



# **Board of Trustees Meeting**

Wednesday, April 9, 2025

6:00 p.m.

Hybrid - NLACRC  
Antelope Valley Office/  
Zoom

# Board of Trustees Meeting April 9, 2025

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# North Los Angeles County Regional Center

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

North Los Angeles County Regional Center  
**Board of Trustees Meeting -**  
**Wednesday, April 9, 2025**  
**6:00 p.m. (Hybrid)**  
**NLACRC Antelope Valley Office and Zoom**  
**~AGENDA~**

1. **Call to Order & Welcome** (5 min)
2. **Housekeeping** (2 min)
  - A. Spanish Interpretation Available
  - B. Public Attendance (please note name in Chat)
  - C. \*Update Zoom Screen Name to include full name, board position, and geographic location (SFV, AV, or SCV)
3. **Share Impact Story From Individual Served** (5 min)
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 Board of Trustees Meeting Minutes March 12, 2025
  - B. Approval the Parliamentarian Board Training to Submit to DDS – Megan Mitchell
  - C. Approval of Meeting Recording Policy – Megan Mitchell
  - D. Updated NLACRC Bylaws – Juan Hernandez
8. **Closed Session** (30 min)
  - A. Personnel
9. **Action Items**
  - A. Approval of the Legal-Reviewed Anti-Harassment, Anti-Discrimination and Retaliation Policy – Betsy Monahan (5 min)
    1. Redlined Copy

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2. Clean Copy
  - B. Approval of Board Spending Policy – Vini Montague (5 min)
  - C. Approval of 2023 Revisions to NLACRC Fair Hearing Service Standards – Dana Lawrence (5 min)
    1. NLACRC Revised Appeal Process Service Standard
  - D. Approval of Committee List Updates and Committee Appointments – Juan Hernandez (10 min)
  - E. Approval of Committee Schedule Change (5 min) – Angela Pao-Johnson/Juan Hernandez
    1. Administrative Affairs Committee and Executive Committee
    2. Consumer Services Committee and Government & Community Relations Committee
- 
10. **Committee Business**
    - A. Discuss FY23-24 Performance Contract Outcomes (15 min) – Angela Pao-Johnson
  11. **Executive Director’s Report** (5 min) – Angela Pao-Johnson
  12. **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: April 17, 2025, 6:30 p.m.
  13. **Association of Regional Center Agencies** (1 min) – Lety Garcia
    - A. ARCA Liaison Report
    - B. Next meeting: June 27, 2025
  14. **Administrative Affairs Committee** – Anna Hurst
    - A. No meeting since the March Board Meeting
    - B. Next meeting: Thursday, April 17, 2025, 6:00 p.m.
  15. **Consumer Advisory Committee** (1 min) – Juan Hernandez
    - A. Committee Summary
    - B. Next Meeting: Wednesday, May 7, 2025, 3:00 p.m.
  16. **Consumer Services Committee** (1 min) – Jennifer Koster
    - A. No meeting since the March Board Meeting

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B. Next Meeting Wednesday, April 16, 2025, 6:00 p.m.

17. **Executive Committee** (1 min) – Juan Hernandez
  - A. Committee Summary
  - B. Next Meeting Thursday, April 24, 2025, 6:00 p.m.
18. **Government & Community Relations Committee** (2 min) – Cathy Blin
  - A. Committee Summary
  - B. Next Meeting Wednesday, May 21, 2025, 6:00 p.m.
19. **Nominating Committee** (1 min) – Curtis Wang
  - A. Committee Summary
  - B. Next Meeting Wednesday, May 7, 2025, 5:30 p.m.
20. **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.
21. **Vendor Advisory Committee** (1 min) – Alex Kopilevich
  - A. Committee Summary
  - B. Next Meeting Thursday, April 10, 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)
  - 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, May 14, 2025, 6:00 p.m. Hybrid (Chatsworth/Zoom)
24. **Adjournment**
25. **Review of Committee Action Log Items (Item Owner and Due Date)**

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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](#)

#### Notes:

Send out a poll regarding frequency of meetings

Include in the evaluation meeting with links to the forms online Reminder – Monthly Submission for Childcare/Attendant Care Billing/**All Meeting Invites to Include** [BoardSupport@NLACRC.org](mailto:BoardSupport@NLACRC.org)

**NORTH LOS ANGELES COUNTY REGIONAL CENTER (NLACRC)  
9200 OAKDALE AVENUE, SUITE 100  
CHATSWORTH, CA 91311**

**MINUTES OF THE BOARD OF TRUSTEES MEETING  
VIRTUAL MEETING  
MARCH 12, 2025 7:00 P.M.**

**BOARD OF TRUSTEES:**

Sharmila Brunjes (First Vice President and Board Secretary), Curtis Wang (Second Vice President), Anna Hurst (Treasurer), George Alvarado, Alex Kopilevich (VAC Chair), Leticia Garcia (ARCA Rep), Cathy Blin, Nicholas Abrahms, Jason Taketa, Jacquie Colton, Jeremy Sunderland, Laura Monge, Jennifer Koster

**ABSENT:**

Juan Hernandez (President)

**STAFF:**

Angela Pao-Johnson - Executive Director, Evelyn McOmie – Deputy Director, Vini Montague – Chief Financial Officer, Betsy Monahan – Human Resources Director, Megan Mitchell, Chris Whitlock, John Van de Riet, Arezo Abedi, Lindsay Granger, Sandra Rizo, Kim Visokey, Arshalous Garlanian, Donna Rentsch, Michael Karpman, 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, Ricky Valle (Interpreter), Lea Munoz (Director of Services at Integrated Resources Institute - IRI), Charlotte Tay, Scott Seamands (Lindquist, Von Husen and Joyce LLP), Elena Tiffany, Thea Edolsa (Lindquist, Von Husen and Joyce LLP), Suad Bisogno, Jose Dominguez, Jekora Robinson, Christian Villafuerte, Lori Walker, Victoria Berrey, La Jannelle Smith, Yolanda Gacia, Patty Gutierrez, Rebecca Ernewein, Richard Dier, Lillian Martinez, Miriam Erberich, Sol Garza (Interpreter),

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**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 6:04 p.m.

Sharmila Brunjes Second V.P. and Board Secretary shared the mission and vision of the NLACRC and reminded attendees of the Board of Trustees Civility Code.

**2. IMPACT STORY FROM INDIVIDUAL SERVED**

Lea Munoz, Director of Services at Integrated Resources Institute (IRI), shared an impact story at the request of an individual served, Kennedy, who expressed gratitude for their coach's help getting a full-time job at Home Depot.

**3. BOARD MEMBER ATTENDANCE/QUORUM**

Board members were confirmed in attendance on Zoom.



4. **AGENDA – APPROVAL**

On a motion made by Curtis Wang, seconded by Jeremy Sunderland, it was resolved to approve the agenda as presented. Motion carried.

5. **PUBLIC INPUT & COMMENTS—RESERVED FOR AGENDA ITEMS**

There were no public comments.

6. **CONSENT/ACTION ITEMS**

On a motion made by Curtis Wang, seconded by Jeremy Sunderland, it was resolved to approve the Special Board of Trustees meeting minutes held on February 12, 2025, as amended. Motion carried.

On a motion made by Jeremy Sunderland, seconded by Cathy Blin, it was resolved to approve the Board of Trustees meeting minutes held on February 12, 2025, as presented. Motion carried.

7. **ACTION ITEMS**

7.1 **FY2023-2024 Audited Financial Statements**

On a motion made by Jennifer Koster, seconded by George Alvarado, it was resolved to approve the draft audited financial statements, as presented. Motion carried.

Scott Seamands provided an in-depth overview of management and the auditor's responsibilities and identified key audit risks, including revenue and expense recognition and compliance. He confirmed no alleged or actual fraud was noted and that there was an unmodified clean audit opinion.

A weakness in internal controls was indicated with regard to undeposited checks from DDS of approximately \$9.6 million that were held for up to six months. Additionally, DDS advance offsets of approximately \$217 million were not recorded due to a staff performance issue.

Scott Seamands suggested implementing a system to identify when cheques are not forwarded for deposit, which would be followed by a reconciliation with the records of DDS for the faster detection of discrepancies. It was confirmed that the issue has since been remedied.

7.2 **Conflict of Resolution Plan**

On a motion made by Jeremy Sunderland, seconded by George Alvarado, it was resolved to approve the conflict of resolution plan for Jacquie Colton. Motion carried.

Jacquie Colton abstained from the motion.

7.3 **Approval of Purchase of Services Startup Contracts**

On a motion made by Cathy Blin, seconded by Alex Kopilevich, it was resolved to approve the Brillian Corners, PL288-999 contract amendment. Motion carried.

On a motion made by Jennifer Koster, seconded by George Alvarado, it was resolved to approve the CPP/CRDP startup projects by various vendors. Motion carried.

**7.4 Approval of Operations Contract**

On a motion made by George Alvarado, seconded by Jennifer Koster, it was resolved to approve the operations contract. Motion carried.

**7.5 Approval of Reviewed Whistleblower Policy**

On a motion made by Jeremy Sunderland, seconded by George Alvarado, it was resolved to approve the reviewed whistleblower policy pending consolidation of a policy being consolidated to be inclusive of all members within the NLACRC community. Motion carried.

**7.6 Approval of Reviewed Standards of Conduct Policy**

On a motion made by George Alvarado, seconded by Cathy Blin, it was resolved to approve the reviewed standards of conduct policy. Motion carried.

**7.7 Sunset Current Strategic Plan**

On a motion made by Alex Kopilevich, seconded by Jeremy Sunderland, it was resolved to sunset the current strategic plan. Motion carried.

**7.8 Approval to Move Strategic Planning Committee to Ad Hoc Committee**

On a motion made by Anna Hurst, seconded by Laura Monge, it was resolved to approve the transition of the strategic planning committee to an ad-hoc committee. Motion carried.

DDS recommended reducing the number of committees, and Anna Hurst explained that the committee's work would be utilized when deemed most effective and necessary.

**7.9 Approval of Revised Bylaws**

On a motion made by Jeremy Sunderland, seconded by Alex Kopilevich, it was resolved to approve the decrease in the required number of Board Trustees from 14 down to 12. Motion carried.

On a motion made by Leticia Garcia, seconded by Cathy Blin, it was resolved to approve the addition of "advise the Board of Trustees on developing a long-range resource development plan" to page 136, article 7, section 4. Motion carried.

On a motion made by George Alvarado, seconded by Nicholas Abrahms, it was resolved to approve sending the revised bylaws as presented, subject to amendments, to DDS. Motion carried.

The Board discussed potentially reducing the number of Board and Committee meetings annually with the goal of presenting more information in public meetings. The Committee roles were also to be revised to President, Vice President, Treasurer, Secretary, and ARCA Representative, eliminating the alternative ARCA Representative and Vice President slots.

Concerns about the decrease in Board meetings were raised, and it was noted that holding more meetings is better perceived by the public. It was also suggested that meetings be held every six weeks instead of monthly or additional Executive Committee meetings should be held to address urgent issues as they arise.

## **7.10 Approval of Committee List Updates and Committee Appointments**

On a motion made by Curtis Wang, seconded by Laura Monge, it was resolved to defer the approval of the Committee list updates and appointments. Motion carried.

## **8. COMMITTEE BUSINESS**

### **8.1 Financial Reports for October 2024 through December 2024**

Vini Montague, Chief Financial Officer, provided an in-depth overview of the financial reports for Q4 2024.

## **9. EXECUTIVE DIRECTOR'S REPORT**

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

- Caseload ratios decreased by 17.7% in just 11 months.
- NLACRC has a net gain of 84 employees for the fiscal year and is about to surpass 2024's performance for recruiting and retention
- Intake volume is approximately 880 per month.
- NLACRC is in full pre-production for a new podcast series, with the first podcast scheduled for mid-March, 2025.
- DDS is going to revise the Family Needs Assessment tool to reduce length and minimize duplication with the IPP process.
- Concerns by financial officers were raised regarding cash flow issues due to higher payments due to rate model implementation, and DDS is working to determine if contract amounts align with their needs.
- Some Early Start providers have reported missing QIP payments which was related to delays in shifting children from Status 0 and Status 1, noting Status 0 children were ineligible for the incentive.
- DDS is to finalize the vendorization standardization process by June 30, 2025.
- Provider agreements for transportation are to provide further insight into providers whose "held harmless" rates exceed the new model calculations.
- DDS will be submitting a legislative report defining generic services, identifying barriers to access, outlining current efforts to improve access and recommendations for enhancement by June 30, 2025.
- DDS has initiated the Implicit Bias Training program.
- Legislative focus areas were relayed for ARCA's Grassroot event on March 3, 2025, and March 4, 2025.
- The recruitment section under center updates was noted to be outdated and would be amended.
- Some services for social recreation reimbursements were expanded effective March 1, 2025.
- Brief overviews were provided for several upcoming outreach programs.
- Total consumers served for 2025 are 38,678.
- NLACRC's Quality Assurance Team conducted 111 residential visits.
- Brief overviews were provided for upcoming disability organization events and activities.

## **10. 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.
- Strategic Planning Committee.
- Vendor Advisory Committee.

As reports were presented, no observations and comments were noted.

**11. OLD BUSINESS/NEW BUSINESS**

**11.1 Board and Committee Meeting Attendance Sheets/Time Report**

Any members interested in chairing a committee were requested to contact Sharmila Brunjes.

**11.2 Meeting Evaluation Survey Link**

Sharmila Brunjes requested that all trustees fill out the meeting evaluation survey to provide feedback on today's meeting.

**12. ANNOUNCEMENTS/INFORMATION/PUBLIC INPUT**

Alex Kopilevich commented that the "Life After High School" fair is scheduled for April 8, 2025.

George Alvarado commented that the Self-Advocacy group has a meeting scheduled for March 18, 2025.

Laura Monge said they would participate in a resource fair on March 15, 2025.

Lillian Martinez commented that they continue to offer support for consumers and families. They also noted that they had contacted representatives regarding the false witness reports from DDS.

La Jannelle Smith said they are still awaiting their vendor contract after four months. Angela Pao-Johnson requested that they provide their e-mail to Board support to discuss.

Leticia Garcia thanked Sharmila Brunjes for chairing the meeting, and Sharmila Brunjes thanked everyone on the Board and staff.

**13. NEXT MEETING**

The date of the next Board of Trustees meeting is scheduled for April 9, 2025, at 6:00 p.m.

**14. ADJOURNMENT**

The meeting closed at 8:56 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.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Director

\_\_\_\_\_

\_\_\_\_\_

DRAFT

Agenda Item Detail Sheet

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

Date: April 9, 2025.

To: Board of Trustees

From: Megan Mitchell, Director of Privacy and Compliance and Executive Committee

Subject: Approval of the Parliamentarian Board Training 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.

Parliamentarian Training is required by DDS and needed to be included in our Board Training Schedule. At its meeting on March 27, 2025, the Executive Committee reviewed options for the Parliamentarian Board Training.

REASON FOR CURRENT ITEM:

After review and discussion of the options to give the Parliamentarian Board Training, the Executive Committee recommends the Board approve Robert Duitman to provide the Board Parliamentarian training that is required by DDS. Robert Duitman’s background information and training module are provided in the meeting packet.

FISCAL IMPACT:

For a 2-3 hour in-person training at \$150.00/hour. The total cost will be \$450.00.

RECOMMENDATIONS:

That the Board approve the Parliamentarian training to schedule and submit to DDS.

# About Robert Duitsman



Robert (Bob) has been a practicing attorney in the Southern California area for over thirty years and has been involved with the parliamentary craft since 1998. He is a member of both major national parliamentary organizations, the American Institute of Parliamentarians (AIP) and the National Association of Parliamentarians (NAP), together with the California State Association of Parliamentarians (CSAP) which is the California subgroup of NAP. With NAP he currently holds the designation of Professional Registered Parliamentarian (PRP). Bob brings a wealth of real-world insight and experience to the preparation for and conduct of a wide variety of deliberative assemblies, as well as assisting with the creation of and making changes to documents of authority. Bob was just voted in as President of the California State Association of Parliamentarians.

Based in the Culver City/Los Angeles area, he provides services throughout Southern California.

