



# **Board of Trustees Meeting**

Wednesday, September 11, 2024

6:00 p.m.

*Via Zoom Technology*

**NLACRC Board of Trustees Calendar  
Fiscal Year 2024-25**

<h1 style="margin: 0;">September 2024</h1>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4  <u>3:00pm</u> Consumer Advisory Committee Meeting	5  <u>9:30 am</u> Vendor Advisory Committee Meeting	6	7
8	9  <u>6:00 – 7:00 pm</u> Board Packet Review	10	11  <u>6:00 pm</u> Board of Trustees Meeting	12	13	14
15	16	17	18  <u>6:00 pm</u> Consumer Services Committee Meeting	19	20	21
22	23	24  <u>6:00 pm</u> Administrative Affairs Committee Meeting	25	26  <u>6:00 pm</u> Executive Committee Meeting	27	28
29	30					

**NLACRC Board of Trustees Calendar  
Fiscal Year 2024-25**

<h1>October 2024</h1>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 <u>3:00pm</u> Consumer Advisory Committee Meeting  <u>5:30 pm</u> Nominating Committee Meeting	3  <u>9:30 am</u> Vendor Advisory Committee Meeting	4	5
6	7  <u>5:00 – 6:00 pm</u> Board Training  <u>6:00 – 7:00 pm</u> Board Packet Review	8	9  <u>6:00 pm</u> Board of Trustees Meeting	10	11	12
13	14	15	16  <u>6:00 pm</u> Government & Community Relations Committee Meeting	17	18	19
20	21	22	23	24  <u>6:00 pm</u> Executive Committee Meeting	25	26
27	28	29	30	31 <b>Halloween</b>		

**NLACRC Board of Trustees Calendar  
Fiscal Year 2024-25**

<b>November 2024</b>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4 <u>6:00 pm</u> Strategic Planning Committee Meeting	5	6 <u>3:00pm</u> Consumer Advisory Committee Meeting	7 <u>9:30 am</u> Vendor Advisory Committee Meeting	8	9
10	11 <b>Veterans Day</b> (NLACRC offices closed)	12 <u>5:00 – 6:00 pm</u> Board Training  <u>6:00 – 7:00 pm</u> Board Packet Review	13 <u>6:00 pm</u> Board of Trustees Meeting	14	15	16
17	18	19 <u>6:00 pm</u> Administrative Affairs Committee Meeting	20 <u>6:00 pm</u> Consumer Services Committee Meeting	21 <u>6:00 pm</u> Executive Committee Meeting	22	23
24	25	26	27	28 <b>Thanksgiving</b> (NLACRC offices closed)	29 <b>Day after Thanksgiving</b> (NLACRC closed)	30

North Los Angeles County Regional Center

**Board of Trustees Meeting -**

**Wednesday, September 11, 2024**

**6:00 p.m.**

**~AGENDA~**

1. **Call to Order & Welcome** – Ana Quiles, Board President
2. **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](mailto:BoardSupport@NLACRC.org)
  - D. \*Update Zoom Screen Name to include full name, board position, and geographic location (SFV, AV, or SCV)
3. **Board Member Attendance/Quorum** – Kimberly Visokey, Executive Assistant
4. **Agenda**
5. **Consent Items**
  - A. Approval of June 12, 2024, Board Meeting Minutes (*Page 9*)
  - B. Approval of June 24, 2024, Special Board Meeting Minutes (*Deferred*)
  - C. Approval of August 7, 2024, Special Board Meeting Minutes (*Deferred*)
  - D. Authorized Signers – Vini Montague
    1. Board Resolution to add Angela Pao-Johnson as City National Bank authorized signer effective 9/23/2024 & remove Cristina Preuss effective 9/22/2024 (*Page 19*)
    2. Board resolution to add Angela Pao-Johnson and Evelyn McOmie to US Bank PRMT & PERS UAL effective 9/23/2024 & remove Cristina Preuss effective 9/22/2024 (*Page 20*)
    3. Board resolution to add Angela Pao-Johnson and Evelyn McOmie to PFM Asset Management PRMT & PERS UAL effective 9/23/2024 & remove Cristina Preuss effective 9/22/2024(*Page 21*)
    4. Corporate Secretary Certificate for US Bank (*Page 22*)
6. **Public Input & Comments** (3 minutes)- Reserved for Agenda Items

7. **Closed Session**
  - A. Personnel
  
8. **Action Item**
  - A. October Board of Trustees In-Person Meeting
  - B. In Person Committee Meetings
  - C. Administrative Affairs Committee Meeting Date Change to Third Thursday
  
9. **Committee Business**
  - A. FY 2024-25 Training Calendar (*Page 23*)
    1. Day and Time
      - a. Second Monday of the Month, following the Board Packet Review
      - b. Committee Meeting Day, based on Training Topic
  
10. **Committee Action Items**
  - A. Updated Committee List (*Page 26*)
  - B. Board of Trustees SDP Liaison: Kelley Coleman
  
11. **Executive Director's Report** – Evelyn McOmie
  - A. Special Language Contract Matrix (*Page 27*)
  - B. Review of Board Composition Survey (*Page 35*)
  - C. Columbus Assessment Report (*Page 36*)
  
12. **Self-Determination Program (SDP) Report** (*Page 40*) –Silvia Renteria-Haro
  - A. SDLVAC Liaison August Report (*Page 46*)
  - B. Next Self Determination Local Advisory Committee Meeting: September 19, 2024, 6:30pm
  
13. **Association of Regional Center Agencies** – Lety Garcia
  - A. ARCA Liaison Report (*Page 48*)
  - B. July 2024 ARCA CAC Meeting Report – George Alvarado (*Page 51*)
  - C. Next meeting: October 17 and 18, 2024
  
14. **Administrative Affairs Committee** – Andrew Ramirez
  - A. Next meeting: Tuesday, September 24, 2024, 6:00pm
  
15. **Consumer Advisory Committee** – Juan Hernandez
  - A. CAC Report – Evelyn McOmie (*Page 54*)
  - B. Next Meeting: Wednesday, October 2, 2024, 3:00pm

16. **Consumer Services Committee** – Rosie Sigala
  - A. Next Meeting Wednesday, September 18, 2024, 6:00pm
  
17. **Executive Committee** – Ana Quiles
  - A. Committee Summary (*Page 55*)
  - B. Approved Contract Empowering Lives PL2295-076 (*Page 56*)
  - C. Approved Board Resolution to Remove Brian Winfield (DDS) & Add Michi Gates (DDS) as Authorized Signers for City National Bank Accounts (*Page 59*)
  - D. Approved Conflict Resolution Plans (*Page 60*)
  - E. Next Meeting Thursday, September 26, 2024, at 6:00pm
  
18. **Recruitment Committee** – Ana Quiles
  - A. Committee Summary (*Page 82*)
  
19. **Government & Community Relations Committee** – Cathy Blin
  - A. Committee Summary (*Page 83*)
  - B. Next Meeting Wednesday, October 16, 2024, at 6:00pm
  
20. **Nominating Committee** – Curtis Wang
  - A. Committee Summary
  - B. Next Meeting October 2, 2024, at 5:30pm
  
21. **Post-Retirement Medical Trust Committee** – Ana Quiles
  - A. Next Meeting Thursday, May 22, 2024, at 5:30pm
  
22. **Strategic Planning Committee** – Vivian Seda
  - A. Committee Summary
  - B. Next Meeting Monday, November 4, 2024, at 6:00pm
  
23. **Vendor Advisory Committee** – Alex Kopilevich
  - A. Committee Summary
  - B. Next Meeting Scheduled on October 3, 2024, at 9:30am
  
24. **Old Business/New Business**
  - A. Board and Committee Meeting Attendance Sheets (*Page 85*)
  - B. Board and Committee Meetings Time Report (*Page 86*)
  - C. Updated Acronyms Listing (*Page 96*)
  - D. Meeting Evaluation Form – *Emailed separately*

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

**26. Announcements/Information/Public Input**

A. Next Meeting: Wednesday, October 9, 2024, at 6:00pm

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 **June 12, 2024**

Trustees Present

Suad Bisogno  
Rocio Sigala  
Leticia Garcia  
Sharmila Brunjes  
Ana Quiles  
Andrew Ramirez  
Brian Gatus  
Vivian Seda  
George Alvarado  
Lillian Martinez  
Cathy Blin  
Nicholas Abrahms  
James Henry  
Anna Hurst  
Jenifer Koster  
Juan Hernandez  
Curtis Wang  
Michael Costa  
Cristina Preuss

Guests Present

David Lester – NLA Counsel  
Ami Sullivan – Kinetic Flow  
Xochitl Gonzalez – DDS  
Nicholas Mendoza – Coach for George A.  
Diana Chulak- Familt Focus Resource Center  
Lori Walker – SDLAC  
Miriam Erberich – SDLAC  
Christian Villafuerte – Interpreter  
Miriam Hernandez- Interpreter  
Jasmine Barrios – Minutes Services  
E.J. Pavia – SEIU 721  
Mrs. A. Dunbar  
Patty Gutierrez  
Soccoro Curameng  
Janice Curre  
Sergio Ramos  
Shannon Clark  
Adriana

Staff Present

Vini Montague  
Evelyn McOmie  
Kimberly Visokey  
Gabriela Eshrati  
Donna Rentsch  
Arshalous Garlanian  
Sandra Rizo  
Chris Whitlock  
Megan Mitchell

Trustees Absent

Kelsi Livingston

- 1. Call to Order & Welcome** – Ana Quiles, Board President  
Ana called the meeting to order at 6 pm.
  
- 2. Housekeeping**
  - A. Spanish Interpretation Available  
Ana informed attendees that instructions for Spanish Interpretation are in the chat.
  
  - B. Public Attendance  
Ana asked public attendants to notate their names and agencies in the chat.
  
  - C. Monthly Submission for Childcare/Attendant Care Billing  
It was noted that all meeting invites to include: [boardsupport@nla.org](mailto: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.

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

4. **Consent Items**

A. **Approval of Agenda (Page 3)**

**M/S/C** (C. Wang/G. Alvarado) To approve the meeting agenda

B. **Approval of May 8, 2024 Board Meeting Minutes (Page 7)**

**M/S/C** (J. Koster/N. Abrahms) To approve the Minutes as presented.

5. **Public Input & Comments (3 minutes)- Reserved for Agenda Items**

6. **Closed Session**

A. Board Governance

**M/S/C** (G. Alvarado / C. Wang) To enter the Closed Session at 6:18 pm.

**M/S/C** (L. Martinez / G. Alvarado) To exit the Closed Session at 6:54 pm.

7. **Action Item**

A. Conflict of Interest Resolution Plan / Vivian Seda (**Page 18**)

Ana reported that the information had to be submitted to DDS and put the information in front of the Board so that everyone was aware of it. The whole plan was included.

**M/S/C** (Garcia / C. Wang) To accept the Conflict-of-Interest Resolution Plan

B. Approval of Contracts – Robert Kutaj

1. Family Resource Center (**Page 29**)

Cristina Preuss reported that the contract was for the Department of Developmental Services and the information was presented to the Board due to being over \$250,000. The funds had not decreased. The plan was submitted to the department, and the department approved it. The Department of Developmental Services would monitor the activities. The Board would be able to request the reporting regarding the performance metrics put in place for the Family Resource Center. The regional center would choose the subcontract, but all the criteria were the same.

**M/S/C** (G. Alvarado / Gatus) To approve resolution acceptance of funds and funds access.

C. Approval of Contribution to PRMT and CalPERS UAL Trust – Robert Kutaj **(Page 31)**

**M/S/C (C. Blin / G. Alvarado)** To approve contribution to PRMT.

**8. Committee Business**

A. Ballot Presentation

1. Election Process Requirements **(Page 34)**

It was reported that there should be no more than 17 seats should be kept vacant at any one time. No more than two members from the agency would serve on the AC at a time. It was clarified that it would be an online vote, not a voice vote. The election process and requirements were presented, which included: Attendees eligible to vote would be sent a private message with the link to the online ballot. Each attendee would have 10 minutes to complete the ballot. Once the time was up, both the Secretary of the Board and the Secretary of the Regional Center would enter a breakout room to record the outcome. During the Nominating Committee report, the Secretary of the Board would announce the results.

2. Ballot updates / Additional Nominations

The current ballot was presented and reviewed. Wang was removed as the ARCA CAC delegate. The California Code of Regulations under Title 17, Article 1 was read. It was discussed to remove Vivian Seda from the position of Secretary due to a conflict of interest. It was recommended to include that information in the conflict-of-interest resolution plan, so it was transparent.

**M/S/C (L. Garcia/ C. Blin)** To amend the conflict-of-interest resolution plan to reflect any officer positions affected by financial responsibilities.

It was determined to move this item later into the meeting.

It was discussed to allow Vivian Seda to be elected and then figure out the conflict afterward. It was proposed that she would not participate in any conversations regarding financial matters for the Regional Centers. It was decided to remove Vivian Seda from the current election and then revisit what was in place. A concern was raised if DDS said that Vivian Seda could not be nominated for another position and the vote had occurred. It was explained that, based on DDS's approval plan, their guidance would be used. Once DDS made the determination, a copy of the approval would be sent to the Board and Vivian Seda.

**M/S/C (A. Ramirez/ B. Gatus)** To obtain DDS's approval of the conflict-of-interest resolution plan and then create an option for Vivian Seda.

