responded:

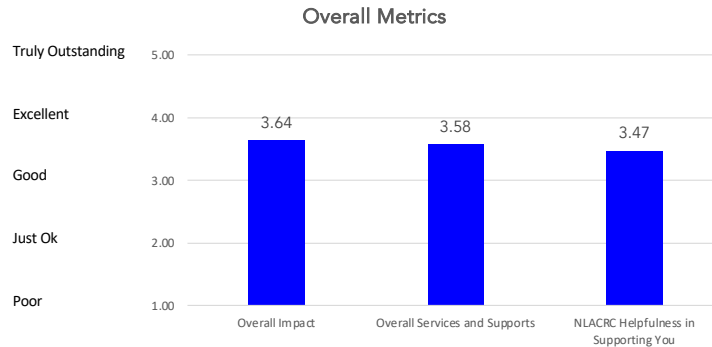


- Overall, scores for the 2023 Individual and Family Satisfaction Survey metric scores were rated at least between “Good” (3.00) or “Excellent” (4.00).

Findings
continued....

Overall Regional Center Support

- Overall, how would you rate the services and supports the regional center provides and purchases for you / your family? (3.58)
- Overall, during the last year, how helpful do you feel NLACRC has been in supporting you? (3.47)
- Overall, how would you rate the impact or effect the regional center has had on your life? (3.64)



NLACRC received the highest scores for:

- Treating you with dignity and respect (4.08)
- Service coordinator in listening to you (3.99)
- Service coordinator explaining things to you in a way you can understand (3.95)
- Service coordinator understanding your needs (3.94)

NLACRC received the lowest scores for:

- Providing information on community services? – 3.22
- Providing information on regional center funded services? – 3.27
- Overall providing you with information? – 3.39
- Providing information you need to make your own decisions? – 3.41
- Overall, during the last year, how helpful do you feel NLACRC has been in supporting you? – 3.47

2023 INDIVIDUAL AND FAMILY SURVEY

Findings
continued....

A summary of all Likert-scale rated metrics can be found below, as well as the attached summary of the three (3) overall metrics by demographic groups and the Strategic Plan Outcome Measures derived from this survey.

The report for the *2023 Individual and Family Satisfaction Survey* includes results for each questions, a breakout of all metrics by Service Type, Service Area, Primary Language, Primary Ethnicity, Age Band, Participation in Self-Determination and POS Expenditure Band, which denote statistical variance. Additionally, the full report includes verbatim comments for all responses to open-ended or qualitative questions.

Q#	Metric*	NLACRC
		n 3295
Q5	Treating you with dignity and respect?	4.08
Q6	Listening to you?	3.99
Q7	Understanding your needs	3.94
Q8	Returning your phone calls, replying to your emails or texts in a timely manner?	3.75
Q9	In encouraging you to reach for future hopes and expectations?	3.79
Q10	Being helpful when you have a question or concern?	3.89
Q11	Explaining things to you in a way you can understand?	3.95
Q12	Communicating with you?	3.80
Q13	Overall, how would you rate your relationship with your service coordinator?	3.80
Q14	Overall, how would you rate your service coordinator?	3.89
Q16	Your comfort level at the IPP/IFSP meeting?	3.68
Q17	Your service coordinator taking into account your (your family's) language, culture, traditions, and background when helping you design your plan?	3.80
Q18	The planning meeting and plan being focused on you, what is important to you and your choices?	3.73
Q19	Your service coordinator in supporting you to meet your goals?	3.66
Q20	Overall, how would you rate your IPP/IFSP in addressing your (your family's) needs?	3.64
Q26	Providing information you need to make your own decisions?	3.41
Q27	Providing information on regional center funded services?	3.27
Q28	Providing information on community services?	3.22
Q29	Providing written communications in your preferred language?	3.76
Q30	Overall providing you with information?	3.39
Q31	Overall, how would you rate the services and supports the regional center provides and purchases for you / your family?	3.58
Q32	Overall, during the last year, how helpful do you feel NLACRC has been in supporting you?	3.47
Q33	Overall, how would you rate the impact or effect the regional center has had on your life?	3.64

2023 Individual and Family Satisfaction Survey

Overall Regional Center Metrics by Demographic Descriptors

Overall, how would you rate the services and supports the regional center provides and purchases for you / your family? Overall, during the last year, how helpful do you feel NLACRC has been in supporting you? Overall, how would you rate the impact or effect the regional center has had on your life?

	Overall, how would you rate the services and supports the regional center provides and purchases for you / your family?	Overall, during the last year, how helpful do you feel NLACRC has been in supporting you?	Overall, how would you rate the impact or effect the regional center has had on your life?
NLACRC	3.58	3.47	3.64
Early Start	3.89	3.85	4.00
Provisional	3.33	3.15	3.37
Lanterman	3.27	3.14	3.34
Antelope Valley	3.26	3.12	3.32
San Fernando Valley	3.60	3.52	3.69
Santa Clarita Valley	3.47	3.40	3.55
(ES) Antelope Valley	3.75	3.65	3.84
(ES) San Fernando Valley	3.89	3.86	4.01
(ES) Santa Clarita Valley	4.22	4.17	4.28
(L) Antelope Valley	3.12	2.97	3.17
(L) San Fernando Valley	3.38	3.25	3.45
(L) Santa Clarita Valley	3.30	3.22	3.38
English	3.47	3.40	3.57
Spanish	3.51	3.34	3.54
Armenian	2.70	3.10	3.00
Other Primary Language	3.63	3.53	3.53
Black/African-American	3.26	3.22	3.33
Asian Indian	4.00	4.08	4.11
Filipino	3.65	3.62	3.70
Hispanic/Latino	3.51	3.37	3.58
White	3.41	3.31	3.48
Other Asian	3.74	3.72	3.88
Other Primary Ethnicity	3.57	3.54	3.71
0-3 years of age	3.83	3.78	3.92
4 - 12 years of age	3.36	3.22	3.41
13-22 years of age	3.15	3.03	3.21
23-49 years of age	3.34	3.16	3.41
50+ years of age	3.04	3.23	3.33
Participation in Self-Determination - No	3.49	3.39	3.56
Participation in Self-Determination - Yes	2.48	2.67	3.05
\$0	3.00	2.82	3.03
\$1 - \$1000	3.49	3.31	3.43
\$1,001 - \$5,000	3.68	3.62	3.80
\$5,001-\$10,000	3.61	3.57	3.72
\$10,001-\$20,000	3.58	3.52	3.73
\$20,001-\$50,000	3.67	3.61	3.76
\$50,001-\$100,000	3.53	3.52	3.77
\$100,001+	3.53	3.38	3.61

2023 Individual and Family Satisfaction Survey: Results
- Outcome Metrics x Question Matrix

DEIB (Individuals Served/Families, Staff, Provider, Community Focus)

Outcome Measure	2022 (Baseline)	2023	Difference	Individual / Family Satisfaction Survey Question	Support Questions *
Training: Communication (Strategy 1.2.4) (Individual/Family Satisfaction Survey)	3.53/5	3.80/5	0.27	13. Overall, how would you rate your relationship with your service coordinator?	Q3, 4, 5, 6, 7, 8, 9, 10, 11, 12
Training: Overall Services & Supports Rating (Strategy 1.2.4) (Individual/Family Satisfaction Survey)	3.33/5	3.58/5	0.25	31. Overall, how would you rate the services and supports the regional center provides and purchases for you / your family?	Q2-30, 32-33
Training: Goals Met (Strategy 1.2.3, 1.2.4) (Individual/Family Satisfaction Survey)	TBD	3.66/5	n/a	19. Your service coordinator in supporting you to meet your goals?	Q2, 4, 5, 6, 7, 8, 10,11, 12, 15, 16-18, 20-24, 26-30
Training: Person-Centered (Strategy 1.2.3, 1.2.4) (Individual/Family Satisfaction Survey)	TBD	3.73/5	n/a	18. Focusing the meeting and plan on you, what is important to you and your choices?	Q5, 6, 7, 18, 20
Access: Speak Primary Language (Strategy 1.3.1, 1.3.2, 1.3.3) (Individual/Family Satisfaction Survey)	TBD	97%	n/a	3. Does your service coordinator talk with you (your child) in your preferred language? (% Yes, Always + %Yes, Most of the Time)	Q2, Q4
Access: Culturally-Appropriate and Integrative (Strategy 1.3.1, 1.3.2, 1.3.3, 1.3.4) (Individual/Family Satisfaction Survey)	TBD	3.80/5	n/a	17. Your service coordinator taking into account your (your family's) language, culture, traditions, and background when helping you design your plan?	Q3, 4, 6, 7

Development & Growth of an Engaged Workforce. (Staff Focus)

Outcome Measure	2022 (Baseline)	2023	Difference	Individual / Family Satisfaction Survey Question	Support Questions
Training: Overall CSC Relationship (Strategy 2.1.1, 2.1.4) (Individual/Family Satisfaction Survey)	3.43/5	3.89/5	0.46	14. Overall, how would you rate your service coordinator?	Q3 - 13

Employment and Day Programs. (Individual Served Focus)

Outcome Measure	2022 (Baseline)	2023	Difference	Individual / Family Satisfaction Survey Question	Support Questions
Training: IPP in addressing your needs (Strategy 3.1.1, 3.1.3) (Individual/Family Satisfaction Survey, age 14+)	3.35/5	3.64/5	0.29	20. Overall, how would you rate your IPP/IFSP in addressing your (your family's) needs?	Q6, 7, 9, 16-19
Training: IPP in addressing your needs (Strategy 3.1.1, 3.1.3) (Individual/Family Satisfaction Survey, Adults only)	Baseline	70%	n/a	22. During your planning meeting, were you provided information on employment (job, work) options? (%Yes, rebased to disclude thos who did not want to discuss	
Training: IPP in addressing your needs (Strategy 3.1.1, 3.1.3) (Individual/Family Satisfaction Survey, Adults only)	Baseline	66%	n/a	23. During your planning meeting, were you provided referrals to service providers that can help you gain employment (get a job)? (%Yes, rebased to disclude thos who did not need a referral.)	

Housing (Individuals Served Focus)

Outcome Measure	2022 (Baseline)	2023	Difference	Individual / Family Satisfaction Survey Question	Support Questions
Training: IPP Discussed Housing Options (Strategy 5.1.1, 5.1.2, 5.1.3) (Individual/Family Satisfaction Survey, ages 22+)	TBD	58%	n/a	21. During your planning meeting, did you service coordinator discuss future housing options with you/your family? (Such as Individual Living Services, Supported Living Services, Group Homes, or Foster Home Agencies) (%Yes, rebased to disclude thos who did not want to discuss this.)	

