



Board of Trustees Meeting

Wednesday, March 12, 2025

6:00 p.m.

Virtual

Board of Trustees Meeting March 12, 2025

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North Los Angeles County Regional Center

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North Los Angeles County Regional Center

Board of Trustees Meeting -

Wednesday, March 12, 2025

6:00 p.m. (Virtual)

Zoom

~AGENDA~

1. **Call to Order & Welcome** (5 min)
2. **Share Impact Story From Individual Served** (5 min)
3. **Housekeeping** (2 min)
 - A. Spanish Interpretation Available
 - B. Public Attendance (please note name in Chat)
 - C. Reminder – Monthly Submission for Childcare/Attendant Care Billing/**All Meeting Invites to Include** BoardSupport@NLACRC.org
 - D. *Update Zoom Screen Name to include full name, board position, and geographic location (SFV, AV, or SCV)
4. **Board Member Attendance/Quorum** (1 min)
5. **Agenda – [APPROVAL]** (1 min)
6. **Public Input & Comments** -Reserved for Agenda Items (3 minutes per comment, 3-person limit) (9 min)
7. **Consent Items** (2 min)
 - A. Approval of Special Board of Trustees Meeting Minutes, February 12, 2025 (1 min)
 - B. Approval of Board of Trustees Meeting Minutes February 12, 2025 (1 min)
8. **Action Items**
 - A. Lindquist, Von Husen & Joyce Presentation of NLACRC's FY2023-24 Audited Financial Statements – Lindquist, Von Husen & Joyce (10 min)
 - B. Approval of the Conflict of Resolution Plan for Jacquie Colton – Betsy Monahan (3 min)
 - C. Approval of Purchase of Services Startup Contracts – Vini Montague (5 min)
 1. Brilliant Corners, PL2188-999 – Contract Amendment
 2. CPP/CRDP Startup Projects, Various Vendors

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- D. Approval of Operations Contract – Vini Montague (5 min)
 - 1. ePlus Technology (Palo Alto Networks)
- E. Approval of the Reviewed NLACRC Whistleblower Policy – Betsy Monahan (5 min)
 - 1. Redlined Copy
 - 2. Clean Copy
- F. Approval of the Reviewed NLACRC Standards of Conduct Policy – Betsy Monahan (5 min)
 - 1. Redlined Copy
 - 2. Clean Copy
- G. Sunset Current Strategic Plan – Angela Pao-Johnson (5 min)
- H. Approval to Move Strategic Planning Committee to an Ad Hoc Committee – Anna Hurst (5 min)
- I. Discussion and Approval of Revised Bylaws to submit to DDS – Sharmila Brunjes (5 min)
- J. Approval of Committee List Updates and Committee Appointments – Sharmila Brunjes (2 min)

9. Committee Business

- A. Financial Reports for October 2024 thru December 2024 – Vini Montague (5 min)

10. Executive Director’s Report (5 min) – Angela Pao-Johnson

11. Self-Determination Program (SDP) Report (4 min) –Silvia Renteria-Haro

- A. SDLVAC Liaison Report
- B. SDP Implementation Report
- C. Next Self Determination Local Advisory Committee Meeting: March 20, 2025, 6:30 p.m.

12. Association of Regional Center Agencies (1 min) – Lety Garcia

- A. No meeting since the February Board Meeting
- B. Next meeting: March 20, 2025

13. Administrative Affairs Committee (2 min) – Anna Hurst

- A. Committee Summary
- B. Monthly HR Report for February 2025
- C. Next meeting: Thursday, April 17, 2025, 6:00 p.m.



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14. **Consumer Advisory Committee** (1 min) – Juan Hernandez/Jose Rodriguez
 - A. Committee Summary
 - B. Next Meeting: Wednesday, April 2, 2025, 3:00 p.m.

15. **Consumer Services Committee** (1 min) – Jennifer Koster
 - A. Committee Summary
 - B. Next Meeting Wednesday, April 16, 2025, 6:00 p.m.

16. **Executive Committee** (1 min) – Juan Hernandez
 - A. Committee Summary
 - B. Next Meeting Thursday, April 24, 2025, 6:00 p.m.

17. **Government & Community Relations Committee** (2 min) – Cathy Blin
 - A. No meeting since the February Board Meeting
 - B. Next Meeting Wednesday, March 19, 2025, 6:00 p.m.

18. **Nominating Committee** (1 min) – Curtis Wang
 - A. Committee Summary
 - B. Next Meeting Wednesday, April 2, 2025, 5:30 p.m.

19. **Post-Retirement Medical Trust Committee** (1 min)
 - A. No meeting since the October Board Meeting
 - B. Next Meeting Thursday, May 22, 2025, 5:30 p.m.

20. **Strategic Planning Committee** (1 min) – Anna Hurst
 - A. Committee Summary
 - B. Next Meeting Monday, May 5, 2025, 6:00 p.m.

21. **Vendor Advisory Committee** (1 min) – Alex Kopilevich
 - A. Committee Summary
 - B. Next Meeting Thursday, March 13, 2025, 9:30 a.m. (Hybrid)

22. **Old Business/New Business** (5 min)
 - A. Board and Committee Meeting Attendance Sheets
 - B. Board and Committee Meetings Time Report
 - C. Updated Acronyms Listing
 - D. Meeting Evaluation Survey Link

23. **Announcements/Information/Public Input** (3 minutes per comment) (9 min)

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A. Reference Documents

1. Board of Trustees Master Calendar
2. Board of Trustees Meeting Schedule
3. Board of Trustees Committee List

B. Next Meeting: Wednesday, April 9, 2025, 6:00 p.m. Hybrid Meeting Antelope Valley Office

- a. Performance Contract will also be reviewed.

24. Adjournment

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

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](#)

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

**Minutes of Special Board of Trustees Meeting
Wednesday, February 12, 2025
6:00 pm**

The Board of Trustees of North Los Angeles County Regional Center, Inc., a nonprofit corporation, held a special board meeting at the NLACRC Chatsworth Office and Zoom on February

Trustees Present

Alex Kopilevich – VAC Chair
Leticia Garcia – ARCA Rep
Sharmila Brunjes- ARCA Alt
George Alvarado –ARCA CAC Rep
Juan Hernandez –ARCA CAC Alt
Anna Hurst
Nicholas Abrahms
Cathy Blin
Laura Monge (Virtual)
Curtis Wang

Trustees Absent

Jennifer Koster

Staff Present

Angela Pao-Johnson
Lindsay Granger
Arezo Abedi
John Van de Riet
Chris Whitlock
Victor Vitalis
Michael Karpman
Betsy Monahan
Silvia Renteria-Haro
Evelyn McOmie
Vini Montague

Guests Present

Tresa Oliveri, DDS Tech
Mark Wolfe, DDS Tech
Aaron Abramowitz,
Council to the Board
Xochitl Gonzalez, DDS
Nicholas Mendoza
Brian Winfield, DDS
Ernie Cruz, DDS
Michie Gates, DDS
Lori Walker, SDLAC
Chair, NLACRC
Christian Villafuerte,
Spanish Translator
Rebecca Ernewein,
Recording Minutes
Solutions

1. **Call to Order & Welcome** – Leticia Garcia, ARCA Representative
Lety called the meeting to order at 6:00 pm.

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

Agenda / 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.

3. **Public Input – Agenda Items**

4. **Action Item**
 - A. Vote to Elect New Members to the Board of Trustees
 1. Applicant – Jason Taketa
 2. Applicant – Jeremy Sunderland
 3. Applicant – Jacquie Colton

Lety Garcia reviewed the information on the proposed Board Nominees.

The Board Nominees introduced themselves, and the current ballot was presented and reviewed. For the election process, Board Support handed out paper ballots to be filled out and provided a link for those that were unable to attend in person. Each attendee would complete the ballot, and Board Support would return and collect them. Once Board Support collected all the paper ballots and received the survey results, the votes were tallied to determine the outcome.

M/S/C (G. Alvarado/A. Ramirez) To approve the Board Nominees as presented.

B. Vote to Elect New Slate of Officers for the Board of Trustees

1. President – Juan Hernandez
2. First Vice President – Sharmila Brunjes
3. Second Vice President – Curtis Wang
4. Secretary – Sharmila Brunjes
5. Treasurer – Anna Hurst

M/S/C (G. Alvarado/C. Blin) To approve the Board Nominees as presented and move on to do the vote.

The Voting for the new slate of Officers for the Board of Trustees followed the same voting format as the previous New Board Members vote. The Slate of Officers ballot was presented and reviewed. Board Support passed out the physical ballots for the board members, who were present in-person, to complete and return to staff. Board member(s) that were not present in-person were sent a link to a survey to cast their vote for the slate of officers for the board. Once all the paper ballots were returned and the results from the online survey available, the votes were tallied for each of the proposed board members for each of the officer positions.

M/S/C (/C. Blin) To approve the ballot for Slate of Officers and move forward to a vote.

The proposed slate of officers to the Board of Trustees was accepted with each of the individuals receiving a majority number of votes in favor for each position.

Election Results:

The New Board of Trustees Members: Jason Taketa, Jeremy Sunderland, and Jacquie Colton

Board of Trustees Officers: Juan Hernandez, *President*, Sharmila Brunjes, *First V.P. and Board Secretary*, Curtis Wang, *Second V.P.*, Anna Hurst, *Board Treasurer*

5. Adjournment

The meeting adjourned at 6:57 pm.

NLACRC Board of Trustees Special Meeting Minutes
February 12, 2025

Submitted by:
Lindsay Granger
Executive Administrative Assistant



DRAFT

NORTH LOS ANGELES COUNTY REGIONAL CENTER (NLACRC)

**MINUTES OF THE BOARD OF TRUSTEES MEETING
HELD AT NLACRC CHATSWORTH OFFICE, 9200 OAKDALE AVENUE STE. 100
CHATSWORTH, CA 91311
FEBRUARY 12, 2025 7:00 P.M.**

BOARD OF TRUSTEES:

Juan Hernandez, Sharmila Brunjes, Curtis Wang, Anna Hurst, George Alvarado, Alex Kopilevich, Leticia Garcia, Cathy Blin, Nicholas Abrahms, Jason Taketa, Jacquie Colton, Jeremy Sunderland, Laura Monge, Jennifer Koster

ABSENT:

STAFF:

Angela Pao-Johnson - Executive Director, Evelyn McOmie, Vini Montague, Betsy Monahan, Megan Mitchell, Chris Whitlock, John Van de Riet, Arezo Abedi, Lindsay Granger, Sandra Rizo, Kim Visokey, *Arshalous Garlanian, Donna Rentsch, Roy Ortega, Ana Maria Parthenis-Rivas, Victor Vitalis, Silvia Renteria-Haro,*

GUESTS:

Mark Wolfe – DDS Tech. Advisor, Tresa Oliveri – DDS Tech Advisor, Xochitl Gonzalez – DDS, Brian Winfield – DDS, Ernie Cruz—DDS, Michie Gates – DDS, Aaron Abramowitz – Council to the Board, Nicholas Mendoza, Christian Villafuerte, Lori Walker, Victoria Berrey, Rebecca Ernewein, Richard Dier

1. CALL TO ORDER

There being a quorum present, and adequate and proper notice of the meeting having been given, the meeting was called to order at 7:09 p.m.

The Chair shared the mission and vision of the NLACRC and reminded attendees of the Board of Trustees Civility Code.

Juan Hernandez introduced themselves as the new Board President and stated their focus on improving the system and ensuring fairness to all NLACRC members. Angela Pao-Johnson spoke to Juan Hernandez's speech and reflected on how their new role as President should help unify the Board going forward.

2. IMPACT STORY FROM INDIVIDUAL SERVED

Angela Pao-Johnson relayed a testimonial from a family of a school age parent expressing gratitude to Iman Dimashki, the Service Coordinator for NLACRC, for their help in getting the family's son the support they needed. The family noted that this contribution made a significant impact.

3. BOARD MEMBER ATTENDANCE/QUORUM

Board members were confirmed in attendance in-person or on Zoom.

4. AGENDA – APPROVAL

On a motion made by George Alvarado, seconded by Alex Kopilevich, it was resolved to approve the agenda as presented.

5. PUBLIC INPUT & COMMENTS—RESERVED FOR AGENDA ITEMS

Richard Dier expressed criticism regarding the Board's onboarding process and the NLACRC demographic data compared to the requirements of the current Board. He provided an overview of his 46 years of association with NLACRC, and requested the Board review their onboarding policies.

Lori Walker expressed gratitude to the Board and NLACRC staff and requested that committee meetings not be scheduled at the same time as the Self-Determination Program meetings, which resulted in members being unable to attend both meetings.

One attendee expressed concerns over a lack of response relating to the NLACRC staff collaboration for Self-Determination program training. Angela Pao-Johnson clarified that the training would be provided by Management with oversight by SDLAC after a meeting with Lori Walker.

6. CONSENT/ACTION ITEMS

On a motion made by George Alvarado, seconded by Sharmila Brunjes, it was resolved to approve all consent items listed on the agenda as presented. Motioned carried.

7. ACTION ITEMS

7.1 Approval of Union Contracts Effective February 19, 2019 to December 18, 2022

On a motion made by Cathy Blin, seconded by Alex Kopilevich, it was resolved to approve the union contracts from February 19, 2019 to December 18, 2022. Motion carried.

7.2 Approval of Union Contracts Effective February 17, 2023 to February 16, 2028

On a motion made by Anna Hurst, seconded by Alex Kopilevich, it was resolved to approve the union contracts from February 17, 2023 to February 16, 2028. Motion carried.

7.3 Approval of Executive Director Performance Evaluation Timeline

On a motion made by Cathy Blin, seconded by Alex Kopilevich, it was resolved to approve the executive director performance evaluation timeline edits. Motion carried.

ACTION – Angela Pao-Johnson will confirm if a review of Board policies is scheduled for the next executive committee meeting.

7.4 Review and Approval of Revisions to Service Standards Early Start Eligibility

On a motion made by Sharmila Brunjes, seconded by George Alvarado, it was resolved to approve the revisions to service standards early start eligibility. Motion carried.

7.5 Approval of Change in Authorized Signers

On a motion made by George Alvarado, seconded by Cathy Blin, it was resolved to approve the addition of the new Board President and Treasurer as authorized signers for the City National bank accounts. Motion carried.

On a motion made by Jennifer Koster, seconded by George Alvarado, it was resolved to remove the previous Board President's name on PMT and UAL bank accounts and replace with Juan Hernandez. Motion carried.

7.6 New Board Member Onboarding Process

On a motion made by Sharmila Brunjes, seconded by Alex Kopilevich, it was resolved to approve the new board member onboarding plan. Motion carried.

On a motion made by Sharmila Brunjes, seconded by Alex Kopilevich, it was resolved to review new items for local bylaws discussed by the Nominating Committee at a prior meeting. Motion carried.

ACTION – Evelyn McOmie is to send an e-mail to all Board members regarding an update to the bylaws based on the new onboarding plan.

7.7 Approval of Attendance Exception for Board of Trustees Member

On a motion made by Sharmila Brunjes, seconded by Cathy Blin, it was resolved to approve George Alvarado's Board meeting absences due to not being provided a final warning by the Board secretary. Motion carried.

George Alvarado acknowledged the absences and confirmed he would pay more attention to Board attendance going forward. It was noted that he resigned from some NLACRC committees to ensure commitment.

7.8 Approval of the Board Training Plan to Submit to DDS

On a motion made by Sharmila Brunjes, seconded by Cathy Blin, it was resolved to tentatively approve the submission of the Board training plan pending submission timelines. Motion carried.

On a motion made by Sharmila Brunjes, seconded by Alex Kopilevich, it was resolved to move July's training date to September. Motion carried.

7.9 Proposed Revision of Bylaws to DDS for Approval

On a motion made by Sharmila Brunjes, seconded by Laura Monge, it was resolved to postpone the approval of the bylaw revision proposal until additional amendments made by DDS and the legal team. Motion carried.

The Board discussed the recent proposed revision of bylaws to DDS. Leticia Garcia expressed concerns about reducing the amount of required NLACRC Board members from 14 to 11, noting the size of the regional center and how it could affect the entire composition of the Board.

Concerns were further raised on the amendment being permanent when the situation is only temporary, and it was noted that the bylaws would require multiple modifications if it were changed again.

The Board discussed amending the bylaw to indicate that it only applies when the member count is below the minimum for a specific period of time. Further concerns were raised about how a time limit could potentially cause the Board to rush to find members as opposed to finding those who would provide more benefit.

A motion was made by Leticia Garcia to reject the bylaw change and then withdrew their motion. Anna Hurst also motioned to amend the bylaw to be raised from 11 to 13 members to allow for a one-person buffer and then rescinded their motion.

8. EXECUTIVE DIRECTOR'S REPORT

Angela Pao-Johnson presented the Executive Director's Report. She highlighted the following items:

- The special incident report timeline indicating NLACRC's adherence to transmitting SIRs to DDS within two business days is an average of 93% across a rolling 12 months.
- NLACRC's recent survey of 50 new hires completing their staff orientation training.
- Marlene Jones is joining NLACRC as the new Recruiting Manager.
- NLACRC is creating another job tier for case management called Associate Service Coordinators.
- NLACRC is in process of hiring Consumer Services Consumer Self-Determination Lead Training specialists
- The Governor's proposed budget is expected to increase by 20.2% reaching a total of \$19 billion, an increase of \$3.2 billion.
- The Office of Management and Budget memo was released on January 26, 2025 and has since been rescinded.
- DDS has allowed regional centers in areas impacted by the Southern California wildfires to apply for Health and Safety Waivers, among additional flexibilities.
- Rate reforms on transportation, Supported Employment Program, and Department of Rehabilitation Supported Employment Program rates.
- SB 138 implementation updates including intake and vendorization standardizations, along with respite services.
- Master plan workgroup updates including person-centered service systems, timely and inclusive services, high-quality workforce, consistent and data-driven systems, and adequate resources for lifelong services.
- NLACRC updates including 805 positions filled for recruitment with 958 positions authorized, multiple outreach programs attended by NLACRC members, and in-depth consumer statistic data.
- A list of upcoming disability organization events and activities.

9. ITEMS 10-21 REPORTS RECEIVED

The Board received the following committee reports for information:

- Self-Determination Program.
- Association of Regional Center Agencies.
- Administrative Affairs Committee.
- Consumer Advisory Committee.
- Consumer Services Committee.
- Executive Committee.
- Government and Community Relations Committee.
- Nominating Committee.
- Post-Retirement Medical Trust Committee.

- Recruiting Committee
- Strategic Planning Committee.
- Vendor Advisory Committee.

As reports were presented, the following speakers offered observations and comments:

- It was confirmed that the Board president, one staff, two vendors and a legislative specialist would be attending the Association of Regional Center Agencies on March 20, 2025
- Juan Hernandez noted a recent emergency alert in Spanish was unintelligible. Angela Pao-Johnson confirmed that the settings had been changed to prevent this issue going forward.
- Evelyn McOmie confirmed a new e-mail announcement would be sent to all Board members regarding changing the Board recognition award back to the Jynny Retzinger Community Service award and would be merged into a new campaign.
- Evelyn McOmie confirmed a list of town hall attendees for the meeting on February 25, 2025 would be sent to the Board, with three members currently confirmed.

10. ANNOUNCEMENTS/INFORMATION/PUBLIC INPUT

Lilian A. Martin, the former Board secretary reminded all in attendance that their purpose is to support consumers and their families and provided contact information for anyone to direct any questions regarding potential investigations.

Aaron Abramowitz thanked all staff service coordinators for their hard work.

11. NEXT MEETING

The date of the next Board of Trustees meeting is to be determined.

12. ADJOURNMENT

The meeting closed at 9:00 p.m.

DISCLAIMER

The above document should be used as a summary of the motions passed and issues discussed at the meeting. This document shall not be considered a verbatim copy of every word spoken at the meeting.

Agenda Item Detail Sheet

ACTION	X
ACTION/CONSENT	_____
DISCUSSION	_____
INFO ONLY	_____

Date: March 12, 2025.

To: Board of Trustees

From: Lindquist, Von Husen & Joyce

Subject: Approval of Lindquist, Von Husen & Joyce Presentation of NLACRC's FY2023-24 Audited Financial Statements

BACKGROUND/GENERAL:

Audited financial statements are required in California's Welfare and Institution Code Section 4639. (a)

“The governing board of a regional center shall annually contract with an independent accounting firm for an audited financial statement. The audit report and accompanying management letter shall be reviewed and approved by the regional center board and submitted to the department within 60 days of completion and before April 1 of each year. Upon submission to the department, the audit report and accompanying management letter shall be made available to the public by the regional center. It is the intent of the Legislature that no additional funds be appropriated for this purpose.”

REASON FOR CURRENT ITEM:

Compliance with the requirements stated above. Lindquist, Von Husen & Joyce will be presenting their findings during the meeting.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

That the Board approve Lindquist, Von Husen & Joyce's FY2023-24 Audited Financial Statements as presented.

**NORTH LOS ANGELES COUNTY
REGIONAL CENTER**

(A California Nonprofit Public Benefit Corporation)

**FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT
YEARS ENDED JUNE 30, 2024 AND 2023**

**TENTATIVE & PRELIMINARY
For Discussion Purposes Only**

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

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* * * *

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

INDEPENDENT AUDITOR'S REPORT

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of North Los Angeles County Regional Center, Inc., a California nonprofit public benefit corporation, which comprise the statements of financial position as of June 30, 2024 and 2023, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements present fairly, in all material respects, the financial position of North Los Angeles County Regional Center, Inc. as of June 30, 2024 and 2023, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

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

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

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated _____, 2025 on our consideration of North Los Angeles County Regional Center's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of North Los Angeles County Regional Center's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering North Los Angeles County Regional Center's internal control over financial reporting and compliance.

**TENTATIVE & PRELIMINARY
For Discussion Purposes Only**

_____, 2025

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

STATEMENTS OF FINANCIAL POSITION

JUNE 30, 2024 AND 2023

	2024	2023
ASSETS		
Current assets:		
Cash and cash equivalents	\$ 26,117,156	\$ 55,089,362
Cash – client trust funds	8,752,337	8,339,548
Receivables:		
Contract receivable – State of California (Note 3)	82,066,383	30,129,661
Receivable from Intermediate Care Facilities	5,480,515	4,818,455
Other receivables and prepaid expenses	84,165,949	68,079,691
Due from State – accrued vacation and other employee benefits (Note 3)	44,481,970	61,323,848
Due from State – equipment financed with debt (Note 4)	771,467	944,317
Total current assets	251,835,777	228,724,882
Right-of-use assets – operating leases (Note 5)	31,391,133	35,382,822
Total assets	\$ 283,226,910	\$ 264,107,704
LIABILITIES AND NET ASSETS		
Current liabilities:		
Accounts payable	\$ 114,412,909	\$ 91,864,346
Accrued expenses	1,861,892	1,860,811
Accrued vacation and other leave benefits (Note 3)	4,253,222	3,363,654
Note payable (Note 4)	771,467	944,317
Retirement health care plan obligation (Note 8)	10,215,401	18,914,599
Pension plan obligation (Note 9)	30,013,347	39,045,595
Unexpended client support	10,264,266	8,774,410
Operating lease liabilities – current portion (Note 5)	5,684,530	5,342,102
Total current liabilities	177,477,034	170,109,834
Operating lease liabilities – net of current portion (Note 5)	25,706,603	30,040,720
Total liabilities	203,183,637	200,150,554
Net assets:		
Without donor restrictions	80,043,273	63,957,150
Total net assets	80,043,273	63,957,150
Total liabilities and net assets	\$ 283,226,910	\$ 264,107,704

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

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

STATEMENTS OF ACTIVITIES

YEARS ENDED JUNE 30, 2024 AND 2023

	<u>2024</u>	<u>2023</u>
Change in net assets without donor restrictions		
Support and revenue:		
Grants – State DDS	\$ 939,932,902	\$ 798,853,449
Intermediate Care Facilities (ICF)	13,830,773	12,707,817
Interest	127,982	48,451
Other income	4,056	5,717
	<u>953,895,713</u>	<u>811,615,434</u>
Expenses:		
Program services:		
Direct client services	940,523,428	799,780,443
Supporting services:		
Management and general	12,870,832	12,219,694
	<u>953,394,260</u>	<u>812,000,137</u>
Change in net deficit before health care and pension plan-related changes other than net period post-retirement benefit income (cost)	501,453	(384,703)
Health care and pension plan-related changes other than net periodic post-retirement benefit income	<u>15,584,670</u>	<u>14,413,409</u>
Change in net assets	16,086,123	14,028,706
Net assets (deficit), beginning of year	<u>63,957,150</u>	<u>49,928,444</u>
Net assets, end of year	<u>\$ 80,043,273</u>	<u>\$ 63,957,150</u>

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

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

STATEMENTS OF FUNCTIONAL EXPENSES

YEARS ENDED JUNE 30, 2024 AND 2023

	2024		
	<i>Program Services</i>	<i>Management and General</i>	<i>Total</i>
Salaries and related expenses:			
Salaries	\$ 41,181,657	\$ 6,530,401	\$ 47,712,058
Employee health and retirement benefits	17,801,469	2,513,278	20,314,747
Payroll taxes	582,565	93,274	675,839
Total salaries and related expenses	59,565,691	9,136,953	68,702,644
Purchase of services:			
Other purchased services	575,436,925	-	575,436,925
Residential services	174,314,894	-	174,314,894
Day program	117,619,802	-	117,619,802
Facility rent	5,642,918	319,579	5,962,497
General expenses	2,420,011	280,769	2,700,780
Equipment purchases	1,843,486	104,653	1,948,139
Contract and consulting services	1,090,808	1,464,984	2,555,792
Communication	1,256,585	110,595	1,367,180
Legal fees	307,422	246,728	554,150
Insurance	386,032	171,372	557,404
Data processing	-	325,699	325,699
Facility maintenance	-	218,147	218,147
Equipment rental	193,123	17,167	210,290
Office expenses	165,788	50,903	216,691
ARCA dues	-	163,823	163,823
Staff travel	255,577	29,599	285,176
Accounting fees	3,500	98,329	101,829
Board expenses	-	107,831	107,831
Printing	18,166	1,221	19,387
Equipment maintenance	2,700	22,480	25,180
Total expenses	\$ 940,523,428	\$ 12,870,832	\$ 953,394,260

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

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

STATEMENTS OF FUNCTIONAL EXPENSES

YEARS ENDED JUNE 30, 2024 AND 2023

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

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

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

STATEMENTS OF CASH FLOWS

YEARS ENDED JUNE 30, 2024 AND 2023

	<u>2024</u>	<u>2023</u>
Cash flows from operating activities:		
Change in net assets	\$ 16,086,123	\$ 14,028,706
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Amortization of right-of-use assets – operating lease	4,590,092	4,204,354
(Increase) decrease in assets:		
Cash – client trust funds	(412,789)	(932,382)
Contract receivable – State of California	(51,936,722)	(7,892,453)
Receivable from Intermediate Care Facilities	(662,060)	(642,617)
Other receivables and prepaid expenses	(16,086,258)	(14,882,456)
Due from State – deferred rent	-	2,488,745
Due from State – accrued vacation and other employee benefits	16,841,878	12,029,423
Increase (decrease) in liabilities:		
Accounts payable	22,548,563	21,876,147
Accrued expenses	1,081	257,733
Accrued vacation and other leave benefits	889,568	124,419
Retirement health care plan obligation	(8,699,198)	(1,021,364)
Pension plan obligation	(9,032,248)	(11,132,478)
Deferred rent liability	-	(2,488,745)
Unexpended client support	1,489,856	990,695
Operating lease liabilities	(4,590,092)	(4,204,354)
	<u>(28,972,206)</u>	<u>12,803,373</u>
Net cash provided by operating activities		
Cash flows from investing activities:		
Reimbursement from State contract for equipment	172,850	196,859
Purchase of equipment	(172,850)	(196,859)
	<u>-</u>	<u>-</u>
Net cash provided by (used in) investing activities		
Increase in cash	(28,972,206)	12,803,373
Cash, beginning of year	<u>55,089,362</u>	<u>42,285,989</u>
Cash, end of year	<u>\$ 26,117,156</u>	<u>\$ 55,089,362</u>
Supplementary information:		
Cash paid for interest	<u>\$ 32,340</u>	<u>\$ 42,806</u>
Noncash investing and financing activities:		
Lease assets obtained in exchange for lease obligations – operating lease	<u>\$ 598,403</u>	<u>\$ 39,587,176</u>

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

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

NOTE 1 – ORGANIZATION AND NATURE OF ACTIVITIES

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

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

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

NOTE 2 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

State of California Contract

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

Under the terms of these contracts, funded expenditures are not to exceed \$993,463,341, \$934,288,443, and \$734,297,364 for the FY 2023-2024, FY 2022-2023, and FY 2021-2022 contract years, respectively, and are subject to budget amendments. As of June 30, 2024, actual net expenditures under the FY 2023-2024, FY 2022-2023, and FY 2021-2022 contracts were \$814,981,115, \$890,697,014, and \$697,411,877, respectively. The unexpended balance under these contracts amounting to \$178,482,226, \$43,591,429, and \$36,885,487 for the FY 2023-2024, FY 2022-2023, and FY 2021-2022 contract years, represents a conditional contribution that will be used to fund expenditures in the next fiscal years until the contract amounts are fully expended or expire. The Center could bill DDS in the future for expenses relating to previous fiscal years if the expenses billed relate to the previous fiscal year. As a result, the Center internally tracks revenue by current year, previous year and second previous year.

Accounting Method

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

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Estimates

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

Basis of Presentation

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

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

The Center had no net assets with donor restrictions as of June 30, 2024 and 2023.

Revenue Recognition:

Contributions

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

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

Federal Grants

U.S. Department of Education

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

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

This grant is conditional upon certain performance requirements and/or the incurrence of allowable qualifying expenses. The Center recognized grants revenue totaling \$694,192 and \$789,556 from this award during the year ended June 30, 2024 and 2023, respectively. Amounts earned and released within the same year under conditional awards are reported as increases in net assets without donor restrictions in the accompanying statements of activities.

Leases

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

Cash and Restricted Cash

Cash is defined as cash in demand deposit accounts as well as cash on hand. Restricted cash are funds restricted as to their use, regardless of liquidity. Cash held in trust for clients is not included in total cash shown on the statement of cash flows. The Center occasionally maintains cash on deposit at a bank in excess of the Federal Deposit Insurance Corporation limit. The uninsured cash balance, including restricted cash, was approximately \$26,712,000 as of June 30, 2024. The Center has not experienced any losses in such accounts.

Contract and Other Receivables

The majority of the Center's receivables represents or relates to the cost-reimbursement contract with DDS. Receivables are recorded at their net realizable value. The Center uses the allowance method to account for uncollectible receivables. Management believes that the receivables are fully collectible and, therefore, has not provided an allowance for doubtful accounts as of June 30, 2024 and 2023.

State Equipment

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

State Equipment purchases for the year ended June 30, 2024 and 2023 totaled \$133,990 and \$109,475, respectively. State Equipment disposals for the year ended June 30, 2024 and 2023 totaled \$426,627 and \$564,601, respectively. The capitalized equipment and reciprocating offset account at June 30, 2024 and 2023 totaled \$4,058,394 and \$4,351,031, respectively.

The Center also owns non-State equipment, including purchases funded by the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act"), which was fully depreciated as of June 30, 2024 and 2023 amounting to \$4,978,291.

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Accrued Vacation, Sick and Other Leave Benefits

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

Post-Retirement Health Care Plan and Pension Plan

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

Income Taxes

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

The Center believes that it has appropriate support for any tax positions taken, and as such, does not have any uncertain tax positions that are material to the financial statements. The Center's federal and state information returns for the years 2020 through 2023 are subject to examination by regulatory agencies, generally for three years and four years after they were filed for federal and state, respectively.

Functional Expenses Allocation

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

Subsequent Events

Management has evaluated subsequent events through _____, 2025, the date on which the financial statements were available to be issued.

NOTE 3 – CONTRACT REIMBURSEMENT RECEIVABLE

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

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Contract reimbursement receivables at June 30, 2024 and 2023 are summarized, as follows:

	<u>2024</u>	<u>2023</u>
Claims submitted:		
Current year	\$ 273,453,538	\$ 238,595,003
Prior year	14,991,123	10,102,195
Second prior year	3,566,536	(99,428)
Third prior year and other receivable	<u>(548,381)</u>	<u>(76,179)</u>
Total	<u>\$ 291,462,816</u>	<u>\$ 248,521,591</u>

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

	<u>2024</u>	<u>2023</u>
Contracts receivable	\$ 291,462,816	\$ 248,521,591
Contract advances	<u>(209,396,433)</u>	<u>(218,391,930)</u>
Net contracts receivable/contract advances	<u>\$ 82,066,383</u>	<u>\$ 30,129,661</u>

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

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

Due from State – accrued vacation and other employee benefits consisted of the following as of June 30, 2024 and 2023 are summarized, as follows:

	<u>2024</u>	<u>2023</u>
Vacation and other employee benefits	\$ 4,253,222	\$ 3,363,654
Retirement health care and pension plan obligation, net of unrecognized loss on pension	<u>40,228,748</u>	<u>57,960,194</u>
	<u>\$ 44,481,970</u>	<u>\$ 61,323,848</u>

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

NOTE 4 – LINE OF CREDIT AND NOTE PAYABLE

In May 2021, the Center obtained a revolving line of credit (LOC) agreement with a bank whereby it may borrow up to \$55,000,000 until the expiration of the agreement on June 30, 2022. In May 2022, the Center amended the LOC agreement by increasing the maximum line amount up to \$60,000,000 and extending the maturity date through June 30, 2023. In June 2023, the Center amended the LOC agreement by increasing the maximum line amount up to \$70,000,000 and extending the maturity date through June 30, 2024. Borrowings are unsecured with interest payable monthly at the greater of the Secured Overnight Financing Rate plus 2.10% or 1% below the bank's prime rate. There was no balance outstanding as of June 30, 2024. The agreement contains affirmative covenants. The Center was in compliance with all covenants as of June 30, 2024. In May 2024, the Center amended the LOC agreement by increasing the maximum line amount up to \$80,000,000 (reduced to \$70,000,000 from September 1, 2024 through February 28, 2025) and extending the maturity date through June 30, 2025.

During March 2021, the Center entered into an equipment financing agreement with a bank to finance a maximum loan amount of \$3,000,000 for costs associated with relocation to a new facility. The Center drew \$1,358,728 under this agreement of which \$771,467 is outstanding as of June 30, 2024 and \$944,317 was outstanding as of June 30, 2023. The note bears interest at a fixed rate of 3.71% with monthly payments of principal and interest of \$18,389, with the final payment due March 31, 2028. The agreement contains affirmative covenants. The Center was in compliance with all covenants as of June 30, 2024.

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

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

	<u>Fiscal year ended June 30,</u>
2025	\$ 195,372
2026	202,739
2027	210,381
2028	<u>162,975</u>
	<u>\$ 771,467</u>

NOTE 5 – OPERATING LEASES

The Center leases office spaces and equipment under operating leases. The leases have remaining lease terms of 2 to 12 years. Rental expense included in operating expenses in 2024 and 2023 was \$5,962,497 and \$5,424,659, respectively.

As of June 30, 2024, the weighted average remaining lease term and discount rate for the operating leases was 6 years and 2.90%, respectively. The lease asset and liability were calculated utilizing the risk-free discount rate according to the Center's elected policy. The options to renew the operating leases were considered when assessing the value of the right-of-use (ROU) assets when the Center is reasonably certain that it will exercise its option to renew a lease.

As of June 30, 2024, the ROU assets had a balance of \$31,391,133, as shown in noncurrent assets on the statement of financial position; the lease liabilities are included in other current liabilities (\$5,684,530) and other long-term liabilities (\$25,706,603).

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

The maturities of lease liabilities are estimated as follows:

	<u>Year ended June 30,</u>
2025	\$ 5,684,530
2026	5,855,066
2027	4,764,994
2028	2,329,045
2029	2,398,915
Thereafter	<u>13,903,436</u>
Total lease payments	34,935,986
Less amount representing interest	<u>(3,544,853)</u>
Present value of lease liabilities	<u>\$ 31,391,133</u>

NOTE 6 – CASH – CLIENT TRUST FUNDS AND UNEXPENDED CLIENT SUPPORT

The Center functions as custodian for the receipt of certain governmental payments and resulting disbursements made on behalf of regional center consumers. These cash balances are segregated from the operating cash accounts of the Center and are restricted for consumer support. Since the Center is acting as an agent in processing these transactions, no revenue or expense is reflected on the accompanying statements of activities. The following is a summary of operating activity not reported in the statements of activities for the years ended June 30, 2024 and 2023:

	<u>2024</u>	<u>2023</u>
Support:		
Social Security and other client support	<u>\$ 8,212,193</u>	<u>\$ 10,254,067</u>
Disbursements:		
Living out of home	\$ 4,013,193	\$ 5,395,351
Other disbursements	<u>4,199,000</u>	<u>4,858,716</u>
	<u>\$ 8,212,193</u>	<u>\$ 10,254,067</u>

NOTE 7 – LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restriction limiting their use, within one year of the statement of financial position at June 30, 2024 and 2023, comprise the following:

	<u>2024</u>	<u>2023</u>
Financial assets at end of year available within one year:		
Cash	\$ 26,117,156	\$ 55,089,362
Contract reimbursement receivable, net of contract advance	82,066,383	30,129,661
Accounts receivable from Intermediate Care Facilities	<u>5,480,515</u>	<u>4,818,455</u>
Financial assets available for general expenditure within one year	<u>\$ 113,664,054</u>	<u>\$ 90,037,478</u>

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

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

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

NOTE 8 – POST-RETIREMENT HEALTH CARE PLAN

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

	<u>June 30, 2024</u>	<u>June 30, 2023</u>
Discount Rate		
Used to determine Net Periodic Benefit Cost	5.20%	4.65%
Used to determine Benefit Obligations	5.50%	5.20%
Long-term Rate of Return on Plan Assets		
Used to determine Net Periodic Benefit Cost	6.00%	6.00%
Used to determine Benefit Obligations	6.00%	6.00%
General inflation	2.30%	2.30%
Health Cost Trend		
Health care cost trend rate assumed for next year	5.59%	10.29%
Rate to which the cost trend is assumed to decline (the ultimate trend rate)	3.75%	4.25%
Year that the rate reaches the ultimate trend rate	2071	2070
Number of Participants		
Active employees	636	610
Retired employees	183	183

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

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

The Center recognizes the post-retirement health care plan liability as the unfunded APBO in its financial statements. All previously unrecognized actuarial gains or losses are reflected in the statement of financial position. The plan items not yet recognized as a component of periodic plan expenses, but included as a separate charge to net assets, are unamortized actuarial net gain of \$27,163,855 and \$19,397,998 for the years ended June 30, 2024 and 2023, respectively.

The pension-related changes other than net periodic pension cost increased net assets by \$7,765,858 and \$1,538,413 for the years ended June 30, 2024 and 2023, respectively.

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

	<u>June 30, 2024</u>	<u>June 30, 2023</u>
Obligations at beginning of year	\$ 50,281,141	\$ 48,354,029
Service cost	2,997,901	2,895,645
Interest cost	2,466,253	2,202,866
Actuarial (gain) loss	(7,077,235)	(1,490,806)
Benefits paid	<u>(1,663,167)</u>	<u>(1,680,593)</u>
Obligations at end of year	<u>\$ 47,004,893</u>	<u>\$ 50,281,141</u>

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

	<u>June 30, 2024</u>	<u>June 30, 2023</u>
Fair value of plan assets at beginning of year	\$ 31,366,542	\$ 28,418,066
Actual return on plan assets	4,001,537	2,819,210
Employer contributions	3,084,580	1,809,859
Benefits paid	<u>(1,663,167)</u>	<u>(1,680,593)</u>
Fair value of plan assets at end of year	<u>36,789,492</u>	<u>31,366,542</u>
Net amount recognized in the statements of financial position	<u>\$ (10,215,401)</u>	<u>\$ (18,914,599)</u>

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

	<u>June 30, 2024</u>	<u>June 30, 2023</u>
Service cost	\$ 2,997,901	\$ 2,895,645
Interest cost	2,466,253	2,202,866
Return on assets	(1,924,635)	(1,708,962)
Amortization of (gains) or losses	<u>(1,338,279)</u>	<u>(1,062,641)</u>
Net periodic post-retirement benefits costs	<u>\$ 2,201,240</u>	<u>\$ 2,326,908</u>

The net accumulated amount recognized as a separate increase in net assets of \$27,163,855 and \$19,397,998 as of June 30, 2024 and 2023, respectively, for prior service cost and unamortized net actuarial gain (loss) does not have an offsetting accrual from the DDS to reflect the future reimbursement of such benefits. The accumulated gain is recognized in prepaid expense and other assets on the statements of financial position.