A partial list of volunteer involvements:

Professional Registered Parliamentarian (NAP)

Past Board Member and Chair, Culver City Chamber of Commerce, Culver City, CA

Past Board Member and Chair, Breathe LA, Los Angeles, CA

Past Chapter Member and President, Golden Bear Chapter 10, AIP

Region VII Governor, AIP (covering Chapters throughout the southwest United States)

Member, Chi Eta Phi Unit, CSAP (NAP)

Treasurer and Assistant Area Director, Southern Area, CSAP (NAP)

Designated Parliamentarian, Knox Presbyterian Church, Los Angeles, CA (ongoing)

Designated Parliamentarian, California-Hawaii Elks Association (ongoing)

Designated Parliamentarian, Culver City Chamber of Commerce (ongoing)

Designated Parliamentarian, District 1 Toastmasters (multiple times)

Designated Parliamentarian, Breathe LA, Los Angeles County (current)

## Services

Services available include the following:

Meeting Parliamentarian or Presider. This includes assistance with advance planning and preparation for upcoming meetings as needed, as well as attending and serving as Parliamentarian or Presiding Officer.

Documents of Authority. This includes review and assisting with the creation or amendment of bylaws, rules and other governing documents to correct inconsistencies or help eliminate areas of uncertainty or confusion. As an attorney Bob brings specialized knowledge to address the requirements of state law as they relate to parliamentary issues and the ultimate goals of an organization.



Seminars and training. This includes seminars and clinics to present information on the basics of parliamentary procedure and to address any problems that may exist within an organization.

General problem solving. This is a catch-all availability intended to bring forward the notion that a Parliamentarian can assist in a wide variety of contexts to try to promote harmony and efficiency in the activities of any organization.

## PARLIAMENTARY PROCEDURE WORKSHOP

ROBERT DUITSMAN

Professional Registered Parliamentarian (NAP)  
Attorney at Law

310.488.2906  
rld-prp.com

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### #. WHO WAS ROBERT, AND WHAT ARE HIS RULES?

- Voting by voice, hands or ballot.

### # PROTECTED RIGHTS UNDER ROBERT'S RULES

- Of the majority
- Of the minority
- Of individuals
- Of absentees
- Of all members together
- Other authorities?

### #. BEFORE THE MEETING STARTS

- Documents of authority
- Any special rules to bring a motion to the assembly
- Should motions be oral or in writing
- Is there support for a proposal?

### #. MEETING CONSIDERATIONS

- Verifying a quorum is present (inc. credentials)
- Adopting any special rules
- Adopting an agenda
- Idle discussion or actual proposal?

### #. MAKING A MOTION (MOVING A QUESTION)

- Member stands to be recognized
- Member is recognized by the Chair
- Member makes a motion (moves a question)
- Member seconds the motion
- Chair states the motion

### #. PROCESSING A MOTION

- Chair states the question
- Debate
- Chair puts the question
- Announcing the vote (and implementing)

### #. VOTING

- Normally a majority of members present and voting
- The effect of abstentions
- Exceptions to the general rule

### #. A WORD ABOUT MINUTES

- They are the official record of the meeting!
- Should only record what was done
- Only matter after they are approved

### #. RESTORATIVE "BRING BACK" MOTIONS

- Take from the table
- Rescind/Amend something previously adopted
- Reconsider (\*)

### #. INCIDENTAL MOTIONS (MOTIONS TO PROCESS BUSINESS)

### #. PRIVILEGED MOTIONS (MOTIONS FOR MEETINGS)

- Fix time to which to adjourn
- Adjourn
- Recess
- Raise a Question of Privilege
- Call for the orders of the day

### #. SUBSIDIARY MOTIONS (MOTIONS FOR MOTIONS)

- Lay on the table
- Previous question (\*)
- Limit or extend debate (\*)
- Postpone definitely
- Commit/Refer
- Amend
- Postpone indefinitely

Agenda Item Detail Sheet

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

Date: April 9, 2025.

To: Board of Trustees

From: Megan Mitchell, Director of Privacy and Compliance and Executive Committee

Subject: Approval of NLACRC Meeting Recording 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 NLACRC Meeting Recording Policy provided in the meeting packet.

REASON FOR CURRENT ITEM/DICUSSION:

After review and discussion of the NLACRC Meeting Recording Policy, the Executive Committee recommends board approve the Meeting Recording Policy provided in the meeting packet.

FISCAL IMPACT (if any):

None.

RECOMMENDATION:

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

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

**Recording of Board and Committee Meetings Policy**

**1. General**

The purpose of the Recording Meetings Policy is to establish guidelines regarding the recording of the portions of North Los Angeles County Regional Center's Board of Trustee meetings that are open to the public. The intent of this policy is to strike a balance between the legitimate uses of audio and video recordings, and concerns including compliance with the law, privacy, and protection of intellectual property. NLACRC keeps records of its meetings in the form of written meeting minutes which summarize meeting proceedings and document key decisions. With the move to more online meetings, and the emergence of new recording technologies, NLACRC Board of Trustees needs to document the circumstances under which it will use recording technologies to document meetings.

**2. Committee Meetings Affected**

This policy applies to the portions of all meetings that are open to the public, including Board of Trustee meetings and all Board Committee meetings.

**3. Policy**

Rationale:

NLACRC keeps records of its meetings in the form of written meeting minutes which summarize meeting proceedings and document key decisions. With the move to more online meetings, and the emergence of new recording technologies, NLACRC Board of Trustees needs to document the circumstances under which it will use recording technologies to document meetings.

Consent:

Any open meeting may be recorded by any person attending without the need to first obtain the consent. The Trustee presiding over the open meeting shall inform all in attendance that the proceedings may be recorded by any individual present without further notice or consent absent a finding by the Board of Trustees that such recording would disrupt proceedings. (Welfare and Institutions Code (WIC), Section 4660(d)).

It should be made clear to all participants, that recordings that are preserved may be subject to the California Public Records Act, effective for regional centers in 2026.

Maintenance and Destruction of Recordings:

The only person who can record a meeting is the meeting host (or designate) and all recordings must be destroyed by the host (or designate) unless exempted as detailed above. No recordings are to be shared by the host, without the express written consent of all who participated in the meeting. Transcripts based on the recording may be shared with the board secretary or meeting note taker. NLACRC shall maintain all recordings and written comments submitted as testimony on agenda items for no less than two years in accordance with WIC 4661(a).

In some instances, it may be prudent to have the meeting notes or minutes reviewed by a relevant body or individual and the accuracy of the minutes adequately confirmed before the recording is deleted. For example, a committee may decide to maintain the recording just long enough for the committee to review the meeting minutes and, once the minutes are approved, promptly delete the recording. Any questions regarding the need to maintain the recording should be addressed to the General Counsel.

NLACRC shall properly address any related intellectual matters such as Recordings containing copyrighted materials and therefore subject to additional rights.

### **Related Laws**

California Welfare and Institutions Code (WIC), Section 4660(d) – 4661(a)

California Penal Code 632(c)

California Government Code 11121 - 11124

Agenda Item Detail Sheet

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

Date: April 9, 2025.

To: Board of Trustees

From: Juan Hernandez, Board of Trustees President and Executive Committee

Subject: Updated Board of Trustees Bylaws

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 the last Board of Trustees meeting on March 12, 2025, the revised Bylaws were discussed, and changes were discussed before sending this draft of the NLACRC Bylaws to DDS. The revised Bylaws that were submitted to DDS and approved are provided in the meeting packet.

REASON FOR CURRENT ITEM:

After review by DDS of the revised NLACRC Bylaws, the Board of Trustees President suggests approval of the updated Bylaws. A revision of the Bylaws to develop a method for adding additional members to the Executive Finance Committee:

The President Board shall have the authority to appoint additional up to [X NUMBER] Trustees to the Executive Finance Committee.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

That the Board approve the revised Bylaws with the revision that includes a method to add additional members to the Executive Finance Committee to begin implementation.

NORTH LOS ANGELES COUNTY  
REGIONAL CENTER, INC.

BYLAWS

MARCH 12, 2025 RESTATEMENT

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**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. Advise the Board of Trustees on developing a long range resource development plan, and participate in the strategic planning of the types of services needed.

(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-four (34) 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	X
ACTION/CONSENT	_____
DISCUSSION	_____
INFO ONLY	_____

Date: April 9, 2025.

To: Board of Trustees

From: Betsy Monahan, Human Resources Director and Executive Committee

Subject: Approval of Reviewed NLACRC Anti-Harassment, Anti-Discrimination and Retaliation 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 March 27, 2025, the Executive Committee reviewed the Legal-Reviewed Anti-Harassment, Anti-Discrimination and Retaliation Policy provided in the meeting packet.

REASON FOR CURRENT ITEM/DICUSSION:


After review and discussion of the NLACRC Legal-Reviewed Anti-Harassment, Anti-Discrimination and Retaliation Policy, the Executive Committee recommends the Board approve the revisions made by Nicole McAtee, Esq., Linda Goldman, Esq., and Leslie Wallis, Esq. at Ogletree Deakins to the NLACRC Legal-Reviewed Anti-Harassment, Anti-Discrimination and Retaliation Policy. These changes are indicated with the redlined draft of the policy, and the proposed changes are included in the clean draft provided in the meeting packet.

FISCAL IMPACT (if any):

None.

RECOMMENDATION:

For the Board to approve the NLACRC’s Legal-Reviewed Anti-Harassment, Anti-Discrimination and Retaliation Policy with the changes as presented in the meeting packet.

	<h1>UNLAWFUL HARASSMENT &amp;</h1> <h2>RETALIATION POLICY</h2>	
	Effective Date: August 29, 2019	Version. <u>23</u>

### Purpose

NLACRC is committed to providing a workplace that is free from unlawful harassment, discrimination, retaliation, or intimidation. The purpose of this policy is to set expectations of behaviors that are aligned with NLACRC's values and support positive working relationships and a professional work environment.

NLACRC's position ~~against~~ harassment, discrimination, and retaliation is communicated to all employees at all levels and other appropriate parties through the dissemination of this policy.

### Scope

This policy applies to all NLACRC employees ~~in the San Fernando Valley, Antelope Valley, and Santa Clarita Valley offices~~, at any level, and other persons with whom NLACRC employees interact in the course of conducting business. All such individuals are expected to conduct themselves with respect and consideration for others.

### Responsibility

All NLACRC management (including but not limited to directors, supervisors, and managers) is responsible for:

- Implementing and enforcing the NLACRC policy, which includes but is not limited to, sexual and other forms of unlawful harassment or discrimination and retaliation
- Ensuring that all employees they supervise are aware of and understand the policy
- Assisting, when necessary, in the Reporting Unlawful Harassment, Discrimination and Retaliation Procedure (see below)
- Always reporting complaints ~~of under this policy harassment~~ to Human Resources
- Taking and/or assisting in prompt and appropriate ~~progressive~~ discipline when necessary to ensure compliance with the policy



- Conducting themselves in a manner consistent with the policy

## Unlawful Harassment & Retaliation Policy (cont'd)

### Policy

It is NLACRC's policy that everyone should work in an environment that is free from unlawful harassment, discrimination, or retaliation in which all employees are treated with respect. Approval of, participation in, ~~or~~ acceptance of, or failing to address conduct that constitutes unlawful harassment, discrimination or retaliation will be considered a violation of this policy. NLACRC will take reasonable steps to prevent unlawful harassment of employees by employees, contingent workers, independent contractors, vendors, clients, board members, advocates, consumers or family members, or other persons with whom a NLACRC employee interacts in the course of conducting business. NLACRC is committed to preventing and addressing unlawful harassment by employees and third parties and those who work with them or whom employees come into contact with in the course of their work with NLACRC.

Unlawful harassment and discrimination in the NLACRC work environment, including but not limited to, harassment and discrimination based on any protected characteristic including listed below or any other category protected by federal, state, or local law, is unlawful, improper, and will not be tolerated. This policy prohibits conduct that violates the letter or spirit of anti-harassment/discrimination laws as well as conduct not aligned to NLACRC's internal policies, practices, and behavioral expectations. The policy covers conduct in any work-related setting, whether it occurs on NLACRC premises, online including but not limited to on social media, during work time or including activities outside the workplace such as business-related social events and travel.:

#### Protected Categories:

- Race (including traits historically or culturally associated with race, such as hair texture and protective hairstyles)
- Color
- Religion/religious creed (including religious dress and religious grooming)
- Marital or domestic partner status
- Age (40 and over)
- National origin (including language use restrictions and possession of a driver's license issued under section 12801.9 of the California Vehicle Code)
- Ancestry

- Physical or mental disability (also includes HIV/AIDS, cancer, and genetic characteristics)
  - Medical condition (as defined under California law, includes genetic characteristics, cancer or a record or history of cancer)
  - Genetic information
  - Military or veteran status
  - Military caregiver status
  - Sexual orientation
  - Sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding and related medical conditions)
  - Gender
  - Gender identity
  - Gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify)
  - Reproductive health decision-making
  - Taking or requesting statutorily protected leave
  - Taking time off to serve as required by law on an inquest jury or trial jury
  - Taking time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding
  - For an employee who is a victim or whose family member is a victim, taking time off work for the reasons stated in California Government Code section 12945.8
- ~~individual's sex, race, color, ancestry, national origin, physical or mental disability, protected medical condition, genetic information, religion, religious creed (including religious dress and grooming practices), age, marital status, registered domestic partner status, lawful alien status, military status, veteran status, sexual orientation, gender (including gender identity or expression), pregnancy (including childbirth or related medical conditions, and breastfeeding), protected medical leaves (requesting or approved for leave under the Family and Medical Leave Act or the California Family rights Act),~~  
Domestic violence victim status

• \_\_\_\_\_,

- ~~Political affiliation, or any other category protected by federal, state, or local law, is unlawful, improper, and will not be tolerated. This policy prohibits conduct that violates the letter or spirit of anti-harassment laws as well as conduct not aligned to NLACRC's internal policies, practices, and behavioral expectations. The policy covers conduct in any work-related setting, whether it occurs on NLACRC premises, during work time or including activities outside the workplace such as business-related social events and travel.~~

### Sexual Harassment is Prohibited

While this policy is intended to address all forms of unlawful harassment, sexual harassment deserves special mention. Sexual harassment does not require physical contact but can be any type of unwelcome conduct that is sexual in nature or that is based on the person's gender. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when submission to the conduct is made a term or condition of an individual's employment (either explicitly or implicitly), when submission to or rejection of the conduct is used as the basis for employment decisions affecting the individual, or when the conduct is sufficiently severe, persistent, or pervasive to interfere with an individual's work performance or to create an intimidating, hostile, or offensive working environment.

Following are examples of conduct that may constitute sexual harassment:

- A superior using ~~his or her~~their authority to hire, fire, promote, or discipline an individual ~~in 2~~
- ~~Unlawful Harassment & Retaliation Policy (cont'd)~~
- order to gain sexual favors
- Jokes or comments of a sexual nature or that demean someone in relation to gender
- Emails, text messages, videos, cards, calendars, or other materials that are sexual or that demean someone in relation to gender
- Unwelcome, inappropriate touching
- Non-verbal, non-touching conduct that is sexual or demeaning, such as leering, whistling, or catcalling

The legal definition of sexual harassment is broad, and in addition to the above examples, other sexually oriented conduct or inappropriate conduct based upon sex, whether it is intended or not, that is unwelcome and has the effect of creating a work environment that is hostile,

offensive, intimidating, or humiliating to individuals of any gender~~males or females~~ may also constitute sexual harassment.

NLACRC prohibits sexual harassment whether it is carried out by employees, contingent workers, independent contractors, vendors, clients, board members, advocates, consumers or family members, or other persons with whom an NLACRC employee interacts in the course of conducting business. The victim's gender ~~it~~ does not matter ~~whether the victim is male or female;~~ nor does, whether the harasser's gender is male or female or whether the parties involved are of the same gender. Such conduct is prohibited anywhere in the NLACRC work environment, whether on NLACRC's premises or at off-site, work-related activities or events or online including but not limited to on social media.