3. Review of the process

It was reported that tech support was available for voting members during the election. A breakout room was created with two staff members available to assist with any issues, and members with tech questions could request to be sent to the breakout room for assistance. Staff would assist the members in accessing the ballot. Once the ballot was accessed, they would be instructed to leave the breakout room.

B. Approval of Committee Assignments (**Page 42**)

**M/S/C (Kurtis/ Gatus)** To approve committee assignments.

C. Board of Trustees Election

D. Annual Required Statements

1. Conflict of Interest (**Page 43**)

The Ownership Interest and/or Managing Control Form was presented. It indicated if an individual had any ownership or control. Individuals who had 5% or more ownership or were considered managing directors would fall under this category. It will be sent to all board members to identify any possible conflicts of interest.

2. Confidentiality Agreements (**Page 47**)

The agreement was presented and summarized for the board. All board members were to keep information private and on a “need-to-know” basis. The agreement will be sent to board members.

3. Medi-Cal Clearance Forms – New members only (**Page 49**)

The form will be sent to new board members. It was stated that the form needed to be returned by an August 10<sup>th</sup> deadline.

There was a request for an update. One individual was added to consumer services. RB numbers were also added.

**M/S/C (C. Wang/ A. Quiles)** To approve the update.

**9. Committee Action Items**

A. **Nominating Committee** – Lillian Martinez

1. Election Results

The **New VAC Members:** Paul Borda, Ute Escorcia, Ricki Macken Chivers, Jen Pippard  
**New Board of Trustees Members:** Kelley Coleman, Laura Monge

**Renewed Board of Trustees Members:** Nicholas Abrahms, George Alvarado, Sharmila Brunjes, Michael Costa, Juan Hernandez, Anna Carlstone Hurst, Jennifer Koster, Alma Rodriguez, Vivian Seda, Rocio Sigala

**Board of Trustees Officers:** Ana Quiles -*President*, Brian Gatus – *First V.P.*, Rocio Sigala – *Second V.P.*, Alma Rodriguez – *Secretary*, Andrew Ramirez – *Treasurer*, Leticia Garcia – *ARCA Rep.*, Sharmila Brunjes- *ARCA Alt.*, George Alvarado –*ARCA CAC Rep.*, Juan Hernandez –*ARCA CAC Alt.*

**B. Executive Committee**

1. Board of Trustees Master Calendar

There were two options to consider, one starting in August instead of July to allow for extensive part-time and to do more trainings. It was stated that the bylaws required 10 meetings per year, so it would be important to note which meeting would be eliminated. It was discussed that the recruiting meetings would be ongoing, and public and hybrid meetings would continue.

**M/S/C (G. Alvarado/ R. Sigala):** To accept the proposal to start the fiscal year in August instead of July.

2. Board of Trustees Critical Calendar – *deferred*

It was noted that there were a couple of errors on the critical calendar so it would be updated.

**M/S/C (G. Alvarado/C. Blin):** To defer the approval of the Board of Trustees critical calendar provided on page 79.

3. Approval of the updated 2024-25 EC Critical Calendar (**Page 96**)

The EC Critical Calendar was presented.

**M/S/C (R. Sigala/C. Blin):** To approve the updated 2024-25 EC Critical Calendar

4. Overnight Costs for Board & Committee Packets – Robert Kutaj (**Page 98**)

One of the areas that was being navigated was the hard copy packets of the Board meeting materials that were sent out to all Board members. It was suggested to limit the production of the hard copy packets to only those who needed them and to share the packet on the shared drive. Individuals could request the hard copies.

**M/S/C (J. Koster/G. Alvarado):** To accept the recommendation of limited production of hardcopy board packets for need only and to share packets on the shared drive.

5. Approval of Contacts – Robert Kutaj

1. HCBS Funding Plan 2022-2023 Reallocation (**Page 99**)

It was reported that it was the same amount of money, but the allocations were adjusted. Funding was reduced for one item and increased for another, so the total amount did not change.

**M/S/C (G. Alvarado/J. Koster):** To approve the HCBS Funding Plan 2022-2023 reallocation contract.

6. PFM Asset Management Investment Advisory Agreement (**Page 102**)

It was reported that the agreement was from the Administrative Affairs Committee. A request was made to remove information regarding employee walkouts on page 106 under bullet point 7. There was a second change in which information was removed as well.

**M/S/C (B. Gatus/G. Alvarado):** To approve the contract.

It was asked for clarification on the contract. It was reported that the contract was only in place because of a change in the banks. It was reported that Union Bank took over US Bank.

C. **Administrative Affairs**

1. Bank Signature Cards – Robert Kutaj

1. Board Resolution for Change in Officers (**Page 111**)

The resolution for the change of officers was presented.

2. Board Resolution for Supersedure Agreement (**Page 112**)

3. Facsimile Signature Addendum (**Page 113**)

**M/S/C (C. Blin/B. Gatus):** To approve the documents.

2. Approval of the 2024-25 Critical Calendar (**Page 117**)

**M/S/C (G. Alvarado /C. Blin):** To approve the 2024-25 Critical Calendar.

D. **Consumer Advisory Committee**

1. Approval of the 2024-25 Critical Calendar (**Page 118**)

**M/S/C (J. Koster / G. Alvarado):** To approve the 2024-25 Critical Calendar.

**E. Recruitment Committee**

1. Approval of updated 2023-24 Critical Calendar **(Page 121)**

**M/S/C (J. Koster / G. Alvarado):** To approve the 2023-24 Critical Calendar.

**F. Strategic Planning Committee**

1. Approval of the 2024-25 Critical Calendar **(Page 123)**

**M/S/C (J. Koster / G. Alvarado):** To approve the 2024-25 Critical Calendar.

**G. Vendor Advisory Committee**

1. Approval of the 2024-25 Critical Calendar

**M/S/C (G. Alvarado/ J. Koster):** To approve the 2024-25 Critical Calendar.

**10. Executive Director's Report – Cristina Preuss (Page 126)**

Cristina Preuss reported that the final budget should be available by June 15. The main topic was to make sure the rate model was not delayed for service providers. The California Department of Rehabilitation would be renamed to Disability Works California, and partnerships for employment opportunities were being examined. The Spanish translation of the Lanterman Act was celebrated, and hard copies were available for families or clients. The Committees and workgroups continued to meet for the master plan updates. There were alternating in-person and hybrid meetings. The Georgetown University National Center for Cultural Competence came up with a new evaluation independent of the service, access, and equity programs. It was recommended that the grants last for three to four years so that the foundation could be built, and data could be collected and analyzed. At the end of May, 115 positions were filled out of the authorized 946. There was a total of 34 new employees in May. Ms. Betsy was the new director of HR and she was welcomed. There was the opportunity to participate in the graduation of some of the clients from Project SEARCH and it was a wonderful opportunity. Eight individuals served graduated from the program and two had found employment. The team grew tremendously throughout the past year, and more outreach was occurring in the community. There was an all-staff event held on May 29 and there were over 600 employees in attendance.

**11. Self-Determination Program (SDP) Report – Gabriela Eshrati (Page 136)**

- A. SDLVAC Liaison May Report **(Page 142)**

- B. Next Self Determination Local Advisory Committee Meeting is scheduled for June 20, 2024, at 6:30 pm

Providing a report so that individuals did not have to search through the minutes was discussed. The first step was the Self-Determination Program Report.

**12. Association of Regional Center Agencies – Lety Garcia**

A. Next meeting is scheduled for June 20, 2024

**13. Administrative Affairs Committee – Brian Gatus**

A. Next meeting is scheduled for Tuesday, July 23, 2024

**14. Consumer Advisory Committee – George Alvarado**

A. CAC Report – Cristina Preuss (**Page 144**)

There was a presentation by Michelle Hyde regarding the California budget, including the joint legislative budget plan as well as several proposed bills. There was a proposed gathering for July 3<sup>rd</sup> from 3 to 4 pm.

B. Minutes of the May 1, 2024 Meeting (**Page 145**)

C. Minutes of the June 4, 2024 Meeting – *deferred*

D. Next Meeting Wednesday, August 7, 2024

**15. Consumer Services Committee – Rosie Sigala**

There were two items to discuss, which included a request to have more information regarding the process for social work. The training and how information was shared was being looked at. Regarding transportation, getting services outside of the 30-mile radius was discussed. Additional information will be provided at a future meeting.

A. Minutes of the April 17, 2024 Meeting – *deferred*

B. Next Meeting Wednesday, July 17, 2024

**16. Executive Committee – Ana Quiles**

A. Minutes of the April 25, 2024 Meeting (**Page 148**)

B. Minutes of the May 30, 2024 Meeting – *deferred*

C. Next Meeting Thursday, July 25, 2024 at 6:00 pm

An update was received from DDS that the next meeting would be on June 24 at 6 PM at the Santa Clarita office and they asked for a status on how many Board members could attend. A survey was compiled and would be sent to Board members. Everyone was asked to fill it out on June 12 or the morning of June 13.



**17. Recruitment Committee – Ana Quiles**

A. ED Candidates Presentation Survey

The survey would be sent out to everyone and would look at the possibility of having presentations of ED Candidates to the Board. The goal was to have as many Board members attend as possible. Different candidates were being interviewed and the second interviews were ongoing.

B. Minutes of the April 22, 2024 Meeting **(Page 152)**

C. Minutes of the May 7, 2024 Meeting

D. Minutes of the May 13, 2024 Meeting **(Page 154)**

E. Minutes of the May 20, 2024 Meeting **(Page 156)**

F. Minutes of the June 3, 2024 Meeting – *deferred*

G. Minutes of the June 10, 2024 Meeting – *deferred*

H. Next Meeting Scheduled for June 17, 2024, at 5:00 pm

**18. Government & Community Relations Committee – Evelyn McOmie**

A. Minutes of the May 15, 2024 Meeting – *deferred*

B. Next Meeting is Wednesday, August 21, 2024, at 6:00 pm

**19. Nominating Committee – Lillian Martinez**

A. Minutes of the April 30, 2024 Meeting – *deferred*

B. Next Meeting August 7, 2024 at 5:30 pm

**20. Post-Retirement Medical Trust Committee – Ana Quiles**

A. Minutes of the April 25, 2024 Meeting – *deferred*

B. Next Meeting Thursday, August 22, 2024 at 5:30 pm

**21. Strategic Planning Committee – Lety Garcia**

A. Performance Objectives and Outcomes **(Page 158)**

The performance objectives and outcomes were provided in the packet.

B. Executive Summary of Performance Contract **(Page 170)**

C. Minutes of the February 5, 2024 Meeting **(Page 171)**

- D. Minutes of the May 6, 2024 Meeting – *deferred*
- E. Next Meeting is Monday, August 5, 2024, at 6:00 pm

**22. Vendor Advisory Committee – Suad Bisogno**

- A. Minutes of the June 6, 2024 Meeting – *deferred*
- B. Next Meeting Scheduled on August 1, 2024 at 9:30 am

This meeting would be the last meeting of the Vendor Advisory Committee.

**23. Old Business/New Business**

- A. Board and Committee Meeting Attendance Sheets (**Page 175**)

A meeting attendance update was requested.

- B. Board and Committee Meetings Time Report (**Page 186**)

- C. Updated Acronyms Listing (**Page 187**)

- D. Meeting Evaluation Form – *Emailed separately*

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

- A. Board Committee Action Log (**Page 193**)

**25. Announcements/Information/Public Input**

Board members discussed upcoming events.

**M/S/C (C. Preuss / G. Alvarado)** To put the information about the conflict of interest, training, and documentation on SharePoint.

- A. Next Meeting: Wed., July 10, 2024, at 6:00 pm

**26. Adjournment**

The meeting adjourned at 9:32 pm.

Submitted by:

*Kimberly Visokey*

Executive Administrative Assistant



# North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 [www.nlacrc.org](http://www.nlacrc.org)

## Board Resolution

### For City National Bank’s Supersedure Agreement (Business)

**Resolved** that at a meeting of the North Los Angeles County Regional Center, Inc. Board of Trustees held on the 11<sup>th</sup> day of September 2024, in accordance with the laws and by-laws of the above organization, City National Bank is authorized to remove Cristina Preuss as Authorized Signer from all accounts of the North Los Angeles County Regional Center presently open under the Account Agreement with City National Bank, effective and including September 22, 2024. See Schedule A.

**Resolved** that the Board of Trustees authorizes and instructs City National Bank to add the following person as Authorized Signer to the accounts of the North Los Angeles County Regional Center listed in “Schedule A” presently or hereafter opened under the Account Agreement with all associated rights and authority, effective September 23, 2024:

Angela Pao-Johnson, Executive Director

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

#### Schedule A

Account Description	Account Number
Business Checking Account	xxxxxxx26
Payroll Account	xxxxxxx34
Flexible Spending Account	xxxxxxx42
Consumer Group Account	xxxxxxx69
Dedicated Consumer Account	xxxxxxx04
Restricted Funds Account (Prevention)	xxxxxxx95
Help Fund/Donation Account	Xxxxxxx50

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

Alma Rodriguez, Board Secretary

September 11, 2024  
Date



# North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 [www.nlacrc.org](http://www.nlacrc.org)

## Board Resolution

### For US Bank

**Resolved** that at a meeting of The North Los Angeles County Regional Center, Inc. Board of Trustees held on the 11<sup>th</sup> day of September 2024, in accordance with the laws and by-laws of the above organization, US Bank is authorized to remove Cristina Preuss, Interim Executive Director as Authorized Signer from all accounts of the North Los Angeles County Regional Center (“NLACRC”) presently open under the Account Agreement with US Bank, effective and including September 22, 2024. See Schedule A.