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

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NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Plan Assets

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

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

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

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

<i>June 30, 2024</i>	<i>Level 1</i>	<i>Level 2</i>	<i>Level 3</i>	<i>Total</i>
Cash and cash equivalents	\$ 973,710	\$ -	\$ -	\$ 973,710
Mutual funds:				
Equity	19,392,081	2,648,226	-	22,040,307
Fixed income	8,638,377	5,137,098	-	13,775,475
Balanced	-	-	-	-
Total	<u>\$ 29,004,168</u>	<u>\$ 7,785,324</u>	<u>\$ -</u>	<u>\$ 36,789,492</u>

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

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

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

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NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

Variability of Estimated APBO

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

Cash Flow Estimates for Future Benefit Payments

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

	<u>Years Ending June 30,</u>
2024	\$ 1,757,040
2025	1,897,059
2026	2,030,251
2027	2,173,443
2028	2,286,056
2029 – 2034	<u>15,552,074</u>
Total	<u>\$ 25,695,923</u>

NOTE 9 – PENSION PLAN

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

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

Employee contributions are approximately 7% of salary and wages. The Center is required to contribute the remaining amount necessary to fund benefits for its employees, using the actuarial basis adopted by the PERS Board of Administration. Total retirement expense for the years ended June 30, 2024 and 2023 was \$3,198,872 and \$2,661,706, respectively.

The actuarial calculations and contribution rates generated by CalPERS are based on various assumptions about long-term demographic and economic trends and behavior. The CalPERS actuarial assumptions and calculations are in accordance with Governmental Accounting Standards Board (GASB) guidance. However, GASB guidance is not applicable to the Center, as the Center is a nonprofit organization where the appropriate generally accepted accounting principles for reporting should be in accordance with Financial Accounting Standards Board (FASB) guidance. In order for the Center to obtain a valuation report in accordance with FASB, the Center has obtained the census data from PERS along with plan asset balances for the fiscal year ended June 30, 2024 and 2023 and had an actuarial valuation performed in accordance with FASB to record the unfunded pension obligation and related pension expense in the statements of financial position and statements of activities, respectively, as of and for the years ended June 30, 2024 and 2023. The actuarial assumptions are summarized below:

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

	<u>June 30, 2024</u>	<u>June 30, 2023</u>
<i>Economic Assumptions</i>		
Discount Rate	5.20%	4.70%
Long-term Rate of Return on Plan Assets	6.80%	6.80%
Salary Increases (annually)	4.00%	4.00%

Number of Participants

Active members	647	610
Transferred members	105	92
Terminated members	504	431
Retired members or beneficiaries	296	289

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

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

	<u>June 30, 2024</u>	<u>June 30, 2023</u>
Unamortized experience loss	\$ 12,596,360	\$ 10,145,991
Unamortized loss from asset return	(471,724)	3,767,772
Unamortized gain from assumption changes	(67,857,229)	(59,398,895)
Amortization amount	3,522,204	1,093,555
End of year gain	<u>(\$ 52,210,389)</u>	<u>\$ (44,391,577)</u>

The pension-related changes other than net periodic pension cost increased net assets by \$7,878,232 and \$12,385,371 for the years ended June 30, 2024 and 2023, respectively.

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

	<u>June 30, 2024</u>	<u>June 30, 2023</u>
Obligations at beginning of year	\$193,767,457	\$ 196,591,469
Service cost	9,015,409	9,375,077
Interest cost	10,042,255	9,175,918
Actuarial gain	(8,458,334)	(16,444,918)
Plan amendment	-	549,045
Experience loss	2,450,369	1,543,386
Benefits and expenses paid	(6,332,195)	(7,022,520)
Obligations at end of year	<u>\$ 200,484,961</u>	<u>\$ 193,767,457</u>

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

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NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

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

	<u>June 30, 2024</u>	<u>June 30, 2023</u>
Fair value of plan assets at beginning of year	\$ 154,721,862	\$ 146,413,396
Actual return on plan assets	14,797,609	9,003,533
Employer and employee contributions	7,284,338	6,327,453
Benefits and expenses paid	<u>(6,332,195)</u>	<u>(7,022,520)</u>
Fair value of plan assets at end of year	<u>170,471,614</u>	<u>154,721,862</u>
Net amount recognized in the statements of financial position	<u>\$ (30,013,347)</u>	<u>\$ (39,045,595)</u>

Net periodic postretirement benefit cost consists of the following components:

	<u>June 30, 2024</u>	<u>June 30, 2023</u>
Service cost	\$ 9,015,409	\$ 9,375,077
Interest cost	10,042,255	9,175,918
Expected return on plan assets	(10,558,113)	(9,936,514)
Amortization of prior service cost	59,420	59,420
Recognized net actuarial gains	<u>(2,428,649)</u>	<u>(1,093,555)</u>
Net periodic post-retirement benefit costs	<u>\$ 6,130,322</u>	<u>\$ 7,580,346</u>

The accumulated net amount recognized as a separate increase to net assets of \$52,210,389 and \$44,391,577 as of June 30, 2024 and 2023, respectively, for unamortized net actuarial gain (loss) does not have an offsetting accrual from the DDS to reflect the future reimbursement of such benefits. Gains are recognized in prepaid expense and other assets and losses are offset with receivables from the State for pension plan on the statements of financial position as of June 30, 2024 and 2023, respectively.

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

	<u>Years Ending June 30,</u>
2025	\$ 7,104,939
2026	7,652,170
2027	8,081,187
2028	8,479,926
2029	9,051,117
2030 - 2034	<u>55,904,430</u>
Total	<u>\$ 96,273,769</u>

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

NOTES TO FINANCIAL STATEMENTS

YEARS ENDED JUNE 30, 2024 AND 2023

NOTE 10 – COMMITMENTS AND CONTINGENCIES

In accordance with the terms of the DDS contract, an audit may be performed by an authorized state representative. Should such audit disclose any unallowable costs, the Center may be liable to the State for reimbursement of such costs. In the opinion of the Center's management, the effect of any disallowed costs would be immaterial to the financial statements as of June 30, 2024 and 2023.

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

Collective Bargaining Agreements

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

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

Unemployment Insurance

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

Legal Matters

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

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

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of North Los Angeles County Regional Center, Inc., which comprise the statement of financial position as of June 30, 2024, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated _____, 2025.

Report on Internal Control Over Financial Reporting

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

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

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We identified certain deficiencies in internal control, described in the accompanying schedule of findings and questioned costs as item Finding No. 2024-001 that we consider to be material weaknesses.

Report on Compliance and Other Matters

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

North Los Angeles County Regional Center, Inc.'s Response to Finding

Government Auditing Standards requires the auditor to perform limited procedures on North Los Angeles County Regional Center, Inc.'s response to the finding identified in our audit and described in the accompanying schedule of findings and questioned costs. North Los Angeles County Regional Center, Inc.'s response was not subjected to the other auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

Purpose of This Report

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

**TENTATIVE & PRELIMINARY
For Discussion Purposes Only**

_____, 2024

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

(A California Nonprofit Public Benefit Corporation)

SCHEDULE OF FINDINGS, QUESTIONED COSTS, AND

RECOMMENDATIONS

YEAR ENDED JUNE 30, 2024

Finding No. 2024-001 – A Significant Amount of Undeposited Checks and Material Reconciling Items between North Los Angeles County Regional Center’s Receivable Balances and Confirmation Reply from DDS

Condition:

The receivable balances of North Los Angeles County Regional Center appeared to be materially different from the confirmation reply from DDS due to several unrecorded claims offsets and undeposited checks. North Los Angeles County Regional Center received DDS claim offset letters in October 2023 and May 2024 amounting to \$217 million which were not recorded until January 2025.

North Los Angeles County Regional Center also received 42 checks from DDS during the fiscal year ended June 30, 2024 which were not deposited until December 2024. These checks total approximately \$9.6 million of undeposited funds as of June 30, 2024.

Criteria:

North Los Angeles County Regional Center is responsible for the preparation and fair representation of the financial statements in accordance with accounting principles generally accepted in the United States of America. Good internal controls over cash include the timely deposit of checks received.

Effect:

The receivable balances from the confirmation reply received from DDS did not match the receivable balances of North Los Angeles County Regional Center for contract years 2023-2024, 2022-2023 and 2021-2022. There is also a risk that checks held but not deposited for more than six months may become stale and must be reissued by DDS.

Cause:

Due to heavy workload demands and challenges, the accounting staff responsible for coding the DDS claim offset letters gave priority to other tasks, and as a result, did not prioritize the task of coding and forwarding the claim offset letters on a timely basis to appropriate staff for recording to the general ledger. The same accounting staff is responsible for coding DDS checks for deposit. Similarly, due to heavy workload demands and challenges, the staff prioritized other tasks and did not code and forward the checks on a timely basis to appropriate staff for deposit and posting to the general ledger.

Recommendation:

Management should strengthen its existing internal controls over cash and claim offset letters by implementing a monthly reconciliation between the records of North Los Angeles County Regional Center and DDS to detect discrepancies earlier.

Views of Responsible Officials and Planned Corrective Actions:

North Los Angeles County Regional Center understands the importance of timely deposits and timely recording of transactions. The unrecorded DDS claim offset letters and undeposited checks were related to a staff performance issue, which has been addressed and resolved. Additionally, North Los Angeles County Regional Center will strengthen our existing internal controls, including implementing procedures to identify when checks have not been forwarded for deposit and procedures for periodic reconciliations with DDS records by a staff member different than the one responsible for coding DDS checks and claim offset letters in order to detect discrepancies earlier.

Agenda Item Detail Sheet

ACTION	X
ACTION/CONSENT	_____
DISCUSSION	_____
INFO ONLY	_____

Date: March 12, 2025.

To: Board of Trustees

From: Betsy Monahan, Human Resources Director and Executive Committee

Subject: Approval of the Conflict of Resolution Plan for Jacquie Colton

BACKGROUND/GENERAL:

Origin of conflicts of interest can be found in Welfare & Institutions Code; Title 17 California Code of Regulations The prohibition against Regional Center employee conflicts of interest originates from 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...”

NLACRC’s current Bylaws Article IV, Section 4, subsection l states:

“If a present or potential conflict of interest is identified for the Executive Director or a board member that cannot be eliminated, a copy of the conflict-of-interest statement and a plan that proposes mitigation measures, including timeframes and actions the regional center governing board or the individual, or both, will take to mitigate the conflict of interest.”

Title 17 of the California Code of Regulations, Section 54533 “Present or Potential Conflict of Interest, Identified, Proposed Conflict Resolution Plan Content, Timelines for Submissions of Proposed Conflict of Resolution Plan” states:

“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 within the regional center or regional center governing board.”

REASON FOR CURRENT ITEM:

Board of Trustee member Jacquie Colton has a potential financial interest in Regional Center operations by virtue of her role as an LVN for ASAP Home Health -, a NLACRC provider;

Ms. Colton is employed with ASAP Home Health, a vendor of North Los Angeles County Regional Center. NLACRC has developed a Conflict of Resolution Plan to address and mitigate any potential conflicts of interest. Once approved by the Board of Trustees, the plan will be submitted to DDS for final approval.

After review and discussion at the February 27, 2025, meeting, the Executive Committee made no changes and recommends that the Board of Trustees approve the of the Conflict-of-Interest Resolution Plan for Ms. Jacquie Colton.

RECOMMENDATIONS:

That the Board approve the Conflict-of-Interest Resolution Plan for Ms. Jacquie Colton, Board of Trustees member.

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

JACQUIE COLTON - 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 Jacquie Colton

Jacquie Colton is a Board Member at North Los Angeles County Regional Center (hereinafter "NLACRC" or "the Regional Center"). NLACRC Executive Director Angela Pao-Johnson confirms that Jacquie Colton is a productive and valued member of the Board of Trustees. Attached as **Exhibit A** is Jacquie Colton'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.

Jacquie Colton has a potential financial interest in Regional Center operations by virtue of her role as an LVN for ASAP Home Health –, a NLACRC provider; Ms. Colton is employed with ASAP Home Health, a vendor of North Los Angeles County Regional Center. This creates a direct conflict for Ms. Colton 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 Jacquie Colton 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 ASAP Home Health 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. Colton's duties and responsibilities as a board member and her roles with ASAP Home Health.

A. Jacquie Colton 's Duties as Board Member

As a board member, Jacquie Colton 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**.

Jacquie Colton's responsibilities as a member of the Board of Trustees of the NLACRC would include, but not be limited to:

1. 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.
2. Membership and attendance on one (1) or more board committees.
3. 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.
4. 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 Executive Administrative Assistant to the board.

5. 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.
6. Completion of a W-9 form by board members who seek reimbursement for childcare or personal care services under the Board Member Support policy.
7. Adherence to the board's Code of Conduct.
8. Attendance at the annual board orientation for all newly seated board members.
9. Participation in board-coordinated trainings and the annual board retreat.
10. 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).
11. Exercise such other powers and perform such other duties as may be prescribed by the Board of Trustees and the bylaws.

B. Jacque Colton's Duties at ASAP Home Health

ASAP Home Health is a service provider to NLACRC that provides the following services:

- In home respite services
- Personal assistance
- Daycare

As an employee of ASAP Home Health, Jacquie Colton provides respite, personal assistance and daycare services solely to her Son, who is an NLACRC consumer.

IV. Conflict Resolution Plan

The Regional Center and its Executive Director, Angela Pao-Johnson, have concluded that Jacquie Colton 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. Colton to remain in her position on the Board of Trustees, but to cease any activity or action that might in any way impact ASAP Home Health. This will eliminate any instance in which Ms. Colton would have to vote, give her opinion, analyze, assess the performance of, or take action for or against ASAP Home Health, and would eliminate any possible action by Ms. Colton to recommend ASAP Home Health or other similar available respite, personal assistance and daycare vendors.

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

1. Ms. Colton will have no interaction as a board member with any matter that might impact ASAP Home Health, and specifically she will recuse herself from any vote on any matter that could impact ASAP Home Health.
2. Ms. Colton will, in every conceivable manner, cease interacting with the Board on any matter that could conceivably impact ASAP Home Health.
3. Ms. Colton 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 ASAP Home Health or any actions creating policy or approaches that would impact ASAP Home Health and other respite, personal assistance and daycare vendors.
4. Ms. Colton will not review or participate as a board member in any discussions, recommendations, or decisions about Purchase of Service (POS) authorizations for ASAP Home Health and other respite, personal assistance and daycare vendors.
5. Ms. Colton 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 ASAP Home Health and other respite, personal assistance and daycare vendors.
6. Ms. Colton will not create, review, or in any way participate as a board member in, any corrective action plans for ASAP Home Health and other respite, personal assistance and daycare vendors.
7. Ms. Colton will not participate as a board member in any discussions, recommendations, action, or resolution of any complaints pertaining to ASAP Home Health and other respite, personal assistance and daycare vendors.
8. Ms. Colton will take no part as a board member in decisions regarding vendor appeals, or fair hearings involving ASAP Home Health and other respite, personal assistance and daycare vendors.
9. Ms. Colton will not as a board member access vendor files or other information the regional center maintains about ASAP Home Health and respite, personal assistance and daycare vendors, either in electronic or hard copy form.
10. Ms. Colton shall not participate as a board member in developing, creating, or recommending any POS policies, or other policies, that might apply to ASAP Home Health and other respite, personal assistance and daycare vendors. Instead, these tasks will become the responsibility of the other board members.
11. Ms. Colton will not be involved as a board member in the negotiation, discussion, obligation or commitment of NLACRC to a course of action


involving ASAP Home Health 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. Colton has no involvement whatsoever in any action or business whatsoever involving or affecting ASAP Home Health and other respite, personal assistance and daycare vendors.
13. These restrictions only apply to ASAP Home Health and policies impacting other respite, personal assistance and daycare vendors. The bulk of Ms. Colton'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 ASAP Home Health. This amounts to a reassignment of a small portion of her duties and will not reduce the value and productivity that Jacquie Colton 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.


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: 

JACQUIE COLTON, NLACRC Board
Member Date: 28/02/25

By: 

Juan Hernandez, Board of Trustees President, NLACRC
Date: 28/02/25

By: 

Angela Pao-Johnson, Executive Director, NLACRC
Date: 28/02/25

Reset Form

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

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

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

Please answer the following questions to the best of your knowledge. If you find a question requires further explanation and/or there is not enough space to thoroughly answer the question, please attach as many additional sheets as necessary, and refer to the question number next to your answer.

You are required to file this Reporting Statement within 30 days of beginning your employment with the regional center or from the date that you are appointed to the regional center board or advisory committee board. You are then required to file an annual Reporting Statement by August 1st of every year while you remain employed with the regional center or while you are a member of the regional center board or advisory committee board.

A. INFORMATION OF REPORTING INDIVIDUAL

Name: Jacquie Colton Regional Center: North Los Angeles County Regional Center

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

Reporting Status: [] Annual [X] New Appointment (date): 02/12/2025
[] Change of Status¹

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

- 1. Please list your job title and describe your job duties at the regional center.
Member of the Board of Trustees

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

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

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

3. Do you or a family member own or hold a position³ in an entity or organization that is a regional center provider or contractor? yes no -- If yes, provide the name of the entity or organization, describe what services it provides for the regional center or regional center consumers, and describe your or your family member's financial interest. **ASAP Home Health provides LVN respite hours for my son which I as an LVN provide**

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

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

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

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

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

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

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

As a NLACRC Board member, I will be responsible for approving contracts over \$250,000.00.

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

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

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

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

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

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

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

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

B. ATTESTATION

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

Signature Jacquie Colton Date 02/12/25

INTERNAL USE ONLY

Date this Statement was received by Reviewer:

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

Signature of Designated Reviewer

Date Review Completed

Betsy Stoneman

2-14-2025

Board Member Responsibilities

The role of the Board of Trustees of the North Los Angeles County Regional Center (NLACRC) is to make policy for the operation of the regional center. Policy is developed through recommendations from board committees and the executive director with final approval from the Board of Trustees.

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

- Attendance, either virtual or in-person, at monthly Board of Trustees meetings, usually held at 6:30 p.m. on the second Wednesday of each month at one of NLACRC's three offices. To be counted as "present", one must attend the meeting for at least 1 hour of the meeting's duration.
- Membership and attendance on one (1) or more board committees.
- Visitation to at least one disability community organization, service provider program/event or legislator/legislative event. Visits to NLACRC vendored programs informs board members 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).
- Board participation and advocacy will be focused on systems issues; issues regarding an individual consumer, family or program will be directed to the Executive Director's Office.
- Identification of any potential conflict of interest as identified in Welfare and Institutions Code, Sections 4626 and 4627 during the board member's term on the board will be reported to the administrative assistant to the board.
- Completion of the Conflict of Interest Statement annually and MediCal Provider Enrollment Form as applicable due to the regional center's funding and contract with the State of California, Department of Developmental Services.
- Completion of a W-9 form by board members who seek reimbursement for childcare or personal care services under the Board Member Support policy.
- Adherence to the board's Code of Conduct policy.
- Attendance at the annual board orientation for all newly seated board members.
- Participation in board-coordinated trainings and the annual board retreat.

Agenda Item Detail Sheet

ACTION	X
ACTION/CONSENT	_____
DISCUSSION	_____
INFO ONLY	_____

Date: March 12, 2025.

To: Board of Trustees

From: Vini Montague, Chief Financial Officer and Administrative Affairs Committee

Subject: Approval of Purchase of Services Startup Contracts, Brilliant Corners, PL2188-999 Contract Amendment

BACKGROUND/GENERAL:

Each Community Placement Plan (“CPP”)/Community Resource Development Plan (“CRDP”) Housing Agreement for Housing Development Organization (“HDO”) to acquire and renovate a property to suit the needs of four (4) individuals with developmental disabilities who require the services of an Enhanced Behavioral Supports Home (“EBSH”).

The Administrative Affairs Committee reviews and monitors contract obligations, reviews and monitors the budget, reports expenditures to the Board, recommends policy in personnel matters regarding hiring, salaries, retention and related issues, and recommends policies affecting other areas of administrative services.

The North Los Angeles County Regional Center’s Administrative Affairs Committee reviewed and discussed the Amendments to the CPP/CRDP Housing Agreement

REASON FOR CURRENT ITEM:

The purpose of the First Amendment was to establish milestones for renovation funding.

The purpose of the Second Amendment is per DDS approval, to increase the Maximum Funding amount by \$30,000.

After review at the February 20, 2025 meeting, the Administrative Affairs Committee recommends the Approval of Purchase of Services Startup Contracts, Brilliant Corners, PL2188-999 Contract Amendment provided in the meeting packet.

FISCAL IMPACT:

The Total Amount of the Contract:

PL2188: CPP Funds

Original Maximum Funding Amount: \$750,000.00

Acquisitions: \$350,000.00

Renovation: \$400,000.00

Revised Maximum Funding Amount: \$984,541.00

Acquisition: \$379,597.00

Renovation: \$604,974.00

RECOMMENDATIONS:

That the Board approve the Purchase of Services Startup Contract with Brilliant Corners, PL2188-999 Contract Amendment as presented.



North Los Angeles County Regional Center

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Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	Second Amendment to CPP/CRDP Housing Agreement, Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	Brilliant Corners Vendor Number: PL2188 (EBSH Ave D10) Service code: 999 Project # NLACRC-2223-4
3.	The Purpose of the Contracts	Each Community Placement Plan (“CPP”)/ Community Resource Development Plan (“CRDP”) Housing Agreement for Housing Development Organization (“HDO”) to acquire and renovate a property to suit the needs of four (4) individuals with developmental disabilities who require the services of an Enhanced Behavioral Supports Home (“EBSH”): 1. PL2188 will be developed as an EBSH with Delayed Egress for adult males: 2 ambulatory, 2 non-ambulatory. The purpose of the First Amendment was to establish milestones for renovation funding. The purpose of the Second Amendment is, per DDS approval, to increase the Maximum Funding Amount by \$30,000.
4.	The Contract Term	Thirty (30) year contract effective June 1, 2023 through the earlier of (1) the date HDO is no longer owner of the Property or (2) May 31, 2053. The termination or expiration of the Agreement shall not affect the continued enforceability of the documents intended to survive its termination.
5.	The Total Amount of the Contract	PL2188: CPP Funds Original Maximum Funding Amount: \$750,000.00 Acquisition: \$350,000.00 Renovation: \$400,000.00 Revised Maximum Funding Amount: \$984,571 Acquisition: \$379,597 Renovation: \$604,974



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		<p>Revised Maximum Funding Amount: \$1,014,571 Acquisition: \$379,597 Renovation: \$634,974</p>
6.	The Total Proposed Number of Consumers Served	EBSH will have a capacity of 4 consumers.
7.	The Rate of Payment or Payment Amount	Payment will be reimbursed to HDO based on performance milestones or on other such terms as required under DDS’s written guidelines.
8.	Method or Process Utilized to Award the Contract.	<p>Brilliant Corners was awarded funding through a Request for Proposal (“RFP”) process.</p> <p>Adult EBSH RFP published by NLACRC on March 30, 2023 and closed on May 3, 2023. Applicant was selected on May 26, 2023.</p>
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	<p>Funding was established in NLACRC’s FY2022-2023 CPP/CRDP approved by DDS on February 1, 2023 and March 9, 2023 and amended on April 19, 2023. The acquisition of the property will be pursuant to DDS CPP/CRDP Housing Guidelines for Fiscal Year 2017-2018, dated July 1, 2017 and DDS CPP/CRDP Guidelines for Fiscal Year 2022-2023, dated September 29, 2022.</p> <p>PL2188: During property acquisition, which has since completed escrow, on June 10, 2024, DDS approved increase to funding of additional \$30,000 FY2024-2025 funds on January 22 and January 29, 2024.</p> <p>The funds will be included in the next allocation.</p>
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	<p>The restrictive covenant on the property acquired by Brilliant Corners for these projects effective September 13, 2024 (PL2186) and (PL2187) do not have a term limit on it.</p> <p>Brilliant Corners is the current owner of the following additional seven (7) permanent housing projects to serve a maximum of thirty (30) consumers:</p> <ol style="list-style-type: none"> 1. ARFPSHN: Babcock Avenue, Valley Village (Commencement date January 1, 2013) 2. SRF: Kelvin Avenue, Woodland Hills (Commencement date June 1, 2014) 3. SRF: Kelvin Avenue, Winnetka (Commencement date April 4, 2013)



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		<ol style="list-style-type: none"> 4. SRF: Mayall Street, Northridge (Commencement date January 1, 2013) 5. EBSH: Wyse Road, Santa Clarita (Commencement date June 1, 2020) 6. EBSH: W Avenue D10, Lancaster (Commencement date Dec. 21, 2023) 7. ARFPSHN: San Jose Street, (Commencement date September 13, 2024) <p>There is a restrictive covenant on each of the above properties that established that the above properties shall be maintained and be utilized solely for the benefit of the individuals with developmental disabilities for a term of 55 years (properties 1 - 4 above) and without term limit (properties 5 - 7).</p> <p>The Funding Agreement (for above properties 1 - 4) and the CPP/CRDP Housing Agreements (for above properties 5 - 7) provide provisions, not included in the Restrictive Covenants, that Brilliant Corners must demonstrate, such as insurance requirements, maintaining records, reporting requirements, improvement requirements, management, repair, and maintenance requirements, and legal remedies if</p>
10.	<p>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation (cont'd)</p>	<p>Brilliant Corners fails to comply with the Funding Agreement/CPP/CRDP Housing Agreements or Restrictive Covenants.</p>
11.	<p>Additional reference:</p>	<p>ARFPSHN: Adult Residential Facilities for Persons with Special Health Care Needs (5-bed facility), as per WIC, Section 4684.50-4684.75. Statute requires that ARFPSHN's have operable automatic fire sprinkler system that is approved by the State Fire Marshal and that meets the national Fire Protection Association (NFPA) and an alternative power source to operate all functions of the facility for a minimum of six (6) hours in the event the primary power source is interrupted. Provide services to individuals with developmental disabilities who require 24-hour care and supervision and who have complex medical and health care service needs. Requires that the provider have licensed professional personnel on staff, such as a RN and LVN that can provide a variety of nursing interventions, including but not limited to tracheostomy care and suctioning, special medication regimes including injection and intravenous medications, management of insulin-dependent diabetes, treatment for wounds or pressure ulcers, pain management and palliative care, etc.</p> <p>EBSH: Enhanced Behavioral Supports Homes (EBSH) (4 bed</p>



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		<p>facility), as per WIC Section 4684.80-4684.87. Provide services to individuals with developmental disabilities who require 24-hour nonmedical care and who required enhanced behavioral supports, staffing and supervision in a homelike setting to support and address a consumer’s challenging behaviors, which are beyond what is typically available in other community facilities licensed as an adult residential facility or a group home. Requires a minimum of 16 hours of emergency intervention training for the service provider’s staff and additional training for direct care staff to address the specialized needs of the consumers.</p> <p>SRF: Specialized Residential Facility-Habilitation (4-bed facility). Provide services to individuals with developmental disabilities who require 24-hour care and supervision and whose needs cannot be appropriately met within the array of other community living options available. Primary services include personal care and supervision services, homemaker, chore, attendant care, companion services, medication oversight to the extent permitted under State law. Incidental services may include therapeutic social and recreational programming provided in a home-like environment, home health care, physical therapy, occupational therapy, speech therapy, medication administration, intermittent skilled nursing services, and/or transportation as specified in the IPP. Provides 24-hour on-site response.</p>
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The North Los Angeles County Regional Center’s (“NLACRC”) Administrative Affairs Committee reviewed and discussed the above Amendments to the CPP/CRDP Housing Agreement (“**Amendments**”) and is recommending an action of the Executive Committee on behalf of the Board of Trustees to **Approve** the Contract.

 Anna Hurst, Board Treasurer

February 20, 2025

 Date



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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 Second Amendment to the CPP/CRDP Housing Agreement (“**Amendment**”, “**Agreement**”, or “**Contract**”) for Brilliant Corners and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Amendments between NLACRC and **Brilliant Corners** was reviewed and approved by NLACRC’s Executive Committee on behalf of the Board of Trustees on **March 12, 2025**.

NLACRC’s Executive Committee on behalf of the Board of Trustees hereby authorized and designates any officer of NLACRC to finalize, execute and deliver the Amendments 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 Amendments shall be conclusively evidenced by the execution of the Amendments by such Officer. For purposes of this authorization, an “Officer” means NLACRC’s Executive Director, Deputy Director, Chief Financial Officer, and Human Resources Director, 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.

Sharmila Brunjes, Board Secretary

March 12, 2025

Date

Agenda Item Detail Sheet

ACTION	X
ACTION/CONSENT	_____
DISCUSSION	_____
INFO ONLY	_____

Date: March 12, 2025.

To: Board of Trustees

From: Anna Hurst, Chair Administrative Affairs Committee

Subject: Approval of Purchase of Services Startup Contracts, CPP/CRDP Startup Projects,
Various Vendors

BACKGROUND/GENERAL:

Allocation, what the contract is for, what it will do – Housing Enhanced Behavioral Supports Homes

The Administrative Affairs Committee reviews and monitors contract obligations, reviews and monitors the budget, reports expenditures to the Board, recommends policy in personnel matters regarding hiring, salaries, retention and related issues, and recommends policies affecting other areas of administrative services.

REASON FOR CURRENT ITEM:

Department of Developmental Services (“DDS”) approval of Community Placement Plan (“CPP”) / Community Developmental Resource Plan (“CRDP”) Start-Up Funds to develop several projects during FY2024/2025 year as listed in the meeting packet.

After review at the February 20, 2025, meeting, the Administrative Affairs Committee recommends the Approval of Purchase of Services Startup Contracts, CPP/CRDP Startup Projects, Various Vendors provided in the meeting packet.

FISCAL IMPACT:

Total approved funding is \$2,850,000.

RECOMMENDATIONS:

That the Board approve the Purchase of Services Startup Contract with CPP/CRDP Startup Projects, Various Vendors as presented.



North Los Angeles County Regional Center

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Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	New Start-up Funding Development Agreements (CPP/CRDP) and CPP Housing Agreements, Purchase of Services (POS)
2.	The Name of Vendor or Service Provider	<p>Department of Developmental Services (“DDS”) approval of Community Placement Plan (“CPP”) / Community Development Resource Plan (“CRDP”) Start-Up Funds to develop the following FY2024/2025 projects:</p> <p>Service code: 999 (start-up development funds)</p> <ol style="list-style-type: none"> 1. Enhanced Behavioral Supports Home (EBSH) for Children PL2410: NLACRC-2425-1 (CRDP) 2. Enhanced Behavioral Supports Home (EBSH) for Adults - Male PL2411: NLACRC-2425-2 (CPP) 3. Enhanced Behavioral Supports Home (EBSH) for Adults – Male, delayed egress PL2412: NLACRC-2425-3 (CPP) 4. Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN) PL2413: NLACRC-2425-4 (CRDP) 5. Housing Development Organization (HDO) to Acquire and Renovate Specialized Residential Facility for Substance Abuse Disorder Treatment PL2414: NLACRC-2425-6 (CPP) 6. Specialized Residential Facility (SRF, Level 7) for Adults with Forensic/Criminal Involvement PL2415: NLACRC-2425-7 (CPP) 7. Housing Development Organization (HDO) to Construct an ADU (2-bed) to be licensed as Specialized Residential Facility (SRF, Level 7) PL2416: NLACRC-2425-8 (CPP)



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2.	<p>The Name of Vendor or Service Provider (continued)</p>	<ul style="list-style-type: none"> 8. EBSH & CCH Service Provider Training Program PL2417: NLACRC-2425-9 (CRDP) 9. Behavioral Day Services PL2418: NLACRC-2425-10(CRDP) 10. Substance Use Disorder Treatment Program PL2419: NLACRC-2425-11 (CRDP) 11. Specialized Residential Facility (SRF, Level 7) for Adults with Nursing Needs PL2420: NLACRC-2425-12 (CPP)
3.		<p>Nine Start-Up Funding Development Agreements</p> <ul style="list-style-type: none"> 1. PL2410: EBSH for Children for 4-bed (3 ambulatory, 1 non-ambulatory) Community Care Licensed EBSH with delayed egress for male/female children with intellectual disability and/or severe behavioral needs needing community placement or deflection from restrictive settings. 2. PL2411: EBSH for Male Adults for 4-bed (2 ambulatory, 2 non-ambulatory) Community Care Licensed EBSH for adult male individuals with intellectual disability and/or severe behavioral needs needing community placement or deflection from Porterville Developmental Center, Canyon Springs, IMDs, or other restrictive setting. 3. PL2412: EBSH for Male Adults for 4-bed (2 ambulatory, 2 non-ambulatory) Community Care Licensed EBSH with delayed egress for adult male individuals with intellectual disability and/or severe behavioral needs needing community placement or deflection from Porterville Developmental Center, Canyon Springs, IMDs, or other restrictive setting. 4. PL2413: ARFPSHN for 5-bed (non-ambulatory) Community Care Licensed ARF for medically fragile male/female individuals with developmental disabilities currently residing in a skilled nursing facility (SNF) to provide 24-hour health



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	<p>3. The Purpose of the Contracts</p>	<p>PL2413 (continued): care and intensive support services to five (5) consumers in a home-like setting.</p> <ol style="list-style-type: none"> 5. PL2415: SRF for 4-bed (2 amb, 2 non-amb) that will specialize in serving adult individuals with developmental disabilities and forensic/criminal involvement who require a structured, licensed setting while working towards transition to a less restrictive residential setting. 6. PL2417: Development of a training program on the regulations, training requirements, and service delivery aspects for qualified providers that have demonstrated a commitment to providing quality residential services with behavioral supports (i.e., Level 4, SRF) that are interested in expanding their services to include EBSH & CCH homes. 7. PL2418: Community Care Licensed Behavioral Day Program with community integration training component will serve a minimum of 30 individuals with significant behavioral challenges and/or forensic involvement, as well as co-occurring mental health diagnoses. 8. PL2419: Outpatient Substance Use Disorder (SUD) Treatment Program licensed by the Department of Health Care Services (DHCS) for individuals with developmental disabilities and will include evidence-based practices that include relapse prevention, treatment, and recovery. 9. PL2420: SRF for 4-bed (non-ambulatory) that will specialize in serving adult individuals who have nursing needs but do not require 24-hour care and are currently been placed in large, congregate skilled nursing facilities due to resource limitations.
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3.	<p>The Purpose of the Contracts (continued)</p>	<p>Two CPP Housing Agreements</p> <ol style="list-style-type: none"> 1. PL2414: Housing Development Organization (HDO) to Acquire and Renovate Specialized Residential Facility 4-bed (2 amb, 2 non-amb), with Delayed Egress, to serve individuals with developmental disabilities, substance abuse and mental health service needs who require a structured, licensed setting while working towards transition to a less restrictive residential setting. 2. PL2416: Housing Development Organization (HDO) to Construct an Accessory Dwelling Unit (2-bed) with secured perimeter to be licensed as Specialized Residential Facility on existing property from FY2223 project to serve individuals with developmental disabilities and forensic/criminal involvement who require a structured, licensed setting while working towards transition to a less restrictive residential setting.
4.	<p>The Contract Term</p>	<p>Start-up Funding Development Agreements: TBD and no later than June 1, 2025. The term will end no later than February 28, 2027.</p> <p>CPP Housing Agreements: Thirty (30) year contracts effective no later than June 1, 2025 through the earlier of (1) the date HDO is no longer owner of the Property or (2) May 31, 2055. The termination or expiration of the Agreement shall not affect the continued enforceability of the documents intended to survive its termination.</p>
5.	<p>The Total Amount of the Contract</p>	<p>Total approved funding: \$2,850,000:</p> <ol style="list-style-type: none"> 1. Enhanced Behavioral Supports Home (EBSH) for Children PL2410: NLACRC-2425-1: \$250,000 2. Enhanced Behavioral Supports Home (EBSH) for Adults - Male PL2411: NLACRC-2425-2: \$250,000 3. Enhanced Behavioral Supports Home (EBSH) for Adults – Male, delayed egress) PL2412: NLACRC-2425-3: \$250,000



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<p>5.</p>	<p>The Total Amount of the Contract (continued)</p>	<ol style="list-style-type: none"> 4. Adult Residential Facility for Persons with Special Health Care Needs PL2413: NLACRC-2425-4: \$250,000 Housing Development Organization (HDO) to Acquire and Renovate Specialized Residential Facility for Substance Abuse Disorder Treatment PL2414: NLACRC-2425-6: Acquisition: \$300,000 Renovation: \$350,000 5. Specialized Residential Facility (Level 7) for Adults with Forensic/Criminal Involvement PL2415: NLACRC-2425-7: \$200,000 6. Housing Development Organization (HDO) to ADU (2-bstd) to be licensed as Specialized Residential Facility (Level 7) PL2416: NLACRC-2425-8: \$500,000 8. EBSH & CCH Service Provider Training Program PL2417: NLACRC-2425-9: \$50,000 9. Behavioral Day Services PL2418: NLACRC-2425-10: \$200,000 10. Substance Use Disorder Treatment Program PL2419: NLACRC-2425-11: \$50,000 11. Specialized Residential Facility (Level 7) for Adults with Nursing Needs PL2420: NLACRC-2425-12: \$200,000
<p>6.</p>	<p>The Total Proposed Number of Consumers Served</p>	<ol style="list-style-type: none"> 1. EBSH for Children: 4 2. EBSH for Male Adults: 4 3. EBSH for Male Adults: 4 4. ARFPSHN: 5 5. HDO to Acquire and Renovate SRF: 4 6. SRF for Adults: 4 7. HDO for ADU Construction: 2 8. EBSH & CCH Provider Training: n/a 9. Behavioral Day Services: 30 10. Substance Use Disorder Treatment Program: 30 11. DRF for Adults: 4 <p>Total: 91 Consumers</p>



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7.	The Rate of Payment or Payment Amount	Payment will be reimbursed to Service Providers based on performance milestones or on other such terms as required under DDS’s written guidelines.
8.	Method or Process Utilized to Award the Contract.	Request for Proposal (“RFP”) was published by NLACRC on November 18, 2024. The submission deadline closes January 18, 2025 and selected applicants will be determined by March 31, 2025.
9.	Method or Process Utilized to Establish the Rate or the Payment Amount	Funding was established in NLACRC’s FY2024-2025 CPP/CRDP approved by DDS on November 7, 2024. The acquisition of the properties will be pursuant to DDS CPP/CRDP Housing Guidelines for Fiscal Year 2018-2019, dated July 16, 2018 and DDS CPP/CRDP Guidelines for Fiscal Year 2024-2025, dated June 25, 2024. The funds will be included in the next allocation.
10.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	Funds must be encumbered by June 30, 2025. Each contract is subject to changes recommended by legal counsel and on such further terms and conditions as any Officer of NLACRC may approve. Any change to award amounts per contract will be approved by DDS.

The North Los Angeles County Regional Center’s (“NLACRC”) Administrative Affairs Committee reviewed and discussed the above Start-up Funding Development Agreements and CPP Housing Agreements (“Contracts”) and is recommending an action of the Board of Trustees to **Approve** the Contract.