#### Other Forms of Unlawful Harassment are Prohibited

Other unlawful harassment may consist of verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an employee because of his or her age, ancestry, national origin, citizenship, race, color, physical or mental disability, protected medical condition, genetic information, marital status, domestic partnership status, pregnancy (including childbirth or related medical conditions, and breastfeeding), religion, sex, gender (including gender identity and gender expression), sexual orientation, military status, veteran status, reproductive health decision-making, taking or requesting statutorily protected leave, taking time off to serve as required by law on an inquest jury or trial jury, taking time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding, because an employee is a victim or whose family member is a victim, taking time off work for the reasons stated in California Government Code section 12945.8, unless the Company is otherwise permitted by law, domestic violence victim status, or any other legally-protected characteristic, or that of employee's ~~his or her~~ relatives, friends, or acquaintances, that and has the purpose or effect of creating an intimidating, hostile, or offensive work environment,~~;~~ has the purpose or effect of interfering unreasonably with an employee's work,~~;~~ or otherwise adversely affects an employee's employment opportunities.

Following are examples of conduct that may constitute other forms of unlawful harassment under this policy:

- Racial or ethnic jokes, cards, or comments
- Using slang based on race, age, ethnicity, sexual orientation, or other protected characteristics
- Negative comments about someone's religious beliefs or religious practices
- Bullying behavior, including but not limited to threats, intimidation, coercion, ridicule,

• Unlawful Harassment & Retaliation Policy (cont'd)

- ~~Insults~~, or belittling
- Spreading false, vicious, or malicious rumors
- Other behavior that creates a work environment where an employee reasonably feels threatened, humiliated, or intimidated

## Procedure

### Reporting Unlawful ~~and Sexual~~ Harassment, Discrimination, and Retaliation Procedure (“Reporting Procedure”)

1. NLACRC's Reporting Procedure, described below, is available to all NLACRC employees, and contingent workers who believe they have been subjected to, or have knowledge of, unlawful ~~or sexual~~ harassment or discrimination of any kind and/or retaliation in the work environment.
2. NLACRC is committed to investigating and eradicating harassment, discrimination, and ~~or~~ retaliation prohibited by this Policy. To further that end, NLACRC has adopted the following procedure for making reports about prohibited conduct.
3. Anyone who believes that ~~he or she~~ they has yes been subjected to, witnessed or otherwise learned of conduct prohibited under this policy must immediately report the conduct to one of the following:
  - Their direct supervisor, or that supervisor’s direct supervisor in the event the employee’s direct supervisor is responsible for such prohibited conduct
  - HR Director
  - HR Manager
  - HR Supervisor
  - HR Generalist
4. Any supervisor or manager who has witnessed or who has knowledge of conduct prohibited under this policy must report this information to one of the following:
  - ~~Their direct supervisor, or that supervisor’s direct supervisor in the event the employee’s direct supervisor is responsible for such prohibited conduct~~
  - HR Director
  - HR Manager
  - HR Supervisor

• ~~Unlawful Harassment & Retaliation Policy (cont'd)~~

• HR Generalist

5. Reports regarding harassment, discrimination, and/or retaliation may be oral or in writing, but in either form should provide as much detail as possible about the conduct being reported. Regardless of the format in which the complaint is received, all directors, managers, and supervisors are required to report the complaint to HR as detailed above. There will be no action taken against anyone who makes a good faith report of harassment, discrimination, and/or retaliation or who participates in any investigation of such a report.
6. Individuals who are offended by the action of another may opt to make the offending party aware that such action is or was offensive and may request that the person avoid taking such action in the future. Individuals may, but are not required to, take this step before utilizing the above Reporting Procedure. In addition, where the perpetrator of the harassment has implicitly or explicitly conditioned an individual's job on acceptance of the harassing behavior, that individual should not confront the perpetrator but instead report the harassment through any of the means available under the Reporting Procedure. Upon receiving a report of alleged harassment, discrimination, or retaliation, NLACRC will promptly investigate the matter. If the report is made to NLACRC management, that management individual shall immediately contact the HR Director, HR Supervisor, or an HR Generalist.
7. NLACRC will investigate all reported complaints of unlawful harassment, discrimination, and retaliation in a fair, impartial, thorough, and prompt manner. Involved employees will be given an opportunity to respond as reasonably practicable. The investigative process will be customized depending on the nature and circumstances of the complaint. NLACRC will document its progress during the investigation. NLACRC will reach a reasonable conclusion based on the evidence collected and close the investigation in a timely manner.
8. The investigators will treat the investigation with discretion, keeping the investigation confidential to the extent possible. ~~During the investigation, confidentiality will be preserved to the fullest extent possible,~~ without compromising NLACRC's ability to conduct a good faith and thorough investigation.
9. Individuals contacted in the course of an investigation will be treated with respect and consideration.
10. Individuals who provide intentionally false information in the course of an investigation may be subject to discipline, up to and including termination of employment.

Unlawful Harassment & Retaliation Policy (cont'd)

11. ~~11.~~ Anyone found to have engaged in sexual or other form of inappropriate or unlawful harassment, discrimination, or retaliation in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment. NLACRC reserves the right to enforce this policy more strictly than the law requires.

No Retaliation

NLACRC is committed to prohibiting retaliation against those who, in good faith, report, oppose, or participate in an investigation of alleged wrongdoing in the workplace. By way of example only, participating in an investigation of alleged wrongdoing in the workplace, includes, but is not limited to:

- Participating in an internal investigation
- Filing a complaint with a federal or state enforcement or administrative agency
- Participating in or cooperating with a federal or state enforcement agency that is conducting an investigation of the company regarding alleged unlawful activity
- Testifying as a party, witness, or accused regarding alleged unlawful activity
- Associating with another employee who is engaged in any of these activities
- Making or filing an internal complaint with the company regarding alleged unlawful activity
- Providing informal notice to the company regarding alleged unlawful activity

NLACRC prohibits any adverse action/retaliation against an employee for participating in an investigation of any alleged wrongdoing in the workplace. Any employee who feels that ~~he or she~~ they ~~has~~ have been retaliated against should immediately contact:

- Their direct supervisor, or that supervisor's direct supervisor in the event the employee's direct supervisor is responsible for the retaliation
- HR Director
- HR Manager
- HR Supervisor
- HR Generalist

In addition, any employee who observes retaliation by another employee, director, supervisor, manager, or non-employee should report the incident immediately to any of the same individuals.

Any employee determined to be responsible for violating this policy will be subject to appropriate disciplinary action, up to and including termination. Moreover, any employee, supervisor, or manager who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination.

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#### Unlawful Harassment & Retaliation Policy (cont'd)

#### Complaints

In California, employees may address their harassment, discrimination, or retaliation complaints to the federal Equal Employment Opportunity Commission (“EEOC”) or the ~~state~~ California Civil Rights Department (“CRD”), which have the authority to conduct investigation of the facts. ~~The deadline for filing complaints with the CRD is one year from the date of the alleged unlawful conduct.~~ If the CRD believes that a complaint is valid and settlement efforts fail, the CRD may pursue legal remedies on the Complainant’s behalf. The telephone numbers for the nearest CRD or EEOC office can be found in the local telephone directory or at 800-884-1684 or for the CRD or 800-669-4000 for the EEOC or online at ([www.Calcivilrights.ca.gov](http://www.Calcivilrights.ca.gov) or [www.eeoc.gov](http://www.eeoc.gov)). The law protects employees against retaliation for filing a complaint with either the CRD or EEOC or otherwise participating in an investigation, proceeding, or hearing conducted by either agency.

The procedures stated above are intended for use under normal operating circumstances. Other circumstances may arise in which the Executive Administration finds it necessary to use other procedures not specifically designated here. NLACRC reserves the right to do so at the Executive Administration’s discretion and will notify employees of any such change.

#### **Accountability**

Any employee at any level found to have engaged in harassment, discrimination, retaliation or other unlawful conduct under this policy will be subject to appropriate discipline, up to and including termination of employment. NLACRC reserves the right to take other action, as appropriate, against others who violate this policy, even if the conduct does not rise to the level of unlawful conduct.

#### Training


All Employees are required to undergo harassment prevention training as required by applicable law. Newly hired supervisors or employees promoted into a supervisory position will receive training within six months of assuming supervisory responsibilities. For more information about this training requirement, visit <https://calcivilrights.ca.gov/shpt/>.



## Abusive Conduct

Abusive conduct means malicious conduct in the workplace that a reasonable person would find hostile or offensive and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the sabotage or undermining of a person's work performance. A single act will generally not constitute abusive conduct, unless especially severe.

NLACRC ~~The Company~~ considers abusive conduct in the workplace unacceptable and will not tolerate it under any circumstances. Employees should report abusive conduct in the same manner specified above ~~to a manager or supervisor~~. Directors, ~~M~~managers, and ~~S~~supervisors are responsible for ensuring that employees are not subjected to abusive conduct. All reports will be treated seriously and investigated when appropriate. Employees who are found to have engaged in abusive conduct will be subject to discipline, up to and potentially including termination of employment. Retaliation against an employee who reports abusive conduct or verifies that it took place is strictly prohibited.

	<h2>UNLAWFUL HARASSMENT &amp; RETALIATION POLICY</h2>		
	Effective Date: August 29, 2019	Version. 3	Revision Date: 03/10/2025

### Purpose

NLACRC is committed to providing a workplace that is free from unlawful harassment, discrimination, retaliation, or intimidation. The purpose of this policy is to set expectations of behaviors that are aligned with NLACRC’s values and support positive working relationships and a professional work environment.

NLACRC’s position against harassment, discrimination, and retaliation is communicated to all employees at all levels and other appropriate parties through the dissemination of this policy.

### Scope

This policy applies to all NLACRC employees, at any level, and other persons with whom NLACRC employees interact in the course of conducting business. All such individuals are expected to conduct themselves with respect and consideration for others.

### Responsibility

All NLACRC management (including but not limited to directors, supervisors, and managers) is responsible for:

- Implementing and enforcing the NLACRC policy, which includes but is not limited to, sexual and other forms of unlawful harassment or discrimination and retaliation
- Ensuring that all employees they supervise are aware of and understand the policy
- Assisting, when necessary, in the Reporting Unlawful Harassment, Discrimination and Retaliation Procedure (see below)
- Always reporting complaints under this policy to Human Resources
- Taking and/or assisting in prompt and appropriate discipline when necessary to ensure compliance with the policy
- Conducting themselves in a manner consistent with the policy

## Policy

It is NLACRC's policy that everyone should work in an environment that is free from unlawful harassment, discrimination, or retaliation in which all employees are treated with respect. Approval of, participation in, acceptance of, or failing to address conduct that constitutes unlawful harassment, discrimination or retaliation will be considered a violation of this policy. NLACRC will take reasonable steps to prevent unlawful harassment of employees by employees, contingent workers, independent contractors, vendors, clients, board members, advocates, consumers or family members, or other persons with whom a NLACRC employee interacts in the course of conducting business. NLACRC is committed to preventing and addressing unlawful harassment by employees and third parties and those who work with them or whom employees come into contact within the course of their work with NLACRC.

Unlawful harassment and discrimination in the NLACRC work environment, including but not limited to, harassment and discrimination based on any protected characteristic listed below or any other category protected by federal, state, or local law, is unlawful, improper, and will not be tolerated. This policy prohibits conduct that violates the letter or spirit of anti-harassment/discrimination laws as well as conduct not aligned to NLACRC's internal policies, practices, and behavioral expectations. The policy covers conduct in any work-related setting, whether it occurs on NLACRC premises, online including but not limited to on social media, during work time or including activities outside the workplace such as business-related social events and travel.

### Protected Categories:

- Race (including traits historically or culturally associated with race, such as hair texture and protective hairstyles)
- Color
- Religion/religious creed (including religious dress and religious grooming)
- Marital or domestic partner status
- Age (40 and over)
- National origin (including language use restrictions and possession of a driver's license issued under section 12801.9 of the California Vehicle Code)
- Ancestry
- Physical or mental disability (also includes HIV/AIDS, cancer, and genetic characteristics)
- Medical condition (as defined under California law, includes genetic characteristics, cancer or a record or history of cancer)

- Genetic information
- Military or veteran status
- Military caregiver status
- Sexual orientation
- Sex (including pregnancy, perceived pregnancy, childbirth, breastfeeding and related medical conditions)
- Gender
- Gender identity
- Gender expression (including transgender individuals who are transitioning, have transitioned, or are perceived to be transitioning to the gender with which they identify)
- Reproductive health decision-making
- Taking or requesting statutorily protected leave
- Taking time off to serve as required by law on an inquest jury or trial jury
- Taking time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding
- For an employee who is a victim or whose family member is a victim, taking time off work for the reasons stated in California Government Code section 12945.8
- Domestic violence victim status
- Political affiliation

#### Sexual Harassment is Prohibited

While this policy is intended to address all forms of unlawful harassment, sexual harassment deserves special mention. Sexual harassment does not require physical contact but can be any type of unwelcome conduct that is sexual in nature or that is based on the person's gender. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature when submission to the conduct is made a term or condition of an individual's employment (either explicitly or implicitly), when submission to or rejection of the conduct is used as the basis for employment decisions affecting the individual, or when the conduct is sufficiently severe, persistent, or pervasive to interfere with an individual's work performance or to create an intimidating, hostile, or offensive working environment.

Following are examples of conduct that may constitute sexual harassment:

- A superior using their authority to hire, fire, promote, or discipline an individual in order to gain sexual favors
- Jokes or comments of a sexual nature or that demean someone in relation to gender
- Emails, text messages, videos, cards, calendars, or other materials that are sexual or that demean someone in relation to gender
- Unwelcome, inappropriate touching
- Non-verbal, non-touching conduct that is sexual or demeaning, such as leering, whistling, or catcalling

The legal definition of sexual harassment is broad, and in addition to the above examples, other sexually oriented conduct or inappropriate conduct based upon sex, whether it is intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to individuals of any gender may also constitute sexual harassment.

NLACRC prohibits sexual harassment whether it is carried out by employees, contingent workers, independent contractors, vendors, clients, board members, advocates, consumers or family members, or other persons with whom an NLACRC employee interacts in the course of conducting business. The victim's gender does not matter; nor does, the harasser's gender or whether the parties involved are of the same gender. Such conduct is prohibited anywhere in the NLACRC work environment, whether on NLACRC's premises or at off-site, work-related activities or events or online including but not limited to on social media.

#### Other Forms of Unlawful Harassment are Prohibited

Other unlawful harassment may consist of verbal, written, or physical conduct that denigrates or shows hostility or aversion toward an employee because of his or her age, ancestry, national origin, citizenship, race, color, physical or mental disability, protected medical condition, genetic information, marital status, domestic partnership status, pregnancy (including childbirth or related medical conditions, and breastfeeding), religion, sex, gender (including gender identity and gender expression), sexual orientation, military status, veteran status, reproductive health decision-making, taking or requesting statutorily protected leave, taking time off to serve as required by law on an inquest jury or trial jury, taking time off to appear in court to comply with a subpoena or other court order as a witness in any judicial proceeding, because an employee is a victim or whose family member is a victim, taking time off work for the reasons stated in California Government Code section 12945.8, unless the Company is otherwise permitted by law, domestic violence victim status, or any other legally-protected characteristic, or that of employee's relatives, friends, or acquaintances, that has the purpose or effect of creating an intimidating, hostile, or offensive work environment, has the purpose or effect of interfering

unreasonably with an employee's work, or otherwise adversely affects an employee's employment opportunities.