Outcome Measures - The Outcome Measures noted in this document are items from NLACRC's Strategic Plan that utilize the Individual/Family Survey as their source.

2022 (Baseline) - if a baseline metric was present in the Strategic Plan, that measurement is reflected here. "TBD" was noted as To Be Developed in the Strategic Plan.

Individual/Family Satisfaction Question - The question number and question wording that corresponds to the Outcome Metric.

***Support Questions** -- These metric help us understand why a respondent provided the answer they did; they support NLACRC being able to take action to maintain promising practices or improve in the area.

2023 Individual and Family Satisfaction Survey



*Improving Services and Supports for
the People we Serve*

North Los Angeles County Regional Center
Strategic Planning Committee Meeting
January 2024
Presented by: Ami Sullivan, Kinetic Flow

INTRODUCTION

To quantify the voice of people served by North Los Angeles County Regional Center and measure their satisfaction in relation to the 2022-26 Strategic Plan Outcome Measures and related Performance Contract Incentive Measures

**Diversity,
Equity,
Inclusion and
Belonging**

**Development
& Growth of
an Engaged
Workforce**

**Employment
and Day
Services**

**Health and
Wellness**

**Safe,
Affordable
and
Accessible
Housing**

2022 – 2023 IN CONTEXT



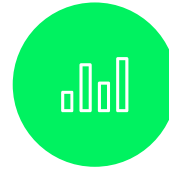
- COVID Residual Fatigue/Stress/Emotion/Grief/Discontent
- Social disconnection; Increased Impatience / “quick fuse”
- Remote connections, lack of unintentional communications, connections, support and empathy
- Increased digital divide
- Increased barriers or challenges
 - Staff/Provider/Generic Program staff shortages
 - Social/Developmental regressions
- NLACRC Staff Changes - Relative high number of new regional center, underfilled and new hires
- Provider positions underfilled and new hires
- Hybrid work/Hybrid Teams
- DDS Directives, Programs and Mandates (Opportunities and Responsibilities)

HOW?

(The Methodology)

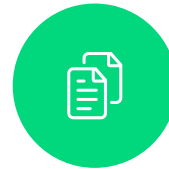
North Los Angeles County Regional Center's Individual and Family Satisfaction Survey is designed to:

1. **drive change** from the those who are the experts in the impact of services and supports – the people and families served.
2. **assess progress** on the 2022-26 Strategic Plan utilizing Outcome Measures.
3. **provide statistically sound, actionable insights** for data-driven decision making at a number of levels within the agency.



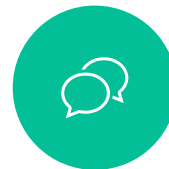
Sample

- 12,842 Individuals/Families selected
- Targeted random sampling



Questionnaire

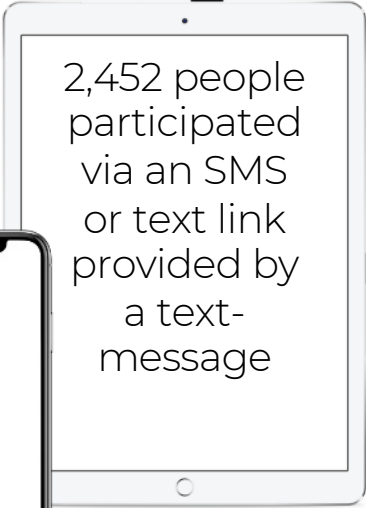

- 35 questions:
- Qualitative/quantitative



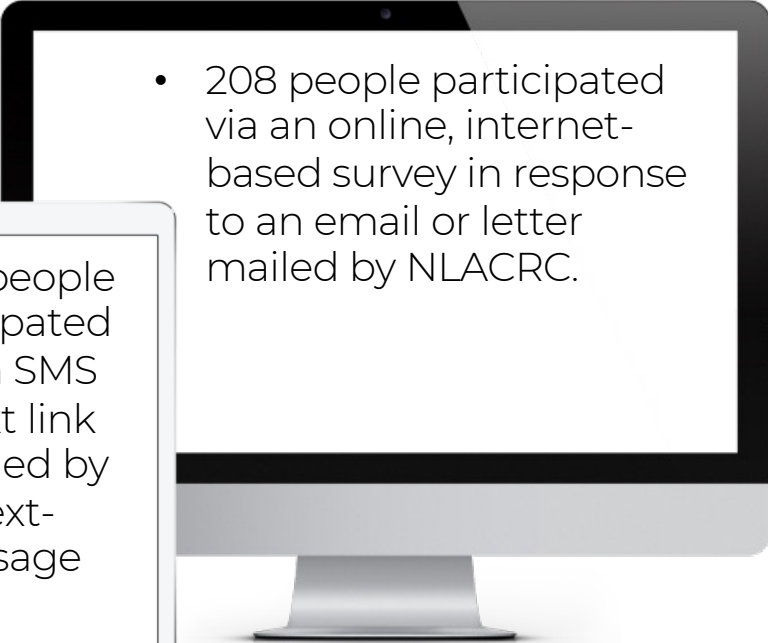
Data Collection

- 3,295 voices represented

HOW PEOPLE PARTICIPATE



2,452 people participated via an SMS or text link provided by a text-message

- 
- 208 people participated via an online, internet-based survey in response to an email or letter mailed by NLACRC.



662 people participated via a live in-bound telephone interview

On average:

- live telephone interviews lasted 11 minutes, 28 seconds
- SMS/Text sessions, lasted 12 minutes, 18 seconds



In total, as part of the *2023 Individual and Family Satisfaction Survey*, North Los Angeles County Regional Center reached out to 12,894 individuals and families served or 37% of the total population served and heard from 3,295 people and families served.

PARTICIPANTS INCLUDED:

Service Type:

- Early Start (1025)
- Provisional (116)
- Lanterman (2154)

Service Area:

- Antelope Valley (975)
- San Fernando Valley (1824)
- Santa Clarita Valley (496)

Primary Language:

- Armenian (10)
- English (2446)
- Spanish (819)
- Other (19)

Primary Ethnicity:

- Black/African-American (327)
- Asian Indian (36)
- Filipino (93)
- Hispanic/Latino (1660)
- White (741)
- Other Asian (47)
- Other (392)

Age Band of Person Served:

- 0-3 years of age (1202)
- 4 – 12 years of age (912)
- 13-22 years of age (575)
- 23-49 years of age (506)
- 50+ years of age (100)

Self-Determination Waiver Participant?

- No (3274)
- Yes (21)

POS Expenditure Band:

- \$0 (674)
- \$1 - \$1000 (432)
- \$1,001 - \$5,000 (595)
- \$5,001-\$10,000 (535)
- \$10,001-\$20,000 (471)
- \$20,001-\$50,000 (356)
- \$50,001-\$100,000 (137)
- \$100,001+ (95)



2023 Individual and Family Satisfaction Survey

Report Representation vs Population

	REPORT		Sample or DDS Stats
	n	%	%
NLACRC	3295		
Early Start	1025	31%	13%
Provisional	116	4%	2%
Lanterman	2154	65%	85%
Antelope Valley	975	30%	25%
San Fernando Valley	1824	55%	64%
Santa Clarita Valley	496	15%	11%
(ES) Antelope Valley	218	7%	
(ES) San Fernando Valley	713	22%	
(ES) Santa Clarita Valley	94	3%	
(L) Antelope Valley	757	23%	
(L) San Fernando Valley	995	30%	
(L) Santa Clarita Valley	402	12%	
Englisih	2446	74%	76%
Spanish	819	25%	22%
Armenian	10	0.30%	1%
Other	19	1%	n/a
Black/African-American	327	10%	9%
Asian Indian	36	1%	5.98*
Filipino	93	3%	5.98*
Hispanic/Latino	1660	50%	47%
White	741	22%	27%
Other Asian	47	1%	5.98*
Other	392	12%	10%
0-3 years of age	1202	36%	18%
4 - 12 years of age	912	28%	29%
13-22 years of age	575	17%	22%
23-49 years of age	506	15%	24%
50+ years of age	100	3%	6%
No	3274	99%	99%
Yes	21	1%	1%
\$0	674	20%	28%
\$1 - \$1000	432	13%	10%
\$1,001 - \$5,000	595	18%	13%
\$5,001-\$10,000	535	16%	12%
\$10,001-\$20,000	471	14%	13%
\$20,001-\$50,000	356	11%	12%
\$50,001-\$100,000	137	4%	6%
\$100,001+	95	3%	5%

*DDS lists "Asian" as one category; Kinetic Flow has these broken out by Filipino, Other Asian, Asian Indian (5% vs. 5.98%)
 - % for Lanauge, Ethnicity are DDS Dashboard Statistics

UNDERSTANDING THE RESULTS



The Unbalanced Scale



Satisfaction =
Expectation - Performance

“You have supported me a lot in everything, (Persons served) have had two coordinators in all these years and have been very respectful and I appreciate very much that there are centers like you thank you and continue to support us as a family. They are the best in taking care of the well-being of our children.”

“In order for the supports to be better, it is necessary for parents to have information about what services are available to us and explain to us, that there are not so many barriers to obtain them. We need collaboration and empathy from the service coordinators.”

“They found a Hebrew speaking therapist which I thought was not easy, especially for speech therapy and that was great, I never thought it would happen.”

“Have a day officer who speaks Spanish since when one calls to request information and asks to speak with the Day Officer they say he can not help us because I can't speak English.”

NLACRC EXCELLED...



BUT HAS ROOM TO IMPROVE...

Information on
Community
Resources



3.22

Overall
Information



3.39

Information on
Regional Center
Services



3.27

Information to
Make Your Own
Decisions



3.41

Lowest Scores...