Anna Hurst, Board Treasurer

February 20, 2025

Date



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Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the Contract Summary for the above nine Start-up Funding Development Agreements and two CPP Housing Agreements and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the NLACRC’s Board of Trustees has reviewed and discussed the Contract Summary and hereby authorizes any Officer of the NLACRC to execute the above nine Start-up Funding Development Agreements and two CPP Housing Agreements (“**Agreements**” or “**Contracts**”) related to the Department of Developmental Services (“**DDS**”) approved FY2025 CPP/CRDP Plan on **March 12, 2025.**

The NLACRC’s Board of Trustees hereby approves all such Contracts that are related to the DDS-approved Start-Up Funding and Housing Agreements. The NLACRC’s Board of Trustees hereby authorized and designates any officer of NLACRC to finalize, execute and deliver the Contract on behalf of NLACRC, in such form as NLACRC’s legal counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Contract shall be conclusively evidenced by the execution of the Contract by such Officer. For purposes of this authorization, an “Officer” means NLACRC’s Executive Director, Deputy Director, Chief Financial Officer, and Human Resources Director, and no one else.

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

Sharmila Brunjes, Board Secretary

March 12, 2025
Date

Agenda Item Detail Sheet

ACTION	X
ACTION/CONSENT	_____
DISCUSSION	_____
INFO ONLY	_____

Date: March 12, 2025.

To: Board of Trustees

From: Anna Hurst, Chair Administrative Affairs Committee

Subject: Operations Contract with ePlus Technology (Palo Alto Networks)

BACKGROUND/GENERAL:

NLACRC previously purchased Palo Alto XDR software for extended end point protection, which is designed to protect and notify IT of potential cybersecurity threats. This is a new contract for the purpose of Palo Alto MDR Solution through ePlus Technology.

The Administrative Affairs Committee reviews and monitors contract obligations, reviews and monitors the budget, reports expenditures to the Board, recommends policy in personnel matters regarding hiring, salaries, retention and related issues, and recommends policies affecting other areas of administrative services.

REASON FOR CURRENT ITEM:

The purpose of this new contract is to increase our cybersecurity posture.

On February 20, 2025, the Administrative Affairs Committee reviewed the Operations Contract with ePlus Technology (Palo Alto Networks). The committee did not recommend any changes to of the Operations Contract provided in the meeting packet and recommended that it be brought to the Board of Trustees for approval.

FISCAL IMPACT:

Total Amount of the Contract \$425,590.00.

RECOMMENDATIONS:

That the Board approve the Operations Contract with ePlus Technology (Palo Alto Networks) as presented.



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Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	Operations New contract for the purchase of Palo Alto MDR Solution through ePlus Technology
2.	The Name of Vendor or Service Provider	ePlus Technology
3.	The Purpose of the Contract	NLACRC previously purchased Palo Alto XDR software for extended end point protection, which is designed to protect and notify IT of potential cybersecurity threats. To increase our cybersecurity posture, we are looking to add Palo Alto MDR solution, which provides 24/7 monitoring of their XDR solution and acts to mitigate potential threats immediately. The service will allow 24/7 response to any potential threats in addition to NLACRC's IT department.
4.	The Contract Term	February 20, 2025 – February 28, 2028
5.	The Total Amount of the Contract	Maximum contract amount of \$425,590.00
6.	The Rate of Payment or Payment Amount	\$141,863.34/year for 3-year term
7.	Method or Process Utilized to Award the Contract.	NLACRC's IT Director researched various cybersecurity solutions prior to the selection of Palo Alto XDR software. Palo Alto MDR service is considered one of the leaders in the market and was determined by the IT Director to be the optimal cybersecurity solution. NLACRC is currently utilizing Palo Alto firewalls and XDR software to protect our environment. Adding the Palo Alto MDR Solution to provide 24/7 monitoring of the XDR solution would be more effective in comparison to other vendor solutions because it works in conjunction with the Palo Alto firewalls and XDR software to protect and mitigate risks. Other vendor solutions would not have the same level of control on the environment.
8.	Method or Process Utilized to Establish the Rate or the Payment Amount	Usual & Customary Rate
9.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	No



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The North Los Angeles County Regional Center’s (“NLACRC”) Administrative Affairs Committee reviewed and discussed the above ePlus Technology Agreement for the purchase of Palo Alto Networks MDR Solution and is recommending an action of the Board of Trustees to approve the Agreement.

Anna Hurst, Board Treasurer

February 20, 2025

Date



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Contract Summary and Board Resolution

The North Los Angeles County Regional Center (“NLACRC”) Board of Trustees reviewed and discussed the ePlus Technology Agreement for the purchase of Palo Alto Networks MDR Solution.

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the ePlus Technology Agreement (“**Agreement**”) between NLACRC and ePlus Technology was reviewed and discussed by the NLACRC Board of Trustees on **March 12, 2025**.

The NLACRC Board of Trustees hereby authorizes and designates any Officer of NLACRC to execute and deliver the Agreement 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 Agreement shall be conclusively evidenced by the execution of the Agreement by such Officer. For purposes of this authorization, an “Officer” means NLACRC’s Executive Director, Chief Financial Officer, Deputy Director or Human Resources Director, and no one else.

CERTIFICATION BY SECRETARY: I certify that: (i) I am the Secretary of the NLACRC; (ii) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by NLACRC’s Board of Trustees; iii) the Resolution is in full force and has not been revoked or changed in any way.

Sharmila Brunjes, Board Secretary

March 12, 2025

Date

Agenda Item Detail Sheet

ACTION	X
ACTION/CONSENT	_____
DISCUSSION	_____
INFO ONLY	_____

Date: March 12, 2025.

To: Board of Trustees

From: Betsy Monahan, Human Resources Director and Executive Committee

Subject: Approval of Reviewed NLACRC Whistleblower Policy

BACKGROUND/GENERAL:

The Executive Committee’s purpose is to respond to matters of an urgent nature, which call for immediate action or commitment prior to the next scheduled meeting of the Board with all business conducted by the Executive Committee reported at the next Board meeting. The Executive Committee has the power and authority to oversee the performance evaluation and negotiate contracts with the Executive Director of the Regional Center.

At its meeting on February 27, 2025, the Executive Committee reviewed the Legal Reviewed NLACRC Whistleblower Policy provided in the meeting packet.

REASON FOR CURRENT ITEM/DICUSSION:

After review and discussion of the NLACRC Whistleblower Policy, the Executive Committee recommends the Board approve the revisions made to the NLACRC Whistleblower Policy. These changes are indicated with the redlined draft of the policy, and the proposed changes are included in the clean draft of the NLACRC Whistleblower Policy included in the meeting packet.

FISCAL IMPACT (if any):

None.

RECOMMENDATION:

For the Board to approve the updated NLACRC’s Whistleblower Policy as presented.



WHISTLEBLOWER – NLACRC EMPLOYEES AND BOARD MEMBERS

POLICY & PROCEDURE

Category: ORG-MISC

Effective Date:
August 29, 2009

Version No.:
67

Revision Date:
~~August 16,~~
2024 November 21.

NLACRC WHISTLEBLOWER POLICY FOR REPORTS BY EMPLOYEES AND BOARD MEMBERS

1. General Policy

This Whistleblower Policy (“Policy”) is adopted to comply with the Department of Developmental Services (“DDS”) Regional Center/Employee and Board Member Complaint Process Filing and Contact Information Guidelines for Whistleblower Complaints.

For purposes of this Policy, a whistleblower is a regional center employee or a member of the Board of Trustees (which also may be referred to as the trustee(s) or Board member(s)), who in good faith¹ reports, raises a concern, asks questions, or makes a complaint about any “improper regional center activity” and/or “improper vendor/contractor activity,” as defined in this Policy below, committed by a regional center, an employee, a trustee, or a vendor/contractor.

Our continued success relies on maintaining a work environment that promotes integrity and trust. We seek to earn and maintain the trust of our community, employees, consumers, family members, vendors and regulators. To that end, we strive to maintain the highest standards of ethical and legally compliant behavior in all of our activities, avoiding actions that could lead to even the appearance of violations of the law or improper regional center activity or improper vendor/contractor activity as defined in this Policy below.

Whistleblower complaints, for purposes of this Policy, are defined as the reporting in good faith (~~–defined below at section 5.1~~) of an “improper regional center activity” or “improper vendor/contractor activity.”

An “improper regional center activity” means an activity by a regional center, or an employee, officer or board member of a regional center, in the conduct of regional center business, that

¹ [For purposes of this policy, reporting in “good faith” means making a genuine attempt to provide honest and accurate information about violations of the law, improper regional center activity or vendor/contract activity, as defined by this Policy, even if the information proves to be unsubstantiated or mistaken.](#)

WHISTLEBLOWER – NLACRC EMPLOYEES AND BOARD MEMBERS	Version No. 57	Revision Date: August 15 November 21, 2024
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is a violation of state or federal law or regulation; violation of contract provisions; fraud or fiscal malfeasance; misuse of governmental property or constitutes gross misconduct, incompetency, or inefficiency.

An “improper vendor/contractor activity” means an activity by a vendor/contractor, or an employee, officer, or board member of a vendor/contractor, in the provision of State funded services, that is a violation of a state or federal law or regulation; violation of contract provisions; fraud or fiscal malfeasance; misuse of government property; or constitutes gross misconduct, incompetency, or inefficiency.

This Policy protects employees and [Board](#) trustees from any form of retaliation for the good faith reporting of an improper activity as defined above. In short, no adverse action will be taken against the person filing the complaint simply because a complaint has been filed in good faith.

2. Individual Responsibility

Legal compliance and ethical conduct are everyone’s responsibility. All employees of NLACRC (i.e., NLACRC employees based in the San Fernando Valley, Antelope Valley, and Santa Clarita Valley offices) as well as [NLACRC board trustees](#), [no matter where they may be working from](#), have an obligation to comply with this policy and to report any suspected or actual violation of the law and any improper conduct as defined above – by any employee, board member or vendor/contractor of a regional center. [There is a separate policy for whistleblower reports \[ADD TITLE RE: WB for vendors, contractors and others if we want to continue second policy\]](#).

Commented [GLS1]: Does NLACRC want to maintain two policies? As noted above, we can combine or have two. Not sure if there was a reason NLACRC chose two.

3. [Additional Responsibilities of Leaders](#)

[Leadership, managers and others who supervise employees have additional responsibilities, listed below. One of the most important responsibilities of Leaders is taking action if they receive a report or observe or experience conduct that violates this Policy.](#)

[It is especially important for leaders, managers and those who supervise employees to understand that while employees may make a report under this policy in writing, a written complaint or otherwise specific format is not required. Employees making reports pursuant to this Policy may do so informally and the following should be considered as making a report upon which the leader must act: raising concern\(s\), asking question\(s\), or complaining about violations of the law, Company policy, or improper regional center activity or improper vendor/contractor activity as defined in this Policy. Leaders may also observe, or experience,](#)

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Category: ORG-MISC		

conduct that may be in violation of this Policy. In such instances, leaders must act by reporting it to the appropriate Compliance Officer or Human Resources Director listed in 4a below.

Not only are leadership, managers and others who supervise employees expected to comply with this Policy, but they are also expected to:

- **Lead by example.** Exemplify high standards of ethical business conduct in both spoken words and actions. Your team members will follow your lead.
- **Be a resource for others.** Discuss this Policy with employees and others as appropriate to reinforce the importance of ethical behavior and compliance.
- **Promote respect and compliance.** Create an environment in which employees are comfortable asking questions or raising issues.
- **Respond quickly and effectively.** When a concern is brought to your attention, make sure that it is treated seriously and with due respect for everyone involved.
- **Support those who raise a concern.** Never take or allow retaliatory action against someone for reporting a concern or suspected violation in good faith.

4. Procedures For Making a Report

All employees and Board Members have a responsibility to report, in good faith, any violations or suspected improper activity as defined in this Policy as well as any suspected retaliation, any of NLACRC’s internal policies or procedures, or any laws or regulations.

We encourage employees to speak up with concerns without fear of retaliation.

4.1 You may raise any questions or report any suspected or actual violations of law, improper activity as defined in this Policy, or other internal policies or procedures, including doing so anonymously, via:

- (1) The Compliance Officer (who is the Human Resources Director), or Human Resources as listed below;
- (2) Executive Director

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(3) DDS;

(4) Board of Trustees or Executive Committee

a. North Los Angeles County Regional Center

An individual who wishes to file a complaint with Human Resources may contact:

- Human Resources Director
Phone: (818) 756-6125
Fax: (818) 756-6440
Email: whistleblower@nlacrc.org
9200 Oakdale Avenue, Suite 100
Chatsworth, CA 91311

b. Board of Trustees, Executive Committee or Specific Officer of the Board

To make a complaint to the Board of Trustees, the Board’s Executive Committee, or to a specific officer of the board (e.g., President, Immediate Past President, 1st Vice-President, 2nd Vice President, Treasurer, or Secretary), the contact information is as follows:

- Board of Trustees or Board of Trustees’ Executive Committee
(Please specify what officer of the Board of Trustees you wish to send your complaint to, if applicable.)
Phone: (818) 756-6118
Fax: (818) 756-6140
Email: boardsupport@nlacrc.org
9200 Oakdale Ave, Suite 100
Chatsworth, CA 91311

c. Department of Developmental Services (DDS)

A Whistleblower complaint may be filed with DDS by contacting:

- [Office of Community Appeals and Resolutions](#)
Phone: (833) 538-3723
Fax: (916) 654- 3641
Email: Appeals@dds.ca.gov

<p align="center">WHISTLEBLOWER – NLACRC EMPLOYEES AND BOARD MEMBERS</p>	<p align="center">Version No. 57</p>	<p align="center">Revision Date: August 15 November 21, 2024</p>
<p align="center">Category: ORG-MISC</p>		

1215 O Street, MS 8-20
Sacramento, CA 95814

This process is only for the Regional Center or Vendor/Contractor Whistleblower complaints as described in this document. DDS has a variety of complaint and appeal processes available to vendors/contractors, agencies, facilities, parents, and consumers. These include Consumer Rights Complaints; Early Start Complaints, Due Process Requests, and Mediation Conference Requests; Lanterman Act Fair Hearing Requests; Title 17 Complaints; Citizen Complaints and Comments.

See <http://www.dds.ca.gov/Complaints/Home.cfm> for list

Each of these complaint and appeal processes has separate and distinct procedures for resolution.

4.2 The Compliance Officer or the Board of Trustees will notify the sender to acknowledge receipt of the complaint and provide an assigned investigation case number within five (5) business days.

4.23 We will need a clear and concise statement of the alleged improper activity and any evidence you have to support the allegation. Complaints under this Policy may be written or oral, but in either form should provide as much detail as possible about the conduct being reported. While NLACRC prefers for complaints to be made in writing for administrative reasons, there is no required complaint form. If the Compliance Officer, supervisor and/or manager receives or has only verbal information regarding the reported concern under this Policy, all details of the report must be reported to NLACRC’s whistleblower hotline contact information, discussed above in section 4a.-.

If you do not provide a name or other information (witnesses or documents) that clearly identifies the person you are alleging has engaged in improper activity, and the regional center or vendor/contractor where that person works or is a board member, we may not have sufficient information to investigate. Copies of documents, rather than originals, should be submitted, as they cannot be returned.

Although complaints may be filed anonymously (see section 4.1), if insufficient information is provided and we have no means to contact you, we may not be able to investigate your allegation.

<p align="center">WHISTLEBLOWER – NLACRC</p> <p align="center">EMPLOYEES AND BOARD MEMBERS</p>	<p align="center">Version No.</p> <p align="center">57</p>	<p align="center">Revision Date:</p> <p align="center">August 15 November 21, 2024</p>
<p align="center">Category: ORG-MISC</p>		

It is extremely difficult and often impossible to investigate if insufficient information is provided and we have no means to contact you to gather facts. In such cases, NLACRC may not be able to effectively evaluate or investigate the allegations absent sufficient detail.

4.34 NLACRC encourages employees and board members to notify the Compliance Officer in good faith when they have reason to believe that any “improper regional center activity” and/or “improper vendor/contractor activity,” as those terms are defined in part 1 of this policy, has occurred.

[NLACRC requires managers and supervisors to report information they have that provides reason to believe activity in violation of this Policy has occurred to the Compliance Officer or appropriate alternate reporting option.](#)

4.5 [The Center may seek an appropriate impartial party, such as arbitrator, organizational ombudsman, investigator, mediator or the Center’s outside legal counsel, to investigate suspected improper activity and to make recommendations to the Center. The Center will inform the Board’s Executive Committee of recommendations by the appropriate impartial party, including appropriate corrective action, during scheduled Executive Committee meetings, no less than annually and when stipulated, on a monthly basis.](#)

5. No Retaliation

5.1 NLACRC strictly prohibits retaliation against any person who reports, in good faith, a suspected or actual violation of law, this policy or other regional center policies and procedures. Reporting “in good faith” means making a genuine attempt to provide honest and accurate information, even if the information proves to be unsubstantiated or mistaken.

NLACRC also prohibits retaliation because of an individual’s participation in an Agency investigation. Anyone who engages in retaliatory conduct will be subject to disciplinary action, including termination of employment or engagement.

[Bottom Line: There is no room in our culture for retribution against anyone who acts in good faith when they ask questions, raise concerns, make a complaint, or participate in an investigation.](#)

WHISTLEBLOWER – NLACRC EMPLOYEES AND BOARD MEMBERS	Version No.	Revision Date:
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NLACRC takes reports of violations of law, this Policy, or Agency policy very seriously. Employees who falsify such reports or who provide false information in an Agency investigation will be subject to corrective action, up to and including termination of employment or engagement.

[There is an expectation and entitlement to an environment free of retaliation for bringing forward good faith complaints under this Policy, as well as for protected complaints protected under applicable federal, state and local law.](#)

If you believe you have experienced retaliation for making a good faith complaint under this Policy, you should report the matter immediately, and any such report will be addressed [as a separate incident of “improper regional center activity” to be investigated under the report and investigation process previously discussed above.](#)

5.2 The Regional Center will provide to DDS every 30 days, a report of whistleblower complaints received under this Policy. This report shall contain, at a minimum, the following information for each complaint submitted: (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; and (7) Corrective action taken, if applicable.

6. Confidentiality

NLACRC will do everything possible to maintain the confidentiality of a complainant making a whistleblower complaint *if the complainant requests confidentiality* without impeding the investigation. However, in the rare circumstances, determined on a case by case basis, where NLACRC is unable to maintain confidentiality due to its statutory responsibilities (for example, including ensuring the health and safety of consumers and regional center contract compliance; need to conduct a good faith and thorough investigation; or to comply with other laws and obligations to investigate, address and correct alleged improper activity), NLACRC will attempt to inform the complainant of its need to disclose certain information prior to releasing identifying information. Additionally, the identity of the complainant may be revealed to appropriate law enforcement agencies conducting a criminal investigation.

<p align="center">WHISTLEBLOWER – NLACRC</p> <p align="center">EMPLOYEES AND BOARD MEMBERS</p>	<p align="center">Version No.</p> <p align="center">57</p>	<p align="center">Revision Date:</p> <p align="center">August 15 November 21, 2024</p>
<p align="center">Category: ORG-MISC</p>		

Notwithstanding the required language of the DDS in this Policy, nothing in this Policy should be interpreted as, and the NLRCRC will not apply or enforce the Policy to interfere with, restrain or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act, which guarantees covered individuals the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, as well as the right to refrain from any or all such activities.

7. State Directive

This Policy is Consistent with the State’s Directive Entitled “Department of Developmental Services Whistleblower Complaint Process,” dated July 28, 2010, and does all of the following:

- Allows for multiple employees within the Regional Center to be available to accept complaints.
- Includes the required process to access the Board of Directors for the purpose of filing complaints.
- Ensures that the Policy clearly indicates that the regional center will not retaliate against any complainant.
- Ensures that a process is in place to investigate and take appropriate action on complaints, including complaints of retaliation.
- Addresses complainant confidentiality, consistent with the State’s Whistleblower Policy, including consumer health and safety.

8. Notification and Dissemination of Policy

NLACRC will provide for the notification of employees and board members by either hard copy or electronic/digital distribution, of the existence of both NLACRC’s and DDS’s Whistleblower policies and requirement for posting and maintaining this Policy prominently on NLACRC’s website within thirty (30) days of the effective date of the Policy, and annually thereafter. In addition, NLACRC will ensure that the regional center’s and DDS’s Whistleblower Policies are

<p align="center">WHISTLEBLOWER – NLACRC EMPLOYEES AND BOARD MEMBERS</p>	<p align="center">Version No. <u>57</u></p>	<p align="center">Revision Date: <u>August</u> <u>15 November</u> <u>21, 2024</u></p>
<p align="center">Category: ORG-MISC</p>		

posted prominently on the regional center’s website within thirty (30) days after being adopted.


NLACRC also will:

- Inform, as part of eligibility determination and vendorization processes, all new clients/families and new vendors of the regional center’s and the DDS’s Whistleblower policies.
- Review this Policy and provide, at minimum, annual training to all board members regarding the regional center’s governing board’s approved Whistleblower Policy to include, but not be limited to the board’s role in implementing the policy.
- Submit to DDS by December 15 of each year, a proposed comprehensive board training plan for the next calendar year with training topics to include, at a minimum a review of board governance (e.g., board members’ role and responsibilities), conflict of interest and whistleblower policies, and linguistic and cultural competency.
- Utilize other communication mechanisms in use at NLACRC to provide notification to employees, board members, consumers/families, and vendor community of the existence of both NALCRC’s and DDS’s Whistleblower complaint process and the right to make reports of improper activity to the DDS.

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<p align="center">Category: ORG-MISC</p>		

ACKNOWLEDGMENT AND AGREEMENT TO COMPLY

I acknowledge that I have read and understand this Policy. I understand that compliance with this Policy is a condition of employment and also a condition of Board Membership at NLACRC.

	WHISTLEBLOWER – NLACRC EMPLOYEES AND BOARD MEMBERS		
	POLICY & PROCEDURE		
Category: ORG-MISC	Effective Date: August 29, 2009	Version No.: 7	Revision Date: November 21, 2024

NLACRC WHISTLEBLOWER POLICY FOR REPORTS BY EMPLOYEES AND BOARD MEMBERS

1. General Policy

This Whistleblower Policy (“Policy”) is adopted to comply with the Department of Developmental Services (“DDS”) Regional Center/Employee and Board Member Complaint Process Filing and Contact Information Guidelines for Whistleblower Complaints.

For purposes of this Policy, a whistleblower is a regional center employee or a member of the Board of Trustees (which also may be referred to as the trustee(s) or Board member(s)), who in good faith¹ reports, raises a concern, asks questions, or makes a complaint about any “improper regional center activity” and/or “improper vendor/contractor activity,” as defined in this Policy below, committed by a regional center, an employee, a trustee, or a vendor/contractor.

Our continued success relies on maintaining a work environment that promotes integrity and trust. We seek to earn and maintain the trust of our community, employees, consumers, family members, vendors and regulators. To that end, we strive to maintain the highest standards of ethical and legally compliant behavior in all of our activities, avoiding actions that could lead to even the appearance of violations of the law or improper regional center activity or improper vendor/contractor activity as defined in this Policy below.

Whistleblower complaints, for purposes of this Policy, are defined as the reporting in good faith (defined below at section 5.1) of an “improper regional center activity” or “improper vendor/contractor activity.”

An “improper regional center activity” means an activity by a regional center, or an employee, officer or board member of a regional center, in the conduct of regional center business, that is a violation of state or federal law or regulation; violation of contract provisions; fraud or

¹ For purposes of this policy, reporting in “good faith” means making a genuine attempt to provide honest and accurate information about violations of the law, improper regional center activity or vendor/contract activity, as defined by this Policy, even if the information proves to be unsubstantiated or mistaken.

<p align="center">WHISTLEBLOWER – NLACRC EMPLOYEES AND BOARD MEMBERS</p>	<p align="center">Version No. 7</p>	<p align="center">Revision Date: November 21, 2024</p>
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fiscal malfeasance; misuse of governmental property or constitutes gross misconduct, incompetency, or inefficiency.

An “improper vendor/contractor activity” means an activity by a vendor/contractor, or an employee, officer, or board member of a vendor/contractor, in the provision of State funded services, that is a violation of a state or federal law or regulation; violation of contract provisions; fraud or fiscal malfeasance; misuse of government property; or constitutes gross misconduct, incompetency, or inefficiency.

This Policy protects employees and Board trustees from any form of retaliation for the good faith reporting of an improper activity as defined above. In short, no adverse action will be taken against the person filing the complaint simply because a complaint has been filed in good faith.

2. Individual Responsibility

Legal compliance and ethical conduct are everyone’s responsibility. All employees of NLACRC (i.e., NLACRC employees based in the San Fernando Valley, Antelope Valley, and Santa Clarita Valley offices) as well as NLACRC board trustees, no matter where they may be working from, have an obligation to comply with this policy and to report any suspected or actual violation of the law and any improper conduct as defined above – by any employee, board member or vendor/contractor of a regional center. There is a separate policy for whistleblower reports [ADD TITLE RE: WB for vendors, contractors and others if we want to continue second policy].

Commented [GLS1]: Does NLACRC want to maintain two policies? As noted above, we can combine or have two. Not sure if there was a reason NLACRC chose two.

3. Additional Responsibilities of Leaders

Leadership, managers and others who supervise employees have additional responsibilities, listed below. One of the most important responsibilities of Leaders is taking action if they receive a report or observe or experience conduct that violates this Policy.

It is especially important for leaders, managers and those who supervise employees to understand that while employees may make a report under this policy in writing, a written complaint or otherwise specific format is not required. Employees making reports pursuant to this Policy may do so informally and the following should be considered as making a report upon which the leader must act: raising concern(s), asking question(s), or complaining about violations of the law, Company policy, or improper regional center activity or improper vendor/contractor activity as defined in this Policy. Leaders may also observe, or experience, conduct that may be in violation of this Policy. In such instances, leaders must act by reporting it to the appropriate Compliance Officer or Human Resources Director listed in 4a below.

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Not only are leadership, managers and others who supervise employees expected to comply with this Policy, but they are also expected to:

- **Lead by example.** Exemplify high standards of ethical business conduct in both spoken words and actions. Your team members will follow your lead.
- **Be a resource for others.** Discuss this Policy with employees and others as appropriate to reinforce the importance of ethical behavior and compliance.
- **Promote respect and compliance.** Create an environment in which employees are comfortable asking questions or raising issues.
- **Respond quickly and effectively.** When a concern is brought to your attention, make sure that it is treated seriously and with due respect for everyone involved.
- **Support those who raise a concern.** Never take or allow retaliatory action against someone for reporting a concern or suspected violation in good faith.

4. Procedures For Making a Report

All employees and Board Members have a responsibility to report, in good faith, any violations or suspected improper activity as defined in this Policy as well as any suspected retaliation, any of NLACRC’s internal policies or procedures, or any laws or regulations.

We encourage employees to speak up with concerns without fear of retaliation.

4.1 You may raise any questions or report any suspected or actual violations of law, improper activity as defined in this Policy, or other internal policies or procedures, including doing so anonymously, via:

- (1) The Compliance Officer (who is the Human Resources Director), or Human Resources as listed below;
- (2) Executive Director
- (3) DDS;

WHISTLEBLOWER – NLACRC EMPLOYEES AND BOARD MEMBERS	Version No. 7	Revision Date: November 21, 2024
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(4) Board of Trustees or Executive Committee

a. North Los Angeles County Regional Center

An individual who wishes to file a complaint with Human Resources may contact:

- Human Resources Director
Phone: (818) 756-6125
Fax: (818) 756-6440
Email: whistleblower@nlacrc.org
9200 Oakdale Avenue, Suite 100
Chatsworth, CA 91311

b. Board of Trustees, Executive Committee or Specific Officer of the Board

To make a complaint to the Board of Trustees, the Board’s Executive Committee, or to a specific officer of the board (e.g., President, Immediate Past President, 1st Vice-President, 2nd Vice President, Treasurer, or Secretary), the contact information is as follows:

- Board of Trustees or Board of Trustees’ Executive Committee
(Please specify what officer of the Board of Trustees you wish to send your complaint to, if applicable.)
Phone: (818) 756-6118
Fax: (818) 756-6140
Email: boardsupport@nlacrc.org
9200 Oakdale Ave, Suite 100
Chatsworth, CA 91311

c. Department of Developmental Services (DDS)

A Whistleblower complaint may be filed with DDS by contacting:

- Office of Community Appeals and Resolutions
Phone: (833) 538-3723
Fax: (916) 654- 3641
Email: Appeals@dds.ca.gov
1215 O Street, MS 8-20

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Sacramento, CA 95814

This process is only for the Regional Center or Vendor/Contractor Whistleblower complaints as described in this document. DDS has a variety of complaint and appeal processes available to vendors/contractors, agencies, facilities, parents, and consumers. These include Consumer Rights Complaints; Early Start Complaints, Due Process Requests, and Mediation Conference Requests; Lanterman Act Fair Hearing Requests; Title 17 Complaints; Citizen Complaints and Comments.

See <http://www.dds.ca.gov/Complaints/Home.cfm> for list

Each of these complaint and appeal processes has separate and distinct procedures for resolution.

- 4.2 The Compliance Officer or the Board of Trustees will notify the sender to acknowledge receipt of the complaint and provide an assigned investigation case number within five (5) business days.
- 4.3 **We will need a clear and concise statement of the alleged improper activity and any evidence you have to support the allegation.** Complaints under this Policy may be written or oral, but in either form should provide as much detail as possible about the conduct being reported. While NLACRC prefers for complaints to be made in writing for administrative reasons, there is no required complaint form. If the Compliance Officer, supervisor and/or manager receives or has only verbal information regarding the reported concern under this Policy, all details of the report must be reported to NLACRC’s whistleblower hotline contact information, discussed above in section 4a..

If you do not provide a name or other information (witnesses or documents) that clearly identifies the person you are alleging has engaged in improper activity, and the regional center or vendor/contractor where that person works or is a board member, we may not have sufficient information to investigate. Copies of documents, rather than originals, should be submitted, as they cannot be returned.

Although complaints may be filed anonymously (see section 4.1), if insufficient information is provided and we have no means to contact you, we may not be able to investigate your allegation.

It is extremely difficult and often impossible to investigate if insufficient information is provided and we have no means to contact you to gather facts. In such cases, NLACRC

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may not be able to effectively evaluate or investigate the allegations absent sufficient detail.

4.4 NLACRC encourages employees and board members to notify the Compliance Officer in good faith when they have reason to believe that any “improper regional center activity” and/or “improper vendor/contractor activity,” as those terms are defined in part 1 of this policy, has occurred.

NLACRC requires managers and supervisors to report information they have that provides reason to believe activity in violation of this Policy has occurred to the Compliance Officer or appropriate alternate reporting option.

4.5 The Center may seek an appropriate impartial party, such as arbitrator, organizational ombudsman, investigator, mediator or the Center’s outside legal counsel, to investigate suspected improper activity and to make recommendations to the Center. The Center will inform the Board’s Executive Committee of recommendations by the appropriate impartial party, including appropriate corrective action, during scheduled Executive Committee meetings, no less than annually and when stipulated, on a monthly basis.

5. No Retaliation

5.1 NLACRC strictly prohibits retaliation against any person who reports, in good faith, a suspected or actual violation of law, this policy or other regional center policies and procedures. Reporting “in good faith” means making a genuine attempt to provide honest and accurate information, even if the information proves to be unsubstantiated or mistaken.

NLACRC also prohibits retaliation because of an individual’s participation in an Agency investigation. Anyone who engages in retaliatory conduct will be subject to disciplinary action, including termination of employment or engagement.

Bottom Line: There is no room in our culture for retribution against anyone who acts in good faith when they ask questions, raise concerns, make a complaint, or participate in an investigation.

NLACRC takes reports of violations of law, this Policy, or Agency policy very seriously. Employees who falsify such reports or who provide false information in an Agency

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investigation will be subject to corrective action, up to and including termination of employment or engagement.

There is an expectation and entitlement to an environment free of retaliation for bringing forward good faith complaints under this Policy, as well as for protected complaints protected under applicable federal, state and local law.

If you believe you have experienced retaliation for making a good faith complaint under this Policy, you should report the matter immediately, and any such report will be addressed as a separate incident of “improper regional center activity” to be investigated under the report and investigation process previously discussed above.

- 5.2 The Regional Center will provide to DDS every 30 days, a report of whistleblower complaints received under this Policy. This report shall contain, at a minimum, the following information for each complaint submitted: (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; and (7) Corrective action taken, if applicable.

6. Confidentiality

NLACRC will do everything possible to maintain the confidentiality of a complainant making a whistleblower complaint if the complainant requests confidentiality without impeding the investigation. **However, in the rare circumstances, determined on a case by case basis, where NLACRC is unable to maintain confidentiality due to its statutory responsibilities** (for example, including ensuring the health and safety of consumers and regional center contract compliance; need to conduct a good faith and thorough investigation; or to comply with other laws and obligations to investigate, address and correct alleged improper activity), **NLACRC will attempt to inform the complainant of its need to disclose certain information prior to releasing identifying information. Additionally, the identity of the complainant may be revealed to appropriate law enforcement agencies conducting a criminal investigation.**

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7. State Directive

This Policy is Consistent with the State’s Directive Entitled “Department of Developmental Services Whistleblower Complaint Process,” dated July 28, 2010, and does all of the following:

- **Allows for multiple employees within the Regional Center to be available to accept complaints.**
- **Includes the required process to access the Board of Directors for the purpose of filing complaints.**
- **Ensures that the Policy clearly indicates that the regional center will not retaliate against any complainant.**
- **Ensures that a process is in place to investigate and take appropriate action on complaints, including complaints of retaliation.**
- **Addresses complainant confidentiality, consistent with the State’s Whistleblower Policy, including consumer health and safety.**

8. Notification and Dissemination of Policy

NLACRC will provide for the notification of employees and board members by either hard copy or electronic/digital distribution, of the existence of both NLACRC’s and DDS’s Whistleblower policies and requirement for posting and maintaining this Policy prominently on NLACRC’s website within thirty (30) days of the effective date of the Policy, and annually thereafter. In addition, NLACRC will ensure that the regional center’s and DDS’s Whistleblower Policies are

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posted prominently on the regional center’s website within thirty (30) days after being adopted.

NLACRC also will:

- Inform, as part of eligibility determination and vendorization processes, all new clients/families and new vendors of the regional center’s and the DDS’s Whistleblower policies.
- Review this Policy and provide, at minimum, annual training to all board members regarding the regional center’s governing board’s approved Whistleblower Policy to include, but not be limited to the board’s role in implementing the policy.
- Submit to DDS by December 15 of each year, a proposed comprehensive board training plan for the next calendar year with training topics to include, at a minimum a review of board governance (e.g., board members’ role and responsibilities), conflict of interest and whistleblower policies, and linguistic and cultural competency.
- Utilize other communication mechanisms in use at NLACRC to provide notification to employees, board members, consumers/families, and vendor community of the existence of both NALCRC’s and DDS’s Whistleblower complaint process and the right to make reports of improper activity to the DDS.

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ACKNOWLEDGMENT AND AGREEMENT TO COMPLY

I acknowledge that I have read and understand this Policy. I understand that compliance with this Policy is a condition of employment and also a condition of Board Membership at NLACRC.

Agenda Item Detail Sheet

ACTION	X
ACTION/CONSENT	_____
DISCUSSION	_____
INFO ONLY	_____

Date: March 12, 2025.

To: Board of Trustees

From: Betsy Monahan, Human Resources Director and Executive Committee

Subject: Approval of the Reviewed NLACRC Standards of Conduct Policy

BACKGROUND/GENERAL:

The Executive Committee’s purpose is to respond to matters of an urgent nature, which call for immediate action or commitment prior to the next scheduled meeting of the Board with all business conducted by the Executive Committee reported at the next Board meeting. The Executive Committee has the power and authority to oversee the performance evaluation and negotiate contracts with the Executive Director of the Regional Center.

At its meeting on February 27, 2025, the Executive Committee reviewed the Legal Reviewed NLACRC Standards of Conduct Policy provided in the meeting packet.

REASON FOR CURRENT ITEM/DICUSSION:

After review and discussion of the NLACRC Standards of Conduct Policy, the Executive Committee recommends the revisions made to the Standards of Conduct Policy. These changes are presented in the red lined draft and clean draft of the updated Standards of Conduct Policy.

FISCAL IMPACT (if any):

None.

RECOMMENDATION:

For the Board to approve the updated NLACRC’s Standards of Conduct Policy as presented.



STANDARDS OF CONDUCT POLICY

Effective Date:
February 12,2024

Version. #42

Revision Date: ~~N/~~
AFebruary 10, 2025

Policy

We strive to provide a professional and congenial work environment. An integral part of this type of work environment is for employees to treat each other with dignity, respect, consideration and professionalism during the performance of their work duties and to follow NLACRC's work rules.

Scope

This policy applies to all NLACRC employees, at all levels when employees are interacting with employees, contingent workers, independent contractors, vendors, consumers, board members, advocates, consumers or family members, or other persons with whom a NLACRC employee interacts in the course of conducting business and when performing NLACRC job and when performing NLACRC job duties.

Prohibited Conduct

The following NLACRC standards, while by way of example only and not all-inclusive, are ~~the principal standards~~ in effect at NLACRC. These standards apply equally to all and are for the protection of all employees, NLACRC's clients, ~~and~~ NLACRC, and any person with whom a NLACRC employee interacts with during the performance of job duties. More specifically, the following conduct is prohibited and may result in discipline up to and including immediate termination.

1. Falsification, unethical or illegal manipulation of, or material omission from, NLACRC records, including but not limited to employment applications, timekeeping records, payroll records, financial records, Client records, and/or other business records, or other materially false or dishonest statements or actions in the course of NLACRC work or your job duties.
2. Inappropriate or unauthorized use of NLACRC software, computer networks, inter/intra/extra nets, email, fax, phone, letterhead, or other NLACRC forms or documents.
3. Unauthorized entrance or access to offices, records, files or work areas.

STANDARDS OF CONDUCT POLICY (cont'd)

4. Possession of a weapon on NLACRC premises or while performing job duties off premises.
5. Hitting, pushing, or otherwise striking another person or threatening physical harm or any other workplace violence (either open or implied) to another person while on NLACRC premises, while performing job duties off premises, or arising out of NLACRC business. Prohibited conduct also includes engaging in conduct that impacts the safety of an employee.
6. Intentionally or negligently damaging Company property or the property of another.
7. Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
- ~~6.8.~~ Failing to promptly report a work-related injury or illness;
- ~~7.9.~~ Provoking a fight or fighting during working hours on NLACRC premises or while performing job duties off premises.
- ~~8.10.~~ Failure to observe working schedules, including breaks for rest periods and meal periods.
- ~~9.11.~~ Leaving work for any reason during normal working hours without obtaining permission (except for bona fide meal and rest periods).
- ~~10.12.~~ Failure to notify a supervisor when unable to report to work.
13. Working overtime without authorization, off the clock work, or working a schedule other than the one you have been approved to work for non-exempt personnel.
- ~~11.14.~~ .Negligent and/or willful behavior causing significant unsafe condition, damage, or destruction to property of NLACRC, consumers or family members, fellow employees or other persons.
15. Fraud, theft, embezzlement, unauthorized taking of property of NLACRC, consumers, board members, advocates, consumers or family members, or other persons with whom a NLACRC employee interacts in the course of conducting business.
16. The use of unprofessional, abusive, profane, or threatening language toward employees, contingent workers, independent contractors, vendors, or consumers.
17. Unauthorized review, disclosure, or distribution of confidential or proprietary information of NLACRC or its consumers. This can include (but is not limited to) review of consumer information not officially authorized as assigned to an employee's caseload, regardless of that consumer's familial or other relationship with that employee.
- ~~12.18.~~ Sleeping on the job.
- ~~13.19.~~ Harassing, discriminatory, or retaliatory behavior or action toward employees,

STANDARDS OF CONDUCT POLICY (cont'd)

contingent workers, independent contractors, vendors, consumers, board members, advocates, consumers or family members, or other persons with whom a NLACRC employee interacts in the course of conducting business in violation of the Unlawful Harassment, Discrimination, & Retaliation Policy.