Following are examples of conduct that may constitute other forms of unlawful harassment under this policy:

- Racial or ethnic jokes, cards, or comments
- Using slang based on race, age, ethnicity, sexual orientation, or other protected characteristics
- Negative comments about someone's religious beliefs or religious practices
- Bullying behavior, including but not limited to threats, intimidation, coercion, ridicule,
- Insults, or belittling
- Spreading false, vicious, or malicious rumors
- Other behavior that creates a work environment where an employee reasonably feels threatened, humiliated, or intimidated

## Procedure

### Reporting Unlawful Harassment, Discrimination, and Retaliation Procedure ("Reporting Procedure")

1. NLACRC's Reporting Procedure, described below, is available to all NLACRC employees, and contingent workers who believe they have been subjected to, or have knowledge of, unlawful harassment or discrimination of any kind and/or retaliation in the work environment.
2. NLACRC is committed to investigating and eradicating harassment, discrimination, and retaliation prohibited by this Policy. To further that end, NLACRC has adopted the following procedure for making reports about prohibited conduct.
3. Anyone who believes that they have been subjected to, witnessed or otherwise learned of conduct prohibited under this policy must immediately report the conduct to one of the following:
  - Their direct supervisor, or that supervisor's direct supervisor in the event the employee's direct supervisor is responsible for such prohibited conduct
  - HR Director
  - HR Manager

- HR Supervisor
  - HR Generalist
4. Any supervisor or manager who has witnessed or who has knowledge of conduct prohibited under this policy must report this information to one of the following:
    - HR Director
    - HR Manager
    - HR Supervisor
    - HR Generalist
  5. Reports regarding harassment, discrimination, and/or retaliation may be oral or in writing, but in either form should provide as much detail as possible about the conduct being reported. Regardless of the format in which the complaint is received, all directors, managers, and supervisors are required to report the complaint to HR as detailed above. There will be no action taken against anyone who makes a good faith report of harassment, discrimination, and/or retaliation or who participates in any investigation of such a report.
  6. Individuals who are offended by the action of another may opt to make the offending party aware that such action is or was offensive and may request that the person avoid taking such action in the future. Individuals may, but are not required to, take this step before utilizing the above Reporting Procedure. In addition, where the perpetrator of the harassment has implicitly or explicitly conditioned an individual's job on acceptance of the harassing behavior, that individual should not confront the perpetrator but instead report the harassment through any of the means available under the Reporting Procedure. Upon receiving a report of alleged harassment, discrimination, or retaliation, NLACRC will promptly investigate the matter. If the report is made to NLACRC management, that management individual shall immediately contact the HR Director, HR Supervisor, or an HR Generalist.
  7. NLACRC will investigate all reported complaints of unlawful harassment, discrimination, and retaliation in a fair, impartial, thorough, and prompt manner. Involved employees will be given an opportunity to respond as reasonably practicable. The investigative process will be customized depending on the nature and circumstances of the complaint. NLACRC will document its progress during the investigation. NLACRC will reach a reasonable conclusion based on the evidence collected and close the investigation in a timely manner.
  8. The investigators will treat the investigation with discretion, keeping the investigation confidential to the extent possible, without compromising NLACRC's ability to conduct a good faith and thorough investigation.

9. Individuals contacted in the course of an investigation will be treated with respect and consideration.
10. Individuals who provide intentionally false information in the course of an investigation may be subject to discipline, up to and including termination of employment.
11. Anyone found to have engaged in sexual or other form of inappropriate or unlawful harassment, discrimination, or retaliation in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment. NLACRC reserves the right to enforce this policy more strictly than the law requires.

#### No Retaliation

NLACRC is committed to prohibiting retaliation against those who, in good faith, report, oppose, or participate in an investigation of alleged wrongdoing in the workplace. By way of example only, participating in an investigation of alleged wrongdoing in the workplace, includes, but is not limited to:

- Participating in an internal investigation
- Filing a complaint with a federal or state enforcement or administrative agency
- Participating in or cooperating with a federal or state enforcement agency that is conducting an investigation of the company regarding alleged unlawful activity
- Testifying as a party, witness, or accused regarding alleged unlawful activity
- Associating with another employee who is engaged in any of these activities
- Making or filing an internal complaint with the company regarding alleged unlawful activity
- Providing informal notice to the company regarding alleged unlawful activity

NLACRC prohibits any adverse action/retaliation against an employee for participating in an investigation of any alleged wrongdoing in the workplace. Any employee who feels that they have been retaliated against should immediately contact:

- Their direct supervisor, or that supervisor's direct supervisor in the event the employee's direct supervisor is responsible for the retaliation
- HR Director
- HR Manager
- HR Supervisor



- HR Generalist

In addition, any employee who observes retaliation by another employee, director, supervisor, manager, or non-employee should report the incident immediately to any of the same individuals.

Any employee determined to be responsible for violating this policy will be subject to appropriate disciplinary action, up to and including termination. Moreover, any employee, supervisor, or manager who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination.

### Complaints

In California, employees may address their harassment, discrimination, or retaliation complaints to the federal Equal Employment Opportunity Commission (“EEOC”) or the California Civil Rights Department (“CRD”), which have the authority to conduct investigation of the facts. If the CRD believes that a complaint is valid and settlement efforts fail, the CRD may pursue legal remedies on the Complainant’s behalf. The telephone numbers for the nearest CRD or EEOC office can be found in the local telephone directory or at 800-884-1684 or for the CRD or 800-669-4000 for the EEOC or online at ([www.Calcivilrights.ca.gov](http://www.Calcivilrights.ca.gov) or [www.eeoc.gov](http://www.eeoc.gov)). The law protects employees against retaliation for filing a complaint with either the CRD or EEOC or otherwise participating in an investigation, proceeding, or hearing conducted by either agency.

The procedures stated above are intended for use under normal operating circumstances. Other circumstances may arise in which the Executive Administration finds it necessary to use other procedures not specifically designated here. NLACRC reserves the right to do so at the Executive Administration’s discretion and will notify employees of any such change.

### **Accountability**

Any employee at any level found to have engaged in harassment, discrimination, retaliation or other unlawful conduct under this policy will be subject to appropriate discipline, up to and including termination of employment. NLACRC reserves the right to take other action, as appropriate, against others who violate this policy, even if the conduct does not rise to the level of unlawful conduct.

### Training

All Employees are required to undergo harassment prevention training as required by applicable law. Newly hired supervisors or employees promoted into a supervisory position will receive training within six months of assuming supervisory responsibilities. For more information about this training requirement, visit <https://calcivilrights.ca.gov/shpt/>.

## Abusive Conduct

Abusive conduct means malicious conduct in the workplace that a reasonable person would find hostile or offensive and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the sabotage or undermining of a person's work performance. A single act will generally not constitute abusive conduct, unless especially severe.

NLACRC considers abusive conduct in the workplace unacceptable and will not tolerate it under any circumstances. Employees should report abusive conduct in the same manner specified above. Directors, managers, and supervisors are responsible for ensuring that employees are not subjected to abusive conduct. All reports will be treated seriously and investigated when appropriate. Employees who are found to have engaged in abusive conduct will be subject to discipline, up to and potentially including termination of employment. Retaliation against an employee who reports abusive conduct or verifies that it took place is strictly prohibited.

Agenda Item Detail Sheet

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

Date: April 9, 2025.

To: Board of Trustees

From: Vini Montague, Chief Financial Officer and Executive Committee

Subject: Approval of Board Spending 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 the last Board of Trustees meeting on March 12, 2025, the revised Bylaws were discussed, and changes were discussed before sending this draft of the NLACRC Bylaws to DDS. The revised Bylaws that were submitted to DDS and approved are provided in the meeting packet.

On March 27, 2025, at the Executive Committee meeting, the Board Spending Policy was discussed and recommended to go to the Board of Trustees.

REASON FOR CURRENT ITEM:

After review and discussion, the Executive Committee recommends the Board of Trustees discuss and approves the Board Spending Policy to submit to DDS.

FISCAL IMPACT:

None.

RECOMMENDATIONS:

That the Board approve the Board Spending Policy to submit to DDS.

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

**Board Budget Expenditure Policy**

**Scope**

This procedure applies to NLACRC Board of Trustees.

**Purpose**

This policy outlines the standards, guidelines and procedures that the Board of Trustees must follow when approving and incurring expenditures related to the Board of Trustees on behalf of NLACRC. The goal of this policy is to establish guidelines for Board of Trustees expenditures that align with the mission and goals of NLACRC and that take into consideration the organization's public funding source from the State of California's Department of Developmental Services ("DDS").

**Rationale**

The Board of Trustees is responsible for overseeing its board expenditures in order to (1) carry out its governing, fiduciary, and oversight responsibilities of NLACRC; (2) promote the purpose and work of NLACRC; and (3) ensure the Board of Trustees operates within a responsible, sustainable financial framework.

In line with these responsibilities, the NLACRC Board of Trustees approves a board budget each fiscal year via a majority vote of the board.

**Policy**

The NLACRC Board of Trustees conducts a planning process each fiscal year as part of its annual business planning.

The NLACRC Board of Trustees budget shall demonstrate expenditures necessary (1) to support and enhance the knowledge and skills of board members involving their roles, fiduciary responsibilities, and governance responsibilities; and (2) to promote NLACRC's mission and goals. All Board of Trustees expenditures shall have a purpose directly related to the governance, mission, and goals of NLACRC, and expenditures shall not compromise NLACRC's reputation.

Board Members have a fiduciary responsibility when making purchasing decisions that involve the public funds that NLACRC receives from the DDS. Board Members shall exercise sound discretion, care, and reasoning when developing the annual Board of Trustee's Budget, just as they would their own affairs. When making decisions to manage the board budget, Board Members shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including but not limited to the general economic conditions, the reasonableness of the expenditures, and the anticipated needs of the regional center, that a prudent person acting in a like capacity and familiarity with those matters would use in authorizing a board expenditure.

The NLACRC Board of Trustees budget must be flexible in responding to unforeseen events, including possible reductions in NLACRC's funding allocation from DDS or changes in statutes, regulations or contract. Therefore, the board budget must be regularly monitored and reviewed.

## **Responsibilities**

Board Members should consider several factors in making decisions to expend public funds related to the activities of the Board of Trustees. These factors include, but are not limited to, the following:

1. General economic conditions and climate
2. The availability of funding from DDS to operate NLACRC
3. The impact the board expenditures will have on NLACRC's ability to operate the regional center, if applicable
4. The purpose of the expenditure related to NLACRC's mission, strategic goals, board member development, and/or governance of NLACRC
5. The expected outcome of the board's expenditure is measurable and/or justifiable
6. The expenditure does not negatively impact NLACRC's reputation
7. The expenditure is reasonable for use of public funds

It is the responsibility of the Chief Financial Officer, or their designee, to prepare all board budgets and review the monthly Board Budget versus Expenditures Report with the Board of Trustees.

## **Procedures**

Prior to the start of each fiscal year, the Chief Financial Officer, or their designee, prepares the board budget estimate as part of the Board of Trustee's business plan for

the subsequent fiscal year. The budget process includes, but is not limited to, consideration of the following factors:

1. The Annual Budget/Encumbrance from DDS to operate NLACRC
2. Projected expenditures to operate NLACRC
3. The 15 percent cost cap for administrative expenditures, which includes all expenditures incurred for NLACRC Board of Trustee activities, training, travel, and support
4. Expenditures for board member travel and board member support
5. Expenditures for supporting the Board of Trustees and Committee meetings and accessibility of the meetings to the public
6. Expenditures to enhance Board member knowledge and skills regarding their fiduciary responsibilities and governance of NLACRC
7. Expenditures to engage in team building/relationship building between board members
8. Expenditures to promote NLACRC and to increase community awareness of the services and supports provided by regional centers
9. Expenditures to recognize the contributions of Board Members, including Board Members terming off the Board of Trustees
10. Expenditures to enhance relationships with legislators
11. Expenditures to recognize community members such as the Jynny Retzinger Community Service Award or the Board Recognition Award to increase community engagement and community relationships

The initial Board of Trustee budget estimates are based on (1) the current fiscal year's expenditure projections through the end of the fiscal year; (2) adjustments for potential increases or decreases in ongoing board expenditures in the subsequent fiscal year; (3) revisions to expenditures to support new Board of Trustees goals and objectives; and (4) expenditures related to the implementation of statutes, regulations, or contract requirements affecting the Board of Trustees roles, responsibilities, fiduciary responsibilities, or governance of NLACRC.

The Chief Financial Officer, or their designee, will present the draft board budget for discussion at an Executive Committee Meeting. The Executive Committee may accept the budget estimates as presented or may request changes or variations to the draft board budget.

The Chief Financial Officer, or their designee, will then revise the draft board budget, if applicable. The revised draft board budget shall be presented at the next available Board meeting, no later than June. Once adopted by the NLACRC's Board of Trustees, the adopted board budget becomes the official operating budget for the Board of

Trustees activities and support for the following fiscal year. All Board Members and employees must work within the financial limits established in the Board of Trustee's annual budget.

NLACRC and the Board of Trustees shall not purchase alcoholic beverages as this is explicitly prohibited by DDS.

### **Monitoring and Reviewing the Annual Budget**

The Chief Financial Officer, or their designee, is responsible for monitoring the board expenditures, reviewing the actual and budgeted board expenditures, and reporting on the progress of such expenditures.

The Board Budget versus Expenditure report ("Report") will be prepared for review and discussion at the Administrative Affairs Committee meetings. The Report will show the adopted board budget, year-to-date expenditures, the available budget remaining, any significant variation of expenditures from the budget estimates, and indicate any increases or decreases in funding of the board budget.

The Chief Financial Officer will indicate if any of the variations in the board's expenditures or funding will result in a change or variation to the Board of Trustee's approved board budget. If the Administrative Affairs Committee authorizes changes to the board budget, the Chief Financial Officer will update the board budget. The revised board budget shall be presented at the next available Board meeting for review and approval. Once adopted by the Board of Trustees, the amended board budget will become the new operating budget for NLACRC's Board of Trustees activities and support for the remainder of that fiscal year. All Board Members and employees must work within the financial limits established in the Board of Trustee's amended annual board budget.

### **Expenditure Approval Process**

Once approved in the board budget, board member support services such as child care, attendant card, and mileage or transportation to and from meetings and trainings must adhere to the Board of Trustees Board Member Support Policy. Reimbursements will be approved by the Executive Director and Chief Financial Officer or designee.

Once approved in the board budget, supplies for board members to participate in meetings and trainings, including but not limited to office supplies, overnight mailings and nameplates, will be provided by NLACRC. Similarly, meals for in-person meetings

and trainings that have been approved in the board budget will be provided by NLACRC.

~~All proposed board expenditures will be reviewed by the Administrative Affairs Committee for a recommendation to the Board of Trustees. For all board budget expenditures, the Administrative Affairs Committee and the Board of Trustees will consider the nature of the expenditure as it relates to the factors set forth in the Procedures section of this policy.~~

In considering proposed board expenditures for board member travel, the Administrative Affairs Committee and Board of Trustees shall consider necessity and purpose. Specific to board member training and associated travel, a proposed board budget expenditure for travel, including accommodations, meal, and transportation, as applicable, would be justified if the training identified is not available locally, the expenditures are necessary to access the training, and the total cost of travel is within the funds available in the board budget. Out of state travel for the purpose of training should only be considered if the same or comparable training sought is not available in California, and further, not available locally or in a nearby county. Accommodations, whether in California or out of state, will be selected by NLACRC staff and should take into consideration NLACRC's public funding source. Reimbursements for travel must adhere to the Board of Trustees Travel Reimbursement Policy. Travel reimbursements will be approved by the Executive Director and Chief Financial Officer or designee.

All other proposed board expenditures will be reviewed in advance by the Administrative Affairs Committee for a recommendation to the Board of Trustees for approval. For all board budget expenditures, the Administrative Affairs Committee and the Board of Trustees will consider the nature of the expenditure as it relates to the factors set forth in the Procedures section of this policy. Invoices for expenditures that have been approved by the Board of Trustees will be reviewed and approved for payment by the Executive Director and Chief Financial Officer for payment.

Proposed board budget expenditures for events and retreats shall demonstrate prudence in selecting the venue and vendors to service the event or retreat and should represent a reasonable expenditure of public funds. The Chief Financial Officer will prepare an estimated budget for an event and/or retreat that has been approved by the Board of Trustees. The event and/or retreat budget will be reviewed by the Administrative Affairs Committee for a recommendation to the Board of Trustees for approval.



Agenda Item Detail Sheet

ACTION	X
ACTION/CONSENT	_____
DISCUSSION	_____
INFO ONLY	_____

Date: April 9, 2025

To: Board of Trustees

From: Dana Lawrence, Fair Hearings and Administrative Procedures Manager

Subject: Approval of Revisions to NLACRC Fair Hearing Service Standards

BACKGROUND/GENERAL:

The Department of Developmental Services (DDS) provided feedback on the NLACRC Fair Hearing Service Standards in 2022. The process was renamed to the Appeal Process Service Standards.