**Resolved** that the NLACRC Board of Trustees authorizes and instructs US Bank to add the following person(s) as Authorized Signer on all accounts belonging to NLACRC, effective and including September 23, 2024. See Schedule A.

Angela Pao-Johnson, Executive Director

Evelyn McOmie, Deputy Director

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

### Schedule A

Account Description	Account Number
North Los Angeles County Regional Center Post-Retirement Medical Trust	xxxxxxx500
North Los Angeles County Regional Center CALPERS Unfunded Accrued Liability Contribution Trust	xxxxxxx-000

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

Alma Rodriguez, Board Secretary

September 11, 2024  
Date



# North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 [www.nlacrc.org](http://www.nlacrc.org)

## Board Resolution

### For PFM Asset Management, LLC

**Resolved** that at a meeting of The North Los Angeles County Regional Center, Inc. Board of Trustees held on the 11<sup>th</sup> day of September 2024, in accordance with the laws and by-laws of the above organization, PFM Asset Management, LLC ("PFM") is authorized to remove Cristina Preuss, Interim Executive Director as authorized to act on behalf of North Los Angeles County Regional Center ("NLACRC") and to communicate with and to provide instructions to PFM on behalf of NLACRC, on all accounts belonging to NLACRC, effective and including September 22, 2024. See Schedule A.

**Resolved** that the NLACRC Board of Trustees authorizes and instructs PFM to add the following person(s) as authorized to act on behalf of NLACRC and to communicate with and to provide instructions to PFM on behalf of NLACRC, on all accounts belonging to NLACRC, effective and including September 23, 2024. See Schedule A.

Angela Pao-Johnson, Executive Director

Evelyn McOmie, Deputy Director

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

#### Schedule A

Account Description	Account Number
North Los Angeles County Regional Center Post-Retirement Medical Trust	xxxxxxx500
North Los Angeles County Regional Center CALPERS Unfunded Accrued Liability Contribution Trust	xxxxxxx-000

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

Alma Rodriguez, Board Secretary

September 11, 2024  
Date



# North Los Angeles County Regional Center

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## Corporate Secretary’s Certificate

### North Los Angeles County Regional Center

I, Alma Rodriguez, Corporate Secretary, of the North Los Angeles County Regional Center, a corporation duly organized and existing under the laws of the State of California, and having its chief executive offices at Chatsworth, CA (the “Corporation”) do hereby certify that I am duly elected, qualified and acting Secretary for stated Corporation.

Resolved, as it is hereby resolved that stated corporation shall open and maintain accounts with U.S. Bank, N.A.

Resolved further that the following individuals are authorized to transact and to sign for and on behalf of stated corporation all pertinent papers and documents regarding transactions with U.S. Bank, N.A effective September 23, 2024:

Ana Quiles, Board President  
Angela Pao-Johnson, Executive Director  
Evelyn McOmie, Deputy Director  
Vini Montague, Chief Financial Officer

\_\_\_\_\_  
Signature

Alma Rodriguez  
\_\_\_\_\_  
Printed Name

Board Secretary  
\_\_\_\_\_  
Title

September 11, 2024  
\_\_\_\_\_  
Date

**ENCLOSURE**

**BOARD OF TRUSTEES TRAINING REPORT FOR CALENDAR YEAR 2024**

**North Los Angeles County Regional Center**

**INSTRUCTIONS:** Regional center shall submit to the Department by December 15th of each year, a report about trainings provided to its board of directors in that calendar year (CY).

<b>Date</b>	<b>Training Topic</b>	<b>Frequency</b>	<b>Length of Training</b>	<b>Name, Affiliation and Qualifications of Individual or Entity Providing Training</b>	<b>Date Completed</b>	<b>Number of Attendees</b>
March 7, 2024	Vendorization, Quality Assurance and Resource Development	Annual	30 Minutes	Evelyn McOmie, Deputy Director Arshalous Garlanian, Community Services Director	March 7, 2024	10 Board Members
March 13, 2024	Audits, Financial Statements, Tax Returns, and Financial Focus	Annual	1 Hour	Lindquist, Von Husen & Joyce & Vini Montague, CFO	March 13, 2024 Board Meeting	19 Board Members
April 15, 2024	*Board Governance	Annual	2 Hours	Amy Westling, Executive Director ARCA	April 15, 2024	16 Board Members
April 24, 2024	*Cultural Competency & Implicit Bias Training	Annual	2 hours	Equity Praxis/Bridging Voices, Cultural Competency Consultants	April 24, 2024	13 Board Members
May 28, 2024	Code of Conduct	Annual	1 Hour	David Lester, AALRR	May 28, 2024	19 Board Members
July 2024	New Board Member Orientation	Annual	2 Hours	Board President and Executive Director	July 24, 2024	13 Board Members
August 2024	*Whistleblower Policy State and Regional Center Guidelines & Board members' role in implementing Whistleblower Policies	Annual	45 minutes	Human Resources Director		

September 2024	Privacy Rules & HIPAA Training	Annual	1 Hour	Megan Mitchell, Contract Administration & Privacy Manager		
October 2024	DDS Conflict of Interest Statements	Annual	1 Hour	Human Resources Director		
November 2024	Legislative Advocacy (GCRC Meeting)	Annual	2 Hours	Michelle Heid, Legislative Consultant		

Board trainings can be held before, during or separate from board meetings.

Additional Trainings available to board members through ARCA Academy Webinars and/or NLACRC Legislative Consultant include: Legislative Advocacy, Boards in the Community, Working Together, Strategic Planning, Diversity Parts 1 & 2, Decoding Regional Center Purchase of Service Data, How Services and Supports Meet the Needs of Infants & Toddlers, Services for School-Age Individuals, Meeting the Service Needs of Adults of All Ages, & Your Role in Legislative Advocacy

(\*) Required Trainings by the Department of Developmental Services

This Board of Directors Training Report was reviewed by (right click in signature box and select sign)

X

Executive Director

X

Board President



## North Los Angeles County Regional Center – Special Contract Language

### Article X to Contract (Contract Agreement Number HD199012E, 6/1/2019 though 6/30/2026)

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

#### EXCERPT FROM SECTION II.B., Pg. 3, of the NLACRC Special Contract Language

### B. Board Training.

1. Training for Board Members. Contractor and its legal counsel are required to develop a comprehensive, annual training plan for all individuals serving on the Board. The Board training plan shall include a training schedule, which must be submitted to the State for approval, as set forth in Article VII, Section 11 of this Contract. In addition, the training plan shall include training materials for the Board, which must be provided to the State for approval at least 90 days prior to the scheduled training. **The training materials must encompass at least all the following topics:**

- (1) overview of the current contract, including SCL, between Contractor and the State
- (2) the Board's role and its responsibilities under the Lanterman Act
- (3) the code of conduct or civility policy
- (4) the state and federal laws applicable to operating a non-profit corporation;
- (5) maintaining appropriate boundaries between the role of Board and regional center staff
- (6) best practices related to Board governance, including but not limited to the Executive Director's role and responsibilities and the Board's role in providing goals for and oversight of the Executive Director, the composition and purpose of each board committee, distinctions between open and closed meetings, a code of ethics, conflict of interest requirements, community relations, and best practices related to fiscal oversight and accountability by a Board of Directors.

- (a) Every Board member is required to attend each training or make-up session.
- (b) Contractor is required to create and post on its website an attendance record for each training or make-up session and provide a copy to the State within 10 business days after each session is completed.

# **BOARD & BOARD COMMITTEE LIST**

FY 2024-2025

## **Board of Trustees**

**Ana Quiles -President**  
**Brian Gatus** – First V.P.  
**Rocio Sigala** – Second V.P.  
**Alma Rodriguez** - Secretary  
**Andrew Ramirez** - Treasurer  
**Leticia Garcia** – ARCA Rep  
**Sharmila Brunjes**- ARCA Alt  
**George Alvarado** –ARCA CAC Rep  
**Juan Hernandez** –ARCA CAC Alt  
Nicholas Abrahms  
Cathy Blin  
Kelley Coleman – SDP Liaison  
James Henry  
Anna Hurst  
Alex Kopilevich – VAC Chair  
Jennifer Koster  
Laura Monge  
Vivian Seda  
Curtis Wang  
*(3 open positions)*

## **Executive**

**Angela Pao-Johnson, Staff**  
**Arezo Abedi, Admin**  
**Ana Quiles, Chair**  
Sharmila Brunjes  
Leticia Garcia  
Brian Gatus  
Rocio Sigala  
Alma Rodriguez  
Andrew Ramirez

## **Strategic Planning**

**Angela Pao-Johnson, Staff**  
**Kimberly Visokey, Admin**  
**Vivian Seda, Chair**  
Jennifer Koster, Alternate Chair  
Nicholas Abrahms  
George Alvarado  
Lety Garcia  
James Henry  
Juan Hernandez  
Ana Hurst  
Ana Quiles  
Evelyn McOmie, Staff  
[VAC Representative](#)  
Octavia Watkins

## **Consumer Services**

**Evelyn McOmie, Staff**  
**Sandra Rizo, Admin**  
**Chair**  
Nicholas Abrahms  
George Alvarado  
Cathy Blin  
James Henry  
Anna Hurst  
Kelley Coleman  
Jennifer Koster  
Laura Monge  
Alma Rodriguez  
Vivian Seda  
Rocio Sigala  
[VAC Representative](#)  
Sharon Weinberg

## **Government & Community**

### **Relations**

**Chris Whitlock, Staff**  
**Kimberly Visokey, Admin**  
**Cathy Blin, Chair**  
George Alvarado  
Kelley Coleman  
Lety Garcia  
Juan Hernandez  
Jennifer Koster  
Laura Monge  
Curtis Wang  
[VAC Representative](#)  
Jodie Agnew-Navarro

### **Administrative Affairs**

**Vini Montague, Staff**  
**Danielle Fernandez, Admin**  
**Andrew Ramirez, Chair**  
Cathy Blin  
Brian Gatus  
[VAC Representative](#)  
Jaklen Keshishyan

### **Post-Retirement Medical Trust**

**Vini Montague, Staff**  
**Danielle Fernandez, Admin**  
**Ana Quiles, Chair**  
Brian Gatus  
Andrew Ramirez  
Angela Pao-Johnson  
Vini Montague

## **Vendor Advisory**

**Angela Pao-Johnson, Staff**  
**Kimberly Visokey, Admin**  
**Alex Kopilevich, Chair**  
**Jaklen Keshishyan, Alt. Chair**  
Jodie Agnew-Navarro  
Octavia Watkins  
Masood Babaeian  
Paul Borda  
Andrea Devers  
Cal Enriquez  
Ute Escorcias  
Ricki Macken Chivers  
Vahe Mkrtchian  
Daniel Ortiz  
Jen Pippard  
Sharon Weinberg  
Lisa Williamsen  
*(3 open position)*

## **Nominating**

**Evelyn McOmie, Staff**  
**Kimberly Visokey, Admin**  
**Curtis Wang, Chair**  
Ana Quiles  
Sharmila Brunjes  
Lety Garcia  
Brian Gatus  
Juan Hernandez  
Rocio Sigala  
[VAC Representative](#)  
Alex Kopilevich

## **Consumer Advisory**

**Cristina Preuss, Staff**  
**Kimberly Visokey, Admin**

## **Recruitment**

**Betsy Monahan, Staff**  
**Ana Quiles, Chair**  
**Kimberly Visokey, Admin**  
Brian Gatus  
Lety Garcia  
Alma Rodriguez

**SPECIAL LANGUAGE CONTRACT MATRIX**

**Updated 08/19/2024**

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

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

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

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

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

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

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



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

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

### North Los Angeles County Regional Center

NLACRC is located in the Southwest region of CA and serves the health districts of East Valley, San Fernando, and West Valley within the city of Los Angeles. There are 3 offices, with the main office in Chatsworth.