14.20. Gross Misconduct, while this is not an all-inclusive list, some examples of gross misconduct would be bribery, falsifying information, ~~sexual~~ any type of harassment and engaging in any illegal activity.

15.21. Illegal or inappropriate use of drugs or alcohol or other prohibited substances on NLACRC premises or while performing job duties.

22. Any outside employment or other activities or relationships that create any actual or potential conflicts of interest. A conflict of interest is defined as a conflict between the private interest and the official responsibilities of an employee of NLACRC. A conflict of interest includes (but is not limited to):

- Selling, offering to sell, or soliciting to sell products or services of any kind to NLACRC consumers, and families of consumers or vendors.
- Accepting personal gifts or entertainment, valued more than \$15.00, from vendors, consumers, suppliers, or potential suppliers.
- Accepting cash, cash cards, or gift cards in any denomination or value from vendors, consumers, suppliers, or potential suppliers.
- Working for suppliers, vendors, or consumers.
- Using proprietary or confidential information of NLACRC for personal gain or to NLACRC's detriment.
- Having a direct or indirect financial interest or relationship with a vendor, client, or supplier.
- Using NLACRC assets or labor for personal use.
- Acquiring any interest in property or assets of any kind for the purpose of selling or leasing to NLACRC.

23. Other violation of NLACRC policy or misconduct that NLACRC determines warrants disciplinary action.

It is NLACRC's expectation that all employees adhere to the above values and standards set forth in the Standards of Conduct Policy and all other NLACRC policies and procedures. Violations are cause for disciplinary action up to and including termination of employment. Further, unless provided otherwise by a collective bargaining agreement or an employment agreement signed by the Executive Director, it must be remembered that the employment relationship is based on mutual consent of the employee and NLACRC. Accordingly, either you or NLACRC can terminate, or alter, the employment relationship at will at any time, for any or no reason with or without notice.

STANDARDS OF CONDUCT POLICY (cont'd)


I acknowledge that I have received a copy of, will read and will comply with the Standards of Conduct Policy.



verifies the Electronic signature of this document

SIGNATURE

Signer Name:	Elizabeth Monahan
User ID:	EMonahan@N LACRC
Date Electronically Signed:	May 6, 2024 04:12 PM EDT
File Name:	19 Standards of Conduct Policy 2.7.2024.pdf
Display Name:	19 Standards of Conduct Policy 2.7.2024

	STANDARDS OF CONDUCT POLICY		
	Effective Date: February 12,2024	Version. #2	Revision Date: February 10, 2025

Policy

We strive to provide a professional and congenial work environment. An integral part of this type of work environment is for employees to treat each other with dignity, respect, consideration and professionalism during the performance of their work duties and to follow NLACRC's work rules.

Scope

This policy applies to all NLACRC employees, at all levels when employees are interacting with employees, contingent workers, independent contractors, vendors, consumers, board members, advocates, consumers or family members, or other persons with whom a NLACRC employee interacts in the course of conducting business and when performing NLACRC job and when performing NLACRC job duties.

Prohibited Conduct

The following NLACRC standards, while by way of example only and not all-inclusive, are in effect at NLACRC. These standards apply equally to all and are for the protection of all employees, NLACRC's clients, NLACRC, and any person with whom a NLACRC employee interacts with during the performance of job duties. More specifically, the following conduct is prohibited and may result in discipline up to and including immediate termination.

1. Falsification, unethical or illegal manipulation of, or material omission from, NLACRC records, including but not limited to employment applications, timekeeping records, payroll records, financial records, Client records, and/or other business records, or other materially false or dishonest statements or actions in the course of NLACRC work or your job duties.
2. Inappropriate or unauthorized use of NLACRC software, computer networks, inter/intra/extra nets, email, fax, phone, letterhead, or other NLACRC forms or documents.
3. Unauthorized entrance or access to offices, records, files or work areas.
4. Possession of a weapon on NLACRC premises or while performing job duties off premises.
5. Hitting, pushing, or otherwise striking another person or threatening physical harm or

STANDARDS OF CONDUCT POLICY (cont'd)

any other workplace violence (either open or implied) to another person while on NLACRC premises, while performing job duties off premises, or arising out of NLACRC business. Prohibited conduct also includes engaging in conduct that impacts the safety of an employee.

6. Intentionally or negligently damaging Company property or the property of another.
7. Recording the work time of another employee or allowing any other employee to record your work time, or falsifying any time card, either your own or another employee's;
8. Failing to promptly report a work-related injury or illness.
9. Provoking a fight or fighting during working hours on NLACRC premises or while performing job duties off-premises.
10. Failure to observe working schedules, including breaks for rest periods and meal periods.
11. Leaving work for any reason during normal working hours without obtaining permission (except for bona fide meal and rest periods).
12. Failure to notify a supervisor when unable to report to work.
13. Working overtime without authorization, off the clock work, or working a schedule other than the one you have been approved to work for non-exempt personnel.
14. Negligent and/or willful behavior causing significant unsafe condition, damage, or destruction to property of NLACRC, consumers or family members, fellow employees or other persons.
15. Fraud, theft, embezzlement, unauthorized taking of property of NLACRC, consumers, board members, advocates, consumers or family members, or other persons with whom a NLACRC employee interacts in the course of conducting business.
16. The use of unprofessional, abusive, profane, or threatening language toward employees, contingent workers, independent contractors, vendors, or consumers.
17. Unauthorized review, disclosure, or distribution of confidential or proprietary information of NLACRC or its consumers. This can include (but is not limited to) review of consumer information not officially authorized as assigned to an employee's caseload, regardless of that consumer's familial or other relationship with that employee.
18. Sleeping on the job.
19. Harassing, discriminatory, or retaliatory behavior or action toward employees, contingent workers, independent contractors, vendors, consumers, board members, advocates, consumers or family members, or other persons with whom a NLACRC employee interacts in the course of conducting business in violation of the Unlawful Harassment, Discrimination, & Retaliation Policy.
20. Gross Misconduct, while this is not an all-inclusive list, some examples of gross

STANDARDS OF CONDUCT POLICY (cont'd)

misconduct would be bribery, falsifying information, any type of harassment and engaging in any illegal activity.

21. Illegal or inappropriate use of drugs or alcohol or other prohibited substances on NLACRC premises or while performing job duties.
22. Any outside employment or other activities or relationships that create any actual or potential conflicts of interest. A conflict of interest is defined as a conflict between the private interest and the official responsibilities of an employee of NLACRC. A conflict of interest includes (but is not limited to):
 - Selling, offering to sell, or soliciting to sell products or services of any kind to NLACRC consumers, and families of consumers or vendors.
 - Accepting personal gifts or entertainment, valued more than \$15.00, from vendors, consumers, suppliers, or potential suppliers.
 - Accepting cash, cash cards, or gift cards in any denomination or value from vendors, consumers, suppliers, or potential suppliers.
 - Working for suppliers, vendors, or consumers.
 - Using proprietary or confidential information of NLACRC for personal gain or to NLACRC's detriment.
 - Having a direct or indirect financial interest or relationship with a vendor, client, or supplier.
 - Using NLACRC assets or labor for personal use.
 - Acquiring any interest in property or assets of any kind for the purpose of selling or leasing to NLACRC.
23. Other violation of NLACRC policy or misconduct that NLACRC determines warrants disciplinary action.

It is NLACRC's expectation that all employees adhere to the above values and standards set forth in the Standards of Conduct Policy and all other NLACRC policies and procedures. Violations are cause for disciplinary action up to and including termination of employment. Further, unless provided otherwise by a collective bargaining agreement or an employment agreement signed by the Executive Director, it must be remembered that the employment relationship is based on mutual consent of the employee and NLACRC. Accordingly, either you or NLACRC can terminate, or alter, the employment relationship at will at any time, for any or no reason with or without notice.

STANDARDS OF CONDUCT POLICY (cont'd)

I acknowledge that I have received a copy of, will read and will comply with the Standards of Conduct Policy.



verifies the Electronic signature of this document

SIGNATURE

Signer Name:	Elizabeth Monahan
User ID:	EMonahan@N LACRC
Date Electronically Signed:	May 6, 2024 04:12 PM EDT
File Name:	19 Standards of Conduct Policy 2.7.2024.pdf
Display Name:	19 Standards of Conduct Policy 2.7.2024

Agenda Item Detail Sheet

ACTION	X
ACTION/CONSENT	_____
DISCUSSION	_____
INFO ONLY	_____

Date: March 12, 2025.

To: Board of Trustees

From: Anna Hurst, Board Treasurer and Strategic Planning Committee

Subject: Approval to Move the Strategic Planning Committee to an Ad Hoc Committee

BACKGROUND/GENERAL:

The Executive Committee’s purpose is to respond to matters of an urgent nature, which call for immediate action or commitment prior to the next scheduled meeting of the Board with all business conducted by the Executive Committee reported at the next Board meeting.

The Strategic Planning Committee is charged with providing advice in the development and implementation of the Regional Center’s annual performance contract, the objectives contained therein, and recommendations to the Board of Trustees on adopting and modifying the goals and objectives contained in the contract. The committee may advise to the Board of Trustees on developing a long-range resource development plan and participate in the strategic planning of types of services needed.

At the Strategic Planning Committee meeting on February 3, 2025, the Strategic Planning Committee discussed sunsetting the current Strategic Plan. During the Executive Committee meeting on February 27, 2025, the committee discussed changing the committee to an Ad Hoc committee.

REASON FOR CURRENT ITEM:

After review and discussion of the survey results during the Executive Committee meeting, the results showed a majority in favor of changing the Strategic Planning Committee to an Ad Hoc committee. This change aligns with the revision suggested by DDS to NLACRC’s Bylaws that would lower the number and frequency of committees and meetings. In addition, the board is being asked to approve sunsetting the current strategic plan. At the meeting on February 27, 2025, the Executive Committee moved to have this change presented to the board.

RECOMMENDATIONS:

That the Board approve changing the Strategic Planning Committee to an Ad Hoc committee.

RESOLUTION OF THE NORTH LOS ANGELES COUNTY REGIONAL
CENTER BOARD OF TRUSTEES TO CREATE A STRATEGIC PLANNING
COMMITTEE

WHEREAS, the North Los Angeles County Regional Center, Inc.'s Bylaws (the "Bylaws") authorizes the creation of *ad hoc* committees of the Board of Trustees in Article VII, Section 1 as follows:

The Regional Center shall have such committees as are provided for herein or as are designated by resolution adopted by a majority vote of the Trustees then in office.

WHEREAS, the Board of Trustees desires to create a Strategic Planning Committee as follows:

(a) Composition. The composition of the Strategic Planning Committee shall be consistent with requirements found in the Lanterman Act. As such, the Strategic Planning Committee may have members who are consumers, consumer's family members or representatives, service providers, representatives of the State Council, and Regional Center staff. The Strategic Planning Committee should have not less than ten (10) or more than sixteen (16) members, not less than 60% of which shall be Trustees. The chairperson is selected by the members of the committee. The appointment of committee members shall be by majority vote of the Trustees then in office. A quorum shall consist of a majority of the members of the Strategic Planning Committee.

(b) Duties. The Strategic Planning Committee is charged with providing advice in the development and implementation of the Regional Center's annual performance contract, the objectives contained therein, and recommendations to the Board on adopting and modifying goals and objectives contained in the contract. The committee may advise the Board on developing a long-range resource development plan and participate in the strategic planning of types of services needed. The Strategic Planning Committee may identify gaps in the service delivery system, including generic agencies, and recommend alternatives to close these gaps, such as systems advocacy, legislation, or interagency coordination. At the direction of the Board, the Strategic Planning Committee may be charged with developing recommendations for the Board's

consideration in other areas, such as housing or other activities that may require the Regional Center to utilize a community forum for input.

WHEREAS, the Board of Trustees of the North Los Angeles County Regional Center, Inc., has determined that the creation of a Strategic Planning Committee is in the best interests of the Corporation at this time;

NOW THEREFORE, IT IS RESOLVED THAT a Strategic Planning Committee is created as and *ad hoc* committee of the Board of Trustees.

Dated: _____

By: _____
Juan Hernandez, President

SECRETARY CERTIFICATION

The undersigned, duly elected and acting Secretary of the North Los Angeles County Regional Center, Inc., certifies that the above copy of a resolution was adopted at a regularly scheduled meeting of the Board of Trustees, by a majority of the Trustees then in office. This is a true and accurate copy and the resolution has not been rescinded or modified as of the date of this certification.

Dated: _____

By: _____
Sharmila Ariathurai, Secretary

Agenda Item Detail Sheet

ACTION	X
ACTION/CONSENT	_____
DISCUSSION	_____
INFO ONLY	_____

Date: March 12, 2025.

To: Board of Trustees

From: Sharmila Brunjes, First Vice President and Executive Committee

Subject: Approval of Revised Bylaws to submit to DDS

BACKGROUND/GENERAL:

The Executive Committee’s purpose is to respond to matters of an urgent nature, which call for immediate action or commitment prior to the next scheduled meeting of the Board with all business conducted by the Executive Committee reported at the next Board meeting. The Executive Committee has the power and authority to oversee the performance evaluation and negotiate contracts with the Executive Director of the Regional Center.

At its meeting on February 27, 2025, the Executive Committee recommended that the revised Bylaws be brought to the Board of Trustees for discussion and approval, provided in the meeting packet.

REASON FOR CURRENT ITEM:

After review and discussion of the revised NLACRC Bylaws, the Executive Committee recommends discussion and approval of the updated Bylaws. The revised Bylaws must be submitted to DDS within 60 days. The committee received a survey that highlighted the primary changes regarding changes to committees, frequency of committee and board meetings, the number of officer positions and number of members for the Board of Trustees.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

That the Board approve the revised Bylaws to send to DDS.

**BYLAWS OF
NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.**

RESTATEMENT

ARTICLE I

PLACE OF BUSINESS

Section 1. Principal Executive Office. The principal office for the transaction of business of the North Los Angeles County Regional Center, Inc. (“Regional Center” or “Corporation”) shall be located at 9200 Oakdale Avenue, Chatsworth, California, or at such other location as may be designated by the Board of Trustees (“Board”). The Board is granted full power and authority to change said principal executive office from one location to another.

Section 2. Other Offices. Branch or subordinate offices may be established at any time by the Board, at any location within the Area of Service.

ARTICLE II

PURPOSE AND AREA OF SERVICE

Section 1. Purpose. The specific and primary purpose of the Regional Center shall be to provide services to people ages three and above with developmental disabilities, as that term is defined in the Lanterman Developmental Disabilities Services Act, located at Welfare and Institutions Code section 4500 and following (“Lanterman Act”), and to infants and toddlers up to thirty-six (36) months of age who are developmentally delayed or are at high risk of becoming developmentally disabled, as defined by the Early Intervention Services Act, located at Government Code section 95000 and following.

Section 2. Area of Service. The Regional Center’s Area of Service shall be an area of the northern portion of the County of Los Angeles, including the Santa Clarita and Antelope Valleys and portions of the San Fernando Valley, State of California, as specified in the contract between the Regional Center and the State of California Department of Developmental Services (“Department”).

Section 3. Limitations. The general purposes for which the Regional Center is formed are to operate exclusively for charitable purposes.

ARTICLE III

MEMBERSHIP

Section 1. Members. The Corporation shall have no members, as that term is defined in California Corporations Code Section 5056. Any reference herein to a member of the Board (also known as a “Trustee”) or to a member of one or more Committees established hereunder is not intended to be and shall not be construed as a reference to a member, as defined in California Corporations Code Section 5056.

Section 2. References to Actions by Members. Any action that would otherwise require approval by the members shall require only approval by the Board. All rights that would otherwise vest in members shall vest in the Trustees.

ARTICLE IV

BOARD OF TRUSTEES

Section 1. Board Powers. Subject to limitations of the Articles of Incorporation, these Bylaws and applicable portions of the Lanterman Act and its implementing regulations, and applicable portions of the Corporations Code, the business and affairs of the Regional Center shall be managed, and all corporate powers shall be exercised, by or under the direction of the Board. Without limiting the generality of the powers of the Board hereunder to conduct the business of the Regional Center, the Board shall have the following specific powers:

(a) To elect and, if appropriate, remove officers of the Board, prescribe their duties, establish rules and regulations to guide the officers in the performance of their duties, and take such action as it determines appropriate to secure the faithful performance by each officer of his or her designated duties.

(b) To select, employ, and, if appropriate, remove the Executive Director of the Regional Center, who shall have the executive and administrative responsibility for carrying out the purpose, program and activities of the Regional Center in accordance with the policies formulated and adopted by the Board and as otherwise provided for in these Bylaws.

(c) To establish the policies of the Regional Center and determine a plan by which the policies of the Regional Center shall be carried out.

(d) To ensure that the Regional Center provides necessary training, including on issues of linguistic and cultural competency, and support to its Trustees to facilitate their understanding of, and participation in the observance of, the business affairs of the Regional Center in these Bylaws.

(e) To adopt rules and regulations, consistent with law, the Articles of Incorporation, and these Bylaws, for the guidance and management of the affairs of the Regional Center.

(f) To establish, in addition to the standing committees, hereinafter provided for, special committees as the Board may deem necessary or desirable, and to determine the duties and powers of said special committees.

(g) To do, perform, and transact all other business and acts which the Board by the laws of the State of California is permitted to do, transact and perform.

At no time shall the powers of the Board set forth in this Section be exercised by one Board member, group of members, or Board committee, unless, as stated in Article VII, Section 3(b), a committee, all of the members of which are also members of the Board, has been authorized to so act by the Board, or unless all of the actions proposed by such member, group of members or committee are ratified by the Board prior to their execution, as allowable by statute.

Section 2. Board Duties.

(a) The Board shall perform any and all duties imposed on them collectively or individually by law, by the Articles of Incorporation of the Corporation, and by these Bylaws.

(b) The Board shall cause to be kept open to the inspection of any person entitled thereto and making proper demand thereof, among other things, a book of minutes of all meetings of the Board, and adequate and correct books of account of the properties and business transactions of the Corporation, all in the form prescribed by law and showing the details required by law. Such records shall be kept at the Principal Executive Office of the Corporation, as such Office is designated in Article I, Section 1.

(c) The Board shall meet at such times and places as required by these Bylaws.

(d) The Board shall annually contract with an independent accounting firm for an audited financial statement. The audit report and accompanying management letter shall first be reviewed by the Executive Finance Committee as set forth in Article VII, Section 4(d) and then recommended for approval or modification to the full Board. The audit report and accompanying management letter shall be submitted to the Department within 60 days of completion and before April 1 of each year. Upon submission to the Department, the audit report and accompanying management letter shall be made available to the public by the Corporation. This audit report shall not be completed by the same accounting firm more than five (5) times in any ten (10) year period.

(e) The Board shall annually review the performance of the Executive Director of the Corporation. The Board shall also review and approve the compensation of the Executive Director, including all benefits, to assure that it is just and reasonable. This review and approval shall occur upon the hiring of the Executive Director and whenever the term of his or her employment, if any, is renewed or extended, and whenever the Executive Director's compensation is modified. Separate review and approval shall not be required if a modification of compensation extends to substantially all employees.

(f) The Board shall annually review the performance of the Corporation in providing services that are linguistically and culturally appropriate, and may provide recommendations to the Executive Director of the Corporation based on the results of that review.

(g) The Board shall exercise sound business practices, prudent fiduciary decision- making and attention to proper legal requirements in performing their duties as Trustees of the Corporation.

(h) In accordance with the Board's Contract Policy, the Board shall review and approve any contract of the Corporation of two hundred and fifty thousand dollars (\$250,000), or more, before the Corporation enters into such a contract. No contract exceeding two hundred and fifty thousand dollars (\$250,000) is valid unless first approved by the Board. In the event that a contract exceeding two hundred and fifty thousand dollars (\$250,000), requires immediate review and approval prior to the next regularly-scheduled Board meeting, the contract will be valid if the Executive Finance Committee votes to approve the contract and the Executive Finance Committee's approval is expressly ratified by resolution by the Board in accordance with statute. For purposes of this section, contracts do not include (1) vendor approval letters issued by regional centers pursuant to Section 54322 of Title 17 of the California Code of Regulations, and (2) Purchase of Service authorizations for individuals served by the Corporation.

(i) The Board may retain or employ an attorney to provide legal services to the Corporation, but that attorney shall not be an employee of the Corporation.

Section 3. Number of Trustees. The authorized number of Trustees shall be not less than fourteen (14) or more than twenty-two (22), except as follows: if the number of seated trustees remains at fourteen (14) or less for a period of greater than sixty (60)

consecutive days, then the minimum number of trustees shall be twelve (12) until such time that the number of seated trustees is sixteen (16) or greater at which time the minimum number of trustees shall return to fourteen (14). The reduction of the minimum trustees from fourteen (14) to twelve (12) detailed in this Section, shall be mandatory each time the number of trustees remains at fourteen (14) for a period greater than sixty (60) consecutive days. The authorized number of Trustees may be changed by an amendment to this Section 3 of the Bylaws, duly approved by the Board in accordance with the provisions of Article IX herein.

Section 4. General Board Requirements. Anything herein to the contrary notwithstanding, the Board shall be composed of Trustees that enable the Board, as a whole, to conform to all of the following criteria:

(a) The Board shall be composed of individuals with a demonstrated interest in, or knowledge of, developmental disabilities, each of whom shall reside, work, or have a family member who receives services within the Regional Center's catchment area;

(b) The membership of the Board shall include people with legal, management or board governance, financial, and developmental disability program expertise. For purposes of this provision, "legal expertise" shall mean an individual who is a licensed attorney or law professor. Board governance experience shall not be acquired solely by serving on a regional center board;

(c) The membership of the Board shall include representatives of the various categories of disability to be served by the Regional Center;

(d) The Board shall reflect the geographic and ethnic characteristics of the area to be served by the Regional Center;

(e) At least one-half (i.e., 50%) of the duly elected Trustees shall be people with developmental disabilities or parents or legal guardians of people with developmental disabilities, and people with developmental disabilities shall comprise not less than twenty-five percent (25%) of the Trustees.

(f) Members of the governing board shall not be permitted to serve more than seven years within each eight-year period.

(g) The Board shall conform to such other membership criteria as are required by law. Documentation shall be submitted to the Department by August 15th of each year, demonstrating that the composition of the Board is in compliance with

Welfare and Institutions Code section 4622, as outlined in this Section of the Bylaws. If the composition of the Board is not in compliance with Welfare and Institutions Code section 4622, the Board shall submit a plan to the Department with its Board composition documentation setting forth how and, in as expeditious a manner as possible, when the Board will come into compliance, in part or in whole, with Welfare and Institutions Code section 4622.

(h) A vacancy in any one or more categories of Board membership identified in this Section shall not affect the ability of the Board to function.

(i) The Regional Center shall provide necessary training, including on issues related to linguistic and cultural competency, and support to all members of the Board to facilitate their understanding and participation. The Department shall review and approve the method by which training and support are provided to the Board members to ensure maximum understanding and participation by Board members. The Regional Center shall post information on its internet website regarding the training and support provided to its Board members.

(j) Every current Board member must complete and file a Conflict of Interest Reporting Statement in accordance with Welfare and Institutions Code section 4626 and following, and Title 17 of the California Code of Regulations section 54500 and following, by August 1 of each year and must file a subsequent statement if there is a change in status that creates a potential or present conflict of interest. The term, “change in status” includes, but is not limited to, a change in financial interests, legal commitment, corporation or board duties, or both, or outside positions or duties, whether compensated or not. Every new Board member must complete and file a Conflict of Interest Reporting Statement no later than thirty (30) days after being selected, appointed, or elected. The Conflict of Interest Reporting Statements of all Board members and the Executive Director shall be submitted by Board to the Department within ten (10) days of receipt of the statements.

(k) If a present or potential conflict of interest is identified for the Executive Director or a Board member that cannot be eliminated, the Executive Director or Board member should resign, or the Board shall within 30 days of receipt of the Conflict of Interest Reporting Statement, submit to the Department and the State Council a copy of the Conflict of Interest Reporting Statement and a plan that proposes conflict elimination or mitigation and management measures (known as a “Conflict Resolution Plan”). The Conflict Resolution Plan must including timeframes and actions the Board or the individual, or both, will take to eliminate or mitigate and manage the conflict of interest, as described more fully below in Section 6(b). To promote transparency, the Regional Center shall post on its internet website each completed

Conflict of Interest Reporting Statement that identifies a present or potential conflict of interest that cannot be resolved within 30 calendar days of receipt by Board or the Executive Director, or within 30 calendar days of receipt of the Department's notification that it has independently identified a present or potential conflict of interest.

(l) Each potential candidate for the Board shall disclose any present or potential conflicts of interest to the Board in conjunction with their application for Board membership. No potential candidate shall be interviewed or otherwise considered for Board membership until they submit a statement regarding any present or potential conflicts of interest to the Board. Once elected, every new Board member shall complete and file with the Board a Conflict of Interest Reporting Statement on a standard form published by the Department within thirty (30) days of being elected or appointed.

(m) If a Trustee fails to complete the required Conflict of Interest Reporting Statement within ten (10) days of the date upon which it is otherwise due, or if the Board identifies a conflict of interest for a Trustee (other than the Trustee appointed by the Vendor Advisory Committee), and the Trustee refuses to resign or cooperate with the preparation of a Conflict Resolution Plan in accordance with Welfare and Institutions Code section 4626 and Title 17, section 54533, of the California Code of Regulations, that Trustee shall be removed from the Board. Notice to the Board of a pending removal pursuant to this Subsection shall be included by the Board Secretary in the agenda for the regular meeting of the Board next succeeding the Trustee's refusals. The removal shall automatically be deemed accepted by the Board at that meeting unless the Board, having good cause, then adopts a resolution to retain the Trustee and the Department approves that resolution.

Section 5. Vendor Advisory Committee Designee. Anything herein to the contrary notwithstanding, the Vendor Advisory Committee, described in Article VII, Section 7, below, shall designate one of its members to serve as a Trustee of the Board ("Vendor Trustee").

Section 6. Limitations on Certain Trustees.

(a) No Trustee who is an employee or member of the governing board of a provider from which the Regional Center purchases consumer services shall be permitted to do any of the following:

- (1) Serve as an officer of the Board;
- (2) Vote on any fiscal matter affecting the purchase of services from any provider by the Regional Center. As used herein, the term "fiscal

matter” includes, but is not limited to, setting purchase of service priorities, transferring funds to the purchase of service budget, and establishing policies and procedures with respect to the purchase of services; and

(3) Vote on any issue in which the Trustee has a “financial interest,” as defined at Section 87103 of the California Government Code and as determined by the Board.

A Trustee who is an employee or member of the governing board of a provider from which the Regional Center purchases consumer services shall also provide a list to the Board of such Trustee’s financial interests, as defined at Section 87103 of the California Government Code.

(b) For Board members with a conflict of interest, there may be certain limitations depending upon the nature of the conflict of interest. If, as detailed above in Section 4(k), it is determined by the Board or the Department that any Board member has a present or potential a conflict of interest, a proposed Conflict Resolution Plan must be prepared for that Board member. A Conflict Resolution Plan is a written, detailed plan to eliminate, or mitigate and manage, the present or potential conflict of interest, along with any necessary supporting documents. Any Conflict Resolution Plan shall meet the requirements of Title 17, section 54533, of the California Code of Regulations, and shall:

(1) Describe the precise nature of the present or potential conflict of interest or activity and give a detailed description of the conflict:

(A) The type of interest creating the present or potential conflict; and

(B) The identity and relationship between the individual(s) and/or entity(ies) involved; and,

(C) The roles and duties of each individual and/or entity that gives rise to the present or potential conflict of interest.

(2) State the action(s) that the Board, Regional Center and/or the individual(s) will take, including the necessary timeframes, to eliminate or mitigate and manage the present or potential conflict of interest. Actions to eliminate, or mitigate and manage, the present or potential conflict of interest may include, but are not limited to, one or more of the following:

(A) Resignation of the individual(s) from the position or activity creating the conflict of interest.

(B) Refraining from participation, or limiting the individual's

ability to act, in a particular matter or category of matters.

(C) Change of assignment, duties, or position.

(D) Divestiture of financial interests that give rise to the conflict of interest.

(E) Terminating or refraining from relationships that give rise to conflicts of interest.

(3) Provide a detailed explanation of how each of the proposed actions will actually eliminate or mitigate and manage the present or potential conflict of interest.

(4) Provide the name, position and duties of the individual(s) who will be responsible for ensuring that any actions, limitations, or restrictions included in the Conflict Resolution Plan, if approved by the Department, will be taken, applied, followed, and monitored. Explain any oversight and monitoring mechanism in enough detail to allow the Department to ascertain that the mechanism is sufficient to eliminate, or mitigate and manage, the present or potential conflict of interest.

A proposed Conflict Resolution Plan shall be signed by the individual(s) subject to the Conflict Resolution Plan, in addition to the person in the designated position or committee responsible for reviewing the Conflict of Interest Reporting Statement, and the person in the designated position or committee responsible for monitoring performance under the proposed Plan, if approved. The Board shall submit a copy of the completed Conflict of Interest Reporting Statement and the proposed Conflict Resolution Plan to the Department and the State Council within 30 calendar days of receipt of the Conflict of Interest Reporting Statement or of the Department's notification that it has independently identified a present or potential conflict of interest.

(c) Not later than 90 calendar days after the State Council receives copies of the completed Conflict of Interest Reporting Statement and the proposed Conflict Resolution Plan for a Board member or the Executive Director, the State Council shall each provide to the Department their written approval or disapproval of the proposed Conflict Resolution Plan. If the State Council fails to provide the Department with its written approval or disapproval of the proposed Plan within 90 calendar days of receipt of the Conflict of Interest Reporting Statement and the proposed Plan, the Department alone may make the decision to disapprove the proposed Plan. The Department shall not approve a proposed Conflict Resolution Plan without the approval of the State Council.

(d) The Department shall determine whether a proposed Conflict

Resolution Plan is sufficient or needs to be modified to adequately eliminate, or mitigate and manage, the present or potential conflict of interest. The Department may impose additional restrictions and additional obligations to the proposed Conflict Resolution Plan and/or make a determination that further information is required.

(e) The Department is responsible for making the final decision as to what conditions, restrictions, obligations, or actions, if any, shall be imposed or taken by the Board, Regional Center, and/or the individual(s), to eliminate, or mitigate and manage, the present or potential conflict of interest.

(f) The submission of a proposed Conflict Resolution Plan does not authorize an individual with a present or potential conflict of interest to engage in any activity that constitutes a present or potential conflict of interest. The proposed Conflict Resolution Plan shall be approved, in writing, by the Department, and the Conflict Resolution Plan fully implemented prior to the individual engaging in otherwise prohibited conduct. Department approval is not granted until the Regional Center receives such determination in writing. Individuals shall not engage in activities in which there is a present or potential conflict of interest except in accordance with the terms of an approved Conflict Resolution Plan.

(g) Department approval of a proposed Conflict Resolution Plan is not valid unless it is based upon full disclosure of all relevant information by the Board, Regional Center, and/or the individual(s) with the present or potential conflict of interest. Nondisclosure or misrepresentation of present or potential conflicts of interest or of material information bearing on the proposed Conflict Resolution Plan decision shall result in the Department's rescission of its approval and/or immediate denial of the proposed Conflict Resolution Plan, in addition to any civil penalties imposed pursuant to Welfare and Institutions Code section 4626.

(h) The Department shall issue its modification, approval, or denial of the proposed Conflict Resolution Plan, in writing, to Board or the Regional Center's designated party within 30 calendar days of receiving the written approval or disapproval of the proposed Conflict Resolution Plan from the State Council for Board members or the Executive Director, unless the Department determines there is good cause for extending the time to respond.

(i) If the proposed Conflict Resolution Plan of a Board member or the Executive Director is denied by the Department and/or the State Council, the Board member or Executive Director shall have 30 calendar days from the date of receipt of the Department's written denial in which to take the necessary action to eliminate the conflict of interest or resign his or her position as a Board member or Executive

Director. The Department may, in exercise of its discretion, grant the Board, the Board member, Executive Director or Regional Center, an extension in which to complete any actions necessary to eliminate the conflict of interest.

(j) If the proposed Conflict Resolution Plan is approved by the Department, the approved Conflict Resolution Plan shall be implemented not later than 30 calendar days after written notification is mailed by the Department, unless the Department grants the Board, the Regional Center and/or the individual(s) an extension in which to complete any actions necessary to implement the approved Conflict Resolution Plan.

(k) The Board, the Regional Center, and/or the covered individual(s) shall fully comply with all elements set forth in the approved Conflict Resolution Plan. When required by the terms of the approved Plan, the Board, the Regional Center, and the individual(s) shall provide documentation demonstrating compliance with the approved Plan to the Department.

(l) A new proposed Conflict Resolution Plan shall be submitted to the Department on an annual basis and upon any change of status that creates a present or potential conflict of interest.

(m) The Board and/or the Regional Center shall retain a copy of each Conflict of Interest Reporting Statement and any approved Conflict Resolution Plan for the period of time consistent with the record retention requirements in its state contract.

Section 7. Disqualified Individuals. In order to prevent potential conflicts of interest with regard to decisions of the Board, none of the following individuals shall be eligible to serve as a Trustee:

(a) An individual who is an employee of the Department or any State or local agency which provides services to a Regional Center consumer, if employed in a capacity which includes administrative or policy-making responsibility, or responsibility for the regulation of the Regional Center;

(b) An individual who is an employee or a member of the State Council or a State Council regional advisory committee.

(c) Except for the Vendor Trustee (as that term is defined at Article IV, Section 5 of these Bylaws), an individual who is an employee or a member of a governing board of any entity from whom or from which the Regional Center purchases

consumer services (“Business Provider”).

(d) Any person who has a financial interest in Regional Center operations, as defined in California Government Code Section 87103, except as a consumer of Regional Center services.

In the event that the Board President has cause to believe that a Trustee is no longer qualified under this Section 7 of the Bylaws, or if any Trustee alleges to the President in writing, that another Trustee, including the Trustee who serves as the President, is no longer qualified under this Section 7 of the Bylaws, the President shall schedule the matter on the agenda of the next regular Board meeting. The Secretary shall mail, or hand deliver specific written notice of this hearing to the Trustee in question at least seven (7) calendar days in advance of the hearing. The Board shall consider the matter at this hearing, which may be continued to the next consecutive regular meeting but shall not be continued thereafter. Once the President closes the hearing, the Board, excluding the Trustee whose qualifications are the subject of the hearing, shall immediately vote on a finding as to the Trustee's continuing qualification. If a majority present and voting finds that the Trustee is no longer qualified, that Trustee shall be automatically removed for cause, effective upon the Board's vote.

Section 8. Election and Term of Office. Except as otherwise provided herein, the Trustees shall be elected by the Board and shall serve for a term as hereinafter provided:

(a) Except for Trustees who are elected to fill a vacancy, each Trustee's first term shall be for one (1) year and any potential successive terms shall be for three (3) years, with each term commencing on the first day of July of the year in which the Trustee is elected to office; provided in no event shall a Trustee serve in such capacity for a period longer than seven years within an eight-year period.

(b) Each year, during which the term of one or more Trustees is due to expire, the Nominating Committee shall submit to the Board, at the regularly-scheduled meeting held in May, a list of candidates it recommends for election to membership to the Board. At the May meeting in which the Nominating Committee submits its recommended candidates to the Board, any member of the Board may nominate from the floor other candidates for membership to the Board, provided the individual nominated is a person who has submitted an application to serve as a Trustee to the Nominating Committee, and provided further that the nomination is both joined by at least four (4) other members of the Board and is consented to by the individual nominated. If one or more candidates for membership to the Board are nominated by a Trustee from the floor at the regularly-scheduled May meeting, the Nominating Committee shall, prior to the election, meet and interview those candidates who have

not previously been interviewed and shall present a report concerning such interviews to the Board at the next meeting. Such a report may be written or may be made orally but, in either case, the report shall contain, at minimum, all relevant information regarding an individual nominee's specialization.

(c) The election of Trustees shall be held at regularly-scheduled June meetings of the Board.

(d) At each election, Subject to the limitations imposed in Article IV, Section 3, the Board may determine to leave one (1) or more, but not more than eight (8) Trustee positions vacant.

(e) The Board shall vote for the election of Trustees by voice vote, unless either the number of candidates for membership to the Board exceeds the number of Trustees to be elected, or any one or more Board members requests that the vote be conducted by written ballot. If a Board member(s) requests that the vote be conducted by written ballot, the requesting Board member(s) must make that clear during the nomination phase to enable the Secretary to prepare the ballots for the election. All members of the Board present at the meeting at which the Trustees are to be elected, including the Board member presiding at the meeting, shall be eligible to vote. Votes may not be cast by Trustees who are not present in person or by virtual participation, subject to the limitations detailed in Section 10(j) of this Article, at the meeting at which Trustees are to be elected. A candidate must receive a majority of votes cast by the Trustees eligible to vote at the meeting to be elected as a Trustee and, if the number of candidates nominated exceeds the number of Trustees to be elected, the candidates receiving the highest number of votes shall be elected as Trustees, provided the number of votes received by those candidates in each case constitute a majority of the votes cast by Trustees eligible to vote. Votes shall be counted and certified by both the Secretary of the Board and the Secretary of the Regional Center. When announcing the outcome of the election, the Secretary of the Board will state whether or not the nominee was elected; the number of votes for or against will not be divulged. In the event candidates receiving a majority of the votes cast by the Trustees eligible to vote are less than the number of Trustees to be elected, then, subject to Subsection (d), the Board may declare a vacancy, or vacancies, on the Board. In the event a Trustee position remains vacant because of a tie vote among candidates, each of whom has received a majority of the votes cast by Trustees eligible to vote, a run-off vote shall be conducted and the candidate, or candidates, receiving the highest votes shall be elected to fill the vacant Trustee position or positions. Each Board member can vote only once for each vacant position and cast no more votes than the total number of vacant positions to be voted on. After the election, the Secretary will keep the used ballots for a limited period of time so that any Trustee or nominee wanting to see the used ballots will have the opportunity to do so.

(f) Anything herein to the contrary notwithstanding, at the June meeting at which Trustee elections are held, the Vendor Advisory Committee shall be entitled to designate one member from its Committee to serve as the Vendor Trustee. The Vendor Trustee shall serve a term of one (1) year.

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

(1) Resigns, which for this purpose shall include a Trustee's deemed resignation for failure to satisfy the attendance requirements for Board members as described Subsection (h) of this Section 8.

(2) Is removed for cause, including but not limited to, for noncompliance with the Board Code of Conduct, by a majority of the Trustees then in office, or is found to be disqualified through the procedure detailed in Section 7, above.

(3) Is declared of unsound mind by a final order of court, has been convicted of a felony, or has been found by a final order or judgment of any court to have breached any duty under Article 3 of the California Corporations Code, commencing with Section 5230.

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

(5) Completes his or her term on the Board or, if sooner, completes seven (7) years as a Trustee in an eight(8)-year period.

(h) In the event a Trustee is absent from either three (3) consecutive regularly- scheduled Board meetings or from three (3) consecutive committee meetings, or is absent from five (5) regularly-scheduled Board meetings or from five (5) committee meetings during the fiscal year running from July 1 through June 30, then the Trustee may be deemed to have resigned from the Board and any committee of which the Trustee is a member. For purposes of this section, an absence shall mean any meeting in which a Trustee is not present for greater than 25% of the timeframe designated in the Agenda for the meeting (e.g. if the Agenda for a Board Meeting designates a total meeting time of 2 hours, any individual absent for greater than 30 minutes will be considered absent even if the actual board meeting is adjourned after 3 hours; or, if the Agenda for a Board Meeting designates a total meeting time of 2 1/2 hours, an individual absent for 30 minutes will not be considered absent even if the actual board meeting is adjourned after 1 hour and 45 minutes). Such absences may be excused for good cause as determined by a majority vote of the Board. The non-

compliant Trustee must be given notice of each absence from a Board meeting and/or committee meeting. If the Trustee reaches the absence thresholds set forth above despite being sent notices of the absences, the Trustee must be sent a Final Notice of Attendance Violation from the Board Secretary, and if there are any further absences without good cause as determined by a majority vote of the Board, then the Trustee will be considered resigned effective immediately unless a majority of the Board (non-inclusive of the subject Trustee) votes for a different resolution. If a Trustee is serving on more than one committee at any time, his or her attendance at meetings of each committee shall be considered separately in determining the Trustee's absences for purposes of this Subsection (h). The Secretary of the Board shall mail notice of each Trustee's absences to each Trustee with the following month's board meeting packet.