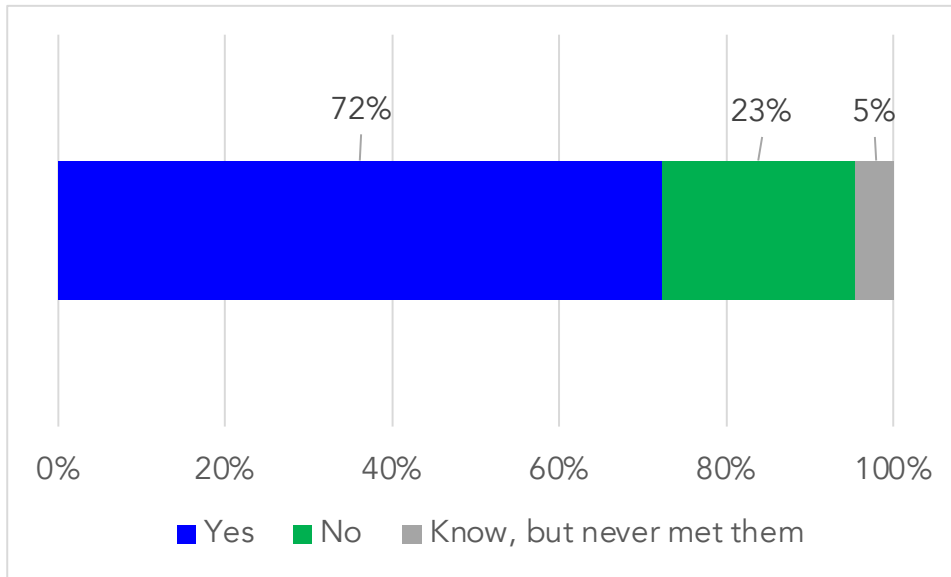
NLACRC Helpful in
Supporting You



3.47

BUT HAS ROOM TO IMPROVE...

% of People who their Know Service Coordinator



The percent of people who know their Service Coordinator ranges from 72% - 92% by sub-demographic group.

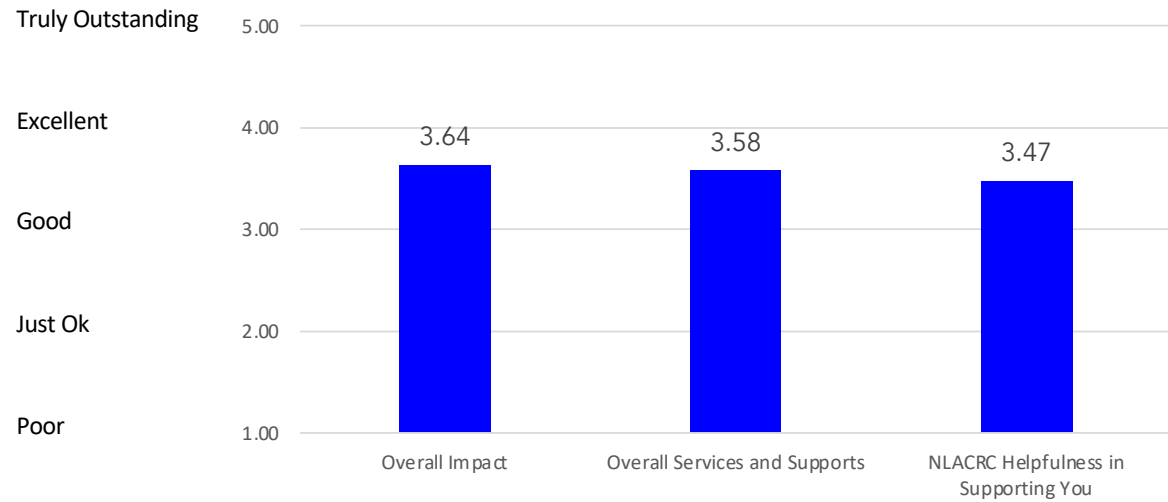
Know your SC	Sub-demographic Groups
92%	Asian Indian
90%	Ethnicities: Filipino, Other Asian Primary Languages: Armenian, Other
87%	POS Expenditures: \$50,001-\$100,000, (ES) San Fernando Valley, (L) Santa Clarita Valley
86%	Santa Clarita Valley
85%	POS Expenditures: \$10,001-\$20,000, \$100,001+, Early Start, 0-3 Years of Age
84%	POS Expenditures: \$1-\$1,000, Provisional, San Fernando Valley
83%	POS Expenditures: \$1,001-\$5,000, 4-12 Years of Age
82%	Primary Language: Spanish, Other Primary Ethnicity, POS Expenditures: \$5,001-\$10,000, \$20,001-\$50,000
81%	Participation in SDP-No, (L) San Fernando Valley, SDP-Yes, Primary Ethnicity: Hispanic/Latino, White, (ES) Santa Clarita Valley, English
79%	Lanternman
78%	13-22 Years of Age, (ES) Antelope Valley, Black/African-American
76%	50+ Years of Age
75%	23-49 Years of Age
74%	Antelope Valley
73%	(L) Antelope Valley
72%	POS Expenditures: \$0

*% "Know your SC" = "Yes" + "Know, them but never met them"

OVERALL REGIONAL CENTER SUPPORT



Overall Metrics



“Service coordinators need to be more actively engaged and proactive with clients. I realize this is a pipe dream given current case loads. But..... I can dream!!.”

IFSP/IPP AS THE CORNERSTONE OF SERVICES

Thinking back to your most recent IPP/IFSP, were the goals that are most important to you included in your plan?"

Response Option	Percent
Yes	79%
No	6%
Have Not Had an IPP/IFSP	15%



Were you able to get the services, supports, information or referrals you needed from the regional center during the last year?"

Response Option	Percent
Yes, I was able to get what I needed from the Regional Center	71%
No, I was not able to get what I needed.	21%
I didn't need anything or anything different from the regional center	8%

Discuss future housing options with you/your family?

Response Option	Percent
Yes, we discussed this in-depth	23%
Yes, we discussed this some	23%
No, the service coordinator did not mention housing	34%
No, I did not want to talk about housing options	20%

DURING YOUR PLANNING MEETING, DID YOUR SERVICE COORDINATOR

...

Provide information on employment (job, work) options?

Response Option	Percent
Yes, we discussed this in-depth	27%
Yes, we discussed this some	28%
No, the service coordinator did not mention employment (job, work) options	24%
No, I did not want to talk about employment (job, work) options or I am pursuing a different goal (school, volunteering, etc.)	22%



Provide referrals to service providers that can help you gain employment (get a job)?

Response Option	Percent
Yes, I was given a referral	48%
No, I was not given a referral.	25%
I didn't need a referral	27%



Q# Metric*		NLACRC
		n 3295
Q5	Treating you with dignity and respect?	4.08
Q6	Listening to you?	3.99
Q7	Understanding your needs	3.94
Q8	Returning your phone calls, replying to your emails or texts in a timely manner?	3.75
Q9	In encouraging you to reach for future hopes and expectations?	3.79
Q10	Being helpful when you have a question or concern?	3.89
Q11	Explaining things to you in a way you can understand?	3.95
Q12	Communicating with you?	3.80
Q13	Overall, how would you rate your relationship with your service coordinator?	3.80
Q14	Overall, how would you rate your service coordinator?	3.89
Q16	Your comfort level at the IPP/IFSP meeting?	3.68
Q17	Your service coordinator taking into account your (your family's) language, culture, traditions, and background when helping you design your plan?	3.80
Q18	The planning meeting and plan being focused on you, what is important to you and your choices?	3.73
Q19	Your service coordinator in supporting you to meet your goals?	3.66
Q20	Overall, how would you rate your IPP/IFSP in addressing your (your family's) needs?	3.64
Q26	Providing information you need to make your own decisions?	3.41
Q27	Providing information on regional center funded services?	3.27
Q28	Providing information on community services?	3.22
Q29	Providing written communications in your preferred language?	3.76
Q30	Overall providing you with information?	3.39
Q31	Overall, how would you rate the services and supports the regional center provides and purchases for you / your family?	3.58
Q32	Overall, during the last year, how helpful do you feel NLACRC has been in supporting you?	3.47
Q33	Overall, how would you rate the impact or effect the regional center has had on your life?	3.64

2022-26 STRATEGIC PLAN: OUTCOME MEASURES:

- DEIB
- DEVELOPMENT & GROWTH OF AN
ENGAGED WORKFORCE
- EMPLOYMENT AND DAY PROGRAMS
- HOUSING
- (MENTAL HEALTH)

Of the four metrics assessed against the initial baseline metrics, on average, scores rose 0.32.





STRATEGIC PLAN OUTCOME MEASURES: - DEIB

DEIB (Individuals Served/Families, Staff, Provider, Community Focus)

Outcome Measure	2022 (Baseline)	2023	Difference	Individual / Family Satisfaction Survey Question	Support Questions *
Training: Communication (Strategy 1.2.4) (Individual/Family Satisfaction Survey)	3.53/5	3.80/5	0.27	13. Overall, how would you rate your relationship with your service coordinator?	Q3, 4, 5, 6, 7, 8, 9, 10, 11, 12
Training: Overall Services & Supports Rating (Strategy 1.2.4) (Individual/Family Satisfaction Survey)	3.33/5	3.58/5	0.25	31. Overall, how would you rate the services and supports the regional center provides and purchases for you / your family?	Q2-30, 32-33
Training: Goals Met (Strategy 1.2.3, 1.2.4) (Individual/Family Satisfaction Survey)	TBD	3.66/5	n/a	19. Your service coordinator in supporting you to meet your goals?	Q2, 4, 5, 6, 7, 8, 10, 11, 12, 15, 16-18, 20-24, 26-30
Training: Person-Centered (Strategy 1.2.3, 1.2.4) (Individual/Family Satisfaction Survey)	TBD	3.73/5	n/a	18. Focusing the meeting and plan on you, what is important to you and your choices?	Q5, 6, 7, 18, 20
Access: Speak Primary Language (Strategy 1.3.1, 1.3.2, 1.3.3) (Individual/Family Satisfaction Survey)	TBD	97%	n/a	3. Does your service coordinator talk with you (your child) in your preferred language? (% Yes, Always + %Yes, Most of the Time)	Q2, Q4
Access: Culturally-Appropriate and Integrative (Strategy 1.3.1, 1.3.2, 1.3.3, 1.3.4) (Individual/Family Satisfaction Survey)	TBD	3.80/5	n/a	17. Your service coordinator taking into account your (your family's) language, culture, traditions, and background when helping you design your plan?	Q3, 4, 6, 7

STRATEGIC PLAN OUTCOME MEASURES:

- DEVELOPMENT & GROWTH OF AN ENGAGED WORKFORCE



Development & Growth of an Engaged Workforce. (Staff Focus)

Outcome Measure	2022 (Baseline)	2023	Difference	Individual / Family Satisfaction Survey Question	Support Questions
Training: Overall CSC Relationship (Strategy 2.1.1, 2.1.4) (Individual/Family Satisfaction Survey)	3.43/5	3.89/5	0.46	14.Overall, how would you rate your service coordinator?	Q3 - 13



STRATEGIC PLAN OUTCOME MEASURES: - EMPLOYMENT & DAY PROGRAMS

Employment and Day Programs. *(Individual Served Focus)*

Outcome Measure	2022 (Baseline)	2023	Difference	Individual / Family Satisfaction Survey Question	Support Questions
Training: IPP in addressing your needs (Strategy 3.1.1, 3.1.3) (Individual/Family Satisfaction Survey, age 14+)	3.35/5	3.64/5	0.29	20. Overall, how would you rate your IPP/IFSP in addressing your (your family's) needs?	Q6, 7, 9, 16-19
Training: IPP in addressing your needs (Strategy 3.1.1, 3.1.3) (Individual/Family Satisfaction Survey, Adults only)	Baseline	70%	n/a	22. During your planning meeting, were you provided information on employment (job, work) options? (%Yes, rebased to disclude thos who did not want to discuss this.)	
Training: IPP in addressing your needs (Strategy 3.1.1, 3.1.3) (Individual/Family Satisfaction Survey, Adults only)	Baseline	66%	n/a	23. During your planning meeting, were you provided referrals to service providers that can help you gain employment (get a job)? (%Yes, rebased to disclude thos who did not need a referral.)	