**Table 1: Ethnicity and Race Representation of Catchment Area**

<b>Catchment Area Population:</b> 2,299,575	<b>Seated Members:</b> 19		<b>Full Board:</b> 14-22		
<i>[W&amp;I Code §4622(d)] The governing board shall reflect the geographic and ethnic characteristics of the area to be served by the regional center.</i>					
Race	Population (2022 ACS Data)	Percent (2022 ACS Data)	Board Members	Percent	Compliance Status
American Indian/Alaskan Native	20,009	0.9%	0.0	0%	Met
Asian	222,231	9.7%	3.0	16%	Met
Black/African American	140,813	6.1%	1.0	5%	Met
Pacific Islander	3,441	0.1%	0.0	0%	Met
White	1,118,051	48.6%	8.0	42%	Not met
Some other race alone	469,147	20.4%	4.0	21%	Met
Two or more races	325,885	14.2%	3.0	16%	Met
Number of BM with race selected			19.0	100%	

**Table 2: Skills/Expertise**

*[W&I Code §4622(b)] The membership of the governing board shall include persons with legal, management or board governance, financial, and developmental disability program expertise.*

Skills/Expertise	Count	Percentage	Compliance Status
Legal (L)	0	0%	Not Met
Management (M)	14	74%	Met
Board Governance (BG)	16	84%	Met
Financial (F)	7	37%	Met
Developmental Disability	9	47%	Met
Program Experience (DD)			

*\*Multiple skills/expertise may be selected per board member.*

**Notes:**

**Board members who selected more than one race will be categorized as "2 or More Races" ONLY**

Ethnicity	Population (2022 ACS Data)	Percent (2022 ACS Data)	Board Members	Percent	Compliance Status
Hispanic/Latino	1,033,022	44.9%	9.0	47%	Met
Non-Hispanic/Latino	1,266,553	55.1%	10.0	53%	N/A
Total Board Members			19.0	100%	

**Table 3: Board Member Representation**

*[W&I Code §4622(e)] A minimum of 50 percent of the members of the governing board shall be persons with developmental disabilities or their parents or legal guardians. No less than 25 percent of the members of the governing board shall be persons with developmental disabilities.*

Board Member Representation	Count	Percentage	Compliance Status
Individual Served (I)	5	26%	Met
Parent/Legal Guardian (P)	10	53%	Met
Other (O)	3	16%	
Vendor Representative (VR)	1	5%	Not Met
<b>Individual Served (I) and Parent/Legal Guardian (P) Combined</b>	<b>15</b>	<b>79%</b>	<b>Met</b>

**Table 4: Disability Represented**

*[W&I Code §4622(c)] The membership of the governing board shall include representatives of the various categories of disability to be served by the regional center.*

Disability Represented	Count	Percentage
Intellectual Disability	8	42%
Cerebral Palsy	5	26%
Epilepsy	2	11%
Autism	11	58%
5th Category	4	21%

*\*Multiple disabilities may be selected per board member.*

**Table 5: Geographic Representation of Catchment Area**

*W&I Code §4622(d) The governing board shall reflect the geographic and ethnic characteristics of the area to be served by the regional center.*

County	Count	Percentage
Los Angeles	19	100%



*Because everyone deserves a meaningful life®*

# North Los Angeles County Regional Center: DRAFT Update Report 8/16/24

## Introduction

The following update regarding the initial review (30 day) of North Los Angeles County Regional Center (NLACRC), is provided, per the agreement to provide consultation and updates at the Regional Center, effective July 21, 2024.

The Board of Trustees was given Special Contract Language from DDS with demands for immediate improvements. Part of the language required a contract with The Columbus Organization (Columbus) to serve as a management organization to the center.

This contract began on July 23. Columbus has started with a multi-pronged approach including interviews with as many staff as possible, review of performance data, policies, and procedures, and visiting the two branch offices to hear the concerns of as many staff that are willing to speak with us.

## Updates

To date, Columbus has interviewed 131 employees, from all levels and locations. These employees have been open with concerns, complaints and especially with ideas to make improvements to the various systems that they struggle with every day. Many more employees have expressed interest in meeting with us and have made appointments in the coming weeks.

NLACRC has experienced a functional downward drift that accelerated with the pandemic experience when most staff worked remotely and was exacerbated during the post-covid return by the following:

- A sudden influx of clientele due to pent up unmet need that occurred during the COVID Pandemic. Rapid population growth stressing the ability to summarily perform intake diagnosis, program planning and service delivery.
- NLACRC has experienced turnover of the Executive Director, and the position has been vacant since February 2024, with an Interim Executive Director in place.
- Recruitment of staff was contractually handled by a third-party vendor with poor results, contributing to a severe staff shortage in case management, resulting in increased caseload ratios and uncovered caseloads.

Although Columbus has no role in the selection process, it is apparent the absence of a permanent Executive Director has contributed to NLACRC's uncertainty and has prevented aggressive action to address many of the organizational issues and service delivery problems.

Along with the rapid increase in service demand, NLACRC has been plagued by severe staff shortages that have caused increasing caseloads, stress on workers, and a decreased level of performance standards accuracy. It is accurate to assume that the people in the organization with the most stress are the direct service employees. This is contributing to high rates of turnover, less trust in the regional center, a degree of free-floating paranoia amongst staff, and a general movement toward a feeling of malaise.

There is a perception by staff that information from management is manipulated or withheld, rather than transparent. Columbus will continue to look at this.

Based on our review thus far, the pressing issues are many, and we have identified urgent situations requiring immediate attention, that we will begin to address via the establishment of three initial workgroups, starting in September.

The Columbus approach to work group establishment will help create a professional culture. This approach utilizes all levels of staff participation in inclusive work groups. Columbus will facilitate development of the workgroups utilizing an employee driven self-directed model.

The three workgroups to begin in September include:

**Workspace Utilization:**

- This work group will address the allocation of office space, remote work, hoteling, and other working arrangements. This topic has been contentious among staff and management and the problem exists across the three offices.

**Recruitment and Retention of Staff:**

- This work group will address vacancies, recruitment, onboarding, and potential emergency measures to bring the necessary influx of workers.
- The work group will explore and develop initiatives to stabilize the workforce through support, recognition, team building, and career advancement opportunities.

**Case Management Support and Stabilization:**

- This work group will address worker stress levels as they deal with rising caseloads. The group will explore how adjustments can be made to support workers who have exceptionally large caseloads.
- This work group will also explore the deep divide between leadership/upper management and the supervisors and case managers.
- The work group will also review strategies and processes for newer programs, i.e., Social Recreation and (SDP) Self-Directed Program that have added to the case managers' workloads.

Columbus has reviewed the Draft Whistleblower Policy and Tracking Log to ensure compliance with contractual and DDS mandates and expectations. The July 30-day Report has been submitted.

Accompanying this report is an example of employee input that Columbus has received. Several employees have taken the initiative to provide outlines for NLACRC improvements.

Attachment (1)

Solutions, ideas, possibilities

Leads  
too busy -

1. Increase pay – this also helps with recruitment of quality staff
2. As we are focusing more on a person centered approach with our consumers and families, perhaps that same approach can be taken with employees
3. Knowledge transfer – training of new staff by seasoned staff is above and beyond work responsibilities. We all do it because we all went through this phase when we first started and this approach (OJT) is the best way to learn the responsibilities of a CSC. Since this is the case, there should be a monetary incentive. OJT. ✓
- ✓ 4. Streamlining processes, e.g. the paperwork for a respite assessment could be even shorter. ✓  
Why do we need to ask what the strengths are of the family in relation to a respite request?
5. How can we make employees feel appreciated and secure? Maybe options to save?  
<https://www.securesave.com/>
6. Shared workspace process...
- ✓ 7. Timely communication – e.g. violent incident occurred – no communication about it whatsoever so everyone was speculating / gossiping and caused more anxiety in the workplace.
- ✓ 8. NLACRC to make a more concerted effort in trying to retain staff (pay? More flexible work hours?)
9. Prioritize onboarding returning employees. I know of at least 3 former employees who want to come back to work but have had a horrendous experience with HR. Returning employees should be able to fast track back into RC. ???
10. Provide tangible stress reducing, mental health activities. Not another training, just an email of activities.
11. Can we automatically be given wellness pay instead of having to apply for it? And other additional perks? Rewarding employees?
12. Being able to express our thoughts without fear of retaliation or reprimand.
13. More support from upper management to make our jobs easier. For example, the process in place for social recreation through FMS is horrendous. There is no way for CSC's to know the status of the request since everyone is overwhelmed and parents continue to get more and more upset. What can be put in place to provide access to this information as opposed to having to ask someone via email who may or may not respond? Can this be automated?
14. How else can we make our jobs as CSCs easier? Can we use AI to help write reports? It should be possible to provide details without identifying information so even sections of an IPP can be generated timely.
15. Can RC hire staff to work part time? Hire retired staff? Focus on areas of the most need.
16. Upper management needs to be more visible, approachable, open.
17. Gestures of appreciation. Recognition for completing a year, 2 years, 6 months even. Special recognition for those who have put in many years and for those who are retiring.
18. What more can be done to reduce caseloads?



# North Los Angeles County Regional Center

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## Self Determination Program Report - Implementation Updates

September 1, 2024

### North Los Angeles County Regional Center Statistics

Participants have completed Orientation from 2019-Present: **913** (increased by 22)

Total number of budgets that are certified: **483** (increased by 21)

Total number of spending plans that are approved: **414**

Total number of spending plans in progress: **68**

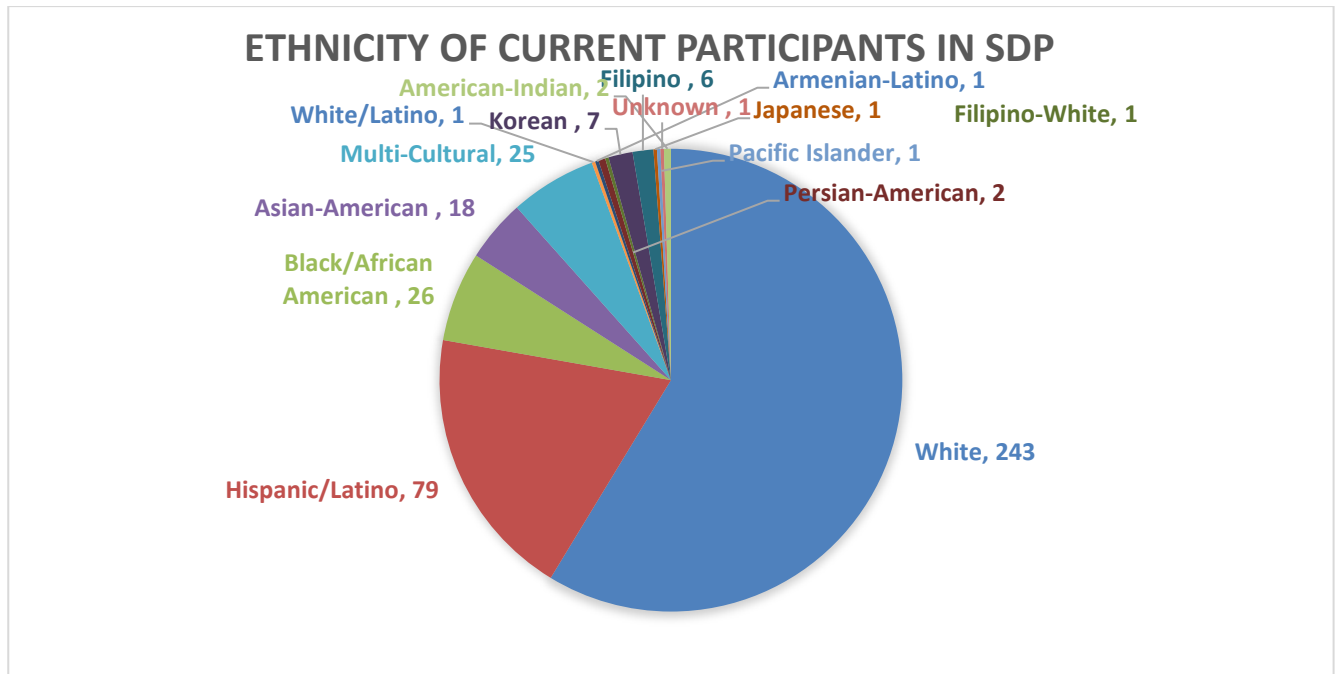
Total number of PCP's completed: **446** (increased by 19)

Total number of participants that did not continue after receiving budget: **3**

Total number of participants that have opted out of SDP: **7** (increased by 1)

Total number of Inter-Regional Center Transfers (out): **5** (increased by 1)

Participants that have fully transitioned into SDP with approved spending plans and active SDP IPPs: **414** (21 transitions)