Section 9. Vacancies. A vacancy or vacancies on the Board (as opposed to a vacancy in the position of an Officer of the Board detailed in Article V, Section 4) shall be deemed to exist (1) in the case of the death, resignation, or removal of any Trustee, (2) if the authorized number of Trustees is increased, (3) if the Trustees fail at any meeting of the Board at which any Trustees are elected, to elect the full authorized number of Trustees, or (4) upon the declaration by resolution of the Board of a vacancy due to a Trustee being declared of unsound mind by a final order of any court, convicted of a felony, or found by final order of any court to have breached a duty under Article 3, Chapter 7, Part 2 of Division 2 of the California Corporations Code (Sections 5230 through 5239). Except for a vacancy caused by the death, resignation, or removal of the Vendor Trustee, or court order causing the exclusion of the Vendor Trustee, vacancies on the Board may be filled by a majority of the remaining Trustees at a meeting. Each Trustee elected to fill a vacancy, shall hold office until the expiration of the term for which elected and until a successor has been elected and qualified, unless the Trustee has been removed from office.

Section 10. Meetings.

(a) The Board shall hold ten (10) regular meetings during the fiscal year, rotating meetings among each regional center office location as follows: five (5) at the San Fernando Valley office, two (2) at the Santa Clarita office, and three (3) at the Antelope Valley office. One meeting may serve as a Board training. The Board shall schedule its regular meetings on the second Wednesday of the month, if not a legal holiday, or if a legal holiday, then on the next succeeding Wednesday that is a business day, unless otherwise scheduled by a majority vote of the Board by the members. The Secretary of the Board and/or Secretary's Designee shall notify each Trustee of the date of, time and place of, and provide a specific agenda and board packet for, each regular meeting, by either first-class mail, postmarked at least seven (7) days prior to the date of the scheduled meeting, or by email or facsimile at least (7) days prior to the date of

the scheduled meeting and only if an unrevoked consent to the use of email or facsimile has been provided to the Board. The agenda shall identify all substantive topic areas to be discussed. No item shall be added to the agenda or Board packet subsequent to the provision of this notice except for urgent requests made by the Department, not related to purchase of service reductions, for which the Board makes a specific finding that notice could not have been provided at least seven (7) days before the meeting, or on new items brought before the Board at meetings by members of the public during the public comment period, or when items are brought before the Board at meetings by members of the public during the public comment period.

(b) Special meetings of the Board may be called by the President, by the majority of the Executive Finance Committee, or by one-third (1/3) of the Trustees then in office. Notice of the date, time, and place of a special meeting shall be provided to each Trustee by the Secretary of the Board upon four (4) days' notice by first class mail or 48 hours' notice delivered personally or by telephone, including a voice messaging system, or by email or facsimile if any an unrevoked consent to the use of email or facsimile has been provided to the Board. The notice shall include a description of the proposed purpose of the meeting and shall be accompanied by an agenda of the items to be considered at the meeting.

(c) All meetings of the Board shall be open and public, and all persons shall be permitted to attend any meeting, except as otherwise provided in this Section 10. "Board meetings" include meetings conducted by any committee of the Board which exercises authority delegated to it by the Board. However, "Board meetings" shall not be deemed to include Board retreats planned solely for educational purposes. At each meeting of the Board, time shall be permitted for public input on all properly noticed agenda items prior to Board action on those items. Time shall also be allowed for public input on any issue not included on the agenda. Any person attending an open and public meeting of the Board shall have the right to record the proceedings on a tape recorder, video recorder, or other sound, visual, or written transcription recording device, in the absence of a reasonable finding by the Board that such recording constitutes, or would constitute, a disruption of the proceedings. The Corporation shall maintain all recordings it makes of open meetings and all written comments submitted at open meetings as testimony on agenda items for no fewer than two (2) years. These materials shall be made available for review by any person, upon request. A reasonable fee may be charged for copies of recordings and written materials requested pursuant to this subsection (c). The Regional Center shall provide a copy of Article 3 (Sections 4660-4669) of the Welfare and Institutions Code to each Trustee at the time he or she assumes his or her duties as Trustee.

(d) In addition to the notice required to be provided to the Trustees

pursuant to Subsections (a) and (b) above, the Board shall provide notice of each meeting to any person who requests such notice in writing. Notice shall be mailed at least seven (7) days in advance of each meeting to each person who requests notice under this Subsection (d). The notice shall include the date, time, and place of the meeting and a specific agenda for the meeting, which shall include an identification of all substantive topic areas to be discussed. No item shall be added to the agenda which is not set forth in the notice, except for urgent requests made by the Department, not related to purchase of service reductions, for which the Board makes a specific finding that notice could not have been provided at least seven (7) days before the meeting, or on new items brought before the Board at meetings by members of the public during the public comment period.

(e) An emergency meeting of the Board may be called without complying with the notice requirements provided for at Subsections (a), (b) and (d) in the case of an emergency situation involving matters upon which prompt action is necessary because of either an actual or threatened disruption of Regional Center services. For purposes of this Subsection (e), “emergency situation” means any activity that severely impairs public health, safety, or both, as determined by a majority of the members of the Board. In these situations, while not required, advance notice shall be provided to the extent practicable and the local State Council office shall be notified by telephone of each emergency meeting. The minutes of an emergency meeting, including a description of any actions taken at the meeting, shall be mailed immediately to those persons who requested notice pursuant to Subsection (d).

(f) Anything herein to the contrary notwithstanding, the Board may hold a closed session to discuss or consider one or more of the following:

- (1) Real estate negotiations;
- (2) The appointment, employment, evaluation of performance, or dismissal of a Regional Center employee;
- (3) Employee salaries and benefits;
- (4) Labor contract negotiations;
- (5) Pending litigation, as described at Section 4664 of the

California Welfare and Institutions Code, when discussion in open session concerning those matters would prejudice the position of the regional center in the litigation. Litigation shall be considered pending when any of the following circumstances exist:

- (a) An adjudicatory proceeding to which the regional center is a party has been initiated formally.
- (b) A point has been reached where, based upon existing facts and circumstances and the advice of legal counsel, it is determined that there is a significant exposure to litigation against the regional

center.

(c) Based on existing facts and circumstances, the regional center has decided to initiate or is deciding whether to initiate litigation. Prior to holding a closed session pursuant to this section, the regional center governing board shall state publicly to which subdivision it is pursuant.

(6) Any matter dealing with a particular Regional Center consumer, unless it is requested that the issue be discussed publicly by either the consumer, the consumer's conservator, or the consumer's parent or guardian where the consumer is a minor.

Minutes of closed sessions shall be taken by the Board Secretary in a notebook kept by a designated officer or employee of the Regional Center, but these minutes shall not be considered public records. Prior to and directly after holding any closed session, the Board shall state in open session the specific reason or reasons for the closed session. In the closed session, the Board may consider only those matters covered in its statement.

All discussions had, and information acquired, at a closed session of the Board are confidential and may be protected by the attorney-client privilege. Board members are required to uphold their duty of confidentiality and shall not disclose the content of any discussion had, or information acquired, in a closed session of the Board. A violation of this confidentiality provision is grounds for removal from the Board and any Board Committee of which the Trustee is a member.

(g) Meetings of the Trustees shall be presided over by the Board President, or, in his or her absence, by the Vice President, or, in his or her absence, by a Trustee chosen by a majority of the Trustees present. The Secretary of the Corporation shall act as Secretary of the Board. In the absence of the Secretary, the presiding officer shall appoint a person to act as Secretary for the meeting.

(h) The open and closed meeting requirements set forth in this Section 9 and in Chapter 5, Article 3 of the Lanterman Act, commencing with Welfare and Institutions Code Section 4660, shall not apply to the corporate affairs of the Board which have no relationship to the role and responsibility of the Regional Center.

(i) All meetings of the Board shall be held in facilities accessible to persons with physical disabilities. The Regional Center shall not conduct any meeting, conference, or other function in any facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, color, national origin, ethnic group identification, age, ancestry, sex, mental disability, physical disability, medical condition,

genetic information, marital status, sexual orientation, language, or any characteristic listed or defined in Government Code Section 11135 (or any successor statute thereto).

(j) All Board meetings shall be available for virtual participation, including through use of conference telephone and electronic video screen communication, in order to promote easier access. Board member virtual participation constitutes presence in person at Board meetings so long as all Trustees and members of the public participating in such meetings can hear one another.

(k) Agendas and other writings or materials distributed prior to or during a Board meeting for discussion or action at the meeting, shall be considered public records, except those materials distributed during and directly related to a closed session authorized under Subsection (f) of this Section 10. Materials which are distributed prior to commencement of a Board meeting shall be made available for public inspection upon request prior to commencement of the meeting. Writings which are distributed during a Board meeting shall be made available for public inspection at the time of their discussion at the meeting. A reasonable fee may be charged for a copy of the public records distributed pursuant to this Subsection (k).

(l) Any action taken by the Board in violation of the open and closed meeting requirements of this Section 10 is null and void. The Board is not prevented from curing or correcting any action challenged pursuant to this Section.

(m) The Board shall meet with representatives of the Department upon request by the Director of the Department, and, if requested, the Board shall exclude Regional Center employees from the meeting. The Board shall meet with the Department's representatives without preconditions for the meeting and at a time and date determined by the Department. Not infringing on the Department's authority otherwise provided in this Subsection (m), at the Department's discretion, efforts shall be made to meet with the Board at a mutually agreed-upon time, date, and place, with the goal of promoting attendance by Board members.

Section 11. Quorum and Voting. A majority of the number of Trustees entitled to vote shall constitute a quorum of the Board for the transaction of business, except as otherwise provided in these Bylaws. Every act or decision done or made by a majority of the Trustees present at a meeting duly held at which a quorum is present shall be regarded as the act of the Board, unless a greater number is required by law or by these Bylaws. A meeting at which a quorum is initially present may continue to transact business notwithstanding the departure of directors, if any action taken is approved by at least a majority of the required quorum for that meeting, unless a greater number is required by law or by these Bylaws.

Except as provided in Article IV, Section 6, each Trustee who is present at a meeting, including those participating virtually as set forth in Section 10, Subsection (j), shall be entitled to one vote on each matter submitted to a vote of the Trustees. Voting by proxy is prohibited. Voting by email, facsimile, mail or other means by a Trustee who is not present at a meeting is also prohibited. Once a vote is cast, it may not be changed.

Section 12. Freedom from Liability. No Trustee who performs the duties of a Trustee in good faith and in the best interests of the Corporation, as set forth in Corporations Code section 5231, shall be personally liable for the debts, liabilities, or obligations of the Regional Center, except as provided in Corporations Code section 5233, relating to self-dealing transactions.

Section 13. Compensation. The Trustees of the Corporation shall serve without compensation for any services rendered by them to the Corporation as such Trustee. However, this shall not operate to preclude any Trustee from receiving reimbursement from the Corporation for reasonable expenses incurred by Trustee. There shall be no reimbursement for non-business-related travel companions. Neither shall there be loans to Trustees, except as might be permitted for matters relating to indemnity under Article XI of these Bylaws.

ARTICLE V

OFFICERS

Section 1. Number and Title. The officers of the Regional Center shall be members of the Board and shall consist of a President, Vice President, Treasurer, ARCA delegate, and Secretary, and such other officers as may be provided for by Board resolution. The same person may not serve concurrently in more than one office except as is needed to fill vacancies as that term is defined in Section 4 hereinbelow.

Section 2. Election. Except as otherwise stated in the Bylaws, the officers of the Regional Center shall be elected by the Board at the regularly-scheduled June meeting of the Board. A slate of nominees shall be submitted by the Nominating Committee to the Board at the regularly-scheduled May meeting immediately prior to the Board's regularly-scheduled June meeting. Nominations may be made from the floor by Trustees at the meeting in which the election is held or at any time prior to the election for that office. In the event that there is more than one (1) nominee for an office or should any Board member request it, the vote shall be by secret ballot. The candidate receiving the highest number of votes shall be elected to the office provided that he or she has received a majority vote of those Trustees in attendance in favor of election. In

the event that no candidate receives a majority vote in favor of election, there shall be a runoff between the two (2) candidates with the highest number of votes at the same June meeting of the Board. Election shall be by individual office, in the order the offices are identified in these Bylaws.

Section 3. Term of Office. Officers shall serve for a term of one (1) year commencing on July 1 and ending on June 30 of the following calendar year or, unless: (1) their successor is elected at a date after June 30; (2) they resign prior to June 30; (3) they are removed at the pleasure of the Board in accordance with these Bylaws prior to June 30; or (4) they die. An officer may be removed with or without cause by a vote of two-thirds (2/3) of the total membership of the Board. Notice of a proposed removal action shall be mailed to the full Board prior to the regular meeting at which such vote would be taken. Notice shall be given at least 7 days prior to the regular meeting or with that meeting's Agenda, whichever provides more notice. There is no limitation to the number of terms that an officer may serve except for the office of President which shall have a limit of two (2) consecutive terms, additionally the Nominating Committee shall take into account continuity of leadership when Trustees are in their final year of eligibility to serve as Trustee.

Section 4. Vacancies. In the case of death, resignation, removal, or disqualification of any officer of this Board, or if there is otherwise a vacancy in an office, the Board shall elect from a slate of candidates presented by the Nominating Committee, the officer's successor, who shall hold his or her office for the unexpired term of that office (as opposed to a vacancy in the position of trustee of the Board detailed in Article IV, Section 9). The Board shall determine when to conduct an election to fill a vacancy in any office, and the Secretary shall give at least thirty (30) days' notice of intent to conduct the election, unless the office of the Secretary of the Board is vacant in which case such notice shall be given by the Board President. The notices may be provided to each Trustee in an open Board meeting, by first class mail, by personal delivery, or by electronic communication if the Corporation receives the necessary written consent from the Trustee.

Section 5. Duties of the President. The President shall preside at all meetings of the Board. Subject to the control of the Board, he or she shall:

- (a) Call meetings of the Board.
- (b) Execute on behalf of the Regional Center any and all contracts in conformance with the Board Contracts policy or any subsequent policy covering the authority of the Board to transact the business of the Regional Center in accordance with such authority as may be granted to him or her by the Board.

(c) Chair Executive Finance Committee meetings and the quarterly Post-Retirement Medical Trust Committee meetings.

(d) Exercise such other powers and perform such duties as may be prescribed by the Board or these Bylaws.

Section 6. Duties of Vice President. The Vice President shall:

(a) In the absence or incapacity of the President, or the President otherwise refuses to act, perform the duties of the President.

(b) Participate in the quarterly meetings of the Post-Retirement Medical Trust Committee.

(c) Act as parliamentarian or designate another individual to serve as parliamentarian.

(d) Exercise such other powers and perform such duties as may be prescribed by the Board or these Bylaws.

Section 7. Duties of Secretary. The Secretary shall:

(a) Cause to be taken and maintained at the Principal Executive Office of Corporation the minutes of meetings of the Board and the Executive Finance Committee.

(b) Maintain a log or record of actions taken in closed session and transfer this record to his or her successor.

(c) Sign the original copy of the Bylaws when revisions are made and cause the original or a certified copy of the Bylaws to be kept and open to inspection by Trustees at all reasonable times, at the Principal Executive Office of the Corporation.

(d) Review the attendance of Board members at monthly meetings, notify Board members of absences, and inform the President if a Board member has failed to meet the attendance requirements as described at Section 8, Subsection (h), of Article IV.

(e) Be then custodian of all books and records of the Corporation (excepting books of account) showing the information required by law, which books

and records shall be kept at the Principal Executive Office of the Corporation.

(f) Cause all notices that are required by law or these Bylaws to be given.

(g) Cause the Corporation's seal to be kept and affix it to all papers and documents requiring a seal.

(h) Exercise such other powers and perform such duties as may be prescribed by the Board or these Bylaws.

Section 8. Duties of Treasurer. The Treasurer shall:

(a) Review and report on the Regional Center contract with the Department and the preliminary allocation.

(b) Oversee and report on the fiscal status of the Regional Center:

(1) Review all financial reports and the financial status of the Regional Center.

(2) Review all audits to assure conformity with accepted practices and contractual requirements.

(3) Review the initiation of changes to bank accounts, tax returns, and other ongoing corporate financial transactions.

(c) Participate in the quarterly meetings of the Post-Retirement Medical Trust Committee.

(d) Exercise such other powers and perform such duties as may be prescribed by the Board or these Bylaws.

Section 9. Duties of ARCA Delegate. The ARCA delegate shall:

(a) Represent the Regional Center at ARCA meetings.

(b) Report to the Board regarding actions taken at the ARCA meetings.

(c) Assure that the Board votes on any issues requiring such action.

(d) Exercise such other powers and perform such duties as may be prescribed by the Board or these Bylaws.

(e) Shall provide a report at each Community Relations Committee meeting.

Section 10. Absences. In the case of the absence of any officer of the Board, or for any other reasons that the Board may deem sufficient, the Board may delegate, for the time being, any and/or all the powers or duties of that officer to any other Trustee or Trustees, except as otherwise specified in the Bylaws, providing that the majority of the Board votes in favor of such delegation of power except that the duties of President may not be exercised by a Trustee concurrently serving as either Secretary or Treasurer.

ARTICLE VI

EXECUTIVE DIRECTOR

Section 1. Duties of Executive Director. The Executive Director shall act in the capacity of the Chief Executive Officer of the Regional Center and, as such, shall have the authority and responsibility for the day-to-day management and administration of the affairs, employees and resources of the Regional Center. The Executive Director shall, subject to the policies of the Regional Center, employ, supervise, manage, control, and discharge the employees of the Regional Center. In the event that the Executive Director seeks the Board's assistance in making decisions regarding the employment, supervision, management, control and discharge of employees of the Corporation, the Board shall act in an advisory role only in providing such assistance, with the ultimate decision being solely that of the Executive Director. The Executive Director shall attend to such other business as may be assigned and perform all other duties prescribed by the Board, by these Bylaws or by law.

Section 2. Policy Responsibility. The Executive Director shall advise and counsel the Board in matters of policy and shall act as a representative for the Regional Center at community, state, and national meetings.

Section 3. Performance Review. The performance of the Executive Director shall be reviewed annually by the Board.

ARTICLE VII

COMMITTEES

Section 1. Provision for Committees. The Regional Center shall have such committees as are provided for herein or as are designated by resolution adopted by a majority vote of the Trustees then in office.

Section 2. Appointment of Committees. Except for the Executive Finance Committee, the Vendor Advisory Committee, and the Consumer Advisory Committee, membership on committees shall be by appointment by majority vote of the Trustees then in office. All committee members must be Trustees, with the exception of members of the Consumer Advisory Committee, Post-Retirement Medical Trust Committee, and Vendor Advisory Committee.

Section 3. Structure and Operation of Committees.

(a) All chairpersons of committees shall be appointed by the President unless otherwise specified in the Bylaws. These appointments require approval by a majority vote of the Board. The same Trustee cannot be appointed to serve as chairperson of more than one committee simultaneously, except for the President who may only serve as the chairperson of the Executive Finance Committee and the Post-Retirement Medical Trust Committee.

(b) Except as expressly delegated to any particular committee by these Bylaws or by resolution of the Board of Trustees, no committee shall have any authority to take any action, make any expenditure or incur any liability in the name of or on behalf of the Board of Trustees. Further, no committee may be delegated authority which would otherwise be exercised by the Board unless all of the members of the Committee are also members of the Board or unless all of the actions proposed by such Committee are ratified by the Board prior to their execution in accordance with statute.

(c) Minutes are to be kept of all committee meetings and kept on file at the Principal Executive Office of the Corporation and posted on the Regional Center's website.

(d) Trustees may serve more than one (1) consecutive term on a committee.

(e) Committees of the Board shall be comprised of a minimum of three (3) Trustees except for the Consumer Advisory Committee, Post-Retirement Medical Trust Committee, and Vendor Advisory Committee.

(f) The members of a committee provided for hereunder may participate in any meeting through the use of conference telephone, video conferencing,

or other similar communications equipment, rather than participating in person. It is the individual committee member's choice how he or she wishes to participate. Participation in a meeting, through the use of conference telephone or electronic video screen communication pursuant to this paragraph, shall constitute presence in person at such meeting as long as all members participating in such meeting can hear one another. Participation in a meeting through use of electronic transmission other than conference telephone and electronic video screen communication pursuant to this paragraph, shall constitute presence in person at that meeting if all of the following apply:

(1) Each member participating in the meeting can communicate with all of the other members concurrently.

(2) Each member is provided with the means of participating in all matters before the committee, including, without limitation, the capacity to propose, or to interpose an objection to, a specific action to be taken by the committee.

(3) The committee adopts and implements some means of verifying both of the following:

(a) A person participating in the meeting is a committee member or other person entitled to participate in the meeting.

(b) All actions of or votes by the committee are taken or cast only by the committee members and not by persons who are not committee members.

(4) Members of the public in attendance, consistent with Article IV Section 10(c), are or would be able to communicate with any member using electronic transmission other than conference telephone and electronic video screen communication.

(g) Except as otherwise provided in these Bylaws or otherwise mandated by law, each committee shall be permitted to schedule the timing, location, and format (i.e., in-person or virtual) based on majority vote of that committee. In all committee meetings where the committee has been authorized to conduct business on behalf of the Board, such committee meetings shall comply all California open meeting laws including, but not limited to, Welfare and Institutions Code Section 4660.

Section 4. Executive Finance Committee.

(a) Composition. The Executive Finance Committee shall consist of the duly elected Board officers and the most immediate past President still serving as a Trustee on the Board. The President shall be the chairperson. Each individual Officer shall have one (1) vote even an individual serves in multiple board offices (e.g. If the President is also the ARCA Delegate, then that individual only has one (1) vote even if

serving as two (2) Officers simultaneously.

(b) Authority and Duties. The primary purpose of the Executive Finance Committee shall be to respond to matters of an urgent nature, which call for immediate action or commitment prior to the next scheduled meeting of the Board. In such matters, the Executive Finance Committee shall have the full power and authority of the Board, except that the Executive Finance Committee shall have no authority to do the following:

(1) The power to adopt, amend, or repeal the Articles of Incorporation or these Bylaws

(2) The power to fill vacancies on the Board or any committee which has the authority of the Board;

(3) The power to appoint committees of the Board or the members thereof;

(4) The power to appoint or remove the Executive Director;

(5) The power to remove a Trustee;

(6) The amendment or repeal of any resolution of the board which by its express terms is not so amendable or repealable

(7) The expenditure of corporate funds to support a nominee for Trustee after there are more people nominated for Trustee than can be elected.

(8) The approval of any self-dealing transaction

(c) The Executive Finance Committee shall have the additional affirmative duty to ensure that a strategic plan is developed that encompasses the following: the development and implementation of the Regional Center's annual performance contract, the objectives contained therein, and recommendations to the Board on adopting and modifying goals and objectives contained in the contract, identifying gaps in the service delivery system, including generic agencies, and recommend alternatives to close these gaps, such as systems advocacy, legislation, or interagency coordination.

(d) The Executive Finance Committee shall review and monitor contract obligations of the Corporation; review and monitor the budget of the Corporation and expenditures and taxes of the Corporation's funds; report expenditures to the Board; recommend policy in personnel matters regarding hiring, salaries, retention and related issues; and recommend policies affecting other areas of administrative services. In addition, as referenced above in Article IV, Section 2(d), and in the absence of an Audit Committee, the Executive Finance Committee shall be responsible for:

- (1) Reviewing the skills and performance of the Corporation's independent auditing firm and recommending to the Board the retention and termination of the Corporation's independent auditor;
- (2) Negotiating the independent auditor's compensation on the Board's behalf;
- (3) Conferring with the auditor to satisfy the Audit Committee that the financial affairs of the Corporation are in order; and;
- (4) Reviewing the annual audit report and accompanying management letter prepared by the independent accounting firm and determining whether to accept the audit prepared by the independent auditor and recommend it to the full Board for approval or modification.

Should the Corporation not have a separate Audit Committee, then the Executive Finance Committee shall act as the Audit Committee for purposes of Government Code Section 12586 or any successor statute if the Regional Center is required to comply with said statute.

(e) Additional Authority. The Executive Finance Committee shall also have such power and authority to perform such other duties as the Board may from time to time determine or delegate except that the Board may not delegate its authority to do any of those actions provided in Article IV Section 1 of these Bylaws. All business conducted by the Executive Finance Committee on behalf of the Board shall be reported at the next meeting of the Board. The Executive Finance Committee shall also have the power and authority to oversee the performance evaluation of and negotiate contracts with the Executive Director of the Regional Center.

(f) Conduct of Business. Meetings of the Executive Finance Committee shall be held at the call of the President or any two (2) members of said Committee, at such times the Board is not in session. Notice of Executive Finance Committee meetings shall be made in the same manner as Special Meetings of the Board as detailed in Article IV Section 10. A quorum shall be a majority of the Executive Finance Committee. Members of the Board are invited to express their opinions to the Executive Finance Committee and to attend any meetings of the Executive Finance Committee.

Section 5. Nominating Committee.

- (a) Composition. The membership of the Nominating Committee

shall consist of not less than three (3) Trustees and a member of the Vendor Advisory Committee as one of its four (4) members. The Nominating Committee members will elect their own chairperson. A quorum shall consist of a majority of the members of the Nominating Committee.

(b) Term of Members. The term of members shall be set at two (2) years, with not more than two (2) members of the Nominating Committee being replaced annually to provide for continuity.

(c) Duties. The duties of the Nominating Committee shall be to collect, categorize, screen, and keep on file at the Principal Executive Office of the Corporation all applications and application-related materials submitted to the Regional Center by Trustee candidates for the Board positions. These applications and application-related materials shall be kept confidential; only the Board President, Executive Director, Board Secretary, and members of the Nominating Committee (including the representative of the Vendor Advisory Committee) may have access to them.

(1) Selection of Board Members. The Nominating Committee shall have the responsibility to seek out and select qualified candidates for presentation and election as Trustees, as provided for at Section 8 of Article IV of these Bylaws. In the event of a vacancy on the Board before the end of a term, the Nominating Committee shall present to the Board its recommendation for a person or persons to fill the vacancy.

(2) Selection of Officers. The Nominating Committee shall present a slate to the Board for the office of President, Vice President, Secretary, Treasurer, and ARCA delegate, as provided for at Section 2 of Article V of these Bylaws. In the event of a vacancy occurring in any office during a term of office, the Nominating Committee shall present to the Board its recommendation for a person or persons to fill the vacancy.

(3) Selection of Vendor Advisory Committee Members. The Nominating Committee shall submit to the Board a slate of providers to be appointed to the Vendor Advisory Committee by the Board at its regularly-scheduled June meeting.

(4) Selection of Consumer Advisory Committee Members. The Consumer Advisory Committee shall be composed of adult consumers who reside in the regional center's catchment area and participate in five (5) Consumer Advisory Committee meetings during any 12-month period. The Nominating Committee shall submit to the Board a slate of individuals to be appointed by the Board as Board Liaison to the Consumer Advisory Committee.

Section 6. Community Relations Committee.

(a) Composition. The Community Relations Committee shall select its chairperson. The Board ARCA Delegate shall report at each meeting of the Community Relations Committee, but shall not necessarily be required to be a member of the Community Relations Committee. A quorum shall consist of a majority of the members of the Community Relations Committee.

(b) Term of Members. The term of members shall be set at one (1) year.

(c) Duties. The duties of the Community Relations Committee shall be to:

(1) Review any pending legislation pertinent to people with developmental disabilities and to coordinate contacts with legislators representing the catchment area or responsible for introducing, reviewing or acting upon legislation affecting the segment of the population served by this Regional Center at the direction of the full Board; and

(2) Inform and educate, as outreach, the diversified communities served by the Regional Center as to the purposes, policies and operational procedures of the organization; and (3) Serve as a clearing-house for all public forums.

(3) Review and recommend standards and policies consistent with the needs of Regional Center consumers with regard to:

- i. Regional Center services, such as consumers' rights, case management, intake, assessment, and community development.
- ii. Services provided by agencies outside the Regional Center. It is not the role of the Community Relations Committee to discuss individual consumers, individual vendors, the investigation of special incidents involving vendors, and other confidential Regional Center matters. Accordingly, such matters shall not be discussed at meetings of the committee.

Section 7. Vendor Advisory Committee.

(a) Composition. The membership of the Vendor Advisory Committee shall consist of not more than eighteen (18) members who are either current vendors in good standing of the Corporation or are employed by vendors in good

standing of the Corporation.

(b) It shall be composed of persons representing a wide variety of the various categories of providers from which the Regional Center purchases consumer services. The Vendor Advisory Committee shall designate one (1) of its members to serve as a member of the Board (i.e., the Vendor Trustee). The Vendor Trustee shall serve as chairperson. The Vendor Trustee's term shall be one (1) year. A quorum shall consist of a majority of the members of the Vendor Advisory Committee.

(c) Appointment and Term of Members. The members of the Vendor Advisory Committee shall be appointed by the Board from a slate of candidates provided by the Nominating Committee, and shall each serve a term of three (3) years unless an earlier vacancy occurs as provided in the Bylaws. Such term shall commence on July 1 of the year in which a member is elected unless the member has been elected to fill a vacancy as provided for herein. If a vacancy occurs on the Vendor Advisory Committee, the Nominating Committee shall recommend a replacement to the Board as a whole who shall then elect the replacement by a majority vote. In the event a member has been elected to fill such vacancy, the term shall commence upon election or as otherwise provided by the Board and shall continue for the balance of the regular term subject to such vacancy. No member shall serve on the Vendor Advisory Committee for more than six (6) consecutive years. An individual who has served six (6) consecutive years shall not be eligible to again serve as a member of the Vendor Advisory Committee for a period of twelve (12) months. If an individual who resigns from the Vendor Advisory Committee prior to the expiration of his or her term is re-appointed to the Vendor Advisory Committee in less than twelve (12) months, his or her prior months/years served on the Vendor Advisory Committee shall be considered part of the person's term.

(d) Duties. The duties of the Vendor Advisory Committee shall be to provide advice, guidance, recommendations, and technical assistance to the Board to assist the Board in carrying out its mandated duties.

Section 8. Consumer Advisory Committee.

(a) Composition. The Consumer Advisory Committee shall be composed of adult consumers who reside in the regional center's catchment area and participate in five Consumer Advisory Committee meetings during any 12-month period. Members of the Consumer Advisory Committee, once qualified by attendance at five Consumer Advisory Committee meetings during any 12-month period, shall remain members of the Committee for so long as they continue to attend at least five Consumer Advisory Committee meetings during any 12-month period.

(b) Election of Committee Chair. The Consumer Advisory Committee

chair shall be elected by the committee. The term of office shall be one (1) year with no limitations on the number of terms. The committee will also elect a vice-chair.

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

(d) Board Liaison. The Board may appoint a Board Liaison to attend monthly committee meetings for the purpose of facilitating communication between the committee and the Board and completing the monthly CAC Liaison Report for the Board. The Board Liaison should be an individual served by NLACRC, but if a person served is not available or willing to serve, then the Board can appoint a staff member or Trustee to serve as Board Liaison. The Board should consider alternating the Liaison position from year to year.

ARTICLE VIII

RECORDS AND REPORTS

Section 1. Maintenance of Records. The Regional Center shall maintain adequate and correct accounts, books, and records of its business and properties. All of such books, records, and accounts shall be kept at its Principal Executive Office in the State of California, as fixed by the Board from time to time.

Section 2. Inspection of Records. All books and records shall be open to inspection by the Trustees at all reasonable times at the Principal Executive Office and in the manner provided in the California Corporations Code.

Section 3. Certification and Inspection of Bylaws. The original or a copy of these Bylaws as amended or otherwise altered to date, certified by the Secretary of the Board, and shall be open to inspection at the Principal Executive Office by the Trustees as provided in the California Corporations Code.

Section 4. Checks, Drafts, Etc. All checks, drafts, or other orders for payment of money, notes or other evidences of indebtedness issued in the name of, or payable to, the Regional Center, shall be signed or endorsed by such person or persons and in such manner as shall be determined from time to time by resolution of the Board.

Section 5. Contracts, Etc. - How Executed. In conformance with the Board's Contract Policy or any other policy detailed the Board's authority to enter into contracts on behalf of the Regional Center, the Board, except as in the Bylaws or otherwise

provided, may authorize any officer or officers, agent or agents, to enter into any contract or execute any instrument in the name of and on behalf of the corporation. Such authority may be general or confined to specific instances. Unless authorized by the Board, no officer, agent or employee of the Regional Center shall have any power or authority to bind the Regional Center by any contract or engagement, or to pledge its credit or render it liable, for any purpose or to any account.

ARTICLE IX

AMENDMENT OR REVISION OF BYLAWS

These Bylaws, or any provision or provision thereof, may be amended or repealed, or new Bylaws may be adopted, at any regular meeting of the Board at which a quorum is present, by approval of at least a majority of Trustees then in office, provided that the amendment or revision has been submitted in writing at the previous regular meeting of the Board; such action shall be subject, however, to the limitations of the California Corporations Code.

ARTICLE X

RULES

All persons becoming Trustees of the Regional Center shall agree to abide by and be bound by these Bylaws and the rules, regulations and other orders of the Board, including the Board Code of Conduct, made pursuant thereto. The rules contained in the revised Robert's Rules of Order shall govern the Regional Center in all cases to which they are applicable.

ARTICLE XI

INDEMNIFICATION

Section 1. Right of Indemnity. To the fullest extent permitted by law, the Regional Center shall indemnify its Trustees, officers, employees, and other people described in Section 5238, subdivision (a) of the California Corporations Code, including persons formerly occupying any such position, against all expenses, judgments, fines, settlements and other amounts actually and reasonably incurred by them in connection with any “proceeding,” as that term is used in that Section, and including an action by or in the right of the Corporation, by reason of the fact that the person is or was a person described in that Section. “Expenses,” as used in this Bylaw, shall have the same meaning as in Section 5238, subdivision (a) of the California Corporations Code.

Section 2. Approval of Indemnity. On written request to the Board by any person seeking indemnification under Section 5238, subdivision (b) or Section 5238, subdivision (c) of the California Corporations Code, the Board shall promptly determine under Section 5238, subdivision (e) of the California Corporations Code whether the applicable standard of conduct set forth in Section 5238, subdivision (b) or Section 5238, subdivision (c) has been met and, if so, the Board shall authorize indemnification.

Section 3. Advancement of Expenses. To the fullest extent permitted by law under Corporations Code Section 5238 or any successor statute thereto, and except as otherwise determined by the Board in a specific instance, expenses incurred by a person seeking indemnification under Sections 1 and 2, of this Article XI of these Bylaws, in defending any proceeding covered by those Sections shall be advanced by the Regional Center before final disposition of the proceeding, on receipt of the Regional Center of an undertaking by or on behalf of that person in the amount advanced on that Trustees behalf that the advance will be repaid unless it is ultimately determined that the person is entitled to be indemnified by the Regional Center for those expenses.

Section 4. Insurance. The Regional Center shall purchase and maintain insurance to the full extent permitted by law on behalf of its Trustees, officers, employees, and other agents, against any liability asserted against or incurred by any Trustee, officer, employee, or agent in such capacity or arising out of the Trustee's, officer's, employee's, or agent's status as such. Such coverage shall include, but not be limited to, indemnity for fiduciaries of any Regional Center employee benefit plan or plans. Purchase of such coverage shall be limited to that which is reasonably prudent in light of the Regional Center's budget considerations, as reviewed from time to time.

CERTIFICATE OF SECRETARY

The undersigned, being the Secretary of the Regional Center Board of Trustees, hereby certifies:

1. That I am the duly elected and acting Secretary of the Board of Trustees of North Los Angeles County Regional Center, Inc., a California Nonprofit Public Benefit Corporation; and

2. That the attached Restatement of the Bylaws, consisting of thirty-six (36) pages, was duly adopted by the Board of Trustees of the Regional Center on _____, and _____, and is now in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and have affixed the seal of this corporation hereto this ____ day of _____ 202__.

[SEAL]

Secretary NLACRC Board of
Trustees

Revised and approved by the Board of Trustees April 17, 1974. Revised and approved by the Board of Trustees January 8, 1975. Revised and approved by the Board of Trustees November 10, 1976. Revised and approved by the Board of Trustees April 9, 1980.

Revised and approved by the Board of Trustees February 11, 1981. Revised and approved by the Board of Trustees January 12, 1983. Revised and approved by the Board of Trustees May 16, 1984.

Revised and approved by the Board of Trustees January 16, 1985. Revised and approved by the Board of Trustees March 12, 1986. Revised and approved by the Board of Trustees September 9, 1987. Revised and approved by the Board of Trustees December 9, 1987. Revised and approved by the Board of Trustees October 12, 1988. Revised and approved by the Board of Trustees January 11, 1989. Revised and approved by the Board of Trustees December 13, 1989. Revised and approved by the Board of Trustees May 8, 1991.

Revised and approved by the Board of Trustees June 10, 1992. Revised and approved by the Board of Trustees May 12, 1993. Revised and approved by the Board of Trustees December 8, 1993. Revised and approved by the Board of Trustees September 14, 1994. Revised and approved by the Board of Trustees May 8, 1996.

Revised and approved by the Board of Trustees October 9, 1996. Revised and approved by the Board of Trustees December 10, 1997. Revised and approved by the Board of Trustees October 14, 1998.

Revised and approved by the Board of Trustees February 10, 1999. Revised and approved by the Board of Trustees March 8, 2000.

Revised and approved by the Board of Trustees June 13, 2001. Revised and approved by the Board of Trustees September 10, 2003. Revised and approved by the Board of Trustees June 9, 2004.

Revised and approved by the Board of Trustees March 14, 2007. Revised and approved by the Board of Trustees May 14, 2008.

Revised and approved by the Board of Trustees July 30, 2008. Revised and approved by the Board of Trustees May 11, 2011. Revised and approved by the Board of Trustees March 11, 2015. Revised and approved by the Board of Trustees June 14, 2017.

Revised and approved by the Board of Trustees June 13, 2018. Revised and approved by the Board of Trustees January 15, 2020. Revised and approved by the Board of Trustees March 10, 2021. Revised and approved by the Board of Trustees January 12, 2022. Revised and approved by the Board of Trustees May 11, 2022.

Revised and approved by the Board of Trustees February 14, 2024, and May 8, 2024.

Agenda Item Detail Sheet

ACTION	
ACTION/CONSENT	<u> X </u>
DISCUSSION	<u> </u>
INFO ONLY	<u> </u>

Date: March 12, 2025.

To: Board of Trustees

From: NLACRC Staff

Subject: Approval of Committee List Updates and Committee Appointments

BACKGROUND/GENERAL:

On February 12, 2025, at a Special Meeting of the Board of Trustees, three new members were elected to join the Board of Trustees. Also, a new Slate of Officers was elected to serve until the end of the fiscal year.

REASON FOR CURRENT ITEM/DICUSSION:

The lists have been updated to reflect the current members of the Board of Trustees and the new Board of Trustees officers. The committee lists reflect current members and roles.

RECOMMENDATION:

That the Board approve the updated Committee Lists as presented.

BOARD & BOARD COMMITTEE LIST

FY 2024-2025

Board of Trustees

Juan Hernandez—President, ARCA
CAC Alt

Sharmila Brunjes—First V.P., Board
Secretary, and ARCA Alt

Curtis Wang—Second V.P.