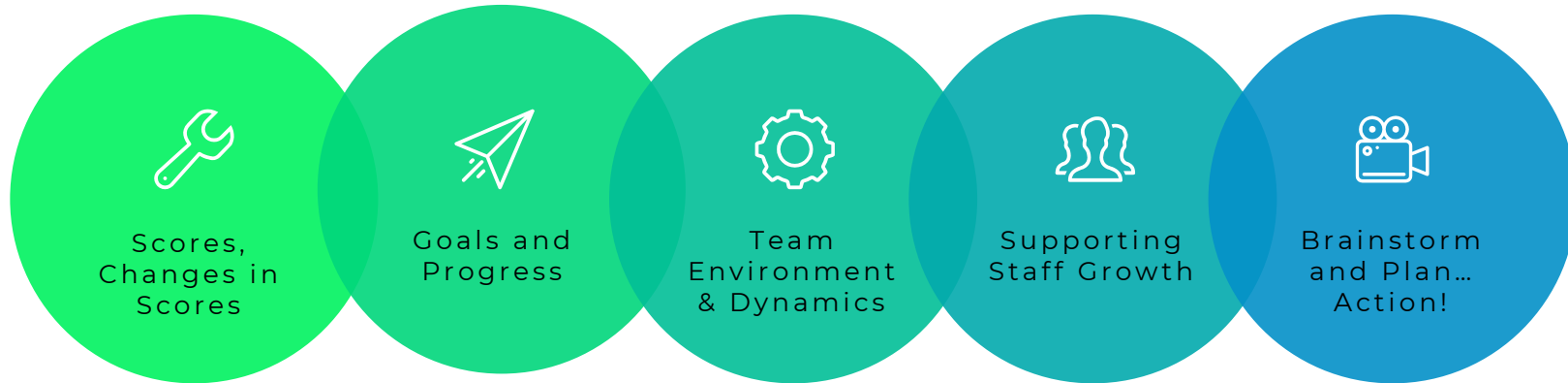
STRATEGIC PLAN OUTCOME MEASURES: - HOUSING

Housing (Individuals Served Focus)					
Outcome Measure	2022 (Baseline)	2023	Difference	Individual / Family Satisfaction Survey Question	Support Questions
Training: IPP Discussed Housing Options (Strategy 5.1.1, 5.1.2, 5.1.3) (Individual/Family Satisfaction Survey, ages 22+)	TBD	58%	n/a	21. During your planning meeting, did you service coordinator discuss future housing options with you/your family? (Such as Individual Living Services, Supported Living Services, Group Homes, or Foster Home Agencies) (%Yes, rebased to disclude thos who did not want to discuss this.)	



Great... Data... Now what?

Striving for Organizational Excellence!



It's People, not just Numbers



Thoughts?
Questions?
Thank you!

2019.03.31

North Los Angeles County Regional Center
Vendor Advisory Committee Meeting Minutes

February 2, 2023

Present: Suad Bisogno, Alex Kopilevich, Andrea Devers, Dana Kalek, Cal Enriquez, Jaklen Keshishyan, Masood B., Octavia Askew, Sharon Weinberg, Erica Beall, Jodie Agnew-Navarro, Vahe Mkrtchian, Kimberly Visokey, Catherine Carpenter, Cristina Preuss, Daniel Ortiz, Donna Rentsch, Emmanuel Gutierrez, Geri Sue Cox, Masood Babaeian, Mayra Alvarado– **Committee Members**

Vini Montague, Evelyn McOmie, Gabby Esharti, Arshalous Garlanian – **Staff Members**

Michelle Heid - Legucator, Chris Gardner -Minutes Services – **Guest**

Absent:

I. Call to Order & Introductions

Suad Bisogno, Chair, called the meeting to order at 9:31 a.m. The board announces the annual board dinner on May 3rd, encouraging vendors to submit success stories by February 15th for recognition. They seek applications for the VAC committee due to upcoming term expirations, emphasizing the need for active representation. The application deadline for committee positions is February 15th, and interested individuals are urged to apply.

II. Public Input

Public Input was given.

III. Consent Items

A. Approval of Agenda

Saud Bisogno acknowledges the commendable work of CCLN and praises Mark. The meeting proceeds to consent items, starting with the approval of the agenda. A correction is made to Evelyn's title, Which is changed to deputy director.

M/S/C (C. Enriquez/A. Kopilevich) To approve the agenda as amended.

B. Approval of Minutes from the October 5, 2023, Meeting

Sharon Weinberg raises questions and suggestions for corrections. She notes a discrepancy on page three regarding "DDC" instead of "DDS" and points out the correction. Additionally, on page two, she suggests changing "check in" to "check run" under the financial officer report. Sharon also draws attention to an action item on page five related to Ruth Jenka's follow-up on subcodes for remote services.

Saud Bisogno acknowledges and incorporates the corrections, clarifying the changes with Sharon. Regarding the action item, Sharon proposes adding it to the agenda under committee business. Saud agrees, and they decide not to make it a formal action item but to include it in the discussion during committee business.

M/S/C (A. Kopilevich/E. Beall) To approve the Minutes presented with corrections.

IV. **Executive Director's Report** – Cristina Preuss
NLACRC Human Resources New Hires Report

Cristina Preuss presented the Human Resources Report as presented in the packet.

Saud Bisogno expresses gratitude to Christina for her comprehensive report and then raises a specific question regarding the budget, focusing on the coordinated family support services. Saud notes a \$36 million reduction in funding due to the expiration of one-time funding for the preschool phase. She mentions that North L.A.'s website still indicates open requests for providers to offer coordinated family support services. Saud seeks clarification on whether this reduction implies a complete cessation of funding for this service in the upcoming fiscal year.

Christina Preuss responds, indicating that the information provided is part of the budget proposal. She emphasizes that the department is exploring various options for regional centers to continue with the program, considering its positive impact on communities and individuals who rely on it for better access to generic resources. Christina assures Saud that more details will be forthcoming, expressing the department's intent not to eliminate the program but to explore alternative options.

Saud shares her concern, highlighting the efforts vendors have invested in the vendorization process for coordinated family support services, only to see it phased out within a year potentially. Christina acknowledges the significance of community services' input in this matter, implying that stakeholders will likely play a role in shaping the final decision.

V. **Chief Financial Officer's Report** – Vini Montague

Vini Montague presented the Chief Financial Officer's Report as presented in the packet.

Vini stated that the monthly expenditures for the month total 70.2 million, with year-to-date expenditures reaching 261.4 million. The projected annual expenditures for the year are 921.1 million. Vini mentions completing the first purchase of services expenditures projection for the fiscal year 2024 for DDS, projecting a deficit of 73.9 million. Vendors are reminded to submit their 1099 and C forms by February 6. Vini informs vendors impacted by the state minimum wage increase that the state minimum wage worksheet is available on their website.

Vini also announced the hiring of Jonathan Estrada as a senior accounting specialist dedicated to escalated payment issues. He encourages vendors with outstanding authorization or payment issues to email Jonathan and copy the accounts payable supervisor, Robert Scan, to expedite issue resolution.

Saud Bisogno raises questions about the fiscal year closing process and suggests a streamlined approach where providers can drop outstanding contract details into an Excel spreadsheet. Vini suggests sending any concerns or issues directly to Jonathan Estrada via email. Saud agrees and plans to share a spreadsheet from another regional center to explore the possibility of implementing a similar process at North LA.

Alex Kopilevich asks about a potential delay in the processing of POS (Purchase of Service) dated December 28, as they were only mailed out on January 23. Vini expresses unawareness of any delays and promises to look into the matter, assuring Alex that she will send an email with updates once she investigates the situation.

VI. **Chief Consumer & Community Services Officer Report** – Evelyn McOmie

Evelyn McOmie expresses gratitude to day programs that volunteered to host Community Service Coordinators (CSC) tours, a practice reinstated as part of new staff orientation. Evelyn invites those interested in being added to the rotation for the CSC tours to email her directly at nlacrc.org by the upcoming Tuesday, February 6. This opportunity is time-sensitive, and Evelyn emphasizes the importance of this practice in staff training, allowing them to familiarize themselves with various programs in the community.

In addition, Evelyn mentions a new initiative where North LA CRC is sending surveys with every Individual Program Plan (IPP) report to families and individuals served. The goal is to gather feedback on the IPP process, helping to identify areas for improvement and make informed decisions on adjustments to enhance systems and processes. This initiative covers the initial IPP and Individualized Family Service Plan (IFSP) processes, as well as the social recreation reimbursement process.

Furthermore, Evelyn announces her plan to continue meeting with individual service providers in 2024. She acknowledges those who have already participated in partnership check-ins, appreciating their time and feedback. Evelyn mentions that these meetings provide an opportunity to address challenges and discuss pending action items. Invitations for meetings will be sent out in the coming months, and she looks forward to meeting with more service providers throughout the year. The presentation ends without questions.

VII. **Community Services Director's Report** – Arshalous Garlanian

Arshalous Garlanian provides updates during the meeting, starting with gratitude for the feedback received. She announces that DDS is preparing to launch the Service Provider Directory in February, aiming to make service provider information more manageable for providers and accessible for consumers. The directory's capabilities will be released in phases, with the initial phase allowing service providers to view and validate their information in the portal. Arshalous mentions that on-demand training materials will be available, and future phases may include improvements to vendorization and deployment of a customer-facing portal.