#### Transitions based on ethnicity:

White- 17

Latino/Hispanic-2

Multi-cultural: 2

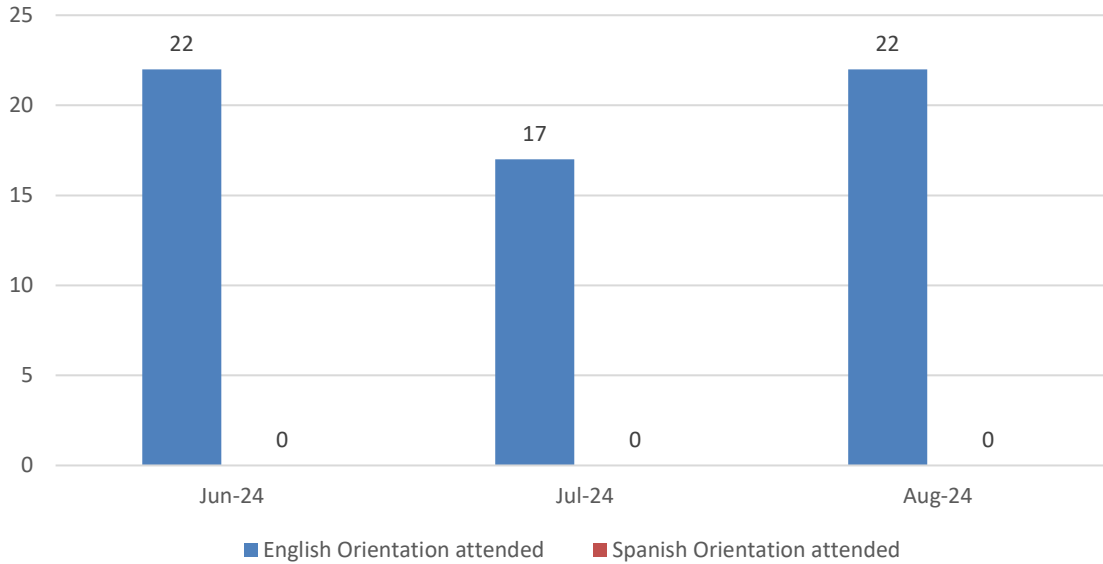




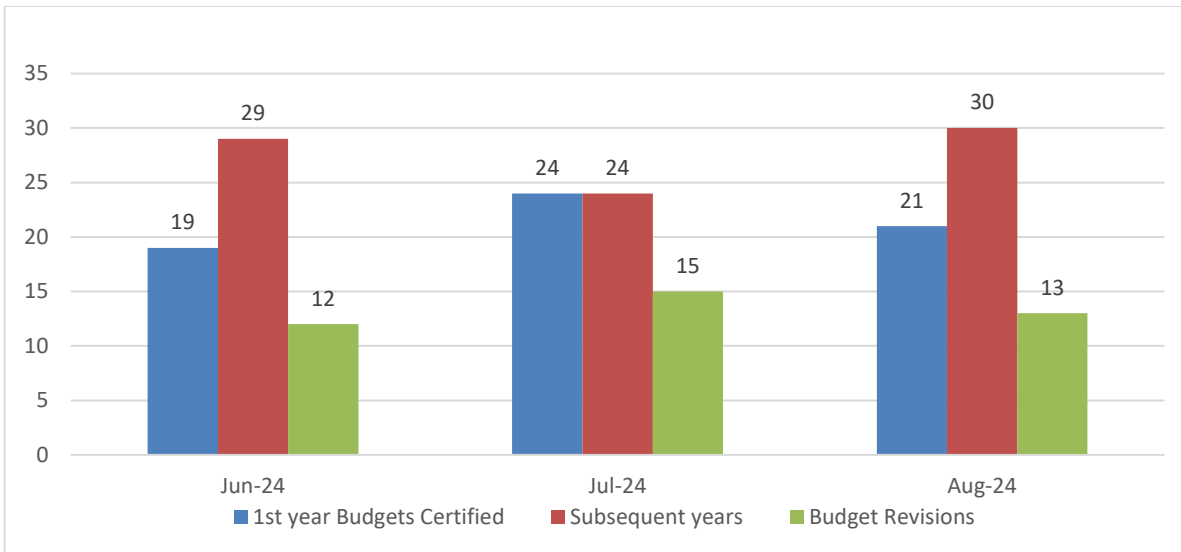
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## Monthly Participants Attending SDP Orientation



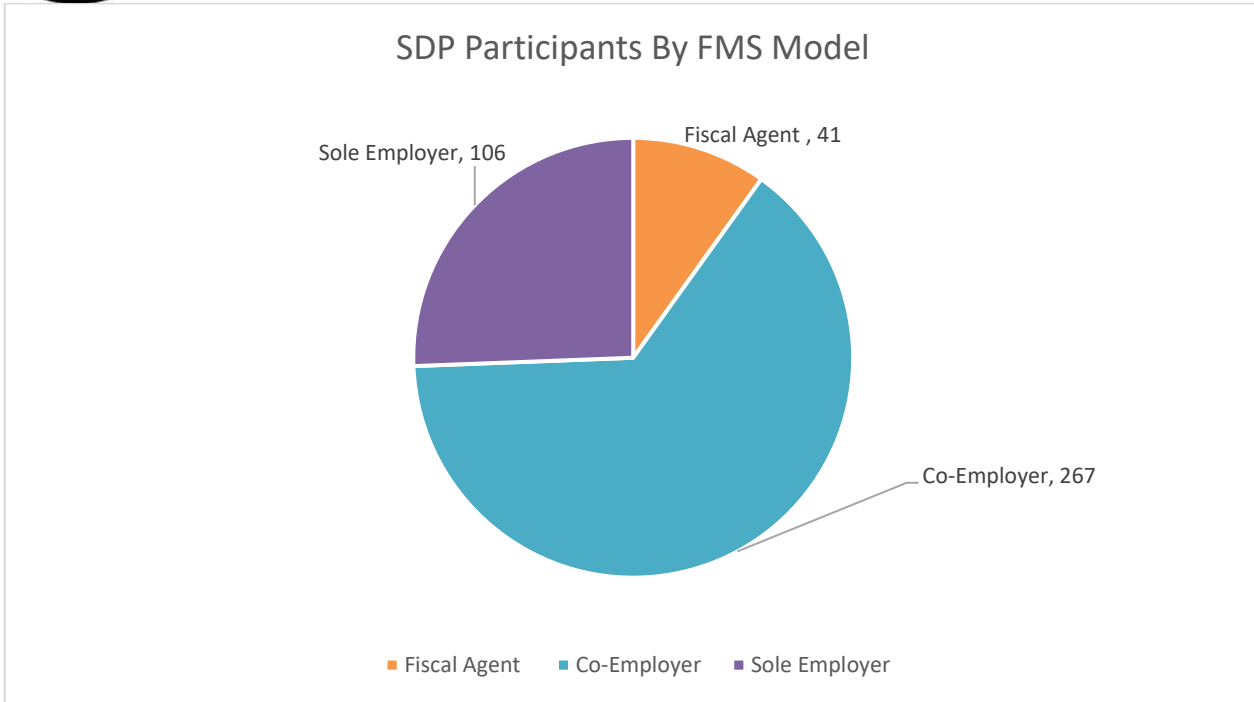
## Monthly Budgets Certified





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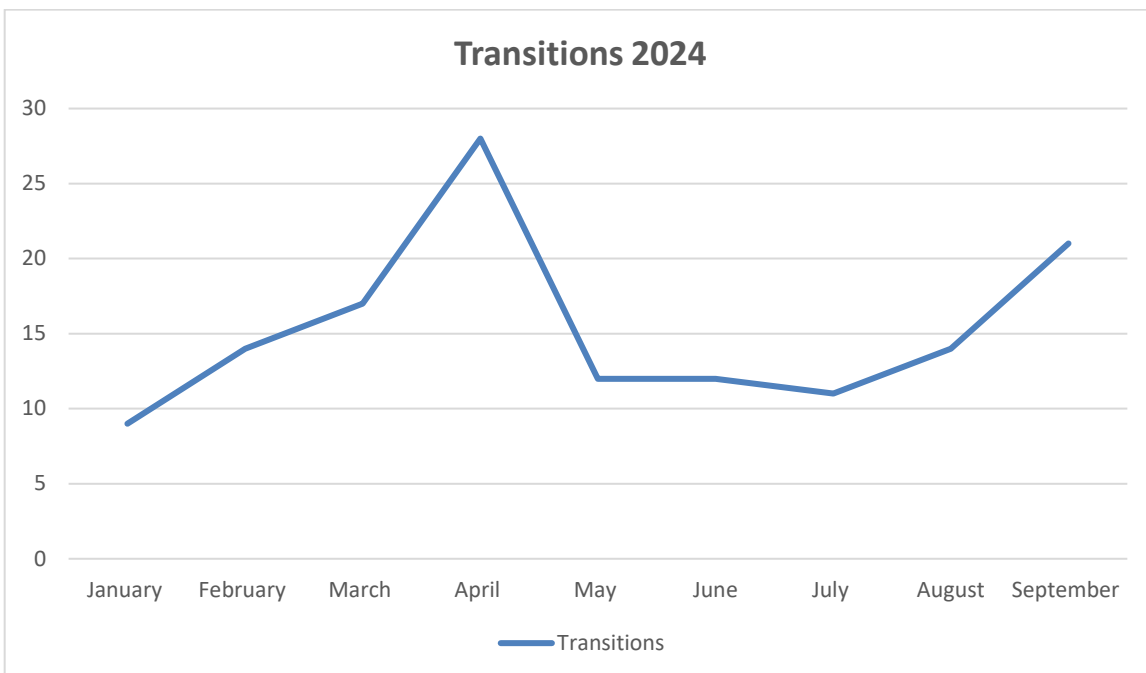


#### Transitions this month:

**Bill Payer: 1**

**Co-Employer: 16**

**Sole Employer: 4**



**Total this year: 103**

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## NLACRC Implementation Updates/ information:

- NLACRC has a vacant position in the SDP Local Volunteer Advisory Committee. The committee members must reflect the multicultural diversity and geographic profile of the NLACRC catchment area. Our committee is currently seeking applicants who meet at least one of the following preferred criteria:
  - **Hispanic/Latino**
  - **African American**
  - **People with Developmental Disabilities (consumers)**
- SDP Orientation is available:
  1. Through State Council <https://scdd.ca.gov/sdp-orientation/>
  2. Virtual through NLACRC on the 1st Monday of the month in English and 3<sup>rd</sup> Monday of the month in Spanish (unless there is a holiday, day may change).  
RSVP: [selfdetermination@nlacrc.org](mailto:selfdetermination@nlacrc.org)
    - Next Virtual Orientation meetings:
      - Monday October 7, 2024 (English) from 9AM-12:00PM
      - Monday October 21, 2024 (Spanish) from 9AM-12:00PM
  3. Virtually available at any time (24/7) through NLACRC website: [Self-Determination Orientation | NLACRC](#).
- Self Determination Support Group – October 2, 2024 at 4:30pm via Zoom. [Meeting Registration - Zoom](#)
- SDP Local Volunteer Advisory Committee- Thursday October 17 from 6:30PM-8:30PM
  - The meeting will be held virtually. The Zoom link can be found on NLACRC’s calendar [Self Determination Local Advisory Committee Meeting | Calendar of Events | NLACRC](#)  
Everyone is welcomed to attend meetings!
- Support for participants and families: NLACRC has coaches available to support with SDP transition process or if you are in the program and need assistance. Ask your CSC for a referral.
  - Claudia Cares Consulting
  - The Legacy Center
- NLACRC & SDP Local Volunteer Advisory Committee Best Practices Subcommittee
  - The Best Practices Subcommittee is reviewing workflows and processes related to NLACRC’s implementation of Self Determination. The committee meets monthly.

## Resources:

- Disability Voices United – SDP Connect Meetings (Every other Wednesday at 4:30-6pm) [Upcoming Events | Disability Voices United](#)
- Self Determination Program Service Definitions:  
[https://www.dds.ca.gov/wp-content/uploads/2019/05/SDP\\_Service\\_Definitions.pdf](https://www.dds.ca.gov/wp-content/uploads/2019/05/SDP_Service_Definitions.pdf)

FMS Agencies	Model	Language Spoken:	Accepting participants?	Employee Burden Cost	Budget Limits	Contact Info
Acumen	Bill Payer, Sole Employer	English & Spanish But have translators for other languages.	Yes. Consult required and it may take up to 2 months to transition.	15.1%	\$200,000	Yvette Torres (424) 210-8810 <a href="mailto:yvettet@acumen2.net">yvettet@acumen2.net</a>
Aveanna	Bill Payer and Co-Employer (with nursing through home health agency only)	English, Spanish, Vietnamese, Cantonese, Mandarin and Trieu Chau	Consult required. Date to be given my FMS agency.	13.6% + 3.3% sick pay They advise consumers to go with 20% just in case.	Anything above \$150,000 requires additional review. They have a "hard limit" of \$200,000.000 annually.	(866) 979-1182 <a href="mailto:fmsinfo@aveanna.com">fmsinfo@aveanna.com</a>
Cambrian	Bill Payer, Co- Employer	English, Spanish, Vietnamese, Tagalog, Farsi	Yes	25%	Budgets over \$120,000 require review.	David Ellis (562) 498-1800 Ext. 2231 <a href="mailto:davide@cfms1.com">davide@cfms1.com</a>
Casa Fiscal/Essential Pay	Bill Payer, Co-employer	English, Spanish, Mandarin	No	22%	None	(510) 336-2900 (833) 268-8530 <a href="mailto:contact@essentialpay.com">contact@essentialpay.com</a>
GT Independence	Bill Payer, Sole Employer, Co-Employer	All Languages are supported to assist Individuals in the language of their choice	Require a certified budget & spending plan draft to start onboarding process.	Co-employer 24% Sole Employer-18% All FMS models-Non-payroll burden 1%	None	Terrasel Jones (877) 659-4500 <a href="mailto:tjones@gtindependence.com">tjones@gtindependence.com</a>
Mains'l	Bill Payer, Sole Employer, and Co- employer	English Only	Require certified budget & spending plan draft to start onboarding process.	16.5% for Sole Employer 17.5% for Co-employer	None	Jason Bergquist (866) 767-4296 <a href="mailto:jmbergquist@mainsl.com">jmbergquist@mainsl.com</a>