REASON FOR CURRENT ITEM/DICUSSION:

The Department of Developmental Services (DDS) provided feedback with corrections to made to the NLACRC Fair Hearing Service Standards, which have been renamed to the Appeals Process.

FISCAL IMPACT (if any):

None.

RECOMMENDATION:

That the Board approve the revised NLACRC Appeal Process Service Standards.



# North Los Angeles County Regional Center

## Service Standards

Adopted by the Board of Trustees  
March 9, 2022

*Approved by the  
Department of Developmental Services  
November 18, 2022*

## **XI. APPEAL PROCESS**

### **Service and Procedural Standards**

#### PHILOSOPHY

NLACRC respects the due process rights of individuals with developmental disabilities and is committed to ensuring that consumers and their families are informed of their rights. The ~~fair~~ Lanterman appeal process is the avenue for resolving disagreements between the regional center and consumers or applicants who are age three or older. The disagreements may be about services, eligibility or any decision or action of the regional center with which an individual disagrees. The appeal process may include a voluntary informal meeting, mediation, and a fair hearing. Appeal process information packets created by the department will be made available with all Notices of Action and will be available on the NLACRC website. NLACRC will assist in completing the appropriate appeal request form if assistance is needed.

#### DEFINITION AND POLICIES

##### **ADEQUATE NOTICE**

#### DEFINITION

Adequate notice means a written notice provided within the statutory timelines informing the applicant, consumer, or authorized representative, and/or the clients' rights advocate<sup>1</sup> of an action that NLACRC proposes to take and with which the applicant, consumer or authorized representative disagrees.

#### POLICY

NLACRC will provide a consumer with adequate notice when the center makes a decision without the mutual consent of the consumer to reduce, terminate, or change services set forth in an Individual Program Plan (IPP), determines that the consumer is no longer eligible for regional center services, denies the initiation of a service or support requested for inclusion in the IPP, or denies eligibility for regional center services. As applicable, the center will provide notice to the consumer's parents, legal guardian, conservator, or legal representative. The notice will be sent, by standard mail, certified mail, or email at the preference included in the consumer's IPP and will comply with the following:

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<sup>1</sup> Adequate notice will be provided to the clients' rights advocate for any adult who does not have a court-appointed conservator pursuant to Title 17, Section 50922.

- Proposed reduction, termination, or change in service or termination of eligibility requires notice at least 30 calendar days prior to taking any of the aforementioned actions.
- Denial of initiation of a service or denial of eligibility for regional center services requires notice no more than 5 business days after the center makes the decision.

In the event of an appeal regarding an existing service, NLACRC shall continue funding the service in question during the appeal procedure if the request for a fair hearing is postmarked or received no later than 30 calendar days after receipt of the proposed notice of action and no later than the effective date of the proposed reduction, termination or change in service. In the event of an eligibility appeal, NLACRC shall continue the services identified in the individual program plan if the request for a fair hearing is postmarked or received no later than 30 calendar days after receipt of the proposed notice of action.

The notice will provide the consumer, applicant, or authorized representative with the following information:

- The action that NLACRC proposes to take, including a statement of the facts upon which NLACRC is relying.
- The reason(s) for the action.
- The effective date of the action.
- The specific law, regulation, or policy supporting the action and whether the consumer is eligible for an exemption or exception to the action NLACRC proposes to take.
- Information regarding the appeal procedure, including how to file an appeal with the department, timelines, continuances, access to regional center records, opportunity to request an informal meeting, mediation, and/or hearing.
- Information regarding the consumer or applicant’s appeal rights including the right to have an interpreter, the opportunity to be present at all proceedings, to present evidence, examine and cross examine witnesses, and to designate a representative.
- Information on the availability of advocacy assistance including referral to the clients’ rights advocates, the State Council on Developmental Disabilities, publicly funded legal service organizations, and other advocacy organizations.

## **AUTHORIZED REPRESENTATIVE**

### DEFINITION

**An authorized representative** can be a conservator of an adult consumer, a guardian, conservator, parent, or person having legal custody of a minor consumer, or a person or

agency appointed in writing by an adult consumer or by a legal guardian, conservator, parent, an adult appointed by court order, or person having legal custody of a minor consumer, to act for or represent the claimant in the appeal process. In lieu of an authorized representative, adult consumers may choose to represent themselves in the appeal process.

## POLICY

Upon written notification of an authorized representative representing a consumer in a fair hearing, NLACRC will direct all communication to the authorized representative. Unless the consumer or their authorized representative is an attorney licensed in the state of California, the regional center cannot have an attorney licensed in the state of California attend an informal meeting, mediation, or fair hearing.

## **INFORMAL MEETING**

### DEFINITION

**The informal meeting** is the first opportunity to resolve the issue(s) for fair hearing. Pursuant to law, the consumer, applicant, or authorized representative has the right to request a voluntary informal meeting. If an informal meeting is not requested at the time of filing for an appeal, an informal meeting can be requested at a later time.

### POLICY

If requested, NLACRC will conduct an informal meeting within 10 calendar days of receipt of the appeal request form unless a continuance (postponement) is requested by the claimant. The informal meeting is typically conducted by NLACRC's due process representative, however, may be conducted by another individual as designated by NLACRC's executive director. Access to regional center files will be granted no later than 3 business days following request.

NLACRC will conduct the informal meeting at a time and place mutually agreeable to the claimant. The meeting will be conducted in English unless an interpreter is needed. The need for an interpreter should be indicated on the appeal request form and arrangements will be made by NLACRC.

NLACRC will notify the claimant and his or her authorized representative, of the decision resulting from the informal meeting in writing within 5 business days of the meeting. The written decision will identify the issues presented in the appeal, rule on each issue identified, state the facts supporting each ruling identify the laws, regulations, and/or policies upon which each ruling is based and notify the claimant of their right to request a consolidation of appeals involving a common question of law or fact. The informal decision will be provided in the

preferred language of the claimant or their authorized representative.

If the claimant is satisfied with all or part of NLACRC's decision, the request for appeal on the agreed upon matter(s) shall be withdrawn. The decision will be implemented 10 calendar days after the resolution. NLACRC will submit a copy of the withdrawal including the written decision to the department and hearing office. Upon dissatisfaction with NLACRC's decision following the informal meeting, the applicant or his/her authorized representative may request mediation, if not previously requested, or proceed directly to a fair hearing.

If a claimant or authorized representative has not requested a mediation or fair hearing within 3 calendar days of receiving NLACRC's informal decision, they may do so at a later date. An appeal will be considered withdrawn if the claimant does not advise the regional center of their intent to proceed to a mediation or fair hearing.

## **MEDIATION**

### DEFINITION

A claimant may choose to participate in a **Mediation** with a neutral person (the mediator) who has training and experience helping people settle conflicts. It is a common method for resolving disputes. The mediator facilitates an informal, non-adversarial meeting where the parties have the opportunity and authority to agree on a resolution. The mediator helps the parties consider facts, issues, and reasons for the appeal and reasons for the regional center's decision. The goal of mediation is to reach a solution that is satisfactory to both parties.

### POLICY

A claimant may withdraw at any time from mediation and proceed to a fair hearing. NLACRC must participate in a mediation if requested by the claimant.

If an agreement or partial agreement is reached through mediation and the claimant no longer wishes to proceed to hearing, the claimant or his/her authorized representative must complete a Notification of Resolution form provided by NLACRC or the mediator. The completed Notification of Resolution form must be submitted to NLACRC. The final resolution agreed to during mediation will go into effect 10 calendar days after receipt by the regional center of the Notification of Resolution of the request for a fair hearing.

If the mediation fails to resolve part or all of an issue(s) to the satisfaction of the claimant, their authorized representative or NLACRC, the matter shall at claimant's request proceed to fair hearing, unless the claimant does not wish to proceed.

## FAIR HEARING

### DEFINITION

**The fair hearing** is an evidentiary hearing to resolve disagreements about services, eligibility, or any decision or action of the regional center. It is more formal and is conducted by an Administrative Law Judge employed by the Office of Administrative Hearings. People who have the right to request a fair hearing include an applicant, consumer, applicant or consumer's legal guardian or conservator, applicant or consumer's parent (if a minor), and applicant or consumer's authorized representative. A consumer or applicant who has filed for a fair hearing is referred to as a “claimant” in the appeal process.

### POLICY

NLACRC will provide the claimant and Administrative Law Judge a written statement of NLACRC’s position summarizing the facts of the case, justification for the regional center action, a list of potential witnesses and the general subject of the testimony of each witness and a copy of all potential documentary evidence at least 2 business days before the hearing. The position statement will be provided in the claimant’s preferred language. If NLACRC cannot provide the position statement in the preferred language, NLACRC will notify the claimant, provide the statement in English, and apply for a continuance of the hearing accompanied by evidence of our efforts to translate the position statement.

The claimant must provide NLACRC and the hearing office with a list of intended witnesses and a brief description of their relationship to the claimant and copies of any professional assessments or reports related to eligibility or services. If the claimant is a California licensed attorney or is represented by a California licensed attorney, the claimant must provide a written position statement to NLACRC and the hearing office at least two business days prior to the hearing. The statement must summarize the facts of the case and include the justification for the claimant’s position, a list of potential witnesses and the general subject of the testimony of each witness and a copy of all potential documentary evidence to be used in the hearing.

The fair hearing will be held at a time and place reasonably convenient and agreed upon by both parties. Locations may include over the telephone, by videoconference or other electronic means. A claimant can request that a hearing ~~can~~ be continued (postponed) once without good cause and either the claimant or regional center can request additional continuances upon a showing of good cause. Good cause includes, but is not limited to:

- Death of an immediate family member of the claimant, authorized representative, or regional center representative.
- Personal illness or injury of the claimant, authorized representative, or regional center

representative.

- Sudden and unexpected emergencies or conflicting schedules if conflict is beyond the control of the claimant, authorized representative, or regional center representative.
- Unavailability of a witness or evidence.
- An intervening request by the claimant or the claimant's authorized representative for mediation.

If the final decision is not favorable to the claimant, and the claimant has been receiving services that were the subject of the appeal, the decision will not be implemented until 15 calendar days after receipt of the final hearing decision, unless a reconsideration is requested within 15 calendar days from the date of the final hearing decision.

Within 15 calendar days of the date of a final hearing decision, a party seeking reconsideration of the final hearing decision may apply to the hearing office or to director issuing the final decision for a correction of a mistake of fact or law, or a clerical error in the decision, or regarding the decision of the hearing officer not to recuse themselves, following the request pursuant subdivision (g) of Section 4712. The other party may provide a written statement supporting or opposing the application for reconsideration. The party seeking reconsideration shall state the specific grounds on which the application is made. Notice of the application shall be given to the other parties to the proceeding and to the department.

NLACRC shall implement the final hearing decision as soon as practical but not later than 30 calendar days following the date of the final hearing decision or final corrected decision. If NLACRC cannot implement the decision within this timeframe, NLACRC must notify the claimant, the authorized representative, and the department in writing of the exceptional circumstances which make implementation impossible and provide a date of implementation.

The claimant may contact DDS if dissatisfied with the regional center's compliance with the final hearing decision. Upon notification, DDS will take appropriate action to obtain compliance with the final hearing decision.

NLACRC will notify the clients' rights advocate and the State Council on Developmental Disabilities if a determination is made that the rights or interests of the claimant will not be properly protected or advocated, and the claimant has not personally authorized a representative. The State Council on Developmental Disabilities may appoint a person or agency as a representative to assist the claimant in the mediation and fair hearing. The appointment of a representative shall be in writing to the authorized representative and a copy of the appointment shall be immediately mailed to NLACRC's executive director.



## **ACCESS TO RECORDS**

### DEFINITION

Pursuant to law, a claimant has the right to inspect, review or obtain a copy of any record obtained in the course of providing intake, assessment, and/or services under the Lanterman Act. A record is any item of information directly relating to a person with developmental disabilities or to one who is believed to have a developmental disability which is maintained by NLACRC, whether recorded by handwriting, print, tapes, film, microfilm, or other means.

### POLICY

NLACRC will provide access to records to an applicant, consumer, or authorized representative for purposes of the appeal procedure. NLACRC will grant access to the records no later than 3 business days following the date of receipt of the oral or written request for access. Access to records is available during regular NLACRC business hours. NLACRC will make available qualified personnel to interpret records upon request from the consumer, applicant, or authorized representative. Actual copies of the record can be obtained by making an oral or written request to the Office of the Contract Administrator. There is a nominal fee, which does not exceed the actual cost, for reproduction of the record. In the event of a demonstrated financial hardship where the imposition of the fee would preclude the claimant from obtaining a copy of the record(s), NLACRC will consider waiving the fee for reproduction of record(s).

NLACRC maintains records in two locations, on-site at NLACRC offices and off-site at a storage facility.



Agenda Item Detail Sheet

ACTION	X
ACTION/CONSENT	_____
DISCUSSION	_____
INFO ONLY	_____

Date: April 9, 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. After the Board of Trustees meeting on March 12, 2025, a revised draft of NLACRC's Bylaws was sent to DDS for review. Some of the updates to these Bylaws include the officer positions on the Board of Trustees and the number of committees. Members of the Board of Trustees were asked to reach out the Board President to discuss potential interests and changes.

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. Also, it reflects the Bylaw changes made to the new Board of Trustees officer positions, and the change in Committees. 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**

**Lindsay Granger, Admin**

**Anna Hurst, Chair**

Cathy Blin

Jacque Colton

[VAC Representative](#)

Jaklen Keshishyan

### Consumer Services

**Evelyn McOmie, Staff**

**Lindsay Granger, Admin**

**Nicholas Abrahms, Co-Chair**

**Jennifer Koster, Co-Chair**

Cathy Blin

Jacque Colton

Laura Monge

[VAC Representative](#)

Sharon Weinberg

### Executive

**Angela Pao-Johnson, Staff**

**Lindsay Granger, 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

Jacque Colton

Lety Garcia

Juan Hernandez

Jennifer Koster

Laura Monge

Jeremy Sunderland

Jason Taketa

[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**

**Lindsay Granger, Admin**

**Juan Hernandez, Chair**

Angela Pao-Johnson

Vini Montague

Sharmila Brunjes

Anna Hurst

\*Position may be removed under  
updated Bylaws.

**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

Agenda Item Detail Sheet

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

Date: April 9, 2025.

To: Board of Trustees

From: Juan Hernandez, Board of Trustees President and Executive Committee

Subject: Approval of Committee Schedule Change

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.

On March 27, 2025, at the Executive Committee meeting the current and potential changes to the meeting schedule were discussed. The primary change would be to stack the Administrative Affairs and Executive Committee Meetings and the Government and Community Relations Committee and Consumer Services Committee meeting to occur on the same day and frequency.

REASON FOR CURRENT ITEM/DICUSSION:

After review and discussion of the revised NLACRC Schedule Change due to the updated Bylaws, the Executive Committee recommends that the Board approves the change in the committee meeting schedule to the Executive Committee and Administrative Affairs Committee meetings happening on the last Thursday every month and the Government and Community Relations Committee and Consumer Services Committee meetings happening on the third Wednesday every other month.

RECOMMENDATION:

That the Board approve the committee schedule change.

Agenda Item Detail Sheet

ACTION	_____
ACTION/CONSENT	_____
DISCUSSION	_____
INFO ONLY	_____ X _____

Date: April 9, 2025

To: Board of Trustees

From: Angela Pao-Johnson, Executive Director

Subject: FY 23-24 Performance Contract Outcomes

BACKGROUND/GENERAL:

The Department of Developmental Services (DDS) contracts with regional centers in the state of California to serve individuals and families every year. Annually, DDS reviews the performance of each of these regional centers.

REASON FOR CURRENT ITEM/DICUSSION:

The Performance Contract Outcomes for FY23-24 provides information on the who is served, DDS goals met, and DDS goals met that exceeded the state average. This report is provided in the meeting packet for the Board of Trustees.

FISCAL IMPACT (if any):

None.

RECOMMENDATION:

This is an information item; no action is required.