She discusses the monitoring and corrective actions related to the HCBS final rule, emphasizing that North LA is conducting on-site reviews of all HCBS settings. The deadline to complete all reviews and ensure provider compliance is set for August 31, 2024. Office hours for service providers are offered every Thursday at 2 pm, along with various resources and training opportunities.

Arshalous provides information about upcoming training programs, including the Person-Centered Thinking certificate program, which is sold out for February and March but has

available dates in April and May. Transition from Consumers to Producers training is scheduled for March 25-27. There's also a self-guided learning module for providers, and Arshalous encourages those interested to contact David Ramos for registration details.

She informs about the California state minimum wage increase effective January 1 and includes links for rate adjustment requests. Arshalous emphasizes the importance of following local minimum wage ordinances, which may be higher than the state's.

Arshalous highlights DSA 1891, urging vendors to update information on the portal. The vendor support forum is scheduled for Thursday, February 15, and Arshalous encourages emailing contracts and compliance for topic suggestions. There's also an announcement for a Cal Able workshop on February 21.

Other updates include reminders for PIP and CIE requests, an open proposal period deadline on February 2, ongoing vendorizations for coordinated family supports, social rec, and self-directed support services. A new request for money management services will be published next week.

The Residential Service Orientation (RSO) registration is open until March 1, and Arshalous mentions completed vendorizations for coordinated family support and upcoming information sessions for case management. Vendorizations for social rec and self-directed support services continue, with a new request for money management services on the horizon. Arshalous concludes with information about Electronic Visit Verification (EVV), with DDS hosting office hours, and she encourages checking the packet for more details.

Saud Bisogno expresses gratitude for the feedback received, particularly regarding money management services. He emphasizes the challenges faced in finding enough providers for this service and suggests incorporating benefit and wage reporting support within the money management services to prevent overpayments.

Arshalous Garlanian appreciates the feedback received, stating that it has helped in assessing and improving processes. Octavia Askew asks questions regarding the Person-Centered Thinking training's \$500 incentive, seeking clarification on how the incentive is paid out. Arshalous explains that the incentive is for service providers, and North LA will directly pay the service providers. The \$500 can be used by the agencies to offset staff wages for attending the training.

Octavia asks if agencies can pay the incentive directly to staff, and Saud Bisogno explains that it is more of an operational incentive to help agencies cover the cost of staff attending the training. Octavia seeks confirmation on how the \$500 is distributed, and Saud Bisogno explains that agencies can decide how to use the incentive, such as paying staff wages or providing a bonus for attending the training.

Jacqueline Keshishyan raises questions about Coordinated Family Support (CFS) services, asking if the regional center will support in identifying who at DDS receives the required documents. Arshalous Garlanian takes note of the question and offers to look into it, mentioning she will contact Jacqueline later. Jacqueline also inquires about CSCs (service coordinators) receiving

training for CFS services, and Arshalous mentions that training has been ongoing, and information sessions will be organized for service coordinators to learn more about the programs.

VIII. Legislative Report – Michelle Heid

Michelle proceeds with her report. She discusses the ongoing two-year legislative cycle in California, highlighting that bills from the previous year can continue moving while new legislation will be introduced by the February 16 deadline. Michelle anticipates potential leadership changes in the Senate, and she covers the upcoming March 5 primary election, detailing various seats up for election, including assembly seats and the U.S. Senate seat held by Diane Feinstein.

She provides insights into the governor's January budget proposal, which initiates the advocacy and negotiation phase. Michelle underlines the significance of the Lanterman coalition's efforts to prevent the delay of the rate implementation, urging providers to engage in advocacy for the rate implementation to proceed as scheduled.

Michelle touches on the legislative calendar, noting the upcoming deadline for bill introductions on February 16. She provides updates on bills from the previous year, mentioning that AB 222 and AB 649 are dead for the year, while AB 1147 may continue moving through the process.

She informs the committee about a recently introduced bill related to BA services and addresses the implications of delays in reevaluation or rediagnosis for individuals receiving such services. Michelle shares links to Lanterman coalition public policy priorities and discusses directives issued by the Department of Developmental Services (DDS).

The report delves into the DS task force, stakeholder events, DSP training stipends, State Council updates, self-advocacy chats, and disability voting initiatives. Michelle encourages sharing information about free digital behavioral health platforms and highlights upcoming events, including the CalTash conference and a disability policy seminar.

She also provides details about the early start of interagency coordinating council meetings, opportunities for public input, and free classes for caregivers from Caring Futures. Michelle addresses minimum wage hikes and their potential impact on hiring challenges in the disability services sector. She informs the committee about the federal government's call for public comments on autism and co-occurring conditions.

Local legislative events, including Assemblywoman Polar Shiva's pizza party, are highlighted, and Michelle concludes her report by addressing concerns about entry-level DSP rates potentially falling below minimum wage in certain regions.

IX. Committee Business

A. System/Industry Issues update– 2024

The committee acknowledges that there might be a need for follow-up regarding remote services, specifically addressing Sharon's question. The issue raised is related to

the difficulty in transitioning individuals who are eligible for remote services, to this mode on a short-term basis. The challenge becomes more prominent during peak times when individuals are sick and a quick transition to remote services is required.

The committee is seeking ways to streamline the usage of remote services, especially in instances where a person needs temporary access due to illness. The question is directed towards North L.A., asking if there is a way to make the process more efficient and user-friendly, particularly for service codes eligible for remote services. This is treated as an action item, and feedback is expected at the next meeting.

The discussion highlights the difficulties faced by service providers when a short-term request for remote services is made. The delays in authorization updates result in providers being unable to bill for services during that month. This creates barriers for service providers, and it is suggested that, at times, it may seem more convenient for them not to provide any service at all than to offer just a week of remote service.

B. Legislative Grassroots Sub-Committee Sign-ups

Jodie Agnew-Navarro provides information on the government and community relations committee's annual grassroots legislative visits. These visits are planned to be in person, and AC members are encouraged to sign up to be advocates in the teams that will meet with legislators.

The teams typically consist of individuals served by regional centers, parents, vendors, and North LA staff. The goal is to have a constituent of the legislator on the team. Members interested in participating are requested to respond to the board support email expressing their interest. Trainings will be provided to familiarize participants with key points.

Saud Bisogno clarifies that there are two grassroots events: one in Sacramento on April 1 and 2, and the other involves local visits where teams consisting of providers, board members, consumer representatives, family members, and North LA staff meet with legislators. Saud emphasizes the importance of in-person visits but acknowledges that virtual visits may be considered if necessary.

The committee also seeks vendors with larger facilities to host community training events in April or May. Members interested in hosting such events are encouraged to reach out to board support.

There's a discussion about how participants will be assigned to teams. The suggestion is to have all committee members auto-assigned to teams, and if there are scheduling conflicts or preferences, they can communicate that. Jodie Agnew-Navarro raises concerns about auto-adding people due to different schedules. The decision is to assign committee members to teams manually, and coordination will be done to ensure everyone is assigned to a suitable team.

M/S/C (E. Beall/O. Askew) To approve that all AC members will be part of the legislative

grassroots subcommittee signups.

C. Annual Jynny Retzinger Community Service Award Recommendations

Jenny Rett singer Community Service Award, an honor bestowed by North LA to recognize outstanding service providers or individuals in the service provider community. Saud Bisogno provides information about the award and mentions that last year, Erica was celebrated, and the year before, Harry from Path Point received the recognition.

The committee is requested to submit any recommendations for this year's award. No specific deadline is mentioned during the discussion, but it is suggested that committee members send their recommendations to board support. The emphasis is on recognizing individuals who contribute to legislative efforts and work behind the scenes to stabilize the system, and it doesn't necessarily have to be the leader of an organization. Erica mentions the importance of acknowledging those who handle logistics and contribute to legislative efforts.

Saud encourages committee members to email their recommendations as soon as possible, mentioning "Jenny Retsinger Community Service Award" in the title of the email.

Action Item: Recommendations for the Jenny Retsinger Community Service Award should be submitted to board support and tracked.

D. Open Issues for Discussion

The first item for discussion is regarding the review of the Vendor Advisory Committee (VAC) schedule. There is a consideration of whether the next meeting, scheduled for March, will be in person, particularly in Santa Clarita. However, Kimberly Visokey informs that the decision was made at the last executive committee meeting not to have any more in-person meetings for the remainder of the fiscal year due to unresolved tech issues.

Saud expresses disappointment and curiosity about the decision, and Kimberly mentions that the tech issues are the primary reason for sticking to virtual meetings. Saud agrees to table the discussion and potentially seek clarity from the executive team in the future.

Additionally, Saud highlights the upcoming turnover in committee members, including himself and Erica, who will be turning out. There is a need for new committee members and a committee chair. Saud inquires whether someone outside the VAC but interested in chairing the committee could be considered during the interview cycle, and Cristina Preuss suggests discussing this with the executive board to navigate any potential bylaw restrictions. Saud emphasizes the importance of bringing in new committee members and mentions the ongoing process of updating bylaws to allow for a substitute chair. He encourages those interested in contributing to the committee to express their interest.

Octavia Askew shares information about a certified social skills teleconference for providers, hosted by UCLA peers for an adults training seminar, catering to various professionals working with young adults with social challenges. Octavia offers to share the details in the chat for interested parties.

X. Committee Work Group Reports

A. Early Start Services - Dana Kalek

Dana shares both positive and negative developments. On a positive note, intakes for the early start program have been increasing monthly, with nearly 5,000 Infant Development Program (IDP) clients referred to North LA in 2023. This indicates positive outreach to vulnerable children in the community who need services.

However, Dana also mentions an upcoming audit by the Department of Developmental Services (DDS) for North LA, focusing on issues related to the natural environment and the locations where services are being provided. Compliance with these standards is crucial for all vendors.

One significant ongoing issue discussed is the challenge of billing insurance versus billing the regional center. To address this, a new group of early start vendors called "Early Start Equal Access" has been formed. The group aims to discuss and propose solutions to this billing issue. Dana highlights the group's intention to meet with Christina, Evelyn, and Arshu to present their proposals after further discussions.

The group is also focusing on improving natural environment metrics, and Dana expresses concerns about the proposed budget by the governor. The rate increase for early start vendors, which has been put on hold, could significantly impact those who have already made staffing decisions based on the expected increase. Dana assures that the committee is actively addressing these issues from various angles.

Dana concludes by inviting early-start vendors to the next meeting scheduled for February 15, encouraging their participation in these important discussions.