Anna Hurst—Treasurer

Leticia Garcia—ARCA Rep

George Alvarado—ARCA CAC Rep

Alex Kopilevich—VAC Chair

Nicholas Abrahms

Cathy Blin

Jacque Colton

Jennifer Koster

Laura Monge

Jeremy Sunderland

Jason Taketa

Administrative Affairs

Vini Montague, Staff

Danielle Fernandez, Admin

Anna Hurst, Chair

Cathy Blin

[VAC Representative](#)

Jaklen Keshishyan

Consumer Services

Evelyn McOmie, Staff

Sandra Rizo, Admin

Nicholas Abrahms, Co-Chair

Jennifer Koster, Co-Chair

Cathy Blin

Anna Hurst

Laura Monge

[VAC Representative](#)

Sharon Weinberg

Executive

Angela Pao-Johnson, Staff

Arezo Abedi, Admin

Juan Hernandez, Chair

Sharmila Brunjes

Anna Hurst

Curtis Wang

Leticia Garcia

Government & Community

Relations

Chris Whitlock, Staff

Lindsay Granger, Admin

Cathy Blin, Chair

Curtis Wang, Alt. Chair

George Alvarado

Lety Garcia

Juan Hernandez

Jennifer Koster

Laura Monge

[VAC Representative](#)

Jodie Agnew-Navarro

Nominating

Evelyn McOmie, Staff

Lindsay Granger, Admin

Curtis Wang, Chair

Sharmila Brunjes

Lety Garcia

Juan Hernandez

[VAC Representative](#)

Alex Kopilevich

Post-Retirement Medical Trust

Vini Montague, Staff

Danielle Fernandez, Admin

Juan Hernandez, Chair

Angela Pao-Johnson

Vini Montague

Sharmila Brunjes

Anna Hurst

Strategic Planning

Angela Pao-Johnson,

Staff Lindsay Granger,

Admin Chair—*Vacant*

Jennifer Koster, Alt. Chair

Nicholas Abrahms

Lety Garcia

Juan Hernandez

Anna Hurst

Evelyn McOmie, Staff [VAC](#)

[Representative](#) Octavia

Watkins

Recruitment

Betsy Monahan, Staff

Lindsay Granger, Admin

Juan Hernandez, Chair

Lety Garcia

BOARD ADVISORY COMMITTEE LIST

FY 2024-2025

Vendor Advisory

Angela Pao-Johnson, Staff

Lindsay Granger, Admin

Alex Kopilevich, Chair

Jaklen Keshishyan, Alt. Chair

Jodie Agnew-Navarro

Octavia Watkins

Masood Babaeian

Paul Borda

Andrea Devers

Cal Enriquez

Ute Escorcía

Ricki Macken Chilvers

Vahe Mkrtchian

Daniel Ortiz

Jen Pippard

Sharon Weinberg

(3 open position)

Consumer Advisory

Santos Rodriguez

Lindsay Granger, Admin.

Juan Hernandez, Chair

Bill Abramson

Pam Aiona

Jennifer Koster

Destry Walker

Self Determination

Silvia Renteria-Haro, Staff

Robin Monroe, Staff

Lori Walker, Chair

Miriam Erberich, Co-Chair

Victoria Berrey

Michael Carey

Socorro Curameng

Richard Dier

Jordan Feinstock

Jon Francis

Ricardo Martinez

Erica Rodriguez

Agenda Item Detail Sheet

ACTION	_____
ACTION/CONSENT	_____
DISCUSSION	_____
INFO ONLY	<u> X </u>

Date: March 12, 2025.

To: Board of Trustees

From: Administrative Affairs Committee

Subject: Financial Reports for October 2024 thru December 2024

BACKGROUND/GENERAL:

The Administrative Affairs Committee reviews and monitors contract obligations, reviews and monitors the budget, reports expenditures to the Board, recommends policy in personnel matters regarding hiring, salaries, retention and related issues, and recommends policies affecting other areas of administrative services.

REASON FOR CURRENT ITEM/DICUSSION:

The Board is responsible for monitoring North Los Angeles County Regional Center's financial status.

FISCAL IMPACT (if any):

None.

RECOMMENDATION:

This is an information item; no action is required.

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
FINANCIAL REPORT-MONTHLY RECAP
FISCAL YEAR 2024-2025
October 2024**

BUDGET CATEGORY	Projected Annual A-1 Allocation	Month Exp	Y-T-D Expenditures	Projected Annual Expenditures	Projected Annual Surplus/(Deficit)	Percent Under(Over) Budget
Operations						
Salaries & Benefits	\$89,485,626	\$6,301,806	\$22,127,271	\$89,485,626	\$0	0.00%
Operating Expenses	\$18,232,424	\$1,453,665	\$6,272,598	\$18,232,424	\$0	0.00%
Subtotal OPS General	\$107,718,050	\$7,755,471	\$28,399,869	\$107,718,050	\$0	0.00%
Salaries & Benefits - CPP Regular	\$287,675	\$70,246	\$262,907	\$287,675	\$0	0.00%
Operating Expenses - CPP Regular	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS CPP Regular	\$287,675	\$70,246	\$262,907	\$287,675	\$0	0.00%
Salaries & Benefits - DC Closure/Ongoing Workload	\$211,140	\$55,014	\$170,364	\$211,140	\$0	0.00%
Operating Expenses - DC Closure/Ongoing Workload	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS DC Closure/Ongoing Workload	\$211,140	\$55,014	\$170,364	\$211,140	\$0	0.00%
Family Resource Center (FRC)	\$207,187	\$0	\$0	\$207,187	\$0	0.00%
Self Determination Program (SDP) Participant Supports	\$131,333	\$0	\$0	\$131,333	\$0	0.00%
Social Recreation Projects	\$0	\$0	\$0	\$0	\$0	0.00%
Services Access & Equity (Disparities)	\$106,714	\$0	\$0	\$106,714	\$0	0.00%
Language Access & Cultural Competency	\$1,067,816	\$128,508	\$128,508	\$1,067,816	\$0	0.00%
Subtotal OPS Projects	\$1,513,050	\$128,508	\$128,508	\$1,513,050	\$0	0.00%
Total Operations:	\$109,729,915	\$8,009,239	\$28,961,648	\$109,729,915	\$0	0.00%
Purchase of Services						
Purchase of Services ("POS") (General, HCBS & ICF/SPA)	\$992,777,449	\$78,003,747	\$276,907,494	\$992,777,449	\$0	0.00%
CPP Regular and DC Closure/Ongoing Workload	\$100,000	(\$7,335)	\$7,725	\$100,000	\$0	0.00%
Total Purchase of Services:	\$992,877,449	\$77,996,412	\$276,915,218	\$992,877,449	\$0	0.00%
Total NLACRC Budget:	\$1,102,607,364	\$86,005,651	\$305,876,866	\$1,102,607,364	\$0	0.00%

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
FINANCIAL REPORT-MONTHLY RECAP
FISCAL YEAR 2024-2025
November 2024**

BUDGET CATEGORY	Projected Annual A-1 Allocation	Month Exp	Y-T-D Expenditures	Projected Annual Expenditures	Projected Annual Surplus/(Deficit)	Percent Under(Over) Budget
Operations						
Salaries & Benefits	\$89,485,626	\$4,462,906	\$26,590,177	\$89,485,626	\$0	0.00%
Operating Expenses	\$18,232,424	\$599,083	\$6,871,681	\$18,232,424	\$0	0.00%
Subtotal OPS General	\$107,718,050	\$5,061,989	\$33,461,858	\$107,718,050	\$0	0.00%
Salaries & Benefits - CPP Regular	\$287,675	\$66,058	\$328,965	\$287,675	\$0	0.00%
Operating Expenses - CPP Regular	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS CPP Regular	\$287,675	\$66,058	\$328,965	\$287,675	\$0	0.00%
Salaries & Benefits - DC Closure/Ongoing Workload	\$211,140	\$44,276	\$214,640	\$211,140	\$0	0.00%
Operating Expenses - DC Closure/Ongoing Workload	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS DC Closure/Ongoing Workload	\$211,140	\$44,276	\$214,640	\$211,140	\$0	0.00%
Family Resource Center (FRC)	\$207,187	\$0	\$0	\$207,187	\$0	0.00%
Self Determination Program (SDP) Participant Supports	\$131,333	\$1,206	\$1,206	\$131,333	\$0	0.00%
Social Recreation Projects	\$0	\$0	\$0	\$0	\$0	0.00%
Services Access & Equity (Disparities)	\$106,714	\$0	\$0	\$106,714	\$0	0.00%
Language Access & Cultural Competency	\$1,067,816	\$776	\$129,283	\$1,067,816	\$0	0.00%
Subtotal OPS Projects	\$1,513,050	\$1,982	\$130,490	\$1,513,050	\$0	0.00%
Total Operations:	\$109,729,915	\$5,174,305	\$34,135,952	\$109,729,915	\$0	0.00%
Purchase of Services						
Purchase of Services ("POS") (General, HCBS & ICF/SPA)	\$992,777,449	\$73,860,547	\$350,768,041	\$995,509,141	(\$2,731,692)	-0.28%
CPP Regular and DC Closure/Ongoing Workload	\$100,000	(\$7,725)	\$0	\$100,000	\$0	0.00%
Total Purchase of Services:	\$992,877,449	\$73,852,823	\$350,768,041	\$995,609,141	(\$2,731,692)	-0.28%
Total NLACRC Budget:	\$1,102,607,364	\$79,027,127	\$384,903,993	\$1,105,339,056	(\$2,731,692)	-0.25%

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
FISCAL YEAR 2024-2025
November 2024**

TOTAL BUDGET SOURCES FISCAL YEAR 2024-2025	
Prelim from DDS for OPS	\$64,623,482
A-1 from DDS for OPS, Projects, and CRDP/CPP	\$44,814,433
A-2 from DDS for OPS, Projects, and CRDP/CPP	
A-3 from DDS for OPS, Projects, and CRDP/CPP	
A-4 from DDS for OPS, Projects, and CRDP/CPP	
A-5 from DDS for OPS, Projects, and CRDP/CPP	
A-6 from DDS for OPS, Projects, and CRDP/CPP	
Prelim from DDS for POS	\$728,145,974
A-1 from DDS for POS and POS-CRDP/CPP	\$251,231,475
A-2 from DDS for POS-CRDP/CPP	
A-3 from DDS for POS-CRDP/CPP	
A-4 from DDS for POS-CRDP/CPP	
A-5 from DDS for POS-CRDP/CPP	
A-6 from DDS for POS-CRDP/CPP/HCBSW	
Subtotal - Total Budget received from DDS	\$1,088,815,364
Projected Revenue	292,000
Subtotal - Projected Revenue Operations	\$292,000
Projected ICF/SPA Transportation/Day Program Revenue	\$13,500,000
Subtotal - Projected Revenue Purchase of Services	\$13,500,000
Total Budget	\$1,102,607,364

OPERATIONS BUDGET SOURCES FISCAL YEAR 2024-2025	
GENERAL OPERATIONS (Excludes Projects, CPP Regular, CRDP/CPP)	
Preliminary, General Operations (OPS)	\$64,623,482
A-1, OPS Allocation	\$19,343,762
Reduce Caseload Ratio for Children through Age 5 (1:40)	\$14,588,309
Reduce Other Caseload Ratios	\$8,870,497
A-2, OPS Allocation	
A-3, OPS Allocation	
A-4, OPS Allocation	
A-5, OPS Allocation	
Total General OPS	107,426,050
Projected Interest Income	\$150,000
Projected Other Income	\$12,000
Projected ICF/SPA Admin Fee	\$130,000
Total Other Revenue	\$292,000
TOTAL GENERAL OPS	\$107,718,050
Preliminary, Community Resource Development Plan ("CRDP") /Community Placement Plan ("CPP")	
	\$0
A-1, OPS CRDP/CPP	\$287,675
A-2, OPS CRDP/CPP	\$0
Total CRDP/CPP Regular	\$287,675
Preliminary, Developmental Center ("DC") Closure/Ongoing Workload	
	\$0
A-1, OPS DC Closure/Ongoing Workload	\$211,140
A-2, OPS DC Closure/Ongoing Workload	\$0
Total CPP DC Closure/Ongoing Workload	\$211,140
Family Resource Center ("FRC")	\$207,187
SDP Participant Supports	\$131,333
Services Access & Equity (Disparities)	\$106,714
Language Access & Cultural	\$1,067,816
Total OPS PROJECTS	\$1,513,050
Total Operations Budget	\$109,729,915

PURCHASE OF SERVICES (POS) BUDGET SOURCES FISCAL YEAR 2024-2025	
POS (CPP-POS Regular, CRDP/CPP)	
Preliminary, POS	\$728,145,974
A-1, POS Allocation	\$251,231,475
A-2, POS Allocation	\$0
A-3, POS Allocation	\$0
A-4, POS Allocation	\$0
Total General POS Allocation	\$979,377,449
ADD:	
Projected ICF SPA Revenue	\$13,500,000
Total Budget, General POS	\$992,877,449

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
CONSOLIDATED LINE ITEM REPORT
FISCAL YEAR 2024-2025
November 2024**

	Projected Annual A-1 Allocation	Net Month	Expended Y-T-D	Projected Remaining Expenses	Proj Annual Expenses	Projected Surplus/ (Deficit)
PURCHASE OF SERVICE						
POS (General)						
3.2 Out of Home	182,869,606	13,107,682	64,878,005	118,506,932	183,384,937	(515,331)
4.3 Day Programs	132,337,234	10,124,515	47,373,455	85,291,757	132,665,212	(327,978)
4.3 Habilitation Programs	6,750,887	490,956	2,359,315	4,408,834	6,768,149	(17,262)
5.4 Transportation	43,880,763	3,087,801	16,027,180	27,976,860	44,004,039	(123,276)
6.5 Other Services	626,938,959	47,049,594	220,130,086	408,556,717	628,686,803	(1,747,844)
Total POS (General):	992,777,449	73,860,547	350,768,041	644,741,100	995,509,141	(2,731,692)
CRDP & CPP						
CRDP & CPP Placements	100,000	(7,725)	0	100,000	100,000	0
CRDP & CPP Assessments	0	0	0	0	0	0
CRDP & CPP Start Up	0	0	0	0	0	0
Deflection CRDP & CPP	0	0	0	0	0	0
Total CRDP & CPP:	100,000	(7,725)	0	100,000	100,000	0
HCBS Compliance Funding	0	0	0	0	0	0
Total HCBS:	0	0	0	0	0	0
Total Purchase of Service:	992,877,449	73,852,823	350,768,041	644,841,100	995,609,141	(2,731,692)
OPERATIONS						
25010 Salaries/Benefits	89,484,441	4,561,637	27,069,006	62,415,435	89,484,441	0
25010 Tuition Reimbursement Program	0	0	0	0	0	0
25020 Temporary Staffing Agencies	500,000	11,603	64,775	435,225	500,000	0
25020 PRMT & CalPERS UAL Deposits	0	0	0	0	0	0
Total Salaries/Benefits:	89,984,441	4,573,240	27,133,782	62,850,659	89,984,441	0
OPERATING EXPENSE						
30010 Equipment Rental	213,466	17,412	101,048	112,419	213,466	0
30020 Equipment Maint	45,000	32,991	61,471	(16,471)	45,000	0
30030 Facility Rent	6,952,027	21,779	3,071,609	3,880,418	6,952,027	0
30040 Facility.Maint. AV	100,410	5,760	48,048	52,362	100,410	0
30041 Facility Maint. SFV	368,858	10,126	48,162	320,696	368,858	0
30042 Facility Maint. SCV	81,615	3,982	5,852	75,763	81,615	0
30050 Communication	1,022,912	26,586	547,324	475,588	1,022,912	0
30060 General Office Exp	355,000	13,688	100,341	254,659	355,000	0
30070 Printing	32,508	5,786	7,495	25,013	32,508	0
30080 Insurance	861,181	26,532	865,199	(4,018)	861,181	0
30090 Utilities	190,631	9,498	37,383	153,248	190,631	0
30100 Data Processing	316,973	18,084	77,328	239,645	316,973	0
30110 Data Proc. Maint	186,500	40,540	63,414	123,086	186,500	0
30120 Interest Expense	90,587	2,134	13,552	77,035	90,587	0
30130 Bank Fees	233,138	35	408	232,730	233,138	0
30140 Legal Fees	786,000	66,544	102,425	683,575	786,000	0
30150 Board of Trustees Exp	101,500	13,096	32,746	68,754	101,500	0
30151 ARCA Dues	171,765	0	0	171,765	171,765	0
30160 Accounting Fees	107,550	5	5	107,545	107,550	0
30170 Equipment Purchases	1,776,209	116,359	551,340	1,224,869	1,776,209	0
30180 Contr/Consult-Adm	2,084,249	85,225	779,237	1,305,011	2,084,249	0
30220 Mileage/Travel	358,436	37,323	138,824	219,612	358,436	0
30240 General Expenses	1,654,506	45,598	218,469	1,436,037	1,654,506	0
30240 ABX2-1	141,404	0	0	141,404	141,404	0
Total Operating Expenses:	18,232,424	599,083	6,871,681	11,360,743	18,232,424	0
Total Operations:	108,216,865	5,172,323	34,005,463	74,211,402	108,216,865	0
Total Gross Budget :	1,101,094,314	79,025,145	384,773,504	719,052,502	1,103,826,006	(2,731,692)
OPS Projects:	1,513,050	1,982	130,490	1,382,560	1,513,050	0
Total Gross Budget with Projects:	1,102,607,364	79,027,127	384,903,993	720,435,063	1,105,339,056	(2,731,692)

NORTH LOS ANGELES COUNTY REGIONAL CENTER
GENERAL OPERATIONS (OPS) and PURCHASE OF SERVICES (POS) LINE ITEM REPORT
FISCAL YEAR 2024-2025
November 2024

	Projected Annual A-1 Allocation	Net Month	Expended Y-T-D	Projected Remaining Expenses	Projected Annual Expenses	Projected Surplus / (Deficit)
PURCHASE OF SERVICE						
POS (General)						
3.2 Out of Home	182,869,606.11	13,107,682.07	64,878,005.05	118,506,932	183,384,937	(515,331)
4.3 Day Programs	132,337,233.95	10,124,514.89	47,373,455.36	85,291,757	132,665,212	(327,978)
4.3 Habilitation Programs	6,750,886.65	490,955.92	2,359,314.75	4,408,834	6,768,149	(17,262)
5.4 Transportation	43,880,763.25	3,087,800.51	16,027,179.58	27,976,860	44,004,039	(123,276)
6.5 Other Services	626,938,959.04	47,049,593.98	220,130,086.25	408,556,717	628,686,803	(1,747,844)
Total POS (General):	992,777,449.00	73,860,547.37	350,768,040.99	644,741,100	995,509,141	(2,731,692)
OPERATIONS						
25010 Salaries/Benefits	88,985,625.89	4,451,303.53	26,525,402.05	62,460,224	88,985,626	0
25010 Tuition Reimbursement Program	-	-	-	0	0	0
25020 Temporary Staffing Agencies	500,000.00	11,602.51	64,775.16	435,225	500,000	0
25020 PRMT & CalPERS UAL Deposits	-	-	-	0	0	0
Total Salaries:	89,485,625.89	4,462,906.04	26,590,177.21	62,895,449	89,485,626	0
OPERATING EXPENSE						
30010 Equipment Rental	213,466.34	17,412.35	101,047.64	112,419	213,466	0
30020 Equipment Maint	45,000.00	32,991.06	61,471.41	(16,471)	45,000	0
30030 Facility Rental	6,952,026.71	21,779.18	3,071,609.00	3,880,418	6,952,027	0
30040 Facility Maint. AV	100,410.00	5,760.31	48,047.81	52,362	100,410	0
30041 Facility Maint. SFV	368,858.00	10,126.32	48,162.31	320,696	368,858	0
30042 Facility Maint. SCV	81,615.00	3,981.57	5,852.14	75,763	81,615	0
30050 Communication	1,022,911.93	26,585.78	547,323.70	475,588	1,022,912	0
30060 General Office Exp	355,000.00	13,687.89	100,341.24	254,659	355,000	0
30070 Printing	32,508.00	5,786.26	7,495.38	25,013	32,508	0
30080 Insurance	861,181.00	26,531.63	865,199.37	(4,018)	861,181	0
30090 Utilities	190,630.77	9,498.00	37,382.84	153,248	190,631	0
30100 Data Processing	316,973.00	18,084.21	77,328.10	239,645	316,973	0
30110 Data Proc. Maint	186,500.00	40,539.75	63,413.91	123,086	186,500	0
30120 Interest Expense	90,587.00	2,134.09	13,552.26	77,035	90,587	0
30130 Bank Fees	233,138.00	35.00	407.87	232,730	233,138	0
30140 Legal Fees	786,000.00	66,544.25	102,424.60	683,575	786,000	0
30150 Board of Trustees Exp	101,500.00	13,095.68	32,746.41	68,754	101,500	0
30151 ARCA Dues	171,765.00	-	-	171,765	171,765	0
30160 Accounting Fees	107,550.00	5.00	5.00	107,545	107,550	0
30170 Equipment Purchases & Software	1,776,208.71	116,358.77	551,339.80	1,224,869	1,776,209	0
30180 Contr/Consult	2,084,248.78	85,225.46	779,237.34	1,305,011	2,084,249	0
30220 Mileage/Travel	358,436.00	37,322.80	138,824.11	219,612	358,436	0
30240 General Expenses	1,654,505.87	45,597.61	218,468.80	1,436,037	1,654,506	0
30240 ABX2-1 Admin	141,404.00	-	-	141,404	141,404	0
Total Operating Expenses:	18,232,424.11	599,082.97	6,871,681.04	11,360,743	18,232,424	0
Total Operations:	107,718,050.00	5,061,989.01	33,461,858.25	74,256,192	107,718,050	0
Gross Budget:	1,100,495,499	78,922,536	384,229,899.24	718,997,292	1,103,227,191	(2,731,692)
% of Budget:	100.00%	7.17%	34.91%	65.33%	100.25%	-0.25%

NORTH LOS ANGELES COUNTY REGIONAL CENTER
Community Resource Development Plan ("CRDP") & Community Placement Plan ("CPP") Line Item Report
Regular CPP
FISCAL YEAR 2024-2025
November 2024

	Projected Annual A-1 Allocation	Net Month	Expended Y-T-D	Projected Remaining Expenses	Projected Annual Expenses	Projected Surplus/(Deficit)
PURCHASE OF SERVICE						
CPP Regular						
CPP Placements	100,000	(7,725)	0	100,000	100,000	0
CPP Assessments	0	0	0	0	0	0
CPP Start Up	0	0	0	0	0	0
Deflection CPP	0	0	0	0	0	0
Total CPP Regular:	100,000	(7,725)	0	100,000	100,000	0
OPERATIONS						
25010 Salaries/Benefits	287,675	66,058	328,965	(41,290)	287,675	0
Total Salaries:	287,675	66,058	328,965	(41,290)	287,675	0
OPERATING EXPENSE						
30010 Equipment Rental	0	0	0	0	0	0
30020 Equipment Maint	0	0	0	0	0	0
30030 Facility Rental	0	0	0	0	0	0
30040 Facility Maint. AV	0	0	0	0	0	0
30041 Facility Maint. SFV	0	0	0	0	0	0
30042 Facility Maint. SCV	0	0	0	0	0	0
30050 Communication	0	0	0	0	0	0
30060 General Office Exp	0	0	0	0	0	0
30070 Printing	0	0	0	0	0	0
30080 Insurance	0	0	0	0	0	0
30090 Utilities	0	0	0	0	0	0
30100 Data Processing	0	0	0	0	0	0
30110 Data Proc. Maint	0	0	0	0	0	0
30120 Interest Expense	0	0	0	0	0	0
30130 Bank Fees	0	0	0	0	0	0
30140 Legal Fees	0	0	0	0	0	0
30150 Board of Trustees Exp	0	0	0	0	0	0
30151 ARCA Dues	0	0	0	0	0	0
30160 Accounting Fees	0	0	0	0	0	0
30170 Equipment Purchases	0	0	0	0	0	0
30180 Contr/Consult CPP	0	0	0	0	0	0
30220 Mileage/Travel	0	0	0	0	0	0
30240 General Expenses	0	0	0	0	0	0
Total Operating Expenses:	0	0	0	0	0	0
Total Operations:	287,675	66,058	328,965	(41,290)	287,675	0
Gross Budget:	387,675	58,333	328,965	58,710	387,675	0

NORTH LOS ANGELES COUNTY REGIONAL CENTER
Community Resource Development Plan ("CRDP") & Community Placement Plan ("CPP") Line Item Report
Developmental Center ("DC") Closure/Ongoing Workload
FISCAL YEAR 2024-2025
November 2024

	Projected Annual A-1 Allocation	Net Month	Expended Y-T-D	Projected Remaining Expenses	Projected Annual Expenses	Projected Surplus/(Deficit)
PURCHASE OF SERVICE						
CRDP/CPP						
CRDP & CPP Placements	0	0	0	0	0	0
CRDP & CPP Assessments	0			0	0	0
CRDP & CPP Start Up	0			0	0	0
Deflection CRDP & CPP	0			0	0	0
Total CRDP/CPP:	0	0	0	0	0	0
OPERATIONS						
25010 Salaries/Benefits	211,140	44,276	214,640	(3,500)	211,140	0
Total Salaries:	211,140	44,276	214,640	(3,500)	211,140	0
OPERATING EXPENSE						
30010 Equipment Rental	0	0	0	0	0	0
30020 Equipment Maint	0	0	0	0	0	0
30030 Facility Rental	0	0	0	0	0	0
30040 Facility Maint. AV	0	0	0	0	0	0
30041 Facility Maint. SFV	0	0	0	0	0	0
30042 Facility Maint. SCV	0	0	0	0	0	0
30050 Communication	0	0	0	0	0	0
30060 General Office Exp	0	0	0	0	0	0
30070 Printing	0	0	0	0	0	0
30080 Insurance	0	0	0	0	0	0
30090 Utilities	0	0	0	0	0	0
30100 Data Processing	0	0	0	0	0	0
30110 Data Proc. Maint	0	0	0	0	0	0
30120 Interest Expense	0	0	0	0	0	0
30130 Bank Fees	0	0	0	0	0	0
30140 Legal Fees	0	0	0	0	0	0
30150 Board of Trustees Exp	0	0	0	0	0	0
30151 ARCA Dues	0	0	0	0	0	0
30160 Accounting Fees	0	0	0	0	0	0
30170 Equipment Purchases	0	0	0	0	0	0
30180 Contr/Consult CPP	0	0	0	0	0	0
30220 Mileage/Travel	0	0	0	0	0	0
30240 General Expenses	0	0	0	0	0	0
Total Operating Expenses:	0	0	0	0	0	0
Total Operations:	211,140	44,276	214,640	(3,500)	211,140	0
Gross Budget:	211,140	44,276	214,640	(3,500)	211,140	0
% of Budget:	100.00%	20.97%	101.66%	-1.66%	100.00%	0.00%

NORTH LOS ANGELES COUNTY REGIONAL CENTER
Operations ("OPS") Project Line Item Report
FISCAL YEAR 2024-2025
November 2024

	Projected Annual A-1 Allocation	EXPENDED MONTH	EXPENDED Y-T-D	BALANCE REMAINING	PROJECTED EXPENDITURES	SURPLUS/ (DEFICIT)
Family Resource Center ("FRC")	\$207,187	\$0	\$0	\$207,187	\$207,187	\$0
Self Determination Program ("SDP") Participant Support	\$131,333	\$1,206	\$1,206	\$130,127	\$131,333	\$0
Social Recreation Projects	\$0	\$0	\$0	\$0	\$0	\$0
Services Access & Equity (Disparities)	\$106,714	\$0	\$0	\$106,714	\$106,714	\$0
Language Access & Cultural Competency	\$1,067,816	\$776	\$129,283	\$938,533	\$1,067,816	\$0
TOTAL:	\$1,513,050	\$1,982	\$130,490	\$1,382,560	\$1,513,050	\$0

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

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

Service Access & Equity (Disparities within Regional Center System): Allocation for one position for each regional center.

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
FINANCIAL REPORT-MONTHLY RECAP
FISCAL YEAR 2024-2025
December 2024**

BUDGET CATEGORY	Projected Annual A-1 Allocation	Month Exp	Y-T-D Expenditures	Projected Annual Expenditures	Projected Annual Surplus/(Deficit)	Percent Under(Over) Budget
Operations						
Salaries & Benefits	\$89,485,626	\$8,531,610	\$35,121,787	\$89,485,626	\$0	0.00%
Operating Expenses	\$18,232,424	\$1,286,388	\$8,158,069	\$18,232,424	\$0	0.00%
Subtotal OPS General	\$107,718,050	\$9,817,998	\$43,279,856	\$107,718,050	\$0	0.00%
Salaries & Benefits - CPP Regular	\$287,675	\$120,312	\$449,276	\$287,675	\$0	0.00%
Operating Expenses - CPP Regular	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS CPP Regular	\$287,675	\$120,312	\$449,276	\$287,675	\$0	0.00%
Salaries & Benefits - DC Closure/Ongoing Workload	\$211,140	\$80,108	\$294,748	\$211,140	\$0	0.00%
Operating Expenses - DC Closure/Ongoing Workload	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS DC Closure/Ongoing Workload	\$211,140	\$80,108	\$294,748	\$211,140	\$0	0.00%
Family Resource Center (FRC)	\$207,187	\$0	\$0	\$207,187	\$0	0.00%
Self Determination Program (SDP) Participant Supports	\$131,333	\$0	\$1,206	\$131,333	\$0	0.00%
Social Recreation Projects	\$0	\$0	\$0	\$0	\$0	0.00%
Services Access & Equity (Disparities)	\$106,714	\$0	\$0	\$106,714	\$0	0.00%
Language Access & Cultural Competency	\$1,067,816	\$374,965	\$504,248	\$1,067,816	\$0	0.00%
Subtotal OPS Projects	\$1,513,050	\$374,965	\$505,454	\$1,513,050	\$0	0.00%
Total Operations:	\$109,729,915	\$10,393,382	\$44,529,335	\$109,729,915	\$0	0.00%
Purchase of Services						
Purchase of Services ("POS") (General, HCBS & ICF/SPA)	\$992,777,449	\$74,047,661	\$424,815,702	\$995,509,141	(\$2,731,692)	-0.28%
CPP Regular and DC Closure/Ongoing Workload	\$100,000	\$0	\$0	\$100,000	\$0	0.00%
Total Purchase of Services:	\$992,877,449	\$74,047,661	\$424,815,702	\$995,609,141	(\$2,731,692)	-0.28%
Total NLACRC Budget:	\$1,102,607,364	\$84,441,043	\$469,345,037	\$1,105,339,056	(\$2,731,692)	-0.25%

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
FISCAL YEAR 2024-2025
December 2024**

TOTAL BUDGET SOURCES FISCAL YEAR 2024-2025	
Prelim from DDS for OPS	\$64,623,482
A-1 from DDS for OPS, Projects, and CRDP/CPP	\$44,814,433
A-2 from DDS for OPS, Projects, and CRDP/CPP	
A-3 from DDS for OPS, Projects, and CRDP/CPP	
A-4 from DDS for OPS, Projects, and CRDP/CPP	
A-5 from DDS for OPS, Projects, and CRDP/CPP	
A-6 from DDS for OPS, Projects, and CRDP/CPP	
Prelim from DDS for POS	\$728,145,974
A-1 from DDS for POS and POS-CRDP/CPP	\$251,231,475
A-2 from DDS for POS-CRDP/CPP	
A-3 from DDS for POS-CRDP/CPP	
A-4 from DDS for POS-CRDP/CPP	
A-5 from DDS for POS-CRDP/CPP	
A-6 from DDS for POS-CRDP/CPP/HCBSW	
Subtotal - Total Budget received from DDS	\$1,088,815,364
Projected Revenue	292,000
Subtotal - Projected Revenue Operations	\$292,000
Projected ICF/SPA Transportation/Day Program Revenue	\$13,500,000
Subtotal - Projected Revenue Purchase of Services	\$13,500,000
Total Budget	\$1,102,607,364

OPERATIONS BUDGET SOURCES FISCAL YEAR 2024-2025	
GENERAL OPERATIONS (Excludes Projects, CPP Regular, CRDP/CPP)	
Preliminary, General Operations (OPS)	\$64,623,482
A-1, OPS Allocation	\$19,343,762
Reduce Caseload Ratio for Children through Age 5 (1:40)	\$14,588,309
Reduce Other Caseload Ratios	\$8,870,497
A-2, OPS Allocation	
A-3, OPS Allocation	
A-4, OPS Allocation	
A-5, OPS Allocation	
Total General OPS	107,426,050
Projected Interest Income	\$150,000
Projected Other Income	\$12,000
Projected ICF/SPA Admin Fee	\$130,000
Total Other Revenue	\$292,000
TOTAL GENERAL OPS	\$107,718,050
Preliminary, Community Resource Development Plan ("CRDP") /Community Placement Plan ("CPP")	
	\$0
A-1, OPS CRDP/CPP	\$287,675
A-2, OPS CRDP/CPP	\$0
Total CRDP/CPP Regular	\$287,675
Preliminary, Developmental Center ("DC") Closure/Ongoing Workload	
	\$0
A-1, OPS DC Closure/Ongoing Workload	\$211,140
A-2, OPS DC Closure/Ongoing Workload	\$0
Total CPP DC Closure/Ongoing Workload	\$211,140
Family Resource Center ("FRC")	\$207,187
SDP Participant Supports	\$131,333
Services Access & Equity (Disparities)	\$106,714
Language Access & Cultural	\$1,067,816
Total OPS PROJECTS	\$1,513,050
Total Operations Budget	\$109,729,915

PURCHASE OF SERVICES (POS) BUDGET SOURCES FISCAL YEAR 2024-2025	
POS (CPP-POS Regular, CRDP/CPP)	
Preliminary, POS	\$728,145,974
A-1, POS Allocation	\$251,231,475
A-2, POS Allocation	\$0
A-3, POS Allocation	\$0
A-4, POS Allocation	\$0
Total General POS Allocation	\$979,377,449
ADD:	
Projected ICF SPA Revenue	\$13,500,000
Total Budget, General POS	\$992,877,449

**NORTH LOS ANGELES COUNTY REGIONAL CENTER
CONSOLIDATED LINE ITEM REPORT
FISCAL YEAR 2024-2025
December 2024**

	Projected Annual A-1 Allocation	Net Month	Expended Y-T-D	Projected Remaining Expenses	Proj Annual Expenses	Projected Surplus/ (Deficit)
PURCHASE OF SERVICE						
POS (General)						
3.2 Out of Home	182,869,606	14,122,724	79,000,729	104,384,209	183,384,937	(515,331)
4.3 Day Programs	132,337,234	9,562,075	56,935,530	75,729,682	132,665,212	(327,978)
4.3 Habilitation Programs	6,750,887	443,510	2,802,825	3,965,324	6,768,149	(17,262)
5.4 Transportation	43,880,763	2,765,869	18,793,048	25,210,991	44,004,039	(123,276)
6.5 Other Services	626,938,959	47,153,484	267,283,570	361,403,233	628,686,803	(1,747,844)
Total POS (General):	992,777,449	74,047,661	424,815,702	570,693,439	995,509,141	(2,731,692)
CRDP & CPP						
CRDP & CPP Placements	100,000	0	0	100,000	100,000	0
CRDP & CPP Assessments	0	0	0	0	0	0
CRDP & CPP Start Up	0	0	0	0	0	0
Deflection CRDP & CPP	0	0	0	0	0	0
Total CRDP & CPP:	100,000	0	0	100,000	100,000	0
HCBS Compliance Funding	0	0	0	0	0	0
Total HCBS:	0	0	0	0	0	0
Total Purchase of Service:	992,877,449	74,047,661	424,815,702	570,793,439	995,609,141	(2,731,692)
OPERATIONS						
25010 Salaries/Benefits	89,484,441	8,712,199	35,781,205	53,703,236	89,484,441	0
25010 Tuition Reimbursement Program	0	0	0	0	0	0
25020 Temporary Staffing Agencies	500,000	19,831	84,607	415,393	500,000	0
25020 PRMT & CalPERS UAL Deposits	0	0	0	0	0	0
Total Salaries/Benefits:	89,984,441	8,732,030	35,865,812	54,118,629	89,984,441	0
OPERATING EXPENSE						
30010 Equipment Rental	213,466	28,009	129,057	84,409	213,466	0
30020 Equipment Maint	45,000	0	61,471	(16,471)	45,000	0
30030 Facility Rent	6,952,027	495,649	3,567,258	3,384,768	6,952,027	0
30040 Facility.Maint. AV	100,410	0	48,048	52,362	100,410	0
30041 Facility Maint. SFV	368,858	2,251	50,414	318,444	368,858	0
30042 Facility Maint. SCV	81,615	641	6,493	75,122	81,615	0
30050 Communication	1,022,912	113,410	660,734	362,178	1,022,912	0
30060 General Office Exp	355,000	21,514	121,855	233,145	355,000	0
30070 Printing	32,508	0	7,495	25,013	32,508	0
30080 Insurance	861,181	250	865,449	(4,268)	861,181	0
30090 Utilities	190,631	1,578	38,961	151,670	190,631	0
30100 Data Processing	316,973	942	78,270	238,703	316,973	0
30110 Data Proc. Maint	186,500	1,318	64,732	121,768	186,500	0
30120 Interest Expense	90,587	2,084	15,636	74,951	90,587	0
30130 Bank Fees	233,138	9,075	9,482	223,656	233,138	0
30140 Legal Fees	786,000	8,951	111,375	674,625	786,000	0
30150 Board of Trustees Exp	101,500	114	32,860	68,640	101,500	0
30151 ARCA Dues	171,765	0	0	171,765	171,765	0
30160 Accounting Fees	107,550	0	5	107,545	107,550	0
30170 Equipment Purchases	1,776,209	72,402	623,742	1,152,467	1,776,209	0
30180 Contr/Consult-Adm	2,084,249	426,719	1,205,957	878,292	2,084,249	0
30220 Mileage/Travel	358,436	38,064	176,888	181,548	358,436	0
30240 General Expenses	1,654,506	63,417	281,886	1,372,620	1,654,506	0
30240 ABX2-1	141,404	0	0	141,404	141,404	0
Total Operating Expenses:	18,232,424	1,286,388	8,158,069	10,074,355	18,232,424	0
Total Operations:	108,216,865	10,018,418	44,023,880	64,192,985	108,216,865	0
Total Gross Budget :	1,101,094,314	84,066,079	468,839,582	634,986,423	1,103,826,006	(2,731,692)
OPS Projects:	1,513,050	374,965	505,454	1,007,596	1,513,050	0
Total Gross Budget with Projects:	1,102,607,364	84,441,043	469,345,037	635,994,019	1,105,339,056	(2,731,692)

NORTH LOS ANGELES COUNTY REGIONAL CENTER
GENERAL OPERATIONS (OPS) and PURCHASE OF SERVICES (POS) LINE ITEM REPORT
FISCAL YEAR 2024-2025
December 2024