Ritz	Bill Payer, Co-Employer	English, Spanish & Mandarin	New clients- visit website to fill out an inquiry form. Waitlist-June 2024	22.75%-Co- employer	\$120,000	Website: <a href="http://Ritzfms.com">Ritzfms.com</a>  Kitleng Pui <a href="mailto:kpui@ritzvocal.com">kpui@ritzvocal.com</a>  (626)-600-4703
Action	Bill Payer, Co-Employer, Sole Employer	English & Spanish	Yes, new clients call and leave message or fill out a <a href="#">contact us</a> request on the website.	25%-Co- employer  17% Sole Employer	No budget limits	Main office: (310) 867-8882 Website: <a href="http://actionfms.com">actionfms.com</a> Email: <a href="mailto:contact@actionfms.com">contact@actionfms.com</a>
SequoiaSD, Inc.	Bill Payer, Co-Employer, Sole Employer	English, Spanish, Translation available for other languages	Yes, but have certified budget.	22.5% Co- employer  21.64% Sole- Employer	\$250,000	Website: <a href="http://sequoiasd.com">sequoiasd.com</a>  <a href="mailto:sequoiaenrollment@sequoiasd.com">sequoiaenrollment@sequoiasd.com</a>
FMS Pay LLC	Bill Payer	English Spanish Translation available for other languages	Waiting list until June 2024.	N/A	No budget limit	Phone: (858) 281-5910 Website: <a href="http://www.myfmspay.com">www.myfmspay.com</a>
FACT	Bill Payer, Co-Employer, Sole Employer	Unknown	Waiting list	Unknown	Unknown	<a href="mailto:Jessica.burnett@factfamily.org">Jessica.burnett@factfamily.org</a>

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

**Name:** Silvia Renteria-Haro  
**Meeting:** SDLVAC  
**Date of Meeting:** August 15, 2024

1.	<b>Number of Attendees</b>	30
2.	<b>Public Input:</b>	<ul style="list-style-type: none"> <li>• Lori shared:  NLA SDP Email: <a href="mailto:selfdetermination@nlacrc.org">selfdetermination@nlacrc.org</a>  NLACRC website: <a href="http://www.nlacrc.org">www.nlacrc.org</a>  Committee Direct Email: <a href="mailto:nlacrcsdlac@gmail.com">nlacrcsdlac@gmail.com</a>  SDP DVU Connect  NLACRC Support Group- 1<sup>st</sup> Wednesday of the month.  IF Round Table- 2<sup>nd</sup> Thurs of the month.</li> <li>• Lia from State Council- Announced that they are interviewing Regional Center consumer. She shared resources, upcoming trainings, and a work opportunity.</li> <li>• Autism Society announced that they continue to provide IF training. They have different levels of training for those that need additional training.</li> <li>• Deborah Rocha is a social recreation provider who offers equine-assisted activities. She advertised her services.</li> <li>• Clover Advocates advertised their IF Support Group. They help IFs start their business.</li> </ul>
3.	<b>Points of Discussion:</b>	<ul style="list-style-type: none"> <li>• The committee needs a note taker. State Council rep stated that minutes are not mandatory, however AI options will be explored.</li> <li>• Fernando (from ICC) to help coordinate inviting Master Plan committee members to speak to SDLAC.</li> </ul>
4.	<b>Reported out to Committee/Meeting:</b>	<ul style="list-style-type: none"> <li>• Alex Kopilevich announced it was his last meeting as a committee member. NLACRC will advertise the opening, however based on the diversity needs of our catchment area, we are seeking applications that meet the following criteria: Latino/Hispanic; African American and/or Self-Advocates.</li> <li>• <b>Chair report:</b>  -NLACRC entered a special contract. Lori connected with Max from Columbus Consultants and she is having a meeting with him prior to the next committee meeting. Lori invited DVU to attend.</li> <li>• <b>RFP Plans:</b>  <u><b>RFP for 2024/2025</b></u>  <b>IF Individual and Group Coaching</b> \$84,412.41  <b>Support Group with Translation</b> \$13,200  <b>IF Coaching</b> \$25,000  <b>Joint Training</b> \$5,000  <b>DVU Conference Sponsorship for 2026</b> \$2,500  Total \$130,112.41   <u><b>RFP Reallocation for 2023/2024</b></u>  <b>Reallocation from DVU of \$34,675</b>  <b>IF Individual and Group Coaching</b> to Legacy Center</li> </ul>

		<p>\$16,087.50</p> <p><b>IF Individual and Group Coaching</b> to Claudia Cares \$16,087.50</p> <p><b>DVU Conference Sponsorship for 2025</b> \$2,500</p>
5.	<b>Area of Concerns:</b>	<ul style="list-style-type: none"> <li>• Clover Advocates expressed concern with NLACRC's practice of not providing consumer/families with list of IF's. Silvia explained that IF lists can feel restrictive. In past conversations with DVU and a former SDLAC Chair, we decided to stay away from lists, to avoid making SDP feel like the traditional service. At the time of orientation NLACRC offers the link to State Council, DVU, and IF Network.</li> </ul>
6.	<b>Action Items:</b>	<ul style="list-style-type: none"> <li>• Committee Members to revamp Goal 5 of the old Committee Centered Plan by Monday.</li> <li>• Lori to incorporate the revised Goal 5 into the new Committee Centered Plan and send to Regional Center for posting.</li> <li>• Lori to ask the Columbus organization representative to speak at the next SDLAC meeting.</li> <li>• NLACRC to review SDP links in their website to ensure they are all working,</li> <li>• NLACRC to post the SDLAC vacant position.</li> <li>• NLACRC to post additional RFP for the areas that are pending.</li> </ul>
7.	<b>Questions for the Board:</b>	
8.	<b>Miscellaneous</b>	

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

**Name: Lety Garcia**

**Meeting: ARCA Board of Directors Meeting**

**Date of Meeting: 8/15/24-8/16/24**

<b>1.</b>	<b>Number of Attendees</b>	Approx. 40
<b>2.</b>	<b>Public Input:</b>	Well wishes for Nancy Bergman and Brian Whitfield on their retirement from DDS.
	<b>Funding and Sustainability:</b>	<b>SB138</b> is the standardization of Services when dealing with intake and respite services at RC's. <b>Coordinated Family Supports</b> is active in all 21 RC's with 86 providers and 1,000 individuals served. <b>AB1147</b> has unanimously passed and is on Gov. Newsom's desk for signature Sept. 30.
<b>4.</b>	<b>Inclusive Communities:</b>	A new position of <b>Chief Equity Officer</b> for regional centers has been created by DDS to measure progress on priorities as a pilot program initially extended to 6 regional centers. NLACRC was not one of the RC's selected at this time. <b>A Racial Equity Commission</b> is also being created which will work with DDS and RC's along with all departments and generic services.
<b>5.</b>	<b>Flexible and Sustainable Service Models:</b>	New IPP template for all RC's is rolling out in September includes training for all CSC's. HCBS Compliance is at 96% statewide
<b>6.</b>	<b>Self-Determination Program:</b>	1,000 individuals in SDP statewide. New Sandis system will make enrollment more efficient.
<b>7.</b>	<b>Points of Discussion for the Board:</b>	
<b>8.</b>	<b>Miscellaneous:</b>	In order to reduce the size of our board packets, we have created an <b>ARCA folder in SharePoint</b> where board members can access the minutes, agendas, and strategic priorities of ARCA.
<b>9.</b>	<b>Next Meeting:</b>	<b>October 18 in San Diego.</b> The meeting is open to the public and accessible via Zoom.



# Life Care Portfolio

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



**Thompson Policy Institute  
on Disability**



CalOptima Health

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



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**George H. Alvarado**  
**ARCA Delegate - NLACRC**

**ARCA CAC Meeting Summary**  
**(07/26/2024)**

During the Association for Regional Center Agencies (ARCA) Consumer Advisory Committee (CAC) meeting held on 07/26/2024; a presentation was given by **Sidney Jackson**, Senior Program Analyst (ARCA) and **Tony Anderson**, Associate Director (ARCA), where numerous topics were discussed among the CAC committee members.



**George Alvarado & Tony Anderson (ARCA) - [tanderson@arcenet.org](mailto:tanderson@arcenet.org)**

A training topic discussed was the “Partners in policy making” program, which offers participants opportunities to learn on advocating for systematic and policy changes for the developmentally disabled community. The program helps to develop partnerships and relationships with government representatives within political structures. The program may begin new training sessions as early as January 2025. Areas of competency within the program are centered on the following; history, communication with legislators and representatives, education, employment, self-determination and the importance of networking.



**George Alvarado & Sidney Jackson (ARCA) - [sjackson@arcnet.org](mailto:sjackson@arcnet.org)**

Additional meeting topics discussed were funding sources and budgeting for different service programs, such as “Partners in policy making” and the “Early start program”. There were also discussions on the State of California rate study / reformed budget and program funding sources, such as “Service access grants”. Following these discussions, was a video presentation on the “HCBS final rule” (Home and Community Based Services), originally created by Tri-Counties Regional Center and is available to view on their YouTube platform (Link Below).

[https://www.youtube.com/watch?v=\\_9dvW4gXyW0&list=PL2sVu\\_Vi1tqX4cuLZ-PBXa0vufTYDcseT](https://www.youtube.com/watch?v=_9dvW4gXyW0&list=PL2sVu_Vi1tqX4cuLZ-PBXa0vufTYDcseT)

CAC committee members were able to share information on affordable / accessible housing needs in their areas and will prioritize these needs as a committee, which may include future collaboration projects (Webinar, etc.). Committee members also discussed what is called a “Label free approach”, which is focused on continuing to develop the proper and acceptable wording when referencing developmental disabilities. Terms have constantly changed throughout time and this may become a new approach to increase understanding, as well as improve relationships throughout the community.

I would like to close by giving thanks to the ARCA CAC members who were in attendance for the meeting, which was very productive and provided great information. I would also like to thank North Los Angeles County Regional Center for their support, in arranging for me to attend the meeting and for supporting me in registering for the event. I hope to continue my advocacy work throughout the community.

Sincerely,

George H. Alvarado

**Email - [georgealvarado290@gmail.com](mailto:georgealvarado290@gmail.com)**



**George Alvarado on the Sacramento River**

**LOS ANGELES COUNTY REGIONAL CENTER  
(Committee) Report**

**Name: Cristina Preuss**

**Meeting: CAC**

**Date of Meeting: August 7, 2024**

<b>1.</b>	<b>Number of Attendees</b>	5 committee members, 4 guests, 3 staff members
<b>2.</b>	<b>Public Input:</b>	Committee members were provided with the following information: Consumer Advisory Committee Flyer, Community Learning Forums, Self-Advocacy Academy Calendar, Self-Advocacy Academy -Travel Safety, Arleta Community Health Fair
<b>3.</b>	<b>Points of Discussion:</b>	Committee Orientation was conducted. Consumer Advisory Chair Selection took place and CAC chair for this fiscal year is Juan Hernandez. The committee's priority activities for the new fiscal year will be determined next meeting. The Committee reviewed the Critical Calendar and Meeting Schedule for the upcoming year, with the understanding that the December fair hearings topic would be moved to another month.
<b>4.</b>	<b>Reported out to Committee/Meeting:</b>	No report outs
<b>5.</b>	<b>Area of Concerns:</b>	n/a
<b>6.</b>	<b>Action Items:</b>	none
<b>7.</b>	<b>Questions for the Board:</b>	n/a
<b>8.</b>	<b>Miscellaneous:</b>	n/a

**LOS ANGELES COUNTY REGIONAL CENTER  
Executive Committee Report**

Chair: Ana Quiles

Date of Meeting: 08/22/2024

1.	<b>Public Input / Concerns</b>	SDP Chair requested participating in the SDP policies and procedures
2..	<b>Points of Discussion</b>	<ul style="list-style-type: none"> <li>• Update to Board Priorities for the Sept. EC Meeting</li> <li>• Request for Administrative Affairs to review contract summary template to include time in business for potential providers</li> <li>• Discussion on how to expand on the information provided on the provider contract information</li> <li>• Technical Advisors recommendation to provide training on vendorization process and quality control for vendors. Training is completed by Evelyn. Presentation of date of training for next administrative affairs meeting</li> <li>• Update on board critical calendar needs to match the information on committee calendar. Note for update to nomination schedule</li> <li>• Discussion on request from GCRC to have ARCA delegate part of committee Item is not a bylaw requirement so needs to be considered during bylaw update as a recommendation</li> <li>• SDP Liaison training for Kelly new board member update to board committee list and training schedule for Kelly</li> <li>• Whistleblower training to be provided for board</li> <li>• Columbus assessment will be presented once submitted to DDS</li> <li>• Approval of Special Language Contract Matrix</li> </ul>
3.	<b>Reported out to Committee / Meeting</b>	<ul style="list-style-type: none"> <li>• Center Operations Cristina report out</li> <li>• Special Language Contract Matrix report out on items that were completed all 30 days deadlines met</li> <li>• Whistleblower report out no complaints</li> </ul>
4.	<b>Actions Items taken on behalf of the Board:</b>	<ul style="list-style-type: none"> <li>• Approved Contract Empowering Lives PL2295-076</li> <li>• Approved Board Resolution to Remove Brian Winfield (DDS) &amp; Add Michi Gates (DDS) as Authorized Signers for City National Bank Accounts</li> <li>• Approval of COIs for Rosie, Vivian, Ana to be sent in time for deadline submission to DDS</li> </ul>
5.	<b>Actions Items for the Board:</b>	<ul style="list-style-type: none"> <li>• Review of the Special Language Contract Matrix and determine what items you want to work on and volunteer for work groups.</li> <li>• Board Inclusion of the FY 24-25 training calendar</li> <li>• Updated list of committee members</li> </ul>
6.	<b>Upcoming Items:</b>	<ul style="list-style-type: none"> <li>• Special Language Contract assignment assignments of work groups with attorney</li> </ul>

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

**Vendor Name: Empowering Lives 4 Success**

**Vendor #: PL2295**

**Svc Code: 076**

**Date: 8/15/24**

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

<b>Vendor #</b>	<b>Service Code</b>	<b>Description</b>
HL0795	520	Independent Living Services

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

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

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

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

Services available in English, Spanish, Farsi and Taglog.