B. School Age Services - Cal Enriquez

During the meeting, Cal Enriquez shared updates and feedback from the stakeholder feedback meeting for the executive director at North LA that he attended. The meeting took place on January 2nd, and Cal mentions that the next meeting is scheduled for February 6th.

Cal expresses that the stakeholder feedback meeting went well, with many participants, including Dana, providing valuable input. He notes that the moderator, a woman from an agency, was fair and facilitated the discussion effectively. Cal emphasizes the importance of supporting the new executive director and mentions that despite the challenging times, the community is optimistic.

Dana agrees with Cal's assessment, stating that the feedback provided in the meeting was valuable in outlining what the community hopes to see in the new executive

director.

Saud Bisogno appreciates the positive feedback and notes that it was essential for the vendor community to provide input during the recruitment process for the new executive director.

- C. Adult Services - Suad Bisogno & Erica Beall
The Adult Services workgroup did not meet during the reported period, but the next meeting is scheduled for the 1st Monday in March.

XI. **Board Committee Reports**

- A. Administrative Affairs – Andrea Devers
The Administrative Affairs committee did not have a representative from North LA present at the meeting, and Saud suggested tabling the discussion on their updates.
- B. Consumer Services - Erica Beall
There was no meeting this month, as they meet every other month
- C. Government & Community Relations – Jodie Agnew-Navarro
Jodie Agnew-Navarro mentions that they covered the host request and volunteer sign-ups for legislative grassroots in Sacramento. The committee is also working on a virtual town hall scheduled for February 22nd from 6 to 7:30 PM. Michelle is working on securing legislators or their staff for the event, and two confirmations have already been received.

Jodie highlights that the community legislative advocacy training is in progress, and they are seeking vendors to host the training. Additionally, a candidates' forum is planned for the fall. She concludes her report, and Saud Bisogno adds that the registration link for the virtual town hall will be shared in the chat.

Action Item: Committee members are requested to sign up for the legislative grassroots subcommittee.

- D. Nominating - Suad Bisogno
Saud Bisogno reports that they met this week. They are working on finalizing the alternative chair position, which will be discussed further at the next meeting. The committee has also addressed the late notifications for the AC committee applications, ensuring that reminders were sent out earlier this week. They plan to have the alternate chair draft approved and submitted to the board at the next meeting. Additionally, potential interviews for the Vendor Advisory Committee (VAC) are scheduled for the next meeting. Strategic planning is mentioned as another item on the committee's agenda.
- E. Strategic Planning - Daniel Ortiz
Daniel Ortiz reports on the Family Voice Committee's meeting held last month. The meeting primarily focused on reviewing the Kinetic Flow survey results conducted for

parents and families. The survey received responses through various channels, including online, SMS, text messages, and live telephone interviews, totaling 208, 2425, and 662, respectively. The committee aims to compile and share the key insights from the survey, and they plan to meet again in February to continue their discussions.

XII. Review of Meeting Action Items

- A. Vendor Advisory Committee Action Log

XIII. Agenda Items for the Next Board Meeting

- A. Minutes of the November 2nd Meeting

XIV. Announcements/Public Input

- A. Next Meeting: Thursday, February 1st 2024
- B. Committee Attendance (Page 41)

XV. Committee Work Group Information:

- A. Early Start Services (Dana Kalek)
For meeting schedule and information
Contact: Dana Kalek - dkalek@cdikids.org
Next workgroup meeting: **TBD**
- B. School Age Services (Cal Enriquez)
For meeting schedule and information
Contact: Cal Enriquez – cenriquez@accreditednursing.com
Next workgroup meeting: **TBD**
- C. Adult Services (Suad Bisogno & Erica Beall)
For meeting schedule and information
Contact: Suad Bisogno - Suad@irioc.org
Next workgroup meeting: **TBD**

XVI. Adjournment

Suad adjourned the meeting at 11:18 a.m.



Submitted by:
Kimberly Visokky
Executive Administrative Assistant

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



Rolling 12-Month Attendance	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Total
Board Members	Board	Board	Board	Board	Board	Board	Board	Board	Board	Dark	Board	Board	Absences
Ana Laura Quiles, President	P	P	P	P		P	P	P	P		P	P	0
Alma Rodriguez	P	P	P	P		P	P	P	Ab		P	Ab	2
Andrew Ramirez	Ab	P	P	P		P	P	P	Ab		P	P	2
Anna Hurst				*P		P	P	P	P		AB	Ab	2
Brian Gatus	P	P	P	Ab		P	P	P	P		P	P	1
Cathy Blin	P	P	P	P		P	P	P	P		AB	P	1
Curtis Wang				*P		P	P	P	P		P	P	0
David Coe	P	P	P	P		P	P	P	P		P	P	0
George Alvarado	P	P	P	P		P	P	P	P		P	P	0
James Henry												*Ab	1
Juan Hernandez								*P	P		P	P	0
Jennifer Koster								*P	P		P	P	0
Kelsi Levingston - Intern												*Ab	1
Leticia Garcia	P	P	P	P		P	P	P	P		P	P	0
Lillian Martinez	Ab	P	P	P		P	P	P	P		P	P	1
Michael Costa				*P		P	P	P	P		P	P	0
Nicholas Abrahms	P	P	P	P		P	P	P	P		P	P	0
Rocio Sigala	P	P	P	P		P	P	P	P		P	P	0
Sharmila Brunjes	P	P	P	P		P	P	P	P		P	P	0
Suad Bisogno (VAC Rep)	P	P	P	Ab		P	P	Ab	P		P	P	2
Vivian Seda				*P		P	P	P	P		P	P	0

P = Present Ab = Absent

Attendance Policy: In the event a Trustee shall be absent from three (3) consecutive regularly-scheduled Board meetings or from three (3) consecutive meetings of any one or more committees on which

12-Month Attendance	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Total
Administrative Affairs	Dark		Dark	Dark		Dark		Dark	Canceled	Dark			Absences
Brian Gatus, Chair					*P		P				P	P	0
Andrew Ramirez					*P		P				P	AB	1
Lety Garcia		P			P		P				P	P	0
Ana Quiles		P			P		P				P	P	0
Andrea Devers (VAC Rep)					*Ab		P				Ab	P	2

P = Present Ab = Absent

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

North Los Angeles County Regional Center

Consumer Advisory Committee

FY22-23 Meeting Attendance

Consumer Attendee *Committee Members	Apr 2023	May 2023	June 2023	July 2023 DARK	August 2023	Sep 2023	Oct 2023	Nov 2023	Dec 2024 DARK	Jan 2024	Feb 2024	Mar 2025	TOTALS Absences	TOTALS Attended (Non-CM)
*George Alvarado, Chair			P		P	AB		P		P	Ab	Ab	2	
*Bill Abramson	Ab	P	P		P	P		P		P	P	P	1	
*Pam Aiona	P	P	P		P	P		P		AB	AB	P	2	
*Juan Hernandez	P	P	P			P		P		P	P	P	0	
*Destry Walker		P	P			P		P		P	P	P	0	
Jennifer Koster								P		P	P	AB	0	1
Cynthia Samano - Feb 2023		P	Ab											1
Susan Good			Ab											1
Melinda Tannan			Ab											0
Lesly Forbes			P								P	P		2
Elena Tiffany			P											1
Desiree Boykin *not NLA			Ab					P		P				2
Miguel Lugo			Ab											0
Jason Gerard	P		Ab											1
Jessica Gould	P		P											2
Kristine Mosteiro			Ab								P			0
Alex Phuong *not NLA	P		P					P		P	P	P		4
Santos Rodriguez											P			1
Pamela Aiona											P			1
Suzanne Paggi <i>resigned 11/23</i>		P	P					P					1	

Membership: Consumers who attend 5 meetings in a 12-month period can become a CAC Member.

12-Month Attendance	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Total
Consumer Services Committee	Dark		Dark	Dark		Dark		Dark		Dark	Dark		Absences
Rocio Sigala		P			P		P		P			P	0
Alma Rodriguez					P		P		P			P	0
Anna Hurst					P		P		P			Ab	1
Cathy Blin		P			P		P		P			Ab	1
Curtis Wang					P		P		P			P	0
George Alvarado		P			P		Ab		P			P	1
James Henry												*AB	1
Jennifer Koster							P		P			P	0
Juan Hernandez							P		P			P	0
Kelsi Levingston												*P	0
Sharmila Brunjes		P			P		P		P			P	0
Nicholas Abrahms		P			P		P		P			P	0
Michael Costa					P		Ab		P			P	1
Vivian Seda					P		P		P			Ab	1
Erica Beall (VAC Rep)		P			P		Ab		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

12-Month Attendance	Mar-23	Apr-23	May-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Total
Executive Committee	Dark	Sp.S	Sp.S		Dark									Absences
Leticia Garcia		P	P	P		P	P	P	P	P	P	P	P	0
Lillian Martinez		P	P	P		P	P	P	P	P	P	A	P	1
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	0
Andrew Ramirez						*P	P	P	P	P	P	P	P	0
David Coe		P	P	P		P	Ab	P	P	P	P	P	P	1
Rocio Sigala		P	P	P		Ab	P	P	P	P	P	P	P	1

P = Present Ab = Absent

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12-Month Attendance	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Total
Government & Community Relations Committee		Dark		Dark	Dark		Dark			Dark		Dark	Absences
David Coe, Chair						P		P	P		P		0
Anna Hurst						P		P	Ab		Ab		2
Cathy Blin	P		P			P		P	P		P		0
Curtis Wang						Ab		P	P		P		1
Juan Hernandez								P	AB		P		1
Jodie Agnew-Navarro, VAC Rep	P		Ab			P		P	P		Ab		2
Michael Costa						Ab		Ab	Ab		Ab		4
Nicholas Abrahms	P		P			P		P	Ab		P		1
Sharmila Brunjes	P		P			Ab		P	Ab		P		2
Vivian Seda						P		P	P		P		0

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12-Month Attendance	Apr-23	May-23	Jun-23	Jul-23	Aug-23		Sep-23	Oct-23	Nov-23	Dec-24	Jan-24		Feb-24	Mar-24	Total
Nominating Committee			Dark	Dark			Dark	Dark		Dark					Absences
David Coe	P	P			P	P			P		P	P	P	P	0
Lillian Martinez, Chair	P	P			P	P			P		P	P	P	P	0
Ana Quiles	P	P			P	P			P		P	P	P	P	0
Sharmila Brunjes					P	P			P		P	AB	P	P	1
Suad Bisogno	P	P			P	P			AB		AB	P	P	P	2