	Projected Annual A-1 Allocation	Net Month	Expended Y-T-D	Projected Remaining Expenses	Projected Annual Expenses	Projected Surplus / (Deficit)
PURCHASE OF SERVICE						
POS (General)						
3.2 Out of Home	182,869,606.11	14,122,723.61	79,000,728.66	104,384,209	183,384,937	(515,331)
4.3 Day Programs	132,337,233.95	9,562,074.72	56,935,530.08	75,729,682	132,665,212	(327,978)
4.3 Habilitation Programs	6,750,886.65	443,510.13	2,802,824.88	3,965,324	6,768,149	(17,262)
5.4 Transportation	43,880,763.25	2,765,868.50	18,793,048.08	25,210,991	44,004,039	(123,276)
6.5 Other Services	626,938,959.04	47,153,484.14	267,283,570.39	361,403,233	628,686,803	(1,747,844)
Total POS (General):	992,777,449.00	74,047,661.10	424,815,702.09	570,693,439	995,509,141	(2,731,692)
OPERATIONS						
25010 Salaries/Benefits	88,985,625.89	8,511,778.45	35,037,180.50	53,948,445	88,985,626	0
25010 Tuition Reimbursement Program	-	-	-	0	0	0
25020 Temporary Staffing Agencies	500,000.00	19,831.46	84,606.62	415,393	500,000	0
25020 PRMT & CalPERS UAL Deposits	-	-	-	0	0	0
Total Salaries:	89,485,625.89	8,531,609.91	35,121,787.12	54,363,839	89,485,626	0
OPERATING EXPENSE						
30010 Equipment Rental	213,466.34	28,009.28	129,056.92	84,409	213,466	0
30020 Equipment Maint	45,000.00	-	61,471.41	(16,471)	45,000	0
30030 Facility Rental	6,952,026.71	495,649.41	3,567,258.41	3,384,768	6,952,027	0
30040 Facility Maint. AV	100,410.00	-	48,047.81	52,362	100,410	0
30041 Facility Maint. SFV	368,858.00	2,251.25	50,413.56	318,444	368,858	0
30042 Facility Maint. SCV	81,615.00	640.86	6,493.00	75,122	81,615	0
30050 Communication	1,022,911.93	113,409.96	660,733.66	362,178	1,022,912	0
30060 General Office Exp	355,000.00	21,513.83	121,855.07	233,145	355,000	0
30070 Printing	32,508.00	-	7,495.38	25,013	32,508	0
30080 Insurance	861,181.00	250.00	865,449.37	(4,268)	861,181	0
30090 Utilities	190,630.77	1,578.08	38,960.92	151,670	190,631	0
30100 Data Processing	316,973.00	941.80	78,269.90	238,703	316,973	0
30110 Data Proc. Maint	186,500.00	1,318.09	64,732.00	121,768	186,500	0
30120 Interest Expense	90,587.00	2,083.89	15,636.15	74,951	90,587	0
30130 Bank Fees	233,138.00	9,074.62	9,482.49	223,656	233,138	0
30140 Legal Fees	786,000.00	8,950.50	111,375.10	674,625	786,000	0
30150 Board of Trustees Exp	101,500.00	113.81	32,860.22	68,640	101,500	0
30151 ARCA Dues	171,765.00	-	-	171,765	171,765	0
30160 Accounting Fees	107,550.00	-	5.00	107,545	107,550	0
30170 Equipment Purchases & Software	1,776,208.71	72,402.38	623,742.18	1,152,467	1,776,209	0
30180 Contr/Consult	2,084,248.78	426,719.17	1,205,956.51	878,292	2,084,249	0
30220 Mileage/Travel	358,436.00	38,063.74	176,887.85	181,548	358,436	0
30240 General Expenses	1,654,505.87	63,417.14	281,885.94	1,372,620	1,654,506	0
30240 ABX2-1 Admin	141,404.00	-	-	141,404	141,404	0
Total Operating Expenses:	18,232,424.11	1,286,387.81	8,158,068.85	10,074,355	18,232,424	0
Total Operations:	107,718,050.00	9,817,997.72	43,279,855.97	64,438,194	107,718,050	0
Gross Budget:	1,100,495,499	83,865,659	468,095,558.06	635,131,633	1,103,227,191	(2,731,692)
% of Budget:	100.00%	7.62%	42.53%	57.71%	100.25%	-0.25%

NORTH LOS ANGELES COUNTY REGIONAL CENTER
Community Resource Development Plan ("CRDP") & Community Placement Plan ("CPP") Line Item Report
Regular CPP
FISCAL YEAR 2024-2025
December 2024

	Projected Annual A-1 Allocation	Net Month	Expended Y-T-D	Projected Remaining Expenses	Projected Annual Expenses	Projected Surplus/(Deficit)
PURCHASE OF SERVICE						
CPP Regular						
CPP Placements	100,000	0	0	100,000	100,000	0
CPP Assessments	0	0	0	0	0	0
CPP Start Up	0	0	0	0	0	0
Deflection CPP	0	0	0	0	0	0
Total CPP Regular:	100,000	0	0	100,000	100,000	0
OPERATIONS						
25010 Salaries/Benefits	287,675	120,312	449,276	(161,601)	287,675	0
Total Salaries:	287,675	120,312	449,276	(161,601)	287,675	0
OPERATING EXPENSE						
30010 Equipment Rental	0	0	0	0	0	0
30020 Equipment Maint	0	0	0	0	0	0
30030 Facility Rental	0	0	0	0	0	0
30040 Facility Maint. AV	0	0	0	0	0	0
30041 Facility Maint. SFV	0	0	0	0	0	0
30042 Facility Maint. SCV	0	0	0	0	0	0
30050 Communication	0	0	0	0	0	0
30060 General Office Exp	0	0	0	0	0	0
30070 Printing	0	0	0	0	0	0
30080 Insurance	0	0	0	0	0	0
30090 Utilities	0	0	0	0	0	0
30100 Data Processing	0	0	0	0	0	0
30110 Data Proc. Maint	0	0	0	0	0	0
30120 Interest Expense	0	0	0	0	0	0
30130 Bank Fees	0	0	0	0	0	0
30140 Legal Fees	0	0	0	0	0	0
30150 Board of Trustees Exp	0	0	0	0	0	0
30151 ARCA Dues	0	0	0	0	0	0
30160 Accounting Fees	0	0	0	0	0	0
30170 Equipment Purchases	0	0	0	0	0	0
30180 Contr/Consult CPP	0	0	0	0	0	0
30220 Mileage/Travel	0	0	0	0	0	0
30240 General Expenses	0	0	0	0	0	0
Total Operating Expenses:	0	0	0	0	0	0
Total Operations:	287,675	120,312	449,276	(161,601)	287,675	0
Gross Budget:	387,675	120,312	449,276	(61,601)	387,675	0

NORTH LOS ANGELES COUNTY REGIONAL CENTER
Community Resource Development Plan ("CRDP") & Community Placement Plan ("CPP") Line Item Report
Developmental Center ("DC") Closure/Ongoing Workload
FISCAL YEAR 2024-2025
December 2024

	Projected Annual A-1 Allocation	Net Month	Expended Y-T-D	Projected Remaining Expenses	Projected Annual Expenses	Projected Surplus/(Deficit)
PURCHASE OF SERVICE						
CRDP/CPP						
CRDP & CPP Placements	0	0	0	0	0	0
CRDP & CPP Assessments	0			0	0	0
CRDP & CPP Start Up	0			0	0	0
Deflection CRDP & CPP	0			0	0	0
Total CRDP/CPP:	0	0	0	0	0	0
OPERATIONS						
25010 Salaries/Benefits	211,140	80,108	294,748	(83,608)	211,140	0
Total Salaries:	211,140	80,108	294,748	(83,608)	211,140	0
OPERATING EXPENSE						
30010 Equipment Rental	0	0	0	0	0	0
30020 Equipment Maint	0	0	0	0	0	0
30030 Facility Rental	0	0	0	0	0	0
30040 Facility Maint. AV	0	0	0	0	0	0
30041 Facility Maint. SFV	0	0	0	0	0	0
30042 Facility Maint. SCV	0	0	0	0	0	0
30050 Communication	0	0	0	0	0	0
30060 General Office Exp	0	0	0	0	0	0
30070 Printing	0	0	0	0	0	0
30080 Insurance	0	0	0	0	0	0
30090 Utilities	0	0	0	0	0	0
30100 Data Processing	0	0	0	0	0	0
30110 Data Proc. Maint	0	0	0	0	0	0
30120 Interest Expense	0	0	0	0	0	0
30130 Bank Fees	0	0	0	0	0	0
30140 Legal Fees	0	0	0	0	0	0
30150 Board of Trustees Exp	0	0	0	0	0	0
30151 ARCA Dues	0	0	0	0	0	0
30160 Accounting Fees	0	0	0	0	0	0
30170 Equipment Purchases	0	0	0	0	0	0
30180 Contr/Consult CPP	0	0	0	0	0	0
30220 Mileage/Travel	0	0	0	0	0	0
30240 General Expenses	0	0	0	0	0	0
Total Operating Expenses:	0	0	0	0	0	0
Total Operations:	211,140	80,108	294,748	(83,608)	211,140	0
Gross Budget:	211,140	80,108	294,748	(83,608)	211,140	0
% of Budget:	100.00%	37.94%	139.60%	-39.60%	100.00%	0.00%

NORTH LOS ANGELES COUNTY REGIONAL CENTER
Operations ("OPS") Project Line Item Report
FISCAL YEAR 2024-2025
December 2024

	Projected Annual A-1 Allocation	EXPENDED MONTH	EXPENDED Y-T-D	BALANCE REMAINING	PROJECTED EXPENDITURES	SURPLUS/ (DEFICIT)
Family Resource Center ("FRC")	\$207,187	\$0	\$0	\$207,187	\$207,187	\$0
Self Determination Program ("SDP") Participant Support	\$131,333	\$0	\$1,206	\$130,127	\$131,333	\$0
Social Recreation Projects	\$0	\$0	\$0	\$0	\$0	\$0
Services Access & Equity (Disparities)	\$106,714	\$0	\$0	\$106,714	\$106,714	\$0
Language Access & Cultural Competency	\$1,067,816	\$374,965	\$504,248	\$563,568	\$1,067,816	\$0
TOTAL:	\$1,513,050	\$374,965	\$505,454	\$1,007,596	\$1,513,050	\$0

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

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

Service Access & Equity (Disparities within Regional Center System): Allocation for one position for each regional center.

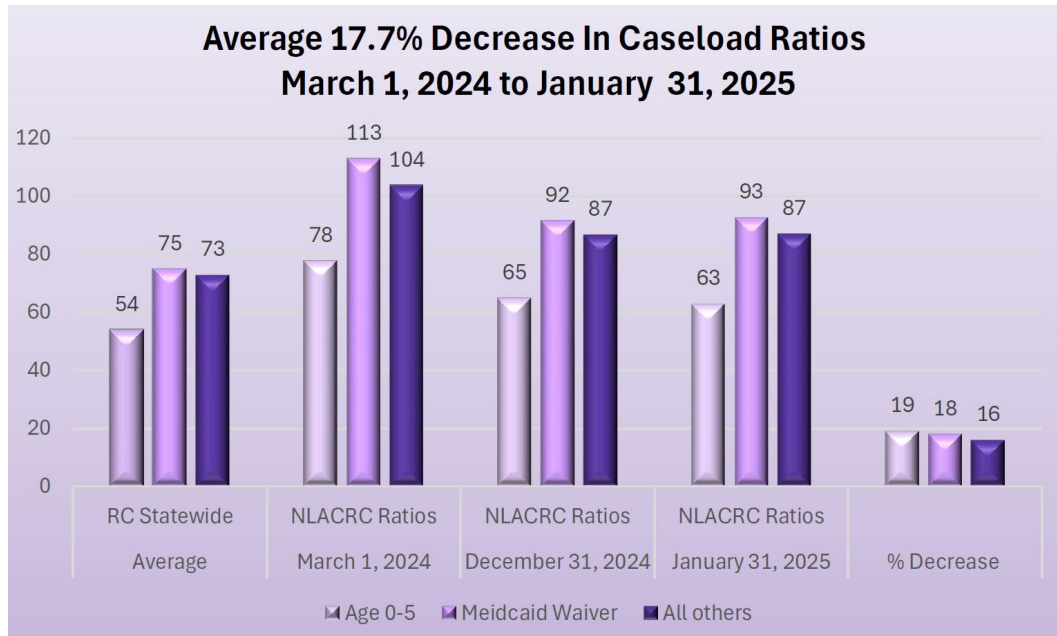


**North Los Angeles County Regional Center
Director's Report
March 2025**

1. NLACRC Spotlight:

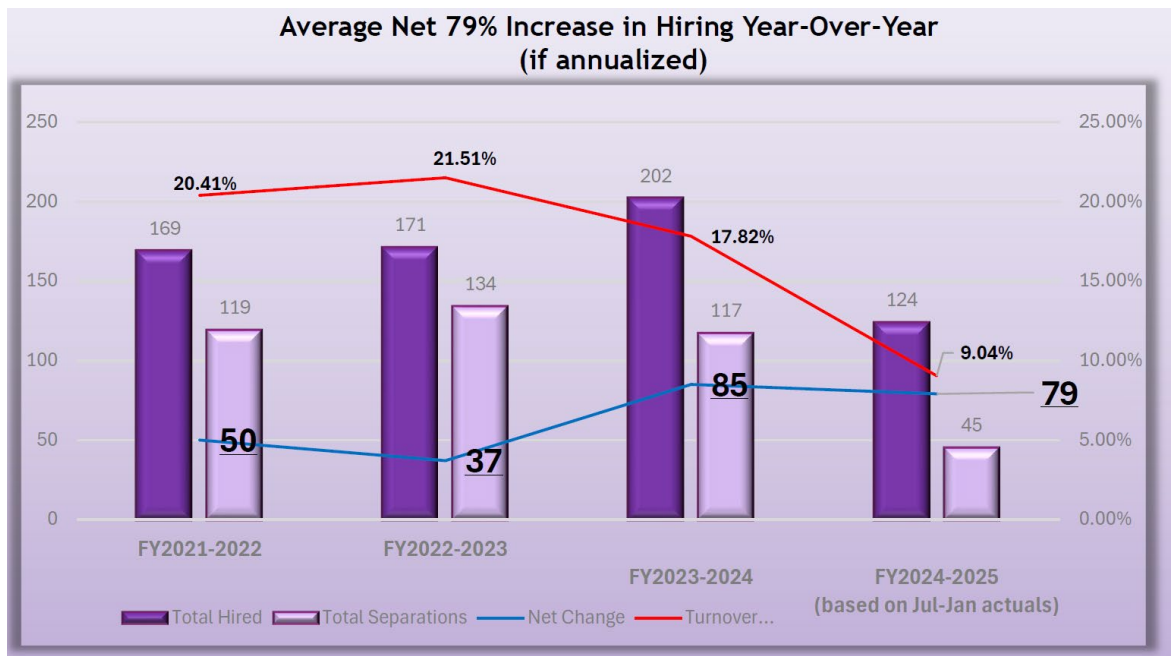
A. Caseload Ratios:

- I. Caseload Reduction: In just 11 months, we have successfully decreased caseload ratios by 17.7%.
- II. Future Projection: If Human Resources maintains the current recruitment pace and retention rates remain steady, NLACRC is on track to meet the statewide average for caseload ratios within a year.



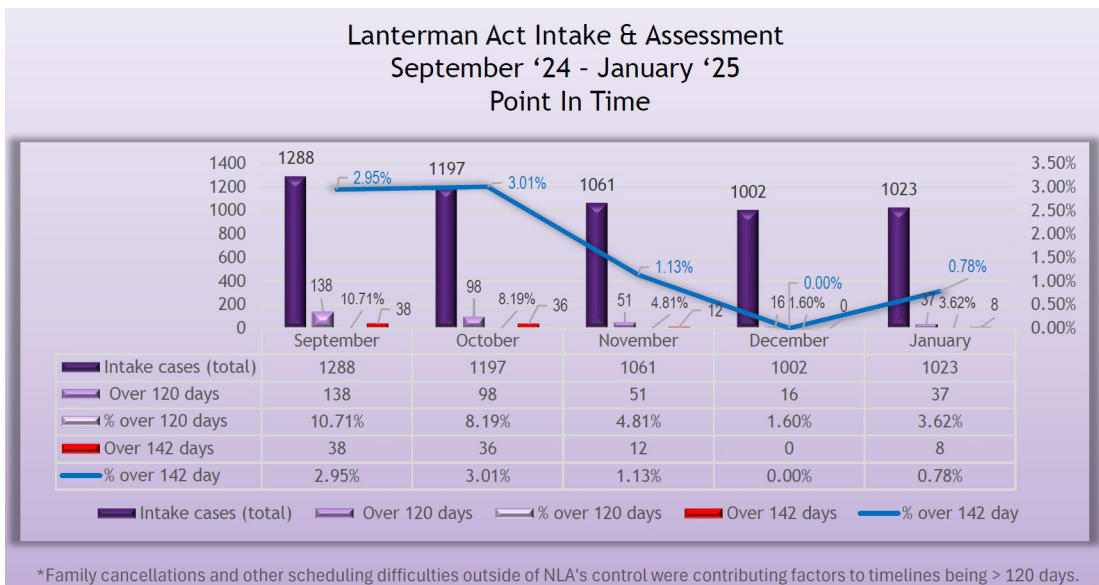
B. Recruiting:

- I. Employee Growth: NLACRC has a net gain of 84 employees for FY 2024/25. With five months remaining, we are already about to surpass last year's performance for recruiting and retention.
- II. Turnover Improvement: Our annualized turnover rate has dropped to 9.04%, a significant improvement from 17.82% last fiscal year.



C. Intake Volume and Timelines

- I. Intake Volume: NLACRC receives an average of 880 new intake consumers per month.
- II. Net Growth: On average, we see a net increase of 215 individuals served each month.
- III. Processing Timeliness: Despite this high volume, our team have been able to process intakes within the required 120-day timeframe 96.4% of the time, as stipulated by statute—an impressive feat given the demand.



D. Podcast

- I. NLACRC Podcast Pre-Production: NLACRC is in full pre-production for its podcast series.

- II. Launch Timeline: The first podcast is scheduled for mid-March. The following series are currently in development, though additional topics may be added:
 1. Town Halls – Open discussions on key topics impacting the community.
 2. Community Learning Forums – Educational sessions on various subjects relevant to individuals and families.
 3. Self-Determination Program (SDP) – Information and updates on the Self-Determination Program.
 4. Early Start – Expert discussions on early intervention and services for young children.
 5. School Age – Insights from experts on navigating services for school-aged children.
 6. Transition – Guidance from experts on transitioning from school to adulthood.
 7. Legislative News – Updates on policies and legislation affecting the developmental disabilities community.
 8. NLACRC Internal News – Organizational updates and important announcements from NLACRC.
 9. Adult Services – Expert-led discussions on services and supports for adults.

2. Department Developmental Center (DDS) & ARCA Updates:

A. Family Needs Assessment Tool – Next Steps

- I. Following the kickoff webinar on the pilot tool for respite, daycare, and personal assistance, DDS decided to revise the tool to reduce its length and minimize duplication with the Individual Program Plan (IPP) process.
- II. DDS is exploring the potential use of newly available In-Home Support Services (IHSS) data to support the assessment of personal assistance needs. However, current data is limited to utilization rather than assessment metrics.

B. Rate Model Implementation

- I. Cash Flow: During their recent meeting, regional center chief financial officers raised concerns about potential cash flow issues due to higher payments resulting from the rate model implementation.
- II. DDS will soon share the A-2 calculations (financial assessments to help evaluate contract funding), allowing regional centers (RCs) to determine if contract amounts align with their needs.
- III. To increase visibility into contract limits and cash flow issues, Purchase of Service Expenditure Project (PEP) reports will be submitted again beginning in March.

C. Early Start Payments for Quality Incentive Program (QIP)

- I. Some Early Start providers recently reported missing expected QIP payments.
- II. The issue appears to be related to delays in shifting children from Status 0 to Status 1, as services under Status 0 were ineligible for the incentive.
- III. The intake standardization process will clarify the timeline for transitioning children to active Early Start status.

D. Vendorization Standardization Update:

- I. DDS must finalize the vendorization standardization process by June 30, 2025, with Regional Centers (RCs) implementing it by January 1, 2026.
- II. New provider vendorization is expected to be submitted through the Service Provider Directory portal, triggering a 45-day processing timeline once all necessary documents are received.
- III. Courtesy vendorization may become more efficient; however, lack of standardization in insurance requirements could present challenges.
- IV. Future initiatives will include the standardization of program design requirements.

E. Rate Implementation: Transportation

- I. Provider agreements will provide further insight into providers whose "held harmless" rates exceed the new model calculations.
- II. DDS is considering collecting additional data from a broader group of transportation providers to better understand systemic challenges.
- III. Transportation services (880) tied to base day programs are being addressed separately from standalone transportation services (875).
- IV. While DDS has the general authority to adjust rate models, significant modifications require legislative budget discussions due to funding constraints.

F. Generic and Commonly Available Services:

- I. By June 30, 2025, DDS will be submitting a legislative report defining generic services, identifying barriers to access, outlining current efforts to improve access, and providing recommendations for enhancement.
- II. DDS has initiated meetings with various cultural focus groups to inform this process.

G. Implicit Bias Training

- I. DDS has initiated an Implicit Bias Training program aimed at enhancing service access and equity for individuals with developmental disabilities.
 - a. This initiative seeks to raise awareness among regional center personnel and contractors about unconscious biases that affect decision-making processes.
 - b. DDS' Request for Proposal (RFP) can be found here for interested parties: https://www.dds.ca.gov/wp-content/uploads/2025/03/RFP_HD259003_Implicit_Bias_Training.pdf

H. Immigration Concerns:

- I. Publicly funded resources to address immigration legal issues can be found here: [Resources for ALL Californians : CA Department of Developmental Services](#)

I. Legislative Focus Areas (ARCA's Grassroot Event (March 3rd and 4th, 2025))

- I. AB 1172: Adult Day Programs- Administration of Inhalable Emergency Antiseizure Medications
 - a. AB 1172 allows licensed adult day programs and residential facilities to train volunteers to administer inhalable emergency antiseizure medication to individuals with seizure disorders, provided they have a seizure action plan on file.
 - b. The bill mandates the State Department of Social Services to establish minimum training standards and requires facilities to inform volunteers of their right to withdraw from participation at any time without penalty.
 - c. Trained volunteers who administer the medication in good faith and without compensation are protected from civil liability, criminal prosecution, or professional review for their actions.
- IV. SB 664: Blue Envelope Program
 - a. SB 664 requires the Department of Motor Vehicles (DMV) to develop a Blue Envelope Program by January 1, 2027, to assist individuals with conditions or disabilities during interactions with law enforcement.
 - b. The blue envelope will contain relevant information about the individual's condition or disability to facilitate communication and ensure safety.
 - c. The program will also allow parents or legal guardians of passengers with disabilities to request a blue envelope on their behalf.
- V. SB 422: California Workforce Development Board- Developmental Services

- a. SB 422 requires the California Workforce Development Board to research and report on strategies to address the workforce shortage in California's developmental services system by January 1, 2027.
- b. The report will include a review of existing recommendations and propose the most effective solutions to strengthen the workforce.
- c. The State Department of Developmental Services will provide staff support and expertise to assist in this effort.

3. Center Updates:

A. Recruitment:

- I. Total # positions filled: 815
 - a. Total # of authorized: 985
- II. February New Hires
 - a. 1st cycle (2/10/2025): 6 (confirmed total)
 - b. 2nd cycle (2/24/2025): 7 (confirmed total)

B. Social Recreation Reimbursements:

- I. Expanded Services: NLACRC has worked with MIJI Healthcare Services, a financial management system (FMS) vendored provider to include parent reimbursement social recreation (service code 024) effective March 1st.
 - a. Direct Payments: MIJI Healthcare Services was selected for its ability to provide direct payments to social recreation services (non-vendored), reducing delays for families.
 - b. Streamlined Process: Internal processes have been streamlined by vendoring MIJI for parental reimbursements and direct payment to social recreation services.
 - c. Anticipated Impact: Social Recreation remains in high demand. Increased staffing and a more efficient system should result in noticeable improvements over time.
 - d. Backlog Resolution: NLACRC and MIJI Healthcare Services remain committed to addressing the backlog of parent reimbursements and continue to modify processes as needed.

C. Outreach:

- I. Outreach Event: Parent Center Presentation at Lowman Special Education and Transition Center
 - a. NLACRC, in partnership with Lowman Special Education & Transition Services, facilitated a presentation on regional center services for transition-age and adult individuals. The presentation provided an overview of available services and

eligibility requirements. Additionally, NLACRC staff assisted four parents with individual consultations regarding regional center services.

- II. Outreach Event: Effective Black Parenting Class
 - a. With Project Joy, NLACRC conducted a presentation on regional center services and the application process for parents attending the Effective Black Parenting Class. The session provided guidance on available supports and how to access them. NLACRC staff also assisted parents in navigating the online application process for regional center services.
- III. Outreach Event: Palmdale Aerospace Academy Resource Fair
 - a. NLACRC participated in the Palmdale Aerospace Academy Resource Fair, hosted by the Palmdale School District. As part of its outreach to K-12 schools, NLACRC provided information on regional center services and eligibility requirements to students, parents, and educators. This event allowed NLACRC to connect with families and school staff, ensuring they had access to essential resources and support.
- IV. Outreach Event: Disability Health Fair
 - a. NLACRC attended the Disability Health Fair at the LA LGBT Senior Center, focusing on disabled LGBTQ+ seniors. During the event, which had over 100 attendees, NLACRC staff provided information and literature on regional center services and eligibility. This outreach effort helped ensure that seniors in the LGBTQ+ community were aware of the available support and could connect with necessary services.
- V. Outreach Event: Presentation for Child and Family Center
 - a. NLACRC presented to 78 employees at the Child and Family Center during their all-staff meeting. This session was designed to inform mental health clinicians and center staff about regional center services, eligibility requirements, and the application process. The presentation also included an overview of available services, helping professionals better support individuals and families in need.

D. Consumer Statistics:

- I. Total served: 38, 678
 - a. Early Start 5,069
 - b. Lanterman 30,999
- II. Breakdown of all three valleys:

- a. AV 9,113 (Early Start & Lanterman)
- b. SCV 4,231 (Early Start & Lanterman)
- c. SFV 22,724 (Early Start & Lanterman)
- III. All other categories not captured in Early Start, Lanterman, and Intake, such as Provisional, Enhanced, Specialized, and other which total: 1,222

E. Quality Assurance:

- I. NLACRC's Quality Assurance Team conducted 111 residential visits
- II. 57 Unannounced In-Person Visits
- III. 6 Corrective Action Plans developed with residential providers

4. Upcoming Disability Organization Events/Activities:

- A. State Council on Developmental Disabilities next council meeting – March 18, 2025
- B. Disability Rights California's next board meeting – March 27, 2025

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

Name: Silvia Renteria-Haro

Meeting: SDLVAC

Date of Meeting: February 20, 2025

1.	Number of Attendees	23
2.	Public Input:	<p>Chair: NLA SDP Email: selfdetermination@nlacrc.org NLACRC website: www.nlacrc.org NLACRC SDLAC Email: nlacrcsdlac@gmail.com</p> <p>SDP DVU Connect Self-Determination Disability Voices United NLACRC Support Group- 1st Wednesday of the month. IF Round Table- 2nd Thurs of the month NLACRC SDLAC Self-Governance Document- https://www.nlacrc.org/wp-content/uploads/2024/11/NLACRC-SDLAC-Self-Governance-8-17-23-SIGNED.pdf</p> <p>Lia Cervantes Lerma SDCC: If you have any questions about SDP or any other Regional Center matter, contact them at (818) 543-4631. SCDD Statewide Trainings Mondays at 10:00am available in English and Spanish separately.</p>
3.	Points of Discussion:	<p>The RFP award recipients were introduced:</p> <ul style="list-style-type: none"> • Coaching will be provided by: Accolades for Achievement, Claudia Cares Consulting, Integrated Community Collaborative (ICC), and HelpGrow. Both HelpGrow and ICC offer coaching in Spanish. • IF mentoring: Claudia Cares Consulting. This service is for IF’s working with consumers in NLA’s catchment area. • Support group and joint training: Disability Voices United (DVU)
4.	Reported out to Committee/Meeting:	<ul style="list-style-type: none"> • The Chair is hoping to start the RFP process for the new funds as soon as possible to avoid service interruption. Lori would prefer if we did not have to go through the RFP process again and we could contract with those that are providing the services and are doing it well. • Megan Briley was introduced as the new SDP Supervisor; Robin is the new Manager for the Santa Clarita Brach Office as well as SDP. • Kristianna discussed the success of the support group, which had ninety-nine attendees in February. • Lori discussed the board report, highlighting the election of new board members and the focus on SDP.
5.	Area of Concerns:	<ul style="list-style-type: none"> • In the past, there have been misunderstandings/miscommunication with RFP recipients which is why Lori proposed for NLA’s SDP team to reinstate the RFP meetings, due to current projects and Megan transition into her new role as supervisor, Silvia and Robin recommended that we revisit this in April/May. • Concerns about employer responsibilities in self-determination programs. Some of the participants enrolling in SDP don’t realize the responsibility they are taking on. DVU is working on a training. • The LVAC would like for the systems to improve at NLACRC.

6.	Action Items:	<ul style="list-style-type: none"> • Silvia to investigate extending the contract deadline for The Legacy Center’s remaining coaching funds. • Robin to provide recording to the SDLAC committee on the SDP training (logistics to be determined). • Lia to conduct outreach for filling the vacant SDLAC seat before the July membership committee meeting. • Silvia and Robin to interview potential Latino/Hispanic candidates for the open North LA SDLAC position.
7.	Questions for the Board:	None
8.	Miscellaneous	



North Los Angeles County Regional Center

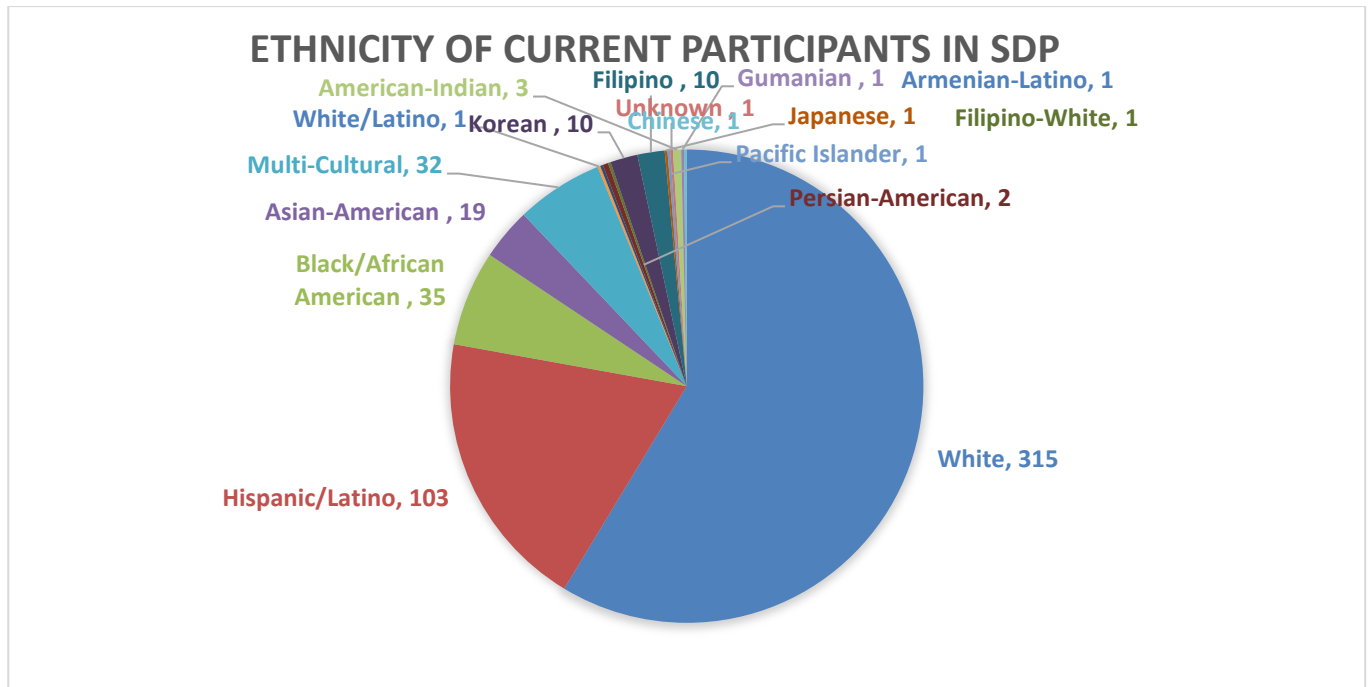
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Self Determination Program Report - Implementation Updates

March 1, 2025

North Los Angeles County Regional Center Statistics

- Participants have completed Orientation from 2019-Present: **1,104** (increased by 23)
- Total number of budgets that are certified: **600** (increased by 17)
- Total number of spending plans that are approved: **537**
- Total number of spending plans in progress: **58**
- Total number of PCP's completed: **519** (did not increase)
- Total number of participants that did not continue after receiving budget: **3**
- Total number of participants that have opted out of SDP: **8**
- Total number of Inter-Regional Center Transfers (out): **7**
- Participants that have fully transitioned into SDP with approved spending plans and active SDP IPPs: **537** (30 transitions)



Transitions based on ethnicity:

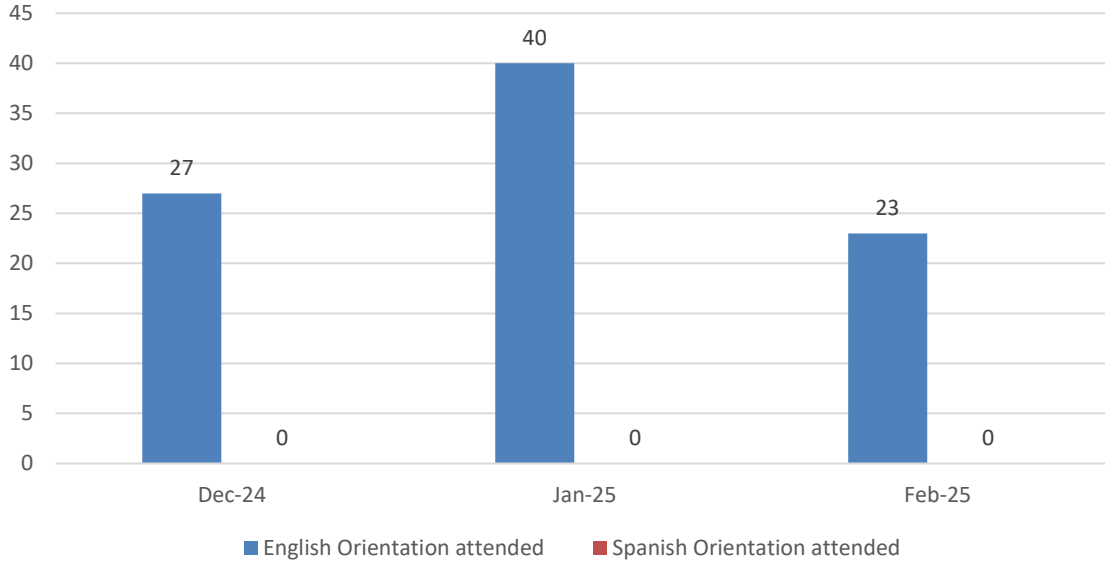
- White: 22
- Latino/Hispanic: 4
- African American: 2
- Filipino: 2



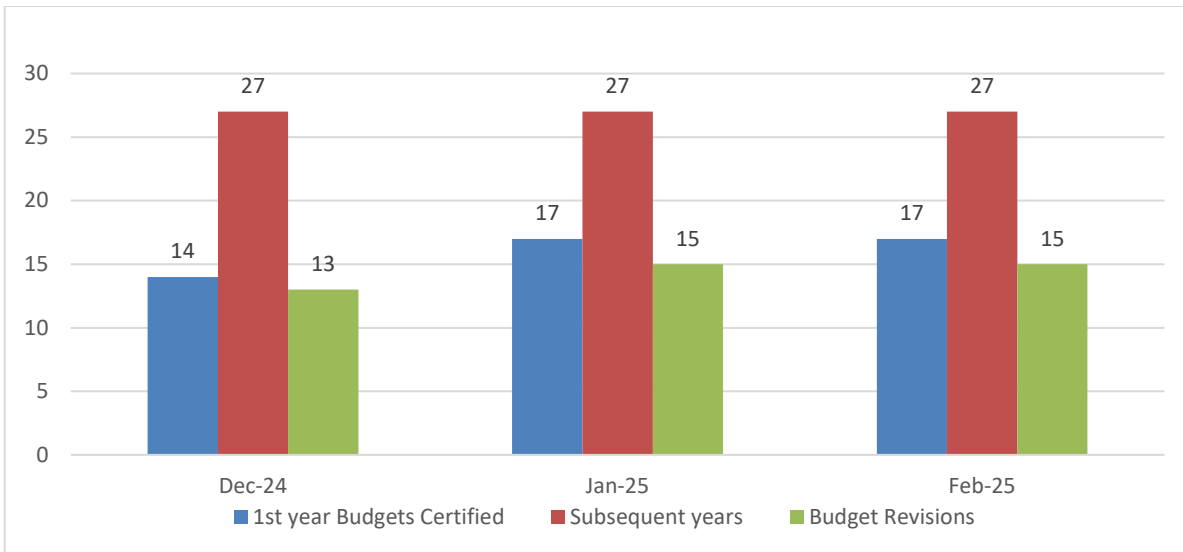
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Monthly Participants Attending SDP Orientation



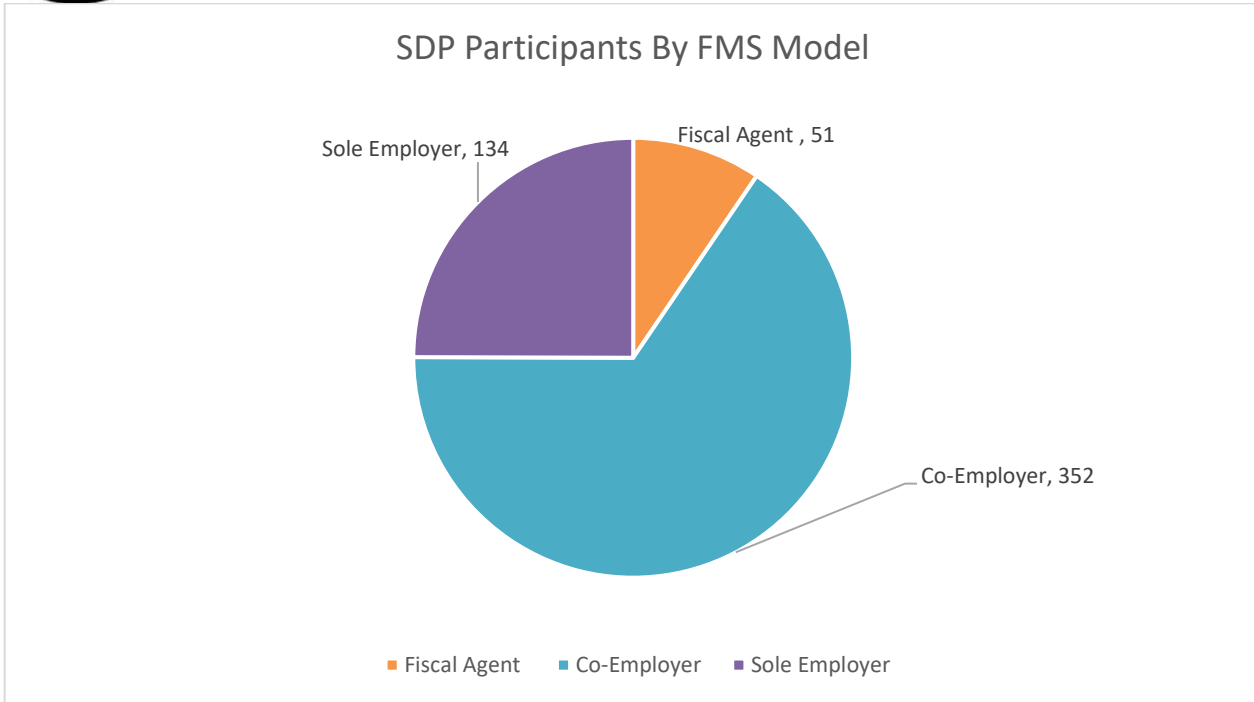
Monthly Budgets Certified





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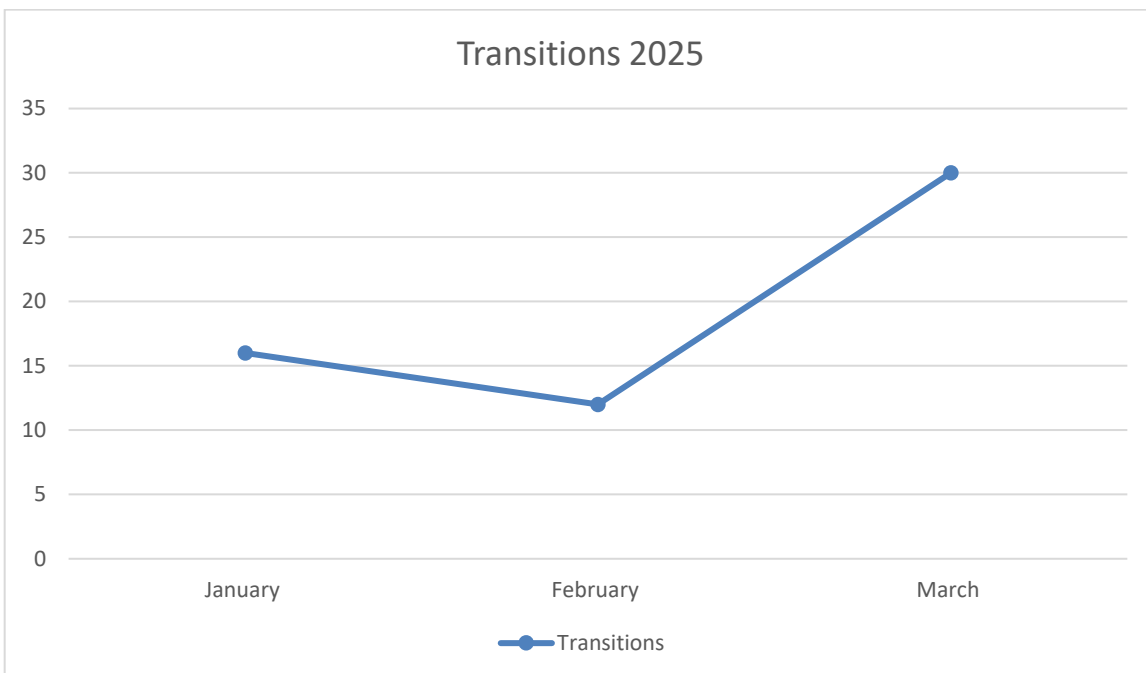