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

**Staffing:** 1:1





# North Los Angeles County Regional Center

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

## Contract Summary and Board Resolution

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



# North Los Angeles County Regional Center

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## Contract Summary and Board Resolution

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

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

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

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

\_\_\_\_\_  
Alma Rodriguez, Board Secretary

\_\_\_\_\_  
August 22, 2024  
Date



# North Los Angeles County Regional Center

Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 [www.nlacrc.org](http://www.nlacrc.org)

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

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

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

Michi Gates, Chief Deputy Director, Department of Developmental Services

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

### Schedule A

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

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

Alma Rodriguez, Board Secretary

August 22, 2024  
Date

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

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

**1) Law Governing Conflicts of Interest**

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

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

- a) A conflict of interest exists when a regional center governing board member... or family member of such person is any of the following for a business entity, entity, or provider as defined in section 54505 of these regulations... :
  - i) a governing board member
  - ii) a board committee member
  - iii) a director
  - iv) an officer
  - v) an owner
  - vi) a partner
  - vii) a shareholder
  - viii) a trustee
  - ix) an agent
  - x) an employee
  - xi) a contractor
  - xii) a consultant
  - xiii) a person who holds any position of management
  - xiv) a person who has decision or policy making authority. (Emphasis added.)

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

Further, Section 54533 states:

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

## 2) Present/Potential Conflict of Ms. Quiles

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

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

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

This creates a direct conflict for Ms. Quiles as defined by regulation. This document constitutes a disclosure of these conflicts, a Conflict Resolution Plan to mitigate any adverse consequences from this relationship, and a request for re-approval of the Conflict Resolution Plan by DDS.

In short, this Conflict Resolution Plan will have Ms. Quiles remain in her position on the NLACRC Board of Trustees, Board President, and limit her actions so that she in no way participates in any role whatsoever as a board member regarding Caring Family Supports or any other vendor who provides respite, personal assistance, and day care services.

## 3) Facts

The plan of action proposed herein is designed to eliminate any adverse consequences from the conflict. To better understand how the plan will eliminate any adverse consequences, this request will first provide the facts regarding Ms. Quiles' duties and responsibilities as the Board President and her family member's roles in providing respite, personal assistance and/or day care services based on their employment with Caring Family Supports.

### a) Ms. Quiles' Duties as Board Member

The role of the Board of Trustees of the North Los Angeles County Regional Center (NLACRC) is to make policy for the operation of the Regional Center. Policy is developed through recommendations from board committees and the Executive Director; direct operation is delegated to the Executive Director who is hired by the board. Staff recommendations for policy initiation or modification go to the Executive Director who, in turn, refers them to the board and/or an appropriate board committee. A copy of the Board Member Responsibilities is attached as **Exhibit B**.

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

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

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

b) Ms. Quiles' Duties as Board President

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

The Board President shall:

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

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

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

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

Their respite duties and responsibilities are as follows:

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

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

#### 4) Conflict Resolution Plan

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

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

The second part of the plan is to insulate Ms. Quiles from any involvement whatsoever with the generic type of provider like Caring Family Supports. She would recuse herself from participation in any vote regarding, drafting, planning, or discussion of rules, policies, or restrictions that would impact Caring Family Supports and all other respite, personal assistance, and day care vendors. Any duties that potentially relate to Caring Family Supports or generic policies applicable to such a vendor represent a small portion of the valuable duties she performs on behalf of the Regional Center, and these duties can be easily delegated to other Regional Center board members. Like other board members, Ms. Quiles develops policy through recommendations from the Executive Director, and thus works with numerous vendors on a variety of services.

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

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

- a) Ms. Quiles will have no interaction as a board member with any matter that might impact Caring Family Supports, and specifically she will recuse herself from any vote on any matter that could impact Caring Family Supports.
- b) Ms. Quiles will, in every conceivable manner, cease interacting with the Board on any matter that could conceivably impact Caring Family Supports.
- c) Ms. Quiles will not participate as a board member in the consideration, preparation, review, presentation, formulation or approval of any report, plan, opinion, recommendation or action regarding Caring Family Supports or any actions creating policy or approaches that would impact Caring Family Supports and other respite, personal assistance vendors.
- d) Ms. Quiles will not review or participate as a board member in any discussions, recommendations, or decisions about Purchase of Service (POS) authorizations for Caring Family Supports and other, respite and personal assistance vendors.




- e) Ms. Quiles will not review or in any way participate as a board member in the preparation, consideration, or any follow-up related to Special Incident Reports from or about Caring Family Supports and other respite and personal assistance and day care vendors.
- f) Ms. Quiles will not create, review, or in any way participate as a board member in, any corrective action plans for Caring Family Supports and other respite, personal assistance and day care vendors.
- g) Ms. Quiles will not participate as a board member in any discussions, recommendations, action, or resolution of any complaints pertaining to Caring Family Supports and other respite, personal assistance and day care vendors.
- h) Ms. Quiles will take no part as a board member in decisions regarding vendor appeals, or fair hearings involving Caring Family Supports and other respite, personal assistance and day care vendors.
- i) Ms. Quiles will not as a board member access vendor files or other information the regional center maintains about Caring Family Supports and other respite, personal assistance and day care vendors, either in electronic or hard copy form.
- j) Ms. Quiles shall not participate as a board member in developing, creating, or recommending any POS policies, or other policies, that might apply to Caring Family Supports and other respite, personal assistance and day care vendors. Instead, these tasks will become the responsibility of the other board members.
- k) Ms. Quiles will not be involved as a board member in the negotiation, discussion, obligation or commitment of NLACRC to a course of action involving Caring Family Supports and other respite, personal assistance and day care vendors.
- l) The NLACRC Board of Trustees will be informed about this Plan of Action, and they will be informed of the need to ensure that Ms. Quiles has no involvement whatsoever in any action or business whatsoever involving or affecting Caring Family Supports and other respite, personal assistance and day care vendors.
- m) These restrictions only apply to Caring Family Supports and policies impacting other respite, personal assistance and day care vendors. The bulk of Ms. Quiles' duties regarding a vast array of other Board issues and other vendors will remain unchanged, unless the Board work would in any way impact Caring Family Supports. This amounts to a reassignment of a small portion of her duties and will not reduce the value and productivity that Ms. Quiles provides to the NLACRC Board.
- n) In the event the board member changes to a different respite, personal assistance and day care agency during her term, each provision of this plan shall apply to regarding the new agency for the duration of the trustee's term on the board.
- o) NLACRC has received approval from its Board of Trustees regarding this Conflict Resolution Plan.

**5) Request Re-Approval of Conflict Resolution Plan**

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

Respectfully submitted,

By:   
[Ana Quiles \(Aug 13, 2024 18:10 PDT\)](#)  
\_\_\_\_\_  
Ana Quiles, NLACRC Board President

Date: 08/13/2024

By: \_\_\_\_\_  
Cristina Preuss, Interim Executive Director, NLACRC

Date: \_\_\_\_\_






# Quiles Ana - COI Resolution Plan\_FY24-25

Final Audit Report

2024-08-14

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

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

1) **Law Governing Conflicts of Interest**

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

That general prohibition is explained in more detail in Title 17 of the California Code of Regulations, section 54524 “General Prohibition of Conflicts of Interest for Regional Center Governing Board Members and Executive Directors,” which provides in pertinent part:

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

(Emphasis added.)

Further, Section 54533 states:

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

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

## 2) Potential Conflict of Ms. Seda

Vivian Seda is a Board Member at North Los Angeles County Regional Center (hereinafter “NLACRC” or “the Regional Center”). Ms. Seda is a board member, and she participates on the Consumer Services Committee, and she chairs the Strategic Planning Committee. NLACRC Interim Executive Director Cristina Preuss confirms that Ms. Seda is a productive and valued member of the Board of Trustees. Attached as **Exhibit A** is Ms. Seda’s completed Conflict of Interest Reporting Statement. As part of the Conflict Resolution Plan, she will remain in her position on the Board of Trustees.

Ms. Seda’s spouse has obtained direct employment by the North Los Angeles County Regional Center in the position of Consumer Services Coordinator (hereinafter “CSC”). This creates a direct conflict for Ms. Seda as defined by regulation. This document constitutes a disclosure of this conflict, a Conflict Resolution Plan to mitigate any adverse consequences from this relationship, and a request for approval of the Conflict Resolution Plan by DDS.

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

## 3) Facts

The plan of action proposed herein is designed to eliminate any adverse consequences from the conflict. To better understand how the plan will eliminate any adverse consequences, this request will first provide the facts regarding Ms. Seda’s duties and responsibilities as a board member.

### A. Ms. Seda’s Duties as Board Member

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

Ms. Seda's primary duties are as follows:

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

Under the suggested Conflict Resolution Plan, Ms. Seda will remain in her board position, but will be strictly regulated so that she has no role or involvement whatsoever with any matter that might conceivably impact the annualized compensation, employee benefits, collective bargaining agreements, or any other financial interests of her spouse, an employed staff member of NLACRC.

#### 4) **Conflict Resolution Plan**

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

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

The second part of the plan is to insulate Ms. Seda from any involvement whatsoever with review or financial interest decision-making for NLACRC staff compensation or benefits provisions. She would recuse herself from participation in any vote regarding, contracts, corrective action, review of special incidents, drafting, planning, or discussion of rules, policies, or restrictions that would impact NLACRC staff compensation or benefits provisions. Any duties that potentially relate to such (and they represent a very small portion of the valuable duties she performs on behalf of the Regional Center), and these duties can be easily delegated to other Regional Center board members.

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

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

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

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

3. Ms. Seda will not participate as a board member in the consideration, preparation, review, presentation, formulation or approval of any report, plan, opinion, recommendation or action regarding NLACRC staff employment, compensation, and/or other staff-related contractual matters or any actions creating policy or approaches that would impact NLACRC staff employment, compensation, and/or other staff-related contractual matters.

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

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

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

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

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

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

9. The NLACRC Board of Trustees will be informed about this Plan of Action, and they will be informed of the need to ensure that Ms. Seda is not involved whatsoever in any action or business whatsoever involving or affecting NLACRC staff employment, compensation, and/or other staff-related contractual matters.

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

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

##### **5) Request Approval of Conflict Resolution Plan**

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



Respectfully submitted,

By:   
Vivian Seda, NLACRC Board Member

Date: 08/15/2024

By: \_\_\_\_\_  
Ana Quiles, NLACRC Board President

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Cristina Preuss, Interim Executive Director,  
NLACRC

Date: \_\_\_\_\_






# Seda, Vivian - COI Resolution Plan\_FY24-25\_rev

Final Audit Report

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

ROCIO SIGALA - NLACRC BOARD MEMBER  
NORTH LOS ANGELES COUNTY REGIONAL CENTER

**I. Law Governing Conflicts of Interest**

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

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

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

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

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

Further, Section 54533 states:

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

position with the regional center or regional center governing board.

## **II. Potential Conflict of Ms. Sigala**

Rocia Sigala is a Board Member at North Los Angeles County Regional Center (hereinafter “NLACRC” or “the Regional Center”). Ms. Sigala is a board member and the Second (2<sup>nd</sup>) Vice President; as such, she participates on the Executive, Consumer Services, and Nominating Committees. NLACRC Interim Executive Director Cristina Preuss confirms that Ms. Sigala is a productive and valued member of the Board of Trustees. Attached as **Exhibit A** is Ms. Sigala completed Conflict of Interest Reporting Statement. As part of the Conflict Resolution Plan, she will remain in her position on the Board of Trustees.

Ms. Sigala’s sister, Belen Sigala and father-in-law, Federico Vasquez, provide respite, personal assistance and daycare for a consumer of NLACRC. Ms. Belen Sigala and Mr. Federico Vasquez are both employed with Helpful Hands, a vendor of North Los Angeles County Regional Center. This creates a direct conflict for Ms. Sigala as defined by regulation. This document constitutes a disclosure of this conflict, a Conflict Resolution Plan to mitigate any adverse consequences from this relationship, and a request for approval of the Conflict Resolution Plan by DDS.

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

## **III. Facts**

The plan of action proposed herein is designed to eliminate any adverse consequences from the conflict. To better understand how the plan will eliminate any adverse consequences, this request will first provide the facts regarding Ms. Sigala’ duties and responsibilities as a board member and her family members’ roles with Helpful Hands.

### **A. Ms. Sigala’s Duties as Board Member**

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

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

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

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

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

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

- In home respite services
- Personal assistance
- Daycare

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

### **IV. Conflict Resolution Plan**

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

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

The second part of the plan is to insulate Ms. Sigala from any involvement whatsoever with the generic type of provider like Helpful Hands. She would recuse herself from participation in any vote regarding, drafting, planning, or discussion of rules, policies, or restrictions that would impact Helpful Hands and all other respite, personal assistance vendors. Any duties that potentially relate to Helpful Hands or generic policies applicable to such a vendor represent a small portion of the valuable duties she performs on behalf of the Regional Center, and these duties can be easily delegated to other Regional Center board members. Like other board members, Ms. Sigala develops policy through recommendations from the Executive Director, and thus works with numerous vendors on a variety of services.