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12-Month Attendance	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Total
Post-Retirement Medical Trust		Dark	Dark		Dark	Dark		Dark	Dark		Dark	Dark		Absences
Ana Quiles, Chair	P			Ab			P			P			P	1
Brian Gatus													*P	0
David Coe	*P			P			P			P			P	0

P = Present Ab = Absent * = Joined Committee

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Attendance Recruitment Committee Meeting	12/7/2023	12/14/2023	12/18/2023	12/26/2023	1/2/2024	1/9/2024	1/16/2024	1/22/2024	1/29/2024	2/12/2024	2/20/2024	2/26/2024	3/4/2024	Total Absences
Ana Quiles	P	P	P	P	P	P	DARK	P	P	P	P	P	P	0
David Coe	P	P	P	P	P	P	DARK	P	P	P	P	P	P	0
Lilian Martinez	P	P	P	P	P	P	DARK	P	P	P	P	P	P	0
Brian Gatus	P	P	P	AB	P	P	DARK	P	P	P	P	P	P	1
Lety Garcia	P	P	P	P	P	P	DARK	P	P	P	P	P	P	0
Suad Bisogno	P	P	AB	AB	P	P	DARK	P	P	AB	P	P	AB	4
Alma Rodriguez	P	P	P	AB	P	AB	DARK	P	P	P	AB	AB	P	4

P = Present Ab = Absent L = Left Early * = Joined Committee

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12-Month Attendance	Mar-23	Apr-22	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Total Absences
Strategic Planning	Dark			Dark	Dark		Dark	Dark		Dark			
Lety Garcia		P	P			P			P		P	P	0
Brian Gatus		P	P			P			P		AB	P	1
Lillian Martinez		P	P			P			P		AB	P	1
Ana Quiles		P	P			P			P		P	P	0
Curtis Wang											*P	AB	1
Daniel Ortiz - VAC Rep		Ab	P			P			P		P	P	1
Vivian Seda											Ab	P	1

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12-Month Attendance	Apr-23	May-23	Jun-23	Jul-22	Aug-23	Sep-23	Oct-23	Nov-23	Jan-24	Feb-24	Mar-24	Total
Vendor Advisory Committee				Dark								Absences
Suad Bisogno, Chair	P	P	P		P	Ab	P	P	P	P	P	1
Alex Kopilevich	P	P	P		P	P	P	P	P	P	P	0
Andrea Devers	P	P	P		P	P	Ab	P	P	P	P	1
Cal Enriquez	P	P	P		Ab	P	P	P	Ab	P	P	2
Catherine Carpenter	Ab	P	P		P	P	P	Ab	Ab	P	P	3
Dana Kalek	P	P	P		P	P	P	P	P	P	P	0
Daniel Ortiz	Ab	P	P		P	Ab	P	Ab	P	P	P	3
Erica Beall	P	P	P		P	P	Ab	P	P	P	P	1
Jaklen Keshishyan					*P	P	P	P	P	P	P	0
Jodie Agnew Navarro	P	P	P		P	P	Ab	P	P	P	P	1
Lisa Williamsen	Ab	P	P		P	P	Ab	P	P	Ab	P	3
Masood Babaeian					*P	P	Ab	P	P	P	P	1
Octavia Askew					*P	P	P	P	P	P	P	0
Sharon Weinberg					*P	P	P	P	P	P	P	0
Vahe Mkrtchian					*P	P	P	P	P	P	P	0

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North Los Angeles County Regional Center

ALPHABET SOUP

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

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

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

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

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

- TASH - The Association for the Severely Handicapped
- TCRC - Tri-Counties Regional Center

- UAP - University Affiliated Program
- UCI - Unique Client Identifier
- UCP - United Cerebral Palsy
- UFS - Uniform Fiscal System

- VAC - Vendor Advisory Committee
- VIA - Valley Industry Association (Santa Clarita Valley)
- VICA - Valley Industry & Commerce Association (San Fernando Valley)
- VMRC - Valley Mountain Regional Center

- WAP - Work Activity Program
- WIOA - Workforce Innovation and Opportunity Act

[alphabetsoup] January 7, 2021

North Los Angeles County Regional Center

Board of Trustees

FY 2023-2024 Action Log

Meeting Date	Subject	Action Text
08/09/23	Item 6B: Consent Item Approval of Minutes of 6/14/23 Meeting	M/S/C (Cathy/Andrew) To approve the Minutes of the June 14 th meeting. Approved.
	8. Committee Action Items A. Approval of Draft FY23-24 Critical Calendars for Vendor Advisory Committee, Admin Affairs & Executive Committee (revised), and Board of Trustees Ana Quiles <i>(Pg.18)</i>	M/S/C (George/Brian) Motion approved for changes to Critical Calendars
	8. B. Committee Action Items Consumer Services Committee – Rosie Sigala 1. Approval of Amendment to NLACRC Service Standards - Case Finding and Public Information Service Standard <i>(Page 32)</i>	M/S/C (Rosie/George) Motion approved.
	8C. Administrative Affairs Committee - 1. Approval of Contracts a. PathPoint PL2205-076 – New Vendorization <i>(Attachment #1)</i>	M/S/C (L. Martinez/B. Gatus) All contracts Items 8A – G. Motion to approve all seven contracts (7). Contracts approved.
	C 1. g. Softchoice Microsoft Licensing Agreement <i>(Attachment #2)</i>	M/S/C (A. Ramirez/C. Blin) Operation motion to approved. Approved.

	<p>8E. Executive Committee – Ana Quiles 1. AB 1147 Letter of Support</p>	<p>M/S/C (L. Garcia/G. Alvarado) Motion to approve the Letter of Support</p>
	<p>8E 2. Proposed Primary Activities for FY23-24 – Board</p>	<p>M/S/C (A. Garcia/L. Garcia) Motion to approve the document of primary activities. Approved.</p>
	<p>8E 3. FY 2022-23 Board vs Expenditures (<i>Attachment #3 pg.1</i>)</p>	<p>M/S/C (N. Abrahms/G. Alvarado) Motion to approve expenditures. Approved.</p>
	<p>8E 4. FY 2023-24 Board vs Expenditures - (<i>Attachment #3 pg.2</i>)</p>	<p>M/S/C (N. Abrahms/G. Alvarado)</p>
	<p>8E 5. FY23-24 Board Goals</p>	<p>M/S/C (Lety/Andrew) Executive Committee to present to the board at the next meeting ACTION 1: Committee will be presenting a concise “Goals” at the next Board Meeting.</p> <ul style="list-style-type: none"> • Primary Goals • Public relations • Educating families • Employment & retention
	<p>9. Executive Director’s Report – Ruth Janka (<i>Attachment #4</i>)</p>	<p>M/S/C (/) Ruth Janka shared (attachment #4) Many services were shared, implementing services ACTION 2: Board Support to add this discussion to the Admin agenda for the next meeting</p>
	<p>10. Self-Determination Program (SDP) Report – Gabriela Eshrati (<i>Page 67</i>) A. SDLVAC Liaison June Report (<i>Page 72</i>)</p>	<p>M/S/C (/) In search of the Board Member liaison. FMS provider list needs to be updated, columns to add for clarity. Updated. ACTION 3: Gabby to update the Provider List with updated information to be included as next month’s meeting.</p>
	<p>20. Vendor Advisory Committee – Suad Bisogno C. Committee Priorities & Goals</p>	<p>ACTION 4: VAC Committee to finalize their goals for presentation to the board at board next meeting.</p>

	<p>21. Public Input</p>	<p>There was public information regarding Respite.</p> <p>Consumer commented ILS services regarding time recording & summaries. Not sure how they're reporting/utilizing her hours? Without signing, you can't know what's happening. Attends the CAC (bylaws). Monitoring hours is an issue.</p> <p>AB1147 – thank you for supporting this.</p> <p>Liaison with New Horizons once had paperwork, now it's electronic sign-in with IL staff, they can log in on their phones.</p>
<p>09/13/23</p>	<p>6. Consent Item A. Approval of Agenda (<i>Page 4</i>)</p>	<p>There were 3 revisions to the agenda:</p> <p>Item B. - Personnel, was added under Item 7. Executive Session</p> <p>Item E 1. -Approval of Committee Priorities Issues, under Vendor Advisory Committee was deferred.</p> <p>Item 8. Presentation of DDS Contract for FY23-24 was deferred.</p> <p>M/S/C (A. Ramirez/C. Wang) To approve the meeting agenda as revised.</p>
	<p>6. Consent Item B. Approval of Minutes from the August 9, 2023 Meeting</p>	<p>This item was deferred</p>
	<p>7. Executive Session</p>	<p>M/S/C (G. Alvarado/C. Wang) To enter the Executive Session at 6:51 pm</p> <p>M/S/C (A. Ramirez/C. Wang) To exit the Executive Session at 6:51 pm</p>

	<p>9. Committee Action Item</p> <p>A. Executive Committee</p> <p>1. Approval of Changes of Board Master Calendar (Page 8)</p> <p>2. Approval of FY 2023-24 Annual Board Training Plan - (Page 20)</p> <p>3. Approval of FY 2023-24 Board Goals (Page 21)</p> <p>4. Approval to Suspend SDP Board Liaison Position for FY23-24</p> <p>B. Consumer Services Committee</p> <p>1. Approval of Amendment to NLACRC Service Standards: Early Start IDEA Part C in the Case Finding & Public Information section of the Service Standards. (Page 29)</p>	<p>M/S/C (B. Gatus/G. Alvarado) To approve the Board Master Calendar as presented.</p> <p>M/S/C (G. Alvarado/R. Sigala) To approve the Board Training Plan as presented.</p> <p>ACTION: Follow up with NLA Staff to discuss resources for First Air/CPR/AED Hands on training and follow up with George Alvarado and Nicholas Mendoza. (Ruth Janka)</p> <p>M/S/C (R. Sigala/G. Alvarado) To approve the Board Goals as presented.</p> <p>M/S/C (G. Alvarado/R. Sigala) To approve the recommendation to suspend the Board Liaison Position for FY23-24.</p> <p>M/S/C (B. Gatus/G. Alvarado) To approve the Service Standards as revised</p>
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	<p>2.Approval of Committee Priorities for FY 2023-24 (Page 41)</p> <p>D. Government & Community Relations Committee 1. Approval of the Legislative Priorities for FY 2023-24 (Page 42)</p> <p>F. Nominating Committee 1. Nomination of New Board Members</p> <p>G. Strategic Planning Committee 1. Approval of Revised Critical Calendar for FY 2023-24</p>	<p>M/S/C (G. Alvarado/R. Sigala) To approve the Consumers Services Committee Priorities as presented.</p> <p>ACTION: Revise the Legislative Priorities to include changes to verbiage “Engage the community to support legislation for mental health and competitive integrated employment” (Lilliana Windover)</p> <p>M/S/C (B. Gatus/G. Alvarado) To approve the Legislative Priorities as revised.</p> <p>M/S/C (B. Gatus/G. Alvarado) To approve all of the proposed Board Members as presented.</p> <p>ACTION: Revise the Strategic Planning Committee Critical Calendar to include:</p> <ul style="list-style-type: none"> - Addition of a Survey Review to the January Meeting to review data from Kinetic Flow. - Add an RFP for Employee Satisfaction Survey to November meeting <p>M/S/C (B. Gatus/G. Alvarado) To approve the revised Strategic Planning Committee Calendar as revised</p>
	<p>10. Executive Director’s Report</p>	<p>ACTION: Include a monthly HR report that shows vacancies vs. positions filled (Ruth Janka)</p>