## North Los Angeles County Regional Center

Angela Pao-Johnson, Executive Director  
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Chatsworth, CA 91311  
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E-mail: [director@nlacrc.org](mailto:director@nlacrc.org)  
Website: [www.nlacrc.org](http://www.nlacrc.org)



*Summer 2024*

### Performance Report for North Los Angeles County Regional Center

Every year, the Department of Developmental Services (DDS) contracts with regional centers in California to serve individuals and families. And, every year DDS looks at how well the regional centers are doing. This report will give you information about your regional center.

Last year, at North Los Angeles County Regional Center (NLACRC) we served about 35,040 individuals. The charts on page two tell you about the individuals we serve. You will also see how well we are doing in meeting our goals and in fulfilling our contract with DDS.

At NLACRC, we want to improve every year, do better than the state average, and meet or exceed the DDS standard. As you can see in this report, we performed well for the Regional Center Goals set forth by DDS (see page 2) as follows:

#### **Met DDS goals:**

- ♦ Fewer individuals living in developmental centers.
- ♦ Fewer children live in large facilities (more than 6 people).

#### **Met DDS goals and Exceeded Statewide Average:**

- ♦ More children live with families.
- ♦ More adults live in home settings.
- ♦ Fewer adults live in large facilities (more than 6 people).

We also met all DDS Compliance Standards (see page 3). And, although we have demonstrated a slight uptick from the last report in the area of reducing disparities and improving equity for individuals we serve from diverse communities (see page 5), please know that NLACRC is committed to continue improvement this area.

We hope this report helps you learn more about NLACRC. If you have any questions or comments, please contact us!

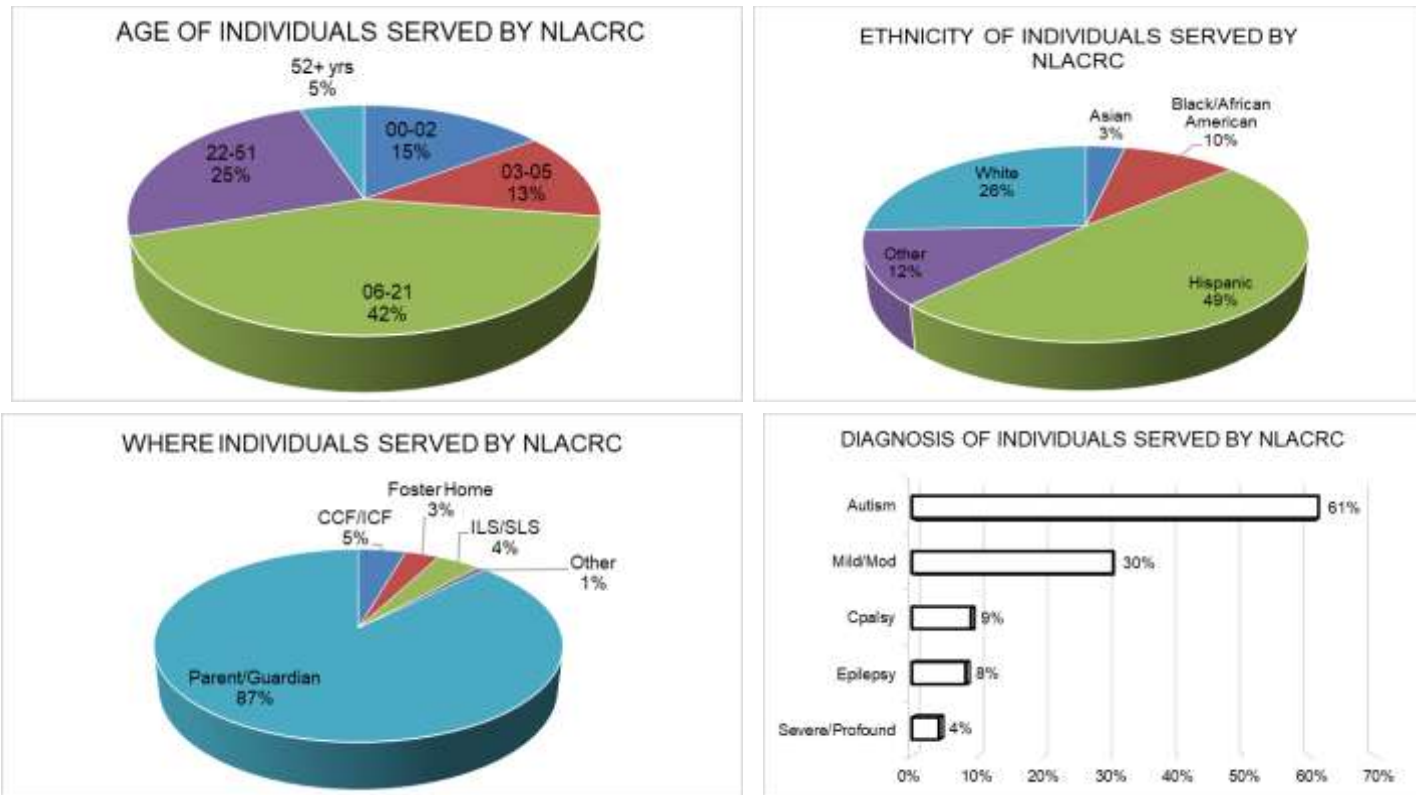
This report is a summary. To see the complete report, go to: [www.nlacrc.org](http://www.nlacrc.org) or contact Angela Pao-Johnson at (818) 756-6360.

Angela Pao-Johnson  
Executive Director



## Who uses NLACRC?

These charts tell you about who NLACRC individuals are and where they live.



## How well is NLACRC performing?

This chart tells you five areas where DDS wants each regional center to keep improving.

The first column tells you how NLACRC was doing last reporting period, and the second column shows how NLACRC was doing at the end of fiscal year 2024.

To see how NLACRC compares to the other regional centers in the state, compare the numbers to the state averages (in the shaded columns).

Regional Center Goals (based on Lanterman Act)	Last Reporting Period (December 2022)		Current Reporting Period (June 2024)	
	State Average	NLACRC	State Average	NLACRC
Fewer individuals live in developmental centers	0.06%	0.05%	0.05%	0.03%
More children live with families	99.61%	99.78%	99.69%	99.82%
More adults live in home settings	83.01%	85.49%	83.86%	86.09%
Fewer children live in large facilities (more than 6 people)	0.03%	0.01%	0.02%	0.00%
Fewer adults live in large facilities (more than 6 people)	1.67%	2.04%	1.46%	1.89%

Notes: 1) Individuals can be included in more than one diagnosis category. 2) Residence Types: CCF/ICF is Community Care Facility/Intermediate Care Facility; ILS/SLS is Independent Living Services/Supported Living Services. 3) Home settings include independent living, supported living, Adult Family Home Agency homes, and individuals' family homes. 4) Green text indicates the RC remained the same or improved from the previous year, red indicates the RC did not improve.

## Did NLACRC meet DDS standards?

Read below to see how well NLACRC did in meeting DDS compliance standards:

Areas Measured	Last Reporting Period	Current Reporting Period
Passes independent audit	Yes	Yes
Passes DDS audit	Yes	Yes
Audits vendors as required	Met	Met
Didn't overspend operations budget	Yes	Yes
Participates in the federal waiver	Yes	Yes
CDERs and ESRs are updated as required (CDER is the Client Development Evaluation Report and ESR is the Early Start Report. Both contain information about individuals, including diagnosis.)	97.31%	99.97%
Intake/Assessment timelines for individuals age 3 or older met	96.08%	99.73%
IPP ( <i>Individual Program Plan</i> ) requirements met	96.08%	93.89%
IFSP ( <i>Individualized Family Service Plan</i> ) requirements met	90.5%	89.5%

Notes: 1) The federal waiver refers to the Medicaid Home and Community-Based Services Waiver program that allows California to offer services not otherwise available through the Medi-Cal program to serve people (including individuals with developmental disabilities) in their own homes and communities. 2) The CDER and ESR currency percentages were weighted based on the RC's Status 1 and Status 2 caseloads to arrive at a composite score. 3) N/A indicates that the regional center was not reviewed for the measure during the current period.

## How well is NLACRC doing at getting individuals working?

The chart below shows how well NLACRC is performing on increasing individual employment performance compared to their prior performance and statewide averages:

Areas Measured	Time Period				
	CA	NLACRC	CA	NLACRC	
<b>Individual Earned Income (Age 16 to 64 years):</b> Data Source: Employment Development Department	Jan through Dec 2022		Jan through Dec 2023		
Quarterly number of individuals with earned income	31,413	2,359	32,132	2,506	
Percentage of individuals with earned income	15.40%	16.25%	15.20%	16.55%	
Average annual wages	\$13,198	\$13,831	\$14,251	\$14,967	
<b>Annual earnings of individuals compared to people with all disabilities in California</b> Data Source: American Community Survey, 2022 five-year estimate	2021		2022		
	\$30,783		\$29,382		
<b>National Core Indicator Adult In-Person Survey*</b>	July 2017-June 2018		July 2020-June 2021		
Percentage of adults who reported having integrated employment as a goal in their IPP	29%	26%	35%	N/A	
<b>Paid Internship Program</b> Data Source: Paid Internship Program Survey	2021-22		2022-23		
	CA Average	NLACRC	CA Average	NLACRC	
Number of adults who were placed in competitive, integrated employment following participation in a Paid Internship Program	1,527	102	2,650	214	
Percentage of adults who were placed in competitive, integrated employment following participation in a Paid Internship Program	12%	22%	10%	9%	
Average hourly or salaried wages for adults who participated in a Paid Internship Program	\$15.08	\$15.18	\$15.96	\$16.24	
Average hours worked per week for adults who participated in a Paid Internship Program	15	15	14	14	
<b>Competitive Integrated Employment</b> Data Source: Competitive Integrated Employment Incentive Program Survey					
Average wages for adults engages in competitive, integrated employment, on behalf of whom incentive payments have been made	\$15.63	\$15.77	\$16.51	\$16.71	
Average hours worked for adults engages in competitive, integrated employment, on behalf of whom incentive payments have been made	22	21	21	22	
Total number of Incentive payments made for the fiscal year for the following amounts:**	\$3,000	25	34	804	74
	\$2,500	42	68	849	72
	\$2,000	55	111	1,031	97

\*Regional centers receive an 'N/A' designation within the table if fewer than 20 people responded to the survey item.

## How well is NLACRC doing at reducing disparities and improving equity?

These tables show you how well the regional center is doing at providing services equally for all individuals.

Indicator showing the relationship between annual authorized services and expenditures by individual's residence type and ethnicity

Residence Type	American Indian or Alaska Native		Asian		Black/African American		Hispanic		Native Hawaiian or Other Pacific Islander		White		Other Ethnicity or Race	
	21-22	22-23	21-22	22-23	21-22	22-23	21-22	22-23	21-22	22-23	21-22	22-23	21-22	22-23
Home	✘ 0.40	✘ 0.35	⚠ 0.57	⚠ 0.59	⚠ 0.63	⚠ 0.58	⚠ 0.63	⚠ 0.65	⚠ 0.65	⚠ 0.64	⚠ 0.58	⚠ 0.60	⚠ 0.56	⚠ 0.60
ILS/SLS	✘ 0.32	⚠ 0.55	✔ 0.79	✔ 0.79	✔ 0.79	✔ 0.81	✔ 0.75	✔ 0.77	N/A	N/A	✔ 0.81	✔ 0.79	✔ 0.77	✔ 0.77
Institutions	N/A	N/A	N/A	N/A	✘ 0.22	⚠ 0.52	✘ 0.24	✘ 0.48	N/A	N/A	✘ 0.01	✔ 0.91	N/A	⚠ 0.51
Residential	N/A	N/A	✔ 0.77	✔ 0.82	⚠ 0.75	✔ 0.77	✔ 0.79	✔ 0.82	✔ 0.93	✔ 0.87	⚠ 0.73	✔ 0.77	✔ 0.80	✔ 0.83
Med/Rehab/Psych	N/A	N/A	N/A	⚠ 0.74	✔ 0.87	✔ 1.05	⚠ 0.53	⚠ 0.67	N/A	N/A	⚠ 0.68	✔ 0.76	✔ 0.98	✔ 0.99
Other	N/A	N/A	✔ 0.87	✔ 0.93	⚠ 0.69	⚠ 0.64	✔ 0.76	✔ 0.83	N/A	N/A	✔ 0.81	✔ 0.76	⚠ 0.74	⚠ 0.62

Notes: 1) Institutions include developmental centers, state hospitals, and correctional facilities. 2) Residential includes care facilities intermediate care facilities, and continuous nursing facilities. 3) Med/Rehab/Psych include skilled nursing facilities, psychiatric treatment and rehabilitation centers, acute general hospitals, sub-acute care services, and community treatment facilities. 4) Other includes individuals who are out-of-state, in hospice, transient/homeless, or not listed elsewhere. 5) Green check marks are indicated by values less than 1.25 and greater than or equal to 0.75. Yellow warning signs are indicated by values less than 1.5 and greater than or equal to 1.25 and less than .75 and greater than 0.5. Red x's are indicated by values less than or equal to 0.5 and greater than or equal to 1.5. A perfect ratio is indicated as 1.0.

Percent of total annual purchase of service expenditures by individual's ethnicity and age

Age Group	Measure	American Indian or Alaska Native		Asian		Black/African American		Hispanic		Native Hawaiian or Other Pacific Islander		White		Other Ethnicity or Race	
		21-22	22-23	21-22	22-23	21-22	22-23	21-22	22-23	21-22	22-23	21-22	22-23	21-22	22-23
Birth to 2	Individuals	0%	0%	5%	5%	5%	5%	49%	48%	0%	0%	20%	20%	21%	22%
	Expenditures	0%	0%	6%	6%	5%	5%	50%	49%	0%	0%	21%	21%	18%	19%
3 to 21	Individuals	0%	0%	6%	6%	9%	10%	53%	53%	0%	0%	23%	22%	9%	9%
	Expenditures	0%	0%	6%	6%	11%	11%	47%	46%	0%	0%	28%	28%	8%	8%
22 and older	Individuals	0%	0%	6%	6%	12%	12%	37%	38%	0%	0%	41%	39%	4%	4%
	Expenditures	0%	0%	6%	6%	10%	11%	27%	27%	0%	0%	52%	51%	4%	4%

Number and percent of individuals receiving only case management services by age and ethnicity

Measure	Fiscal Year	Number of Eligible Individuals Receiving Case Management Only			Percent of Eligible Individuals Receiving Case Management Only		
		Birth to 2	3 to 21	22 and Older	Birth to 2	3 to 21	22 and Older
American Indian or Alaska Native	21-22	1	8	5	20%	40%	71%
	22-23	1	15	3	14%	65%	38%
Asian	21-22	28	394	133	8%	36%	21%
	22-23	17	436	145	5%	36%	22%
Black/African American	21-22	37	532	286	10%	33%	23%
	22-23	18	597	314	5%	32%	24%
Hispanic	21-22	218	3,147	941	6%	35%	25%
	22-23	172	3,507	1,035	5%	34%	26%
Native Hawaiian or Other Pacific Islander	21-22	0	5	0	0%	36%	0%
	22-23	0	4	0	0%	57%	0%
White	21-22	116	1,287	712	8%	33%	17%
	22-23	96	1,358	792	6%	33%	19%
Other Ethnicity or Race	21-22	124	499	88	8%	32%	22%
	22-23	111	587	98	7%	32%	24%
Total	21-22	524	5,872	2,165	7%	34%	21%
	22-23	415	6,504	2,387	5%	34%	23%

**Want more information?**

To see the complete report, go to: [www.nlacrc.org](http://www.nlacrc.org)

Or contact Angela Pao-Johnson at (818) 756-6330



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

**1. NLACRC Spotlight:**

- A. Organizational Insights Forum:** Executive Leadership completed the second Organizational Insights Forum for NLACRC staff. These quarterly in-person sessions are hosted at each office and open to all staff, providing updates on employee-driven initiatives, legislative changes that may impact service delivery, and organizational news.
- I. Positive Feedback: On a Likert scale of 1 (very unsatisfactory) to 5 (very satisfactory), participants rated the forums an average of 4.29, indicating a strong appreciation for transparency and the relevance of the topics discussed.
- B. Employee Recognition Platform:** NLACRC has launched a new Employee Recognition website modeled after familiar platforms like Facebook and LinkedIn, increasing adoptability and ease of use.
- I. Meaningful Acknowledgement: Staff can recognize colleagues for exceptional work, while managers have access to dashboards highlighting recognition trends and identifying team members, who may benefit from additional support.
  - II. Incentives: Employees can redeem accumulated points for experiences such as an ice cream social or lunch with a member of Executive Leadership.
- C. Plain Language Initiative:** NLACRC has hired a Plain Language Specialist to review all external documents and ensure materials are accessible to the individuals we serve, their families, and the broader community.
- D. Legislative Engagement:** Assemblywoman Pilar Schiavo and Assemblyman Tom Lackey will be visiting the NLACRC offices to meet with staff and community delegates.
- I. Advocacy in Action: Staff and community representatives will highlight key legislative bills that directly impact services and require support.
  - II. Legislative Podcast: During their visit, the Assemblymembers will also join the Executive Director in recording a legislative podcast episode to further engage the broader community in policy discussions.
- E. Record-Breaking Recruiting Month:** NLACRC welcomed 15 new hires during its second orientation this month, bringing the total to 28 new hires—our highest number of monthly new hires sourced exclusively through internal recruiting.
- I. Internal Recruitment Milestone: This marks a record-breaking achievement for our internal recruiting team, showcasing the growing effectiveness of our in-house hiring strategies.