Transitions this month:

Bill Payer: 1

Co-Employer: 26

Sole Employer: 3



Total transitions this year: 58

Supporting people with developmental disabilities in the San Fernando, Santa Clarita, and Antelope Valleys since 1974



North Los Angeles County Regional Center

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

NLACRC Implementation Updates/ information:

- 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 3rd Monday of the month in Spanish (unless there is a holiday, day may change).
RSVP: selfdetermination@nlacrc.org
 - Next Virtual Orientation meetings:
 - Monday April. 7 2025 (English) from 9AM-12:00PM
 - Monday April 21, 2025 (Spanish) from 9AM-12:00PM
- Self Determination Support Group – April 2nd at 4:30pm via Zoom. [Meeting Registration - Zoom](#)
- SDP Local Volunteer Advisory Committee- Thursday March 20 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.
 - AACcolades
 - Claudia Cares Consulting
 - HelpGrow Freedom
 - Integrated Community Collaborative (ICC)
- 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

FMS Agencies	Model	Language Spoken:	Accepting participants?	Employee Burden Cost	Budget Limits	Contact Info
Ace	Bill Payer, Co-Employer, Sole Employer	English & Farsi	Yes, Free consultation available to prospective clients.	24.86% Co-employer 15.68% Sole Employer	Max budget: \$120,000	Phone: 833-4-ACE FMS (833-422-3367), Option 1 Info@acefms.com Web: Http://AceFMS.com
Action	Bill Payer, Co-Employer, Sole Employer	English & Spanish	Yes, new clients call and leave message or fill out a contact us request on the website.	25%-Co-employer 17% Sole Employer	No budget limits	Main office: (310) 867-8882 Website: actionfms.com Email: contact@actionfms.com
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.	21.25%	\$200,000	Yvette Torres (424) 210-8810 yvettet@acumen2.net
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.	17.37%	Anything above \$150,000 requires additional review. They have a "hard limit" of \$200,00.000 annually.	(866) 979-1182 fmsinfo@aveanna.com
Cambrian	Bill Payer, Co- Employer	English, Spanish, Vietnamese, Tagalog, Farsi	Yes	22.20%	Budgets over \$120,000 require review.	David Ellis (562) 498-1800 Ext. 2231 davide@cfms1.com
Casa Fiscal/Essential Pay	Bill Payer, Co-employer	English, Spanish, Mandarin	No	19.15%	None	(510) 336-2900 (833) 268-8530 contact@essentialpay.com

FACT	Bill Payer, Co-Employer, Sole Employer	English	Waiting list	20%	Unknown	(310) 475-9629 FMS@factfamily.org
FMS Pay LLC	Bill Payer	English Spanish Translation available for other languages		N/A	No budget limit	Phone: (858) 281-5910 Website: www.myfmspay.com connect@fmspay.com
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	Elva Chavez (877) 659-4500 tjones@gtindependence.com
Mains'l	Bill Payer, Sole Employer, and Co- employer	English & Spanish	Require certified budget & spending plan draft to start onboarding process.	17.23% for Sole Employer 17.13% for Co- employer	None	Jason Bergquist (866) 767-4296 jmbergquist@mainsl.com
Ritz	Bill Payer, Co-Employer	English, Spanish & Mandarín	New clients- visit website to fill out an inquiry form. Waitlist-June 2024	18.90%	\$120,000	Website: Ritzfms.com Kitleng Pui kpui@ritzvocational.com (626)-600-4703
SequoiaSD, Inc.	Bill Payer, Co-Employer, Sole Employer	English, Spanish, Translation available for other languages	Yes, but have certified budget.	20.64%	\$250,000	Website: sequoiasd.com sequoiaenrollment@sequoiasd.com

HUMAN RESOURCES REPORT

	CSC Vacancies	CSC Growth Positions	Open Other Positions:	Total Open Positions Vacant	Positions on Hold	Positions Filled	FY24/25 Auth Positions	% Filled	New Hires Started in the month	Separations in the Month	Feb '25 - Turnover Rate
All Locations	54	65	41	160	10	815	985	82.74%	11	8	0.98%
SFV	25	43	35	103	10	569	682	83.43%	8	4	
AV	23	18	4	45	0	169	214	78.97%	2	4	
SCV	6	4	2	12	0	77	89	86.52%	1	0	

CSC Vacancies

54

Location	Pos #	CSCs	Department/ Location	Open as of Date
SFV	30	OD SPECIALIST	OD (FORMERLY A5)	7/10/2023
SFV	243	CSC	ADULT 5	9/10/2023
SFV	351	CSC	SCHOOL AGE 5	9/14/2023
AV	74	CSC	AV ADULT 1	10/23/2023
AV	361	CSC	AV ADULT 1	10/23/2023
SFV	149	CSC	SCHOOL AGE 3	10/23/2023
SFV	233	CSC	SCHOOL AGE 4	11/6/2023
AV	76	CSC	AV TRANSITION 2	1/1/2024
AV	487	CSC	AV SCHOOL AGE 2	2/26/2024
SFV	528	CSC - MW	SCHOOL AGE 8	3/8/2024
SFV	375	CSC	EARLY START 2	3/14/2024
AV	279	CSC	AV TRANSITION 2	4/3/2024
SFV	338	CSC	EARLY START 3	5/3/2024
AV	83	CSC	AV TRANSITION 1	5/20/2024
AV	188	CSC	AV TRANSITION 2	5/20/2024
AV	295	CSC	AV TRANSITION 2	5/20/2024
AV	428	CSC	AV TRANSITION 2	5/20/2024
AV	465	CSC	AV TRANSITION 2	5/20/2024
AV	572	CSC	AV TRANSITION 2	5/20/2024
SFV	463	CSC	ADULT 1	5/20/2024
SFV	519	CSC - MW	ADULT 8	5/20/2024
AV	198	CSC	AV TRANSITION 2	6/3/2024
SFV	136	CSC	TRANSITION 3	6/17/2024
SFV	358	CSC	ADULT 6	6/17/2024
SFV	458	CSC	EARLY START 3	6/28/2024
SCV	245	CSC	SCV ADULT	7/1/2024
SFV	160	CSC	SCHOOL AGE 5	7/2/2024
AV	507	CSC	AV SCHOOL AGE 2	7/3/2024
SFV	461	CSC	SCHOOL AGE 4	8/12/2024
AV	334	CSC	AV SCHOOL AGE 1	8/13/2024
AV	586	CSC	AV SCHOOL AGE 1	9/9/2024
AV	75	CSC	AV EARLY START 3	10/7/2024
AV	84	CSC	AV ADULT 1	10/15/2024
AV	82	CSC	AV EARLY START 3	10/21/2024
SCV	114	CSC	SCV EARLY START	11/22/2024
AV	482	CSC	AV TRANSITION 1	12/1/2024
AV	535	CSC - MW	AV ADULT 3	12/2/2024
SFV	154	CSC	SCHOOL AGE 3	12/16/2024
SFV	594	CSC	ADULT 7	12/31/2024
SFV	142	CSC	TRANSITION 2	1/2/2025
SFV	380	CSC	TRANSITION 1	1/2/2025
SFV	394	CSC	SCHOOL AGE 4	1/2/2025
SFV	139	CSC	SCHOOL AGE 6	1/3/2025
AV	483	CSC	AV SCHOOL AGE 2	1/10/2025
AV	981	CSC - INTAKE	ES - INTAKE	1/14/2025
SCV	982	CSC - INTAKE	SCV - ES INTAKE	1/14/2025
SCV	255	CSC	SCV SCHOOL AGE 1	1/27/2025
SFV	184	CSC	ADULT 4	1/30/2025
SFV	187	CSC	SCHOOL AGE 4	1/31/2025
SFV	193	CSC	ADULT 5	2/10/2025
AV	73	CSC	AV ADULT 1	2/14/2025
SFV	462	CSC	ADULT 8	2/21/2025
SCV	100	CSC	SCV ADULT	2/24/2025
SCV	113	SELF-DET SPEC	CON SRV - SELF-DET	2/24/2025

CSC Growth Positions

65

Location	Pos #	CSCs	Department/ Location	Open as of Date
AV	854	CSC	AV EARLY START 2	2/16/2023
SCV	789	CSC	SCV SCHOOL AGE 2	2/16/2023
SCV	838	CSC	SCV EARLY START 2	2/16/2023
SFV	733	CSC	ADULT 9	2/16/2023
SFV	743	CSC	TRANSITION 4	2/16/2023
SFV	745	CSC	TRANSITION 4	2/16/2023
SFV	748	CSC	TRANSITION 4	2/16/2023
SFV	792	CSC	ADULT 10	2/16/2023
SFV	793	CSC	ADULT 6	2/16/2023
SFV	797	CSC	ADULT 10	2/16/2023
SFV	807	CSC	ADULT 5	2/16/2023
AV	858	CSC	SA - PROV ELIG	4/1/2023
SFV	862	CSC	ADULT 11	6/23/2023
SFV	866	FLOATER SPEC	CASE MANAGEMENT	7/31/2023
SFV	37	OD SPECIALIST	OD (FORMER TRAN 2)	8/31/2023
AV	915	CSC	AV ADULT 4	9/11/2023
AV	917	CSC	AV ADULT 4	9/11/2023
AV	782	CSC	AV SCHOOL AGE 3	11/20/2023
AV	606	CSC	AV ADULT 2	12/4/2023
AV	944	CSC	AV TRANSITION 3	3/1/2024
SCV	841	CSC	SCV EARLY START 2	4/24/2024
AV	608	CSC	AV TRANSITION 2	5/20/2024
AV	662	CSC	AV TRANSITION 2	5/20/2024
SFV	658	CSC	ADULT 1	5/23/2024
SFV	62	CSC	ADULT 2	6/3/2024
AV	776	CSC	AV SCHOOL AGE 3	9/9/2024
AV	781	CSC	AV SCHOOL AGE 3	9/27/2024
SCV	857	CSC	SA - PROV ELIG	9/30/2024
AV	943	CSC	AV TRANSITION 3	9/30/2024
SFV	103	CSC	TRANSITION 1	10/21/2024
AV	913	CSC	AV ADULT 4	11/20/2024
SFV	730	CSC	ADULT 9	11/22/2024
SFV	641	CSC - INTAKE	CLIN SRVCS - INTAKE	12/2/2024
AV	939	CSC	AV TRANSITION 3	12/6/2024
AV	777	CSC	AV SCHOOL AGE 3	12/10/2024
SFV	810	CSC	ADULT 1	12/16/2024
SFV	522	CSC - MW	ADULT 2	1/13/2025
SFV	601	CSC	TRANSITION 1	1/30/2025
SFV	987	CSC	SCHOOL AGE 1	2/7/2025
SFV	988	CSC	SCHOOL AGE 1	2/7/2025
SFV	989	CSC	SCHOOL AGE 1	2/7/2025
SFV	990	CSC	SCHOOL AGE 1	2/7/2025
SFV	991	CSC	SCHOOL AGE 1	2/7/2025
SFV	992	CSC	SCHOOL AGE 1	2/7/2025
SFV	993	CSC	SCHOOL AGE 1	2/7/2025
SFV	994	CSC	SCHOOL AGE 1	2/7/2025
SFV	995	CSC	SCHOOL AGE 1	2/7/2025
SFV	996	CSC	SCHOOL AGE 1	2/7/2025
SFV	997	CSC	SCHOOL AGE 1	2/7/2025
SFV	999	CSC	SCHOOL AGE 2	2/7/2025
SFV	1000	CSC	SCHOOL AGE 2	2/7/2025
SFV	1001	CSC	SCHOOL AGE 2	2/7/2025
SFV	1002	CSC	SCHOOL AGE 2	2/7/2025
SFV	1003	CSC	SCHOOL AGE 2	2/7/2025
SFV	1004	CSC	SCHOOL AGE 2	2/7/2025
SFV	1005	CSC	SCHOOL AGE 2	2/7/2025
SFV	1006	CSC	SCHOOL AGE 2	2/7/2025
SFV	1007	CSC	SCHOOL AGE 2	2/7/2025
SFV	1008	CSC	SCHOOL AGE 2	2/7/2025
SFV	1009	CSC	SCHOOL AGE 2	2/7/2025
SFV	520	CSC	ADULT 1	2/10/2025
AV	916	CSC	AV ADULT 4	2/13/2025
AV	845	CSC	AV EARLY START 3	2/20/2025
AV	197	CSC	AV ADULT 2	2/21/2025
SFV	805	CSC	ADULT 11	2/28/2025

FY24/25 Authorized Positions	Positions Added Based on FY 24/25 Growth
985	24

Open Other Positions:

41

Location	Pos #	All Other Positions	Department/ Location	Open as of Date
AV	883	LEAD TRAINER CSC	SCHOOL AGE	7/11/2023
AV	884	LEAD TRAINER CSC	ADULT 1	7/11/2023
SFV	886	LEAD TRAINER CSC	TRANSITION 1	7/11/2023
SFV	889	LEAD TRAINER CSC	EARLY START	7/11/2023
SFV	569	HR SPECIALIST 1	HUMAN RESOURCES	10/4/2023
SFV	863	COMM SERV SPEC - PERF QA SPEC	COMMUNITY SERVICES 2	10/5/2023
SFV	925	VENDOR COORD	COMMUNITY SERVICES 1	10/5/2023
SFV	544	PSYCH SERV SUP	CLIN SERVICES - PSYCH	12/4/2023
SFV	11	ACCOUNTANT JR	ACCTG - AUDITS & REV	12/31/2023
AV	345	AGING ADULT SPECIALIST	AV - CONSUMER SERVICES	1/1/2024
SCV	626	OFFICE ASSISTANT II	FACILITIES	7/1/2024
SFV	961	DENTAL CONSULTANT	CLINICAL SERVICES	7/30/2024
SFV	887	LEAD TRAINER CSC	SCHOOL AGE	8/12/2024
SFV	965	SOCIAL RECREATION SPECIALIST	CASE MANAGEMENT	10/17/2024
SFV	967	OFFICE ASSISTANT II	CONTRACT ADMIN 1	10/17/2024
SFV	219	CONSUMER SERVICES DIRECTOR	CONSUMER SERVICES 1	11/8/2024
SFV	270	ACCOUNTANT	ACCOUNTING - REVENUES	12/2/2024
SFV	968	DATA ANALYST-QI AUDITOR	QA/CHANGE MANAGEMENT	12/2/2024
SFV	969	CHANGE MNGMENT PROJ MNGR	QA/CHANGE MANAGEMENT	12/2/2024
SFV	45	VENDOR COORDINATOR	COMM SERV 1 - DEVEL/QA	12/16/2024
SFV	971	TRAINING MANAGER	TRAINING & INFORMATION	12/16/2024
AV	975	HR GENERALIST	HUMAN RESOURCES	12/18/2024
SCV	973	HR GENERALIST	HUMAN RESOURCES	12/18/2024
SFV	974	OFFICE ASSISTANT II	CLIN SERVICES - INTAKE	12/20/2024
SFV	976	ASSISTANT CONTROLLER	ACCOUNTING	12/20/2024
SFV	977	TRAINING SPECIALIST	QA/CHANGE MANAGEMENT	12/20/2024
SFV	978	TRAINING SPECIALIST	QA/CHANGE MANAGEMENT	12/20/2024
SFV	979	CHANGE MNGMENT PROJ MNGR	QA/CHANGE MANAGEMENT	12/20/2024
SFV	369	ACCOUNTING SPECIALIST	ACCTG - ACCTS PAYABLE 1	12/24/2024
SFV	980	INTAKE ASSOCIATE	CLIN SERVICES - INTAKE	12/27/2024
SFV	449	BEHAVIORAL CONSULTANT	CLIN SRVCS - BEHAVIORAL	12/30/2024
SFV	670	ACCOUNTING SPECIALIST	ACCTG - ACCTS PAYABLE 1	1/13/2025
SFV	983	CHANGE MNGMENT PROJ MNGR	QA/CHANGE MANAGEMENT	2/3/2025
SFV	984	ADMINISTRATIVE ASSISTANT	QUALITY IMPROVEMENT	2/5/2025
SFV	985	DIRECTOR OF PRIV & COMP	CONTRACT ADMIN	2/6/2025
SFV	986	CONSUMER SERVICES SUP	SCHOOL AGE 1	2/7/2025
SFV	998	CONSUMER SERVICES SUP	SCHOOL AGE 2	2/7/2025
SFV	1010	QUALITY IMPROVEMENT SUP	QUALITY IMPROVEMENT	2/11/2025
SFV	548	CONTROLLER	ACCTG - OPERATIONS	2/14/2025
SFV	398	PSYCHOLOGIST	CLINICAL SERVICES	2/18/2025
SFV	65	OFFICE ASSISTANT II	CLIN SRVCS - INTAKE SUP	2/24/2025

Positions on Hold

10

Location	Pos #	Hold Positions	Dept/ Location	Hold as of Date
SFV	25	TECH SUPPORT ENGINEER	IT	4/25/2022
SFV	701	LEAD RISK ASSESS SPEC	RISK ASSESSMENT	7/29/2022
SFV	8	DIRECTOR OF FINANCE	ACCOUNTING I	8/29/2022
SFV	647	ACCOUNTANT JR	ACCOUNTING	9/23/2022
SFV	720	HEALTH AND SAFETY SPEC	ADMIN - CONSUM SERV	12/22/2022
SFV	904	IT TRAINING SPEC II	IT	7/31/2023
SFV	918	JUDICIAL/FORENS SPEC	ADULT 3 - CPP	9/11/2023
SFV	468	IT SPECIALIST II	IT	1/15/2024
SFV	242	HR SUPERVISOR	HUMAN RESOURCES	2/12/2024
SFV	451	ACCOUNTING SPECIALIST	ACCTG - REVENUES	4/22/2024

New Hires Started in the month

11

Location	Pos #	Position	Hire Date
SCV	611	CSC	2/10/2025
AV	573	CSC	2/10/2025
SFV	300	CSC	2/10/2025
SFV	614	OFFICE ASSISTANT II	2/10/2025
SFV	140	CSC	2/10/2025
AV	587	CSC	2/10/2025
SFV	818	CSC	2/24/2025
SFV	809	CSC	2/24/2025
SFV	938	CSC	2/24/2025
SFV	155	CSC	2/24/2025
SFV	861	CSC	2/24/2025

Separations in the Month

8

Location	Pos #	Position	Separation Reason	Term Month
SFV	548	CONTROLLER	PERSONAL	2/14/2025
AV	73	CSC	RETIREMENT	2/14/2025
AV	197	CSC	PERSONAL	2/21/2025
AV	845	CSC	PERSONAL	2/20/2025
SFV	462	CSC	PERSONAL	2/21/2025
SFV	398	PSYCHOLOGIST	CONTRACT ENDED	2/18/2025
SFV	805	CSC	PERSONAL	2/28/2025
AV	916	CSC	PERSONAL	2/13/2025

**LOS ANGELES COUNTY REGIONAL CENTER
Consumer Services Committee Report**

Chair: Jennifer Koster
Date of Meeting: 02/19/2025

1.	Public Input / Concerns	<ul style="list-style-type: none"> Lori Walker for SVAC and meeting with Executive Director, Angela Johnson
2..	Points of Discussion	<ul style="list-style-type: none"> Appointment of a new Chair and Co-Chair, Jennifer Koster and Nicholas Abrahms Proposal of Board Audit Questions for Consumer Services Committee to be suspended as they are not part of the Bylaws. As the Bylaws are currently under review. Semi-annual Purchase of Service Expenditure Report—The Committee will re-evaluate the report to determine the content and format for future presentation. Given the number of included reports that display the same data.
3.	Reported out to Committee / Meeting	<ul style="list-style-type: none"> Semi-annual Purchase of Service (POS) Expenditure Data Reports Self-Determination Program Report SDLVAC Board Liaison Report Semi-annual Consumer Competitive Employment Report Semi-annual NOAs by Ethnicity/Location/Services & Age Range Report (July-December 2024) Semi-annual NOAs by Ethnicity/Location/Services & Age Range Report (January – June 2024) Semi-annual 4731 Report Social Recreation, Camp & Non-Medical Therapies Services Report 2nd Quarter Intake Data by Location Report (October-December) 2nd Quarter Disparity Committee Report (October-December)
4.	Actions Items for the Board:	<ul style="list-style-type: none"> The Semi-annual Purchase of Service Expenditure Report Include the semi-annual purchase – does this go as an item for the Board or just the committee for next time? I don't think anything other than the committee list update goes to the board Updated Committee List with new Chair and Co-chair for approval.

5.	Upcoming Items:	<ul style="list-style-type: none">• Semi-annual Purchase of Service Expenditure Report Review at the next Consumer Services Committee Meeting.• <i>Review of Draft critical calendar for next fiscal year</i>• <i>Ensuring that the Community Placement Plan goals are being met</i>• <i>Committee Reviews the 3rd Quarter Intake Data by Location Report (January-March)</i>• <i>Committee Reviews the 3rd Quarter NOAs/Appeals Report (January-March)</i>• <i>Committee Reviews the 3rd Quarter Disparity Committee Report (January -March)</i>
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Rolling 12-Month Attendance	Jul-24	Aug-24	Sep-24	Oct-24	Oct-24	11/13/20	Dec-23	Jan-25	Feb-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total	Total
	Special Board	Board Orientation	Board	Board	DDS Meeting	Board	Dark	Board	Special Board	Board	Board	Board	Board	Board	Absences	Hours
Nicholas Abrahms	P	P	P	P	P	P		P	P	P					0	14.00
George Alvarado	P	P	P	P	P	P		P	P	P					0	14.00
Cathy Blin	P	Ab	P	P	P	P		P	P	P					1	12.00
Sharmila Brunjes	P	Ab	P	P	P	P		P	P	P					1	12.00
Jacque Colton									P	P					0	3.00
Leticia Garcia	P	Ab	P	P	P	P		P	P	P					1	12.00
Juan Hernandez	P	P	P	P	P	P		P	P	P					0	14.00
Anna Hurst	Ab	Ab	P	Ab	P	P		P	P	P					3	9.75
Alex Kopilevich (<i>VAC Rep</i>)	P	P	P	P	P	P		P	P	P					0	14.00
Jennifer Koster	Ab	P	P	P	P	P		P	Ab	P					2	11.75
Laura Monge	P	P	P	P	P	P		P	P	P					0	14.00
Jeremy Sunderland									P	P					0	3.00
Jason Taketa									P	P					0	3.00
Curtis Wang	P	P	P	P	P	P		P	P	P					0	14.00
Meeting Time	1.25	2	2.25	1	1	1.5		2	1	2						14.00

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,

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	0	3
Anna Hurst								P					0	6
Cathy Blin			P		P			P					0	6
Jaklen Keshishyan (VAC Rep)			P		P			P					0	6

Meeting Time

3.00

1.45

3.00

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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	P	P			P	P				0	
*Bill Abramson		P	P	P	P			P	P				0	
*Pam Aiona		P	Ab	P	P			P	P				1	
*Jennifer Koster		P	P	P	P			P	Ab				1	
*Destry Walker		P	P	Ab	Ab			Ab	P				3	
George Alvarado									P					
Andrew Garcia		Ab	Ab	P	P			P	Ab				3	3
Elizabeth Lyons					P			Ab	P				1	
Alyssa Mazur		P	Ab	Ab	Ab			Ab	Ab				5	1
Y. Parvoool		P	Ab	Ab	Ab			Ab	Ab				5	1
Elena Tiffany		P	Ab	P	Ab			Ab	P				3	3
		0.75	1.25	1.5	1.5			1.5	2					

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		
Nicholas Abrahms			P		P			P					0	4.50
Cathy Blin			P		P			P					0	4.50
Anna Hurst			P		P			Ab					1	3.25
Jennifer Koster			P		P			P					0	4.50
Laura Monge			P		P			Ab					1	3.25
Sharon Weinberg (VAC Rep)			P		P			P					0	4.50

Meeting Time

1.25

2.00

1.25

4.5

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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
Executive Committee														
Meeting Length	Dark					Dark						Dark		
Juan Hernandez							P							2
Sharmila Brunjes		P	P	P	P			P					0	4.25
Anna Hurst								P					0	2.00
Curtis Wang								P					0	2.00
Leticia Garcia		P	P	P	P			P					0	6.25
Meeting Time		1.25	1.00	1.00	0.75			2.00						

P = Present Ab = Absent

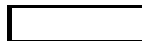
Attendance Policy: In the event a Trustee shall be absent from three (3) consecutive regularly-scheduled Board meetings or from three (3) consecutive meetings of any one or more committees on which he or she may be serving, or shall be absent from five (5) regularly-scheduled Board meetings or from five (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
Government & Community Relations Committee	Dark		Dark		Dark	Dark		Dark	Dark	Dark		Dark		
George Alvarado		Ab		Ab (60%)			P						2	1.75
Cathy Blin		P		P			Ab						1	2.00
Leticia Garcia				P			P						0	1.50
Juan Hernandez		P		P			P						0	3.00
Jennifer Koster		P		P			P						0	3.00
Laura Monge		P		P			P						0	3.00
Curtis Wang		P		P			P						0	3.00
Jodie Agnew-Navarro, VAC Rep		P		P			Ab						1	2.00
													0	

Meeting Time 1.50 0.50 1.00

P = Present Ab = Absent

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FY 2024-25 Nominating Committee	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
	Dark		Dark	Dark		Dark					Dark	Dark		
Curtis Wang, Chair		P		P	P		P	P	P				0	12.00
Sharmila Brunjes		P		P	P		P	P	P				0	12.00
Lety Garcia		P		P	P		P	P	P				0	12.00
Juan Hernandez		Ab		P	P		P	P	P				1	11.00
Alex Kopilevich		Ab		P	P		P	P	P				1	11.00

Meeting Time

1.00

2.00

2.75

2.00

2.50

1.75

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
Post-Retirement Medical Trust	Dark	Postponed		Dark	Dark	Dark	Dark	Dark	Dark	Dark		Dark		
Juan Hernandez														
Sharmila Brunjes														
Anna Hurst														
Angela Pao-Johnson - Staff			P										0	0.50
Vini Montague - Staff			P										0	0.50

Meeting Time 0.50

P = Present Ab = Absent * = Joined Committee

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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
Strategic Planning	Dark		Dark	Dark		Dark			Dark	Dark		Dark		
Jennifer Koster, Alt. Chair		P			P			Ab					1	2.00
Nicholas Abrahms		P			P			P					0	4.00
Lety Garcia		Ab			P			P					1	3.25
Juan Hernandez		P			P			P					0	4.00
Anna Hurst		Ab			P			P					1	3.25
Octavia Watkins - VAC Rep		P			P			P					0	4.00

Meeting Time

0.75

1.25

2.00

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
Vendor Advisory Committee	Dark					Dark						Dark	Absences
Alex Kopilevich, Chair		P	P	P	P		P	P					0
Jaklen Keshishyan, Alt. Chair		P	P	P	P		P	P					0
Jodie Agnew Navarro		P	P	P	P		P	P					0
Masood Babaeian		P	P	Ab	P		P	P					1
Paul Borda		P	P	P	P		P	P					0
Andrea Devers		P	Ab	P	P		P	P					1
Cal Enriquez		P	P	P	P		P	P					0
Ute Escorcia		P	P	P	P		P	P					0
Ricki Macken Chivers		P	P	P	P		P	P					0
Vahe Mkrtchian		Ab	P	Ab	P		P	P					2
Daniel Ortiz		Ab	P	Ab	Ab		P	P					3
Jen Pippard		P	P	P	P		Ab	P					1
Octavia Watkins		P	P	P	P		P	P					0
Sharon Weinberg		P	P	Ab	P		P	P					1
Meeting Time		2.50	1.75	1.50	1.75		1.25	2.00					

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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

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

July 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Independence Day (NLACRC closed)	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 <u>6:00pm-8:00pm</u> Board Member Orientation	25	26	27
28	29	30	31			

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

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

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

September 2024						
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>5:30 pm</u> Post-Retirement Medical Trust Meeting <u>6:30 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 Packet Review	8	9 <u>6:00 pm</u> Board of Trustees Meeting <i>In-Person @ NLACRC Chatsworth office</i>	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 Halloween		

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

<h1>November 2024</h1>						
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 Veterans Day (NLACRC offices closed)	12 <u>5:00 – 6:00 pm</u> Board Packet Review <u>6:00 – 7:00 pm</u> Board Training	13 <u>6:00 pm</u> Board of Trustees Meeting <i>In-Person @ NLACRC Santa Clarita office</i>	14	15	16
17	18	19	20 <u>6:00 pm</u> Consumer Services Committee Meeting	21 <u>5:00 pm</u> Administrative Affairs Committee Meeting <u>6:30 pm</u> Executive Committee Meeting	22	23
24	25	26	27	28 Thanksgiving (NLACRC offices closed)	29 Day after Thanksgiving (NLACRC closed)	30

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

December 2024						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25 Christmas Day (NLACRC offices closed)	26	27	28
29	30	31				

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

January 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New Year's Day (NLACRC offices closed)	2 <u>5:30 pm</u> Nominating Committee Meeting	3	4
5	6 <u>5:00 – 6:00 pm</u> Board Packet Review <u>6:00 – 7:00 pm</u> Board Training TBD	7	8 <u>6:00 pm</u> Board of Trustees Meeting	9 <u>9:30 am</u> Vendor Advisory Committee Meeting	10	11
12	13	14	15 <u>6:00 pm</u> Government & Community Relations Committee Meeting	16	17	18
19	20 Martin Luther King Day (NLACRC offices closed)	21	22	23 <u>6:00 pm</u> Executive Committee Meeting	24	25
26	27	28	29	30	31	

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

<h1 style="margin: 0;">February 2025</h1>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	<p>3</p> <p><u>6:00 pm</u> Strategic Planning Committee Meeting</p>	4	<p>5</p> <p><u>3:00pm</u> Consumer Advisory Committee Meeting</p> <p><u>5:30 pm</u> Nominating Committee Meeting</p>	6	7	8
9	<p>10</p> <p><u>5:00 – 6:00 pm</u> Board Packet Review</p> <p><u>6:00 – 7:00 pm</u> Board Training TBD</p>	11	<p>12</p> <p><u>6:00 pm</u> Board of Trustees Meeting</p>	<p>13</p> <p><u>9:30 am</u> Vendor Advisory Committee Meeting</p>	14	15
16	<p>17</p> <p>Presidents Day (NLACRC offices closed)</p>	18	<p>19</p> <p><u>6:00 pm</u> Consumer Services Committee Meeting</p>	<p>20</p> <p><u>6:00 pm</u> Administrative Affairs Committee Meeting</p>	21	22
23	24	25	26	<p>27</p> <p><u>6:00 pm</u> Executive Committee Meeting</p>	28	

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

<h1>March 2025</h1>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5 <u>3:00pm</u> Consumer Advisory Committee Meeting <u>5:30 pm</u> Nominating Committee Meeting	6	7	8
9	10 <u>5:00 – 6:00 pm</u> Board Packet Review <u>6:00 – 7:00 pm</u> Board Training TBD	11	12 <u>6:00 pm</u> Board of Trustees Meeting	13 <u>9:30 am</u> Vendor Advisory Committee Meeting	14	15
16	17	18	19 <u>6:00 pm</u> Government & Community Relations Committee Meeting	20	21	22
23	24	25	26	27 <u>6:00 pm</u> Executive Committee Meeting	28	29
30	31 Cesar Chavez Day (NLACRC offices closed)					

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

April 2025						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2 3:00pm Consumer Advisory Committee Meeting 5:30 pm Nominating Committee Meeting	3	4	5
6	7 5:00 – 6:00 pm Board Packet Review 6:00 – 7:00 pm Board Training TBD	8	9 6:00 pm Board of Trustees Meeting <i>In-Person @ NLACRC Antelope Valley office</i>	10 9:30 am Vendor Advisory Committee Meeting	11	12
13	14	15	16 6:00 pm Consumer Services Committee Meeting	17 6:00 pm Administrative Affairs Committee Meeting	18	19
20	21	22	23	24 6:00 pm Executive Committee Meeting	25	26
27	28	29	30			

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

<h1 style="margin: 0;">May 2025</h1>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	<p>5</p> <p><u>6:00 pm</u> Strategic Planning Committee Meeting</p>	6	<p>7</p> <p><u>3:00pm</u> Consumer Advisory Committee Meeting</p>	<p>8</p> <p><u>9:30 am</u> Vendor Advisory Committee Meeting</p>	9	10
11	<p>12</p> <p><u>5:00 – 6:00 pm</u> Board Packet Review</p> <p><u>6:00 – 7:00 pm</u> Board Training TBD</p>	13	<p>14</p> <p><u>6:00 pm</u> Board of Trustees Meeting</p>	15	16	17
18	19	20	<p>21</p> <p><u>6:00 pm</u> Government & Community Relations Committee Meeting</p>	<p>22</p> <p><u>5:30 pm</u> Post-Retirement Medical Trust Meeting</p> <p><u>6:30 pm</u> Executive Committee Meeting</p>	23	24
25	<p>26</p> <p>Memorial Day (NLACRC offices closed)</p>	27	28	29	30	31

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

<h1 style="margin: 0;">June 2025</h1>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	<u>5:00 – 6:00 pm</u> Board Packet Review <u>6:00 – 7:00 pm</u> Board Training TBD	10	<u>6:00 pm</u> Board of Trustees Meeting	12	13	14
15	16	17	18	Juneteenth (NLACRC offices closed)	20	21
22	23	24	25	26	27	28
29	30					



North Los Angeles County Regional Center

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

Board of Trustees Meetings Schedule - Monthly FY 2024-25

Board Orientation, Wednesday, July 24, 2024

5:00 p.m.

~ No meeting in August 2024~

Wednesday, September 11, 2024

6:00 p.m.

Wednesday, October 9, 2024

~In-Person at NLACRC Chatsworth Office~

6:00 p.m.

Wednesday, November 13, 2024

~In-Person at NLACRC Santa Clarita Valley~

6:00 p.m.

~ No meeting in December 2024~

Wednesday, January 8, 2025

6:00 p.m.

Wednesday, February 12, 2025

6:00 p.m.

Wednesday, March 12, 2025

6:00 p.m.

Wednesday, April 9, 2025

~In-Person at NLACRC Antelope Valley~

6:00 p.m.

Wednesday, May 14, 2025

6:00 p.m.

Wednesday, June 11, 2025

6:00 p.m.

BOARD & BOARD COMMITTEE LIST

FY 2024-2025

Board of Trustees

Juan Hernandez—President, ARCA
CAC Alt

Sharmila Brunjes—First V.P., Board
Secretary, and ARCA Alt

Curtis Wang—Second V.P.

Anna Hurst—Treasurer

Leticia Garcia—ARCA Rep

George Alvarado—ARCA CAC Rep

Alex Kopilevich—VAC Chair

Nicholas Abrahms

Cathy Blin

Jacque Colton

Jennifer Koster

Laura Monge

Jeremy Sunderland

Jason Taketa

Administrative Affairs

Vini Montague, Staff

Danielle Fernandez, Admin

Anna Hurst, Chair

Cathy Blin

[VAC Representative](#)

Jaklen Keshishyan

Consumer Services

Evelyn McOmie, Staff

Sandra Rizo, Admin

Nicholas Abrahms, Co-Chair

Jennifer Koster, Co-Chair

Cathy Blin

Anna Hurst

Laura Monge

[VAC Representative](#)

Sharon Weinberg

Executive

Angela Pao-Johnson, Staff

Arezo Abedi, Admin

Juan Hernandez, Chair

Sharmila Brunjes

Anna Hurst

Curtis Wang

Leticia Garcia

Government & Community

Relations

Chris Whitlock, Staff

Lindsay Granger, Admin

Cathy Blin, Chair

Curtis Wang, Alt. Chair

George Alvarado

Lety Garcia

Juan Hernandez

Jennifer Koster

Laura Monge

[VAC Representative](#)

Jodie Agnew-Navarro

Nominating

Evelyn McOmie, Staff

Lindsay Granger, Admin

Curtis Wang, Chair

Sharmila Brunjes

Lety Garcia

Juan Hernandez

[VAC Representative](#)

Alex Kopilevich

Post-Retirement Medical Trust

Vini Montague, Staff

Danielle Fernandez, Admin

Juan Hernandez, Chair

Angela Pao-Johnson

Vini Montague

Sharmila Brunjes

Anna Hurst

Strategic Planning

Angela Pao-Johnson, Staff

Lindsay Granger, Admin

Chair—*Vacant*

Jennifer Koster, Alt. Chair

Nicholas Abrahms

Lety Garcia

Juan Hernandez

Anna Hurst

Evelyn McOmie, Staff

[VAC Representative](#)

Octavia Watkins

Recruitment

Betsy Monahan, Staff

Lindsay Granger, Admin

Chair—*Vacant (Juan*

Hernandez?)

Lety Garcia

BOARD ADVISORY COMMITTEE LIST

FY 2024-2025

Vendor Advisory

Angela Pao-Johnson, Staff
Lindsay Granger, Admin
Alex Kopilevich, Chair
Jaklen Keshishyan, Alt. Chair
Jodie Agnew-Navarro
Octavia Watkins
Masood Babaeian
Paul Borda
Andrea Devers
Cal Enriquez
Ute Escorcia
Ricki Macken Chilvers
Vahe Mkrtchian
Daniel Ortiz
Jen Pippard
Sharon Weinberg
(3 open position)

Consumer Advisory

Santos Rodriguez
Lindsay Granger, Admin.
Juan Hernandez, Chair
Bill Abramson
Pam Aiona
Jennifer Koster
Destry Walker

Self Determination

Silvia Renteria-Haro, Staff
Robin Monroe, Staff
Lori Walker, Chair
Miriam Erberich, Co-Chair
Victoria Berrey
Michael Carey
Socorro Curameng
Richard Dier
Jordan Feinstock
Jon Francis
Ricardo Martinez
Erica Rodriguez