	23. Public Input	ACTION: Follow up with Curtis Wang and George Alvarado regarding transportation to the in-person Board Meeting, Curtis and George to email Board Support (Board Support)

Meeting Date	Subject	Action Text
11/8/23	7. Consent Items	
	A. Approval of Agenda	M/S/C (G. Alvarado/C. Wang) To approve the agenda as revised.
	B. Approval of Minutes from the August 9, 2023 Meeting Minutes	This item was deferred ACTION: Confirm the attendance for the October 11th meeting and revise meeting attendance as appropriate. (Ruth Janka/Board Support)
	B. Approval of Minutes from the October 11, 2023 Meeting Minutes	M/S/C (D. Coe/B. Gatus) To approve the meeting minutes as presented.
	8. Presentation of Exec. Dir. Evaluation Process	M/S/C (G. Alvarado/B. Gatus) To approve the Executive Director Timeline as presented.

	<p>9. Committee Action Items</p> <p>A. Executive Committee</p> <p>1. Proposed Amendment to Bylaws</p> <p>2. ARCA Membership Agreement Form</p> <p>B. Administrative Affairs Committee</p> <p>1. Board Resolution for Workers' Comp Insurance</p> <p>F. Strategic Planning Committee</p> <p>1. SPC Critical Calendar</p> <p>2. Employee Satisfaction RFP</p>	<p>ACTION: To clarify with NLA legal counsel and to revise the information in each committee section to include the same verbiage regarding how elections are conducted, to be presented and voted on at January Board Meeting. (Ruth Janka/Board Support)</p> <p>ACTION: Follow up with NLA legal counsel to review Section 11 of the agreement and clarify the statement regarding class action lawsuits. (Ruth Janka)</p> <p>M/S/C (L. Martinez/D. Coe) To approve the Board Resolution as presented.</p> <p>M/S/C (G. Alvarado/C. Blin) To approve the Critical Calendar as presented.</p> <p>M/S/C (G. Alvarado/C. Wang) To approve the RFP as</p>
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		presented.
	10. Executive Session	M/S/C (L. Martinez/B. Gatus) To enter the Executive Session at 7:36 pm. M/S/C (G. Alvarado/J. Koster) To exit the Executive Session at 7:57 pm.
	Meeting adjourned at 8:42 pm	

Meeting Date	Subject	Action Text
1/10/24	3. Closed Session A. Personnel	M/S/C (R. Sigala/G. Alvarado) To exit the Closed Session at 6:33 pm. M/S/C (R. Sigala/G. Alvarado) To exit the Closed Session at 6:33 pm.

	<p>7. Consent Items</p> <p>A. Approval of Agenda</p> <p>B. Approval of Minutes from the November 8th Meeting</p>	<p>M/S/C (G. Alvarado/B. Gatus) To approve the meeting agenda as presented.</p> <p>M/S/C (D. Coe/B. Gatus) To approve the meeting minutes as presented.</p>
	<p>9. Account Authorized Signer Changes</p>	<p>M/S/C (G. Alvarado/B. Gatus) To approve the resolutions as presented.</p>
	<p>10. Approval of Contracts</p> <p>11. Government and Community Relations Committee</p> <p>A. Board Advocacy One-Page Sheet</p>	<p>M/S/C (G. Alvarado/L. Martinez) To approve the contracts as presented.</p> <p>M/S/C (G. Alvarado/R. Sigala) To approve the Board Advocacy One-Sheet as presented.</p> <p>M/S/C (D. Coe/A. Ramirez) To approve a revision of the Board Member Responsibilities Policy to include a requirement or Board Members to include contacting their Assemblyperson and Senator at least once a year.</p> <p>ACTION ITEM: Draft a revision of the Board Member Responsibilities Policy to include the legislative advocacy requirement. (Board Support)</p>

	<p>12. Committee Action Items</p> <p>A.Executive Committee</p> <p>2. Proposed Update to Board Meeting Schedule</p> <p>B.Nominating Committee</p> <p>1.Nomination of New Board Members</p> <p>2.Updated Board Roster and Committee List</p>	<p>M/S/C (G. Alvarado/A. Rodriguez) To approve the Board Meeting Schedule as Presented and to include the allowance of extra time for Closed Sessions on an as needed basis.</p> <p>M/S/C (G. Alvarado/A. Ramirez) To approve the Board Nominees as presented.</p> <p>M/S/C (G. Alvarado/L. Martinez) To approve Cristina Preuss as a member of the Strategic Planning Committee.</p> <p>M/S/C (G. Alvarado/A. Ramirez) To approve the Board Roster and Committee List with the noted revisions.</p> <p>ACTION ITEM: Revise Committee List to reflect 2 open positions for Board Membership and to remove Ruth Janka from the PRMT Committee List. (Board Support)</p>
	<p>13. Executive Director’s Report</p> <p>Organizational Chart</p>	<p>ACTION ITEM: Draft an updated Organizational Chart for review at</p>

		<p>the next Administrative Affairs Meeting, (Board Support)</p> <p>ACTION ITEM: Connect Kimberly Visokey with Amy Westerling at ARCA to discuss ARCA Meeting Link and agenda (Ruth Janka)</p>
16. Administrative Affairs Committee	C.Special Meeting Request	<p>M/S/C (G. Alvarado/B. Gatus) To add a meeting for the Administrative Affairs Committee on Tuesday, January 23rd.</p> <p>ACTION ITEM: To finalize the agenda for the January 23 Admin Affairs meeting for posting on January 16, 2024. (Board Support)</p> <p>M/S/C (G. Alvarado/B. Gatus) To add an agenda item to the January 23rd Meeting regarding Meeting Date and Frequency.</p>
18. Consumer Services Committee		M/S/C (G. Alvarado/B. Gatus) To add an agenda item to the next Consumer Services Meeting regarding Social Rec Reimbursement Delays
19. Executive Committee	E.Next Meeting	M/S/C (G. Alvarado/L. Martinez) To change the time of the Executive Committee Meeting to 6:00 pm on January 25 th .
23. Post Retirement Medical Trust Committee		M/S/C (G. Alvarado/L. Martinez) To cancel the January 25 th meeting due to the need for more information to review the agenda items.
27. Public Input		ACTION: Connect with Curtis Wang regarding Volunteering or the Workshop being held on February 24. (Kimberly Visokey)

		<p>ACTION: Update the Upcoming Meeting List to include the Recruitment and Negotiating Committees (Board Support)</p> <p>ACTION: Update the Board Attendance Martrix to reflect the rolling of the year. (Board Support)</p>
	Meeting adjourned at 8:04 pm	
Meeting Date	Subject	Action Text
2/14/2024	<p>3. Closed Session</p> <p>A. Personnel</p>	<p>M/S/C (C. Wang/N. Abrahms) To enter the Closed Session at 6:04 pm.</p> <p>M/S/C (G. Alvarado/B. Gatus) To exit the Closed Session at 6:38 pm.</p>
	<p>7. Consent Items</p> <p>A. Approval of Agenda</p> <p>B. Approval of Minutes from the November 8th Meeting</p>	<p>M/S/C (G. Alvarado/A. Ramirez) To approve the meeting agenda as revised.</p> <p>M/S/C (G. Alvarado/D. Coe) To approve the Minutes as presented.</p>
	8. Committee Action Items	

	<p>A.Government and Community Relations</p> <p>B.Bylaws</p> <p>D. Nominating Committee</p>	<p>M/S/C (A. Ramirez/L. Martinez) To approve the events as presented.</p> <p>M/S/C (L. Martinez/G. Alvarado) To approve the 2 requested revisions to CAC Committee and Board Member Meeting attendance to the bylaws and to create an Ad Hoc Committee of Board Members to review the remaining Bylaw revisions. Motion amended.</p> <p>M/S/C (L. Martinez/B. Gatus) To approve the 2 requested revisions to CAC Committee and Board Member Meeting attendance sections of the Bylaws.</p> <p>M/S/C (L. Martinez/G. Alvarado) To approve the creation of an Ad Hoc Committee of Board Members to review the remaining Bylaw revisions. The motion did not pass with oppositions from L. Martinez, A. Ramirez, B. Gatus, J. Hernandez, C. Blin, N. Abrahms, G. Alvarado, A. Rodriguez, V. Seda, D. Coe, R. Sigala, A. Quiles and 2 abstentions from S. Bisogno and J. Koster</p> <p>M/S/C (B. Gatus/G. Alvarado) To approve the delegation of the review of remaining Bylaw revisions to the Executive Committee and to add a standing agenda item to the Board Meeting agenda on updates to the Bylaw review. The motion passed with 2 oppositions from S. Brunjes and L. Garcia</p> <p>M/S/C (D. Coe/G. Alvarado) To add the review of Board President Term Limits to the Bylaw Board review. The motion passed with 1 opposition from L. Garcia.</p> <p>M/S/C (G. Alvarado/ C. Wang) To approve the Certificate of Return or Destruction of Confidential Information Form as presented.</p>
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	E. Strategic Planning Committee	M/S/C (G. Alvarado/ L. Martinez) To approve the Critical Calendar as presented
	12. Administrative Affairs Committee	M/S/C (G. Alvarado/ A. Ramirez) To approve the new date for this meeting to be February 27, 2024. ACTION ITEM: Update the Committee Meeting Information (Board Support)
	Meeting adjourned at 8:34 pm	