- II. Performance Comparison: When compared to last year's six-month average, NLACRC's recruitment efforts show a 69% increase, reflecting significant progress in expanding our workforce to meet service needs.
- III. For our first orientation in April, NLACRC welcomed 14 new employees.

2. **Department Developmental Center (DDS) Updates:**

**A. Health & Safety Waivers:** DDS emphasized that health and safety waivers must be based on individual needs and should not be used as rate patches.

- I. Assembly Bill (AB) 637 remains the appropriate mechanism for rate adjustments.
- II. DDS will conduct an analysis to identify instances where health and safety waivers were used as a mechanism for rate adjustments, noting that the need for such waivers has declined with full rate model implementation.
- III. Moving forward, referrals for rate adjustments should follow the AB 637 process, and regional centers are encouraged to consult with their DDS liaisons before initiating requests.

**B. Rate Reform:** The deadline for provider agreement form submission has been extended to May 30, 2025.

**C. Lived Experience Advisory Group:** DDS is actively recruiting approximately 40 new self-advocate participants to form a new Lived Experience Advisory Group, which will replace the current Consumer Advisory Committee (CAC).

- I. DDS will notify ARCA and regional centers of any support needed during the recruitment process.

**D. Budget Outlook and Federal Updates:** Current projections and expert analysis suggest that achieving the full \$880 billion in cuts is unlikely without affecting entitlement programs such as Medicaid and Medicare.

- I. Federal Funds at Risk: If cuts are implemented, this could affect the 37% in federal funds allocated for our programs next fiscal year.

3. **Master Plan Workgroup Updates:** The final Master Plan was released on Friday, March 28<sup>th</sup> and can be found here: <https://www.chhs.ca.gov/home/master-plan-for-developmental-services/>

- I. Long-Term Implementation: The plan is anticipated to span a 10-year implementation timeline, reflecting the long-term systemic reforms outlined in the recommendations.
- II. Ongoing Oversight: The Master Plan Committee, originally established for one year, will extend its operations through the 10-year implementation period, meeting biannually to review progress and course-correct as needed.

- III. Legislative Reporting Requirement: A formal progress report on the Master Plan's implementation will be submitted to the State Legislature every March for the duration of the plan.

**4. Federal Update: Dismantling of the Administration for Community Living (ACL)**

- I. The Department of Health & Human Services (HHS) has announced the dissolution of the Administration for Community Living (ACL) as part of a major federal reorganization. ACL's programs—critical to individuals with developmental disabilities, including in-home supports, Medicaid access, and community living services—will be split among other agencies (Administration for Children and Families (ACF), Centers for Medicare and Medicaid Services (CMS), and the Assistant Secretary for Planning and Evaluation (ASPE)).
- II. Key Concerns:
  - a. Loss of a centralized voice for disability issues at the federal level.
  - b. Advocates warn this move may jeopardize the independence and well-being of millions who rely on ACL-supported programs.

**5. Center Updates:**

**A. Recruitment:**

- I. Total # positions filled: 841
  - a. Total # of authorized: 1008
- II. April New Hires
  - a. 1<sup>st</sup> cycle (4/7/2025): 14 (confirmed total)

**B. Social Recreation Update:**

- I. Staff Update (Social Recreation Specialist): NLACRC welcomes Heartty Siguenza as the new Social Recreation Specialist! In accordance with Welfare and Institutions Code (WIC) §4688.22(c)(2)(A), Heartty will serve as the primary point of contact for individuals, families, caregivers, community members, and the Department of Developmental Services (DDS) regarding social recreation, camp, and non-medical therapy services.
  - a. Role Overview: The Social Recreation Specialist's responsibilities include:
    1. Providing consultation and updates on relevant policies, procedures, and directives
    2. Assisting case management and the NLACRC community in identifying and addressing barriers to service access
    3. Facilitating communication between individuals/families and their assigned Consumer Services Coordinator (CSC)
    4. Conducting ongoing training for case management
    5. Offering resources and information to individuals and families



6. Tracking data trends and identifying patterns
  7. Acting as liaison between NLACRC and Financial Management Services (FMS) vendor Miji
  8. Developing solutions to troubleshoot service barriers
- b. Contact Information: Heartty Siguenza is available for consultation and can be reached at [socialrecspecialist@nlacrc.org](mailto:socialrecspecialist@nlacrc.org) or (818) 922-7445.
- II. NLACRC and Miji Partnership Meeting: In response to feedback received from case management, NLACRC coordinated a partnership meeting with FMS vendor Miji on Friday, March 28th. The goal was to collaboratively address ongoing concerns and develop solutions.
- a. Improved Communication & Support:
    1. Miji will onboard additional staff and establish a dedicated customer service team to support CSCs, families, and service providers.
    2. Specific customer service representatives will be assigned to each NLACRC office, with coordination led by the Social Recreation Specialist.
    3. A separate internal team will handle authorizations, payments, and billing to streamline processes.
  - b. Payment Delays:
    1. Miji will conduct a self-audit to assess the extent of current backlogs and will report their findings and proposed solutions to NLACRC.
    2. NLACRC recommended increased staffing to support timely payment processing.
  - c. Virtual Credit Card Issues:
    1. Miji clarified that businesses are issued “virtual credit cards” preloaded with amounts aligned to service authorizations. Declines often occur when providers charge above the approved monthly limit.
    2. Miji reassured NLACRC that sufficient funds are available to cover authorized services
  - d. Ongoing Collaboration:
    1. Monthly meetings between NLACRC and Miji will continue to monitor progress and address any new challenges. Our Social Recreation Specialist will represent NLACRC in these meetings.

### **C. Outreach:**

- I. Outreach Event: NLACRC on Wheels – Olive View UCLA Women’s & Children’s Center (San Fernando Valley) – 3/12/2025
  - a. NLACRC launched its “Regional Center on Wheels” initiative in the San Fernando Valley, bringing services directly to the community.

Public Information Specialist Supervisor Maria de Jesus Rodriguez and Spanish Outreach Language Specialist Telma Diaz hosted office hours at Olive View UCLA's Women's & Children's Center.

- II. Outreach Event: Nowrooz Picnic in the Park – Persian New Year Celebration (San Fernando Valley) – 3/15/2025
  - a. In celebration of the Persian New Year, NLACRC's Farsi Support Group and Armenian Parent Circle of Support co-hosted the first cultural celebration event for Farsi-speaking families at Lake Balboa Park. Attendees participated in cultural traditions, shared traditional food, and learned about the history and customs of Nowrooz. NLACRC staff provided an orientation on regional center services and distributed information about Home and Community-Based Services (HCBS) compliance.
  - b. The event was held in collaboration with Family Focus Resource Center, PARS Equality Center, and the LAUSD Refugee Educational Support Program, all of whom provided additional resources and presentations to families.
  
- III. Outreach Event: Spring into Action Community Resource Fair (Antelope Valley) – 3/20/2025
  - a. As part of its ongoing community engagement in the Antelope Valley, NLACRC participated in the Spring into Action Community Resource Fair. The event focused on increasing awareness of resources for children, families, and adults.
  - b. NLACRC's Diversity, Equity, Inclusion, and Belonging (DEIB) team provided information on available services and networked with agencies offering prevention and support programs, including the Department of Mental Health, All for Kids, the Salvation Army, and Antelope Valley Partners for Health.
  - c. The event was well attended, and NLACRC staff shared materials with community-based organizations to support continued outreach throughout the region.

**D. Consumer Statistics:**

- I. Total served: 38, 998
  - a. Early Start 5,082
  - b. Lanterman 31,333
- II. Breakdown of all three valleys:
  - a. AV 9,173 (Early Start & Lanterman)
  - b. SCV 4,285 (Early Start & Lanterman)
  - c. SFV 22,957 (Early Start & Lanterman)
- III. All other categories not captured in Early Start, Lanterman, and Intake, such as Provisional, Enhanced, Specialized, and other which total: 1,219

**E. Compliance Activities:**

- I. Quality Assurance conducted 114 residential visits and 69 Unannounced In-Person Visits
  - a. 2 Corrective Action Plans developed with residential providers

**6. Upcoming Disability Organization Events/Activities:**

- A. State Council on Developmental Disabilities next council meeting – May 20, 2025
- B. Disability Rights California’s next board meeting – June 20, 2025

## Trump Administration To Close Agency Promoting Community Living For People With IDD

by Michelle Diamant | March 31, 2025

A government agency that funds services and supports for people with disabilities living in the community will be broken up as part of a massive reorganization of the U.S. Department of Health and Human Services.

The agency's Administration for Community Living, which oversees programs helping people with disabilities access all range of services in their communities and advocates for the needs of people with disabilities, older adults, families and caregivers across the federal government, will be shuttered.

“The critical programs within the Administration for Community Living (ACL) that support older adults and people of all ages with disabilities will be split across the Administration for Children and Families (ACF), Assistant Secretary for Planning and Evaluation (ASPE), and Centers for Medicare and Medicaid Services (CMS),” HHS said.

The changes announced late last week are part of what federal officials described as a “dramatic restructuring” of the health agency aimed at improving efficiency. Through the effort, the department will lay off about 10,000 employees. Combined with early retirements and buyouts since the Trump administration took over, HHS said it expects to downsize its workforce from 82,000 to 62,000 full-time employees.

In addition, the current 28 HHS divisions will be consolidated down to 15 and regional offices will be trimmed from 10 to five, officials said.

“We’re going to eliminate an entire alphabet soup of departments and agencies while preserving their core functions,” Secretary of Health and Human Services Robert F. Kennedy Jr. said. “We’re going to do more with less.”

The Administration for Community Living was established in 2012 in an effort to bring together aging and disability programs across HHS in recognition of the fact that most people in these populations live in the community and want to remain there.

The agency funds and works with over 2,500 community organizations nationwide including centers for independent living, protection and advocacy systems, developmental disabilities councils and much more, according to Alison Barkoff, a professor at George Washington University who led the Administration for Community Living under the Biden administration.

People “might not have heard of the Administration for Community Living, but they’ve probably benefited from ACL’s programs,” she said, citing examples ranging from respite care services to help accessing special education or Medicaid benefits, employment assistance for transition-age youth and in-home supports and services. “I don’t see how you can have that level of cuts in staff without seeing an impact on programs and services.”

More than that, Barkoff said that the existence of the Administration for Community Living ensured that federal agencies considered the needs of people with disabilities in decision-making.

“ACL had a seat at the table with the secretary, with leaders of programs. If ACL is broken up, they will not have that seat at the table. The disability voice is being lost,” Barkoff said.

Representatives from HHS did not respond to questions about how the Administration for Community Living’s responsibilities will be divided or how many current staff will be let go.

“This consolidation allows the department to better meet the current health needs of vulnerable populations across the country. This does not impact the important work of these critical programs as it will continue elsewhere within HHS,” an HHS official told Disability Scoop.

Advocates from several disability organizations said they were shocked by the move to dismantle the Administration for Community Living, particularly given that it was established as a centralized hub in order to promote efficiency and prevent duplication.

“For over a decade, the Administration for Community Living has provided critical oversight and funding for programs that protect against abuse, promote community living and support family caregivers,” said Julie Ward, senior executive officer of public policy at The Arc of the United States. “Without a dedicated agency to champion these programs, millions risk losing the oversight, funding and technical assistance for programs they rely on to live independently. We urge the administration to halt this reorganization and engage directly with the disability community before making changes that could jeopardize their rights and well-being.”

Read more stories like this one. Sign up for Disability Scoop's free email newsletter to get the latest developmental disability news sent straight to your inbox.

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View this article online at <https://www.disabilityscoop.com/2025/03/31/trump-administration-to-close-agency-promoting-community-living-for-people-with-idd/31384/>