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

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

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

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

3. Ms. Sigala will not participate as a board member in the consideration, preparation, review, presentation, formulation or approval of any report, plan, opinion, recommendation or action regarding Helpful Hands or any actions creating policy or approaches that would impact Helpful Hands and other respite, personal assistance and daycare vendors.

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

5. Ms. Sigala will not review or in any way participate as a board member in the preparation, consideration, or any follow-up related to Special Incident Reports from or about Helpful Hands and other respite, personal assistance and daycare vendors.

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

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

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

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

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

11. Ms. Sigala will not be involved as a board member in the negotiation, discussion, obligation or commitment of NLACRC to a course of action involving Helpful Hands and other respite, personal assistance and daycare vendors.

12. The NLACRC Board of Trustees will be informed about this Plan of Action, and they will be informed of the need to ensure that Ms. Sigala has no involvement whatsoever in

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

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


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

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

**V. Request Approval of Conflict Resolution Plan**

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

Respectfully submitted,

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

Date: 08/14/2024

By: \_\_\_\_\_  
Ana Quiles, NLACRC Board President

Date:

By: \_\_\_\_\_  
Cristina Preuss, Interim Executive Director, NLACRC

Date:








# Sigala- COI Resolution Plan\_FY24-25

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**LOS ANGELES COUNTY REGIONAL CENTER  
Recruitment Report**

**Chair: Ana Quiles  
Date of Meeting: 8/26/24**

1.	<b>Public Input / Concerns</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
2..	<b>Points of Discussion</b>	<ul style="list-style-type: none"> <li>• Update to onboarding plan to have stakeholder meetings during the 31-60 days after hire</li> <li>• Onboarding manual submitted to DDS for approval: Update DDS feedback provided to team</li> <li>• Identifying the key support from DDS action item for Ana to determine ED mentor: update Dr. Jesse Weller designated as the ED mentor for Angela Johnson</li> <li>• ARCA provided invitation for Angela Johnson to be a guest at September ARCA academy. ARCA making arrangements for participation as a guest of the event.</li> <li>• Board Manual to be added to share drive to allow access to Board Members (board support)</li> <li>•</li> </ul>
3.	<b>Reported out to Committee / Meeting</b>	<ul style="list-style-type: none"> <li>• HR provided update on the scheduling of key individuals with the organization within the first few weeks</li> <li>• Betsy to schedule Harvest Festival for staff introduction to new ED and provide date when finalized.</li> <li>• Max (Columbus) confirmed that the assessment/report would be available to be added for September 4<sup>th</sup> for Board Packet</li> </ul>
4.	<b>Actions Items for the Board:</b>	<ul style="list-style-type: none"> <li>• Request to host the first in person board meeting in October to allow for meet and greet with new ED before board meeting. (Determine which office to host the in person meeting)</li> </ul>
5.	<b>Upcoming Items:</b>	<ul style="list-style-type: none"> <li>• Evaluation timeline for new ED</li> <li>• Determination of meeting schedule</li> </ul>

**LOS ANGELES COUNTY REGIONAL CENTER  
Government and Community Relations Report**

**Chair: Cathy Blin  
Date of Meeting: 08/05/24**

1.	<b>Public Input / Concerns</b>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>
2..	<b>Points of Discussion</b>	<ul style="list-style-type: none"> <li>• Request to have ARCA delegate be part of committee membership               <ul style="list-style-type: none"> <li>○ Required update to bylaws in order to make it a requirement of delegate</li> <li>○ Request to be made of current delegate to be part of committee: update Lety has agreed to part of committee</li> </ul> </li> <li>• Selection of Cathy as chair and Curtis as chair alternate</li> <li>• Chris Whitlock is the new staff support for the committee</li> <li>• Cathy, Chris and Curtis to meet and develop recommendations for committee activities and letter writing campaign</li> <li>• Chris to prepare a presentation on legislative activities and bills for the next meeting.</li> <li>• Chris to work on developing a one-page "commercial" for committee members to use during legislative visits.</li> <li>• Christina to schedule legislative advocacy training for the November committee meeting.</li> <li>• Chris to continue developing relationships with local legislators and field representatives</li> <li>• Increase legislative advocacy throughout the year along with the ARCA grassroots</li> <li>• Update to committee priorities to be presented to the board.</li> </ul>
3.	<b>Reported out to Committee / Meeting</b>	<ul style="list-style-type: none"> <li>• Chris will work on updating the critical calendar to focus on the ongoing legislative work to be brought back to committee</li> <li>• Social Media Analytics report out</li> <li>• Positive feedback regarding new website design was shared</li> </ul>
4.	<b>Actions Items for the Board:</b>	<ul style="list-style-type: none"> <li>• Update to bylaws with ARCA delegate as member of GCRC</li> <li>• Reminder that all board members the requirement to participate in a community event if.</li> <li>• Participation in letter writing campaign</li> </ul>

5.

**Upcoming Items:**

Legislative events and letter writing campaigns for the board to help with advocacy

FY 2023-24 Attendance	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jun-24	Total	Total
	Board	Board	Board	Board	Board	Dark	Board	Board	Board	Board	Board	Board	Special Board	Absences	Hours
Ana Laura Quiles, President		P	P	P	P		P	P	P	P	P	P		0	19.25
Alma Rodriguez		P	P	P	Ab		P	Ab	P	Ab	P	P		3	13.25
Andrew Ramirez		P	P	P	Ab		P	P	P	P	P	P		1	17.00
Anna Hurst		P	P	P	P		AB	Ab	P	P	P	P		2	14.75
Brian Gatus		P	P	P	P		P	P	P	P	P	P		0	19.25
Cathy Blin		P	P	P	P		AB	P	P	P	P	P		1	17.25
Curtis Wang		P	P	P	P		P	P	Ab	P	P	P		1	17.25
David Coe		P	P	P	P		P	P	P					0	15.00
George Alvarado		P	P	P	P		P	P	P	P	P	P		0	19.25
James Henry								Ab	P	P	P	P		1	6.25
Juan Hernandez				*P	P		P	P	P	P	P	P		0	15.00
Jennifer Koster				*P	P		P	P	P	P	P	P		0	15.00
Kelsi Levingston - Intern								Ab	P	Ab	Ab			3	8.75
Leticia Garcia		P	P	P	P		P	P	P	P	P	P		0	19.25
Lillian Martinez		P	P	P	P		P	P	P	P	P	P		0	19.25
Michael Costa		P	P	P	P		P	P	Ab	P	P	P		1	17.25
Nicholas Abrahms		P	P	P	P		P	P	P	P	P	P		0	19.25
Rocio Sigala		P	P	P	P		P	P	P	P	P	P		0	19.25
Sharmila Brunjes		P	P	P	P		P	P	P	P	P	P		0	19.25
Suad Bisogno (VAC Rep)		P	P	Ab	P		P	P	P	P	P	P		1	17.25
Vivian Seda		P	P	P	P		P	P	P	P	P	P		0	19.25
Meeting Time		2.5	1.75	2	2.25		2	2.5	2	1.25	3				19.25

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

Rolling 12-Month Attendance	Jul-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total	Total
	Special Board	Board	Board	Board	Dark	Board	Board	Board	Board	Board	Board	Absences	Hours
Ana Laura Quiles, President	P											0	1.25
Nicholas Abrahms	P											0	1.25
George Alvarado	P											0	1.25
Cathy Blin	P											0	1.25
Sharmila Brunjes	P											0	1.25
Kelley Coleman	Ab											1	0.00
Leticia Garcia	P											0	1.25
Brian Gatus	P											0	1.25
James Henry	Ab											1	0.00
Juan Hernandez	P											0	1.25
Anna Hurst	Ab											1	0.00
Alex Kopilevich ( <i>VAC Rep</i> )	P											0	1.25
Jennifer Koster	Ab											1	0.00
Laura Monge	P											0	1.25
Andrew Ramirez	P											0	1.25
Alma Rodriguez	P											0	1.25
Vivian Seda	P											0	1.25
Rocio Sigala	P											0	1.25
Curtis Wang	P											0	1.25
Meeting Time	1.25											1.25	

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

FY 2024-25	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total Absences	Total Hours
Administrative Affairs	Dark	Dark		Dark		Dark	Dark		Dark		Dark	Dark		
Meeting Length														
Andrew Ramirez, Chair													0	1.40
Cathy Blin													0	1.40
Brian Gatus													0	1.40
Andrea Devers (VAC Rep)													0	1.40

Meeting Time

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

FY24-25 Meeting Attendance

Consumer Attendee *Committee Members	July 2024 DARK	August 2024	Sep 2024	Oct 2024	Nov 2024	Dec 2024 DARK	Jan 2025 DARK	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	TOTALS Absences	TOTALS Attended (Non-CM)
Meeting Length														
*Juan Hernandez, Chair		P	P										0	
*Bill Abramson		P	P										0	
*Pam Aiona		P	Ab										1	
*George Alvarado		P	Ab										1	
*Jennifer Koster		P	P										0	
*Destry Walker		P	P										0	
Andrew Garcia		Ab	Ab										2	0
Alyssa Mazur		P	Ab											1
Y. Parvoool		P	Ab											1
Elena Tiffany		P	Ab											1
		0.75	1.25											

**Membership:** Consumers who attend 5 meetings in a 12-month period can become a CAC Member.



FY 2024-25	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total Absences	Total Hours
Consumer Services Committee	Dark	Dark		Dark		Dark	Dark		Dark		Dark	Dark		
Meeting Length														
Nicholas Abrahms													0	
George Alvarado													0	
Cathy Blin													0	
Kelley Coleman													0	
James Henry													0	
Anna Hurst													0	
Jennifer Koster													0	
Laura Monge													0	
Alma Rodriguez													0	
Vivian Seda													0	
Rocio Sigala													0	
Sharon Weinberg (VAC Rep)													0	

Meeting Time

P = Present      Ab = Absent

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

FY 2024-25	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total Absences	Total Hours
Executive Committee														
Meeting Length	Dark					Dark						Dark		
Ana Quiles, Chair		P											0	1.40
Sharmila Brunjes		P											0	1.40
Leticia Garcia		P											0	1.40
Brian Gatus		P											0	1.40
Rocio Sigala		P											0	1.40
Alma Rodriguez		P											0	1.40
Andrew Ramirez		Ab											1	0.00

Meeting Time 1.40

P = Present Ab = Absent

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FY 2024-25	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total Absences	Total Hours
<b>Government &amp; Community Relations Committee</b>	Dark		Dark			Dark		Dark	Dark	Dark		Dark		
George Alvarado		Ab											1	
Cathy Blin		P											0	1.50
Kelley Coleman		P											0	1.50
Juan Hernandez		P											0	1.50
Jennifer Koster		P											0	1.50
Laura Monge		P											0	1.50
Curtis Wang		P											0	1.50
Jodie Agnew-Navarro, VAC Rep		P											0	1.50
													0	1.50

Meeting Time 1.50

P = Present Ab = Absent

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

FY 2024-25	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total	Total
Nominating Committee	Dark		Dark	Dark	Dark	Dark					Dark	Dark	Absences	Hours
Curtis Wang, Chair		P											0	1.00
Sharmila Brunjes		P											0	1.00
Lety Garcia		P											0	1.00
Brian Gatus		P											0	1.00
Juan Hernandez		Ab											1	
Alex Kopilevich		Ab											1	
Ana Quiles		P											0	1.00
Rocio Sigala		P											0	1.00

Meeting Time 1.00  
P = Present Ab = Absent

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

FY 2024-25	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total Absences	Total Hours
Post-Retirement Medical Trust	Dark	Postponed	Dark	Dark	Dark	Dark	Dark	Dark	Dark	Dark		Dark	0	
Ana Quiles, Chair													0	
Brian Gatus													0	
Andrew Ramirez													0	

Meeting Time

P = Present

Ab = Absent

\* = Joined Committee

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

FY 2024-25	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total Absences	Total Hours
Strategic Planning	Dark		Dark	Dark		Dark			Dark	Dark		Dark		
Vivian Seda, Chair		P											0	0.75
Jennifer Koster, Alt. Chair		P											0	0.75
Nicholas Abrahms		P											0	0.75
George Alvarado		Ab											1	
Lety Garcia		Ab											1	
James Henry		P											0	0.75
Juan Hernandez		P											0	0.75
Anna Hurst		Ab											1	
Ana Quiles		P											0	0.75
Octavia Watkins - VAC Rep		P											0	0.75

Meeting Time 0.75

P = Present Ab = Absent

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

FY 2024-25	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total
<b>Vendor Advisory Committee</b>	Dark					Dark						Dark	<b>Absences</b>
Alex Kopilevich, Chair		P											0
Jaklen Keshishyan, Alt. Chair		P											0
Jodie Agnew Navarro		P											0
Masood Babaeian		P											0
Paul Borda		P											0
Andrea Devers		P											0
Cal Enriquez		P											0
Ute Escorcía		P											0
Ricki Macken Chivers		P											0
Vahe Mkrtchian		Ab											1
Daniel Ortiz		Ab											1
Jen Pippard		P											0
Octavia Watkins		P											0
Lisa Williamsen		Ab											1
Sharon Weinberg		P											0

Meeting Time 2.50

P = Present Ab = Absent

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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