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

~~~~~

**Name:** Silvia Renteria-Haro  
**Meeting:** SDLVAC  
**Date of Meeting:** March 20, 2025

|           |                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | <b>Number of Attendees</b>                | Approx. 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>2.</b> | <b>Public Input:</b>                      | <p><b>Chair:</b> NLA SDP Email: selfdetermination@nlacrc.org<br/> NLACRC website: www.nlacrc.org<br/> NLACRC SDLAC Email: nlacrcsdlac@gmail.com</p> <p>Master Plan is in its final draft, Lori highlighted the importance of the plan for regional centers.</p> <p><b>Lia Cervantes Lerma SDCC:</b> If you have any questions about SDP or any other Regional Center matter, contact them at (818) 543-4631.<br/> SCDD Statewide Trainings Mondays at 10:00am available in English and Spanish separately.</p> |
| <b>3.</b> | <b>Points of Discussion:</b>              | <ul style="list-style-type: none"> <li>• Improving engagement with the Board. The LVAC committee feels that there should be more engagement with the Board, this would allow them to understand the barriers of the SDP and would promote transparency. The committee is exploring ideas on how to have better communication with the Board beyond public comment.</li> </ul>                                                                                                                                  |
| <b>4.</b> | <b>Reported out to Committee/Meeting:</b> | <ul style="list-style-type: none"> <li>• The Chair wants to reinstate RFP meetings with NLACRC staff to avoid miscommunication.</li> <li>• The committee will be reviewing NLACRC's staff training and provide their feedback.</li> </ul>                                                                                                                                                                                                                                                                      |
| <b>5.</b> | <b>Area of Concerns:</b>                  | <ul style="list-style-type: none"> <li>• Lack of engagement with the Board.</li> <li>• Miscommunication with RFP award recipients.</li> <li>• Lack of guidance when it comes to services such as stipends.</li> </ul>                                                                                                                                                                                                                                                                                          |
| <b>6.</b> | <b>Action Items:</b>                      | <ul style="list-style-type: none"> <li>• The committee to explore ideas on how to increase engagement with the Board.</li> <li>• NLACRC to reinstate RFP meetings.</li> </ul>                                                                                                                                                                                                                                                                                                                                  |
| <b>7.</b> | <b>Questions for the Board:</b>           | <ul style="list-style-type: none"> <li>• Do you have ideas on how the Board and SDP Local Volunteer Advisory Committee can collaborate to improve the program?</li> </ul>                                                                                                                                                                                                                                                                                                                                      |
| <b>8.</b> | <b>Miscellaneous</b>                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



# North Los Angeles County Regional Center

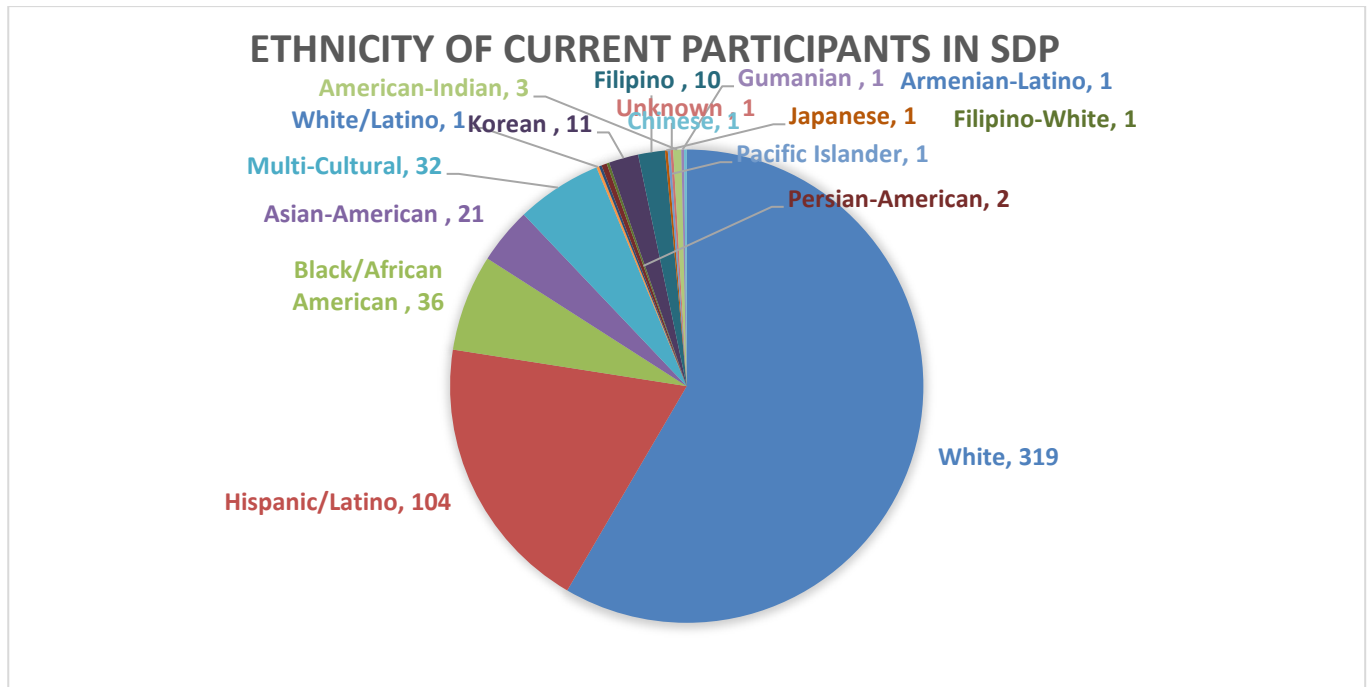
Main 818-778-1900 • Fax 818-756-6140 | 9200 Oakdale Avenue #100, Chatsworth, CA 91311 | www.nlacrc.org

## Self Determination Program Report - Implementation Updates

April 1, 2025

### North Los Angeles County Regional Center Statistics

- Participants have completed Orientation from 2019-Present: **1,124** (increased by 20)
- Total number of budgets that are certified: **608** (increased by 18)
- Total number of spending plans that are approved: **546**
- Total number of spending plans in progress: **58**
- Total number of PCP's completed: **528** (increased by 9)
- 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: **546** (8 transitions)



### Transitions based on ethnicity:

- White: 3
- Latino/Hispanic: 1
- African American: 1
- Asian: 2
- Korean: 1

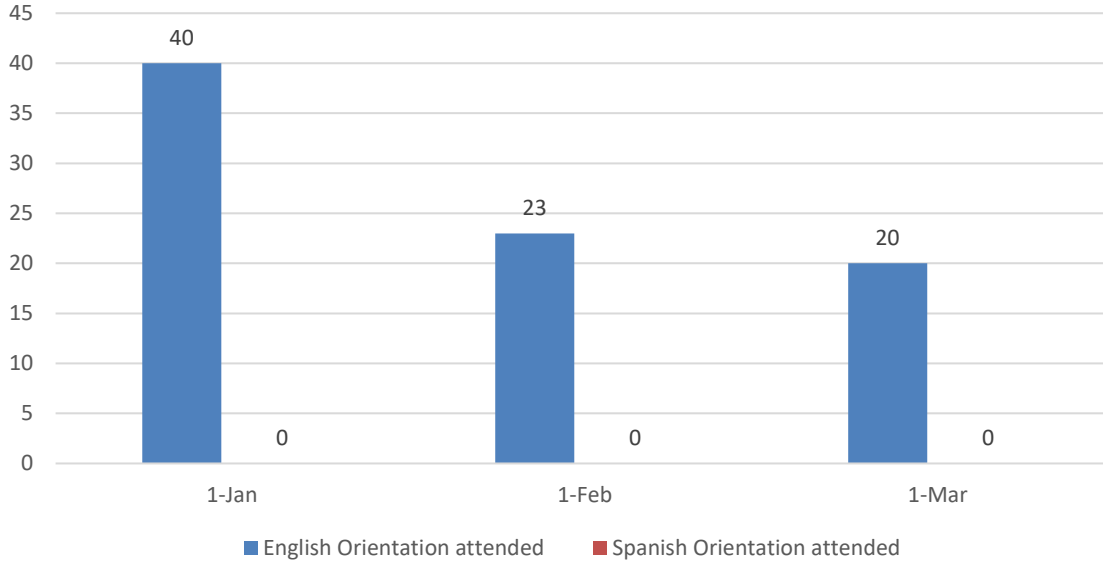




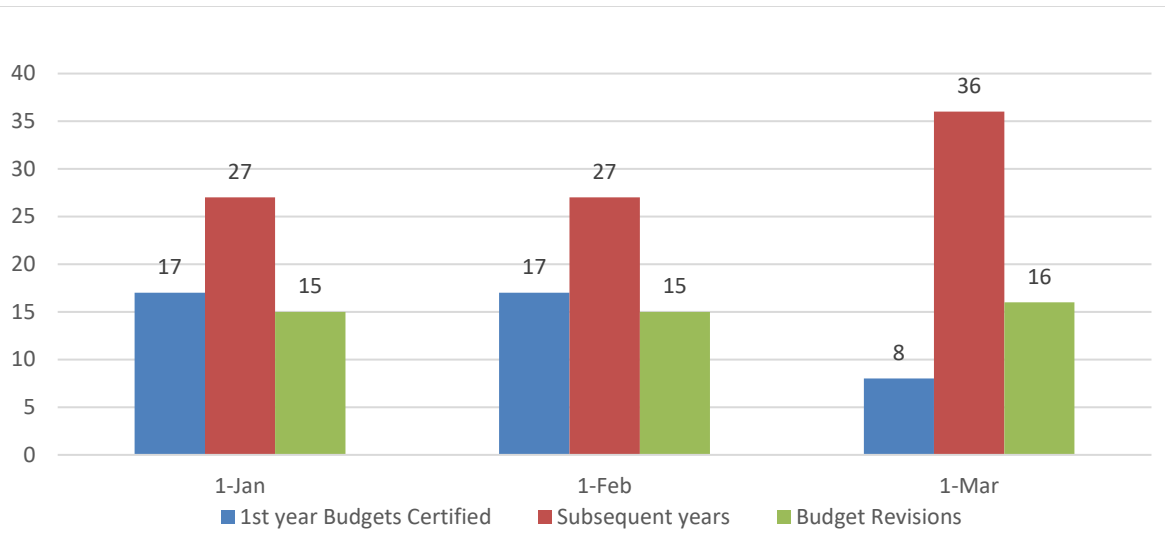
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## Monthly Participants Attending SDP Orientation



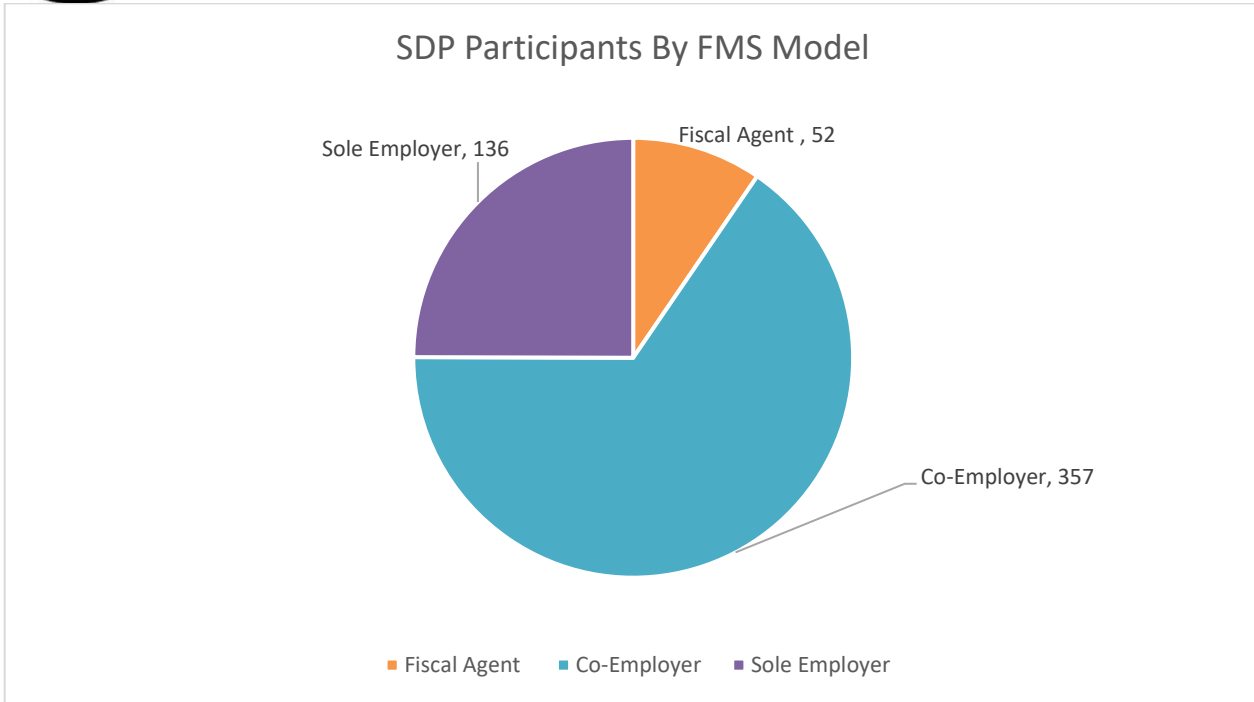
## Monthly Budgets Certified





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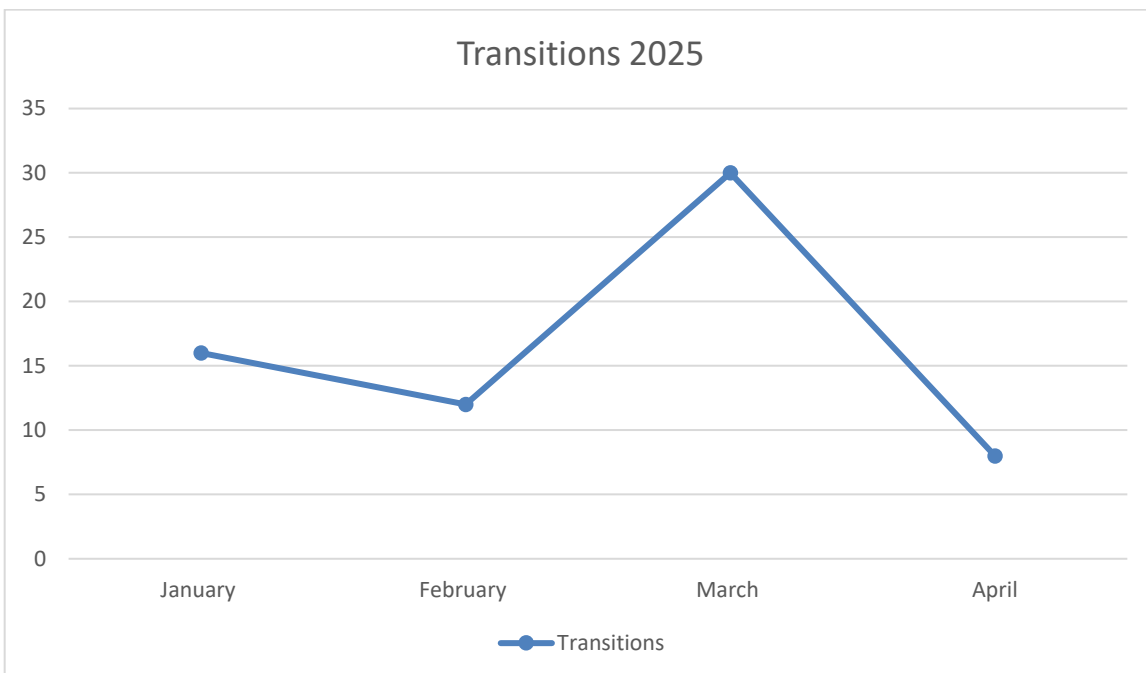


#### Transitions this month:

**Bill Payer: 1**

**Co-Employer: 5**

**Sole Employer: 2**



**Total transitions this year: 66**

*Supporting people with developmental disabilities in the San Fernando, Santa Clarita, and Antelope Valleys since 1974*



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## *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 3<sup>rd</sup> Monday of the month in Spanish (unless there is a holiday, day may change).  
RSVP: [selfdetermination@nlacrc.org](mailto:selfdetermination@nlacrc.org)
    - Next Virtual Orientation meetings:
      - Monday May 5, 2025 (English) from 9AM-12:00PM
      - Monday May 19, 2025 (Spanish) from 9AM-12:00PM
- Self Determination Support Group – May 7 at 4:30pm via Zoom. [Meeting Registration - Zoom](#)
- SDP Local Volunteer Advisory Committee- Thursday April 17 from 6:30PM-8:30PM
  - The meeting will be held virtually. The Zoom link can be found on NLACRC’s calendar [Self Determination Local Advisory Committee Meeting | Calendar of Events | NLACRC](#)  
Everyone is welcomed to attend meetings!
- Support for participants and families: NLACRC has coaches available to support with SDP transition process or if you are in the program and need assistance. Ask your CSC for a referral.
  - 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](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<br>15.68% Sole Employer | Max budget: \$120,000                                                                                   | Phone: 833-4-ACE FMS (833-422-3367), Option 1<br><a href="mailto:Info@acefms.com">Info@acefms.com</a><br><br>Web: <a href="http://AceFMS.com">Http://AceFMS.com</a> |
| Action                    | Bill Payer, Co-Employer, Sole Employer                                    | English & Spanish                                                | Yes, new clients call and leave message or fill out a <a href="#">contact us</a> request on the website. | 25%-Co-employer<br>17% Sole Employer       | No budget limits                                                                                        | Main office: (310) 867-8882<br>Website: <a href="http://actionfms.com">actionfms.com</a><br>Email: <a href="mailto:contact@actionfms.com">contact@actionfms.com</a> |
| Acumen                    | Bill Payer, Sole Employer                                                 | English & Spanish<br>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<br>(424) 210-8810<br><a href="mailto:yvettet@acumen2.net">yvettet@acumen2.net</a>                                                                     |
| Aveanna                   | Bill Payer and Co-Employer (with nursing through home health agency only) | English, Spanish, Vietnamese, Cantonese, Mandarin and Trieu Chau | Consult required. Date to be given my FMS agency.                                                        | 17.37%                                     | Anything above \$150,000 requires additional review. They have a "hard limit" of \$200,00.000 annually. | (866) 979-1182<br><a href="mailto:fmsinfo@aveanna.com">fmsinfo@aveanna.com</a>                                                                                      |
| Cambrian                  | Bill Payer, Co- Employer                                                  | English, Spanish, Vietnamese, Tagalog, Farsi                     | Yes                                                                                                      | 22.20%                                     | Budgets over \$120,000 require review.                                                                  | David Ellis<br>(562) 498-1800<br>Ext. 2231<br><a href="mailto:davide@cfms1.com">davide@cfms1.com</a>                                                                |
| Casa Fiscal/Essential Pay | Bill Payer, Co-employer                                                   | English, Spanish, Mandarin                                       | No                                                                                                       | 19.15%                                     | None                                                                                                    | (510) 336-2900<br>(833) 268-8530<br><a href="mailto:contact@essentialpay.com">contact@essentialpay.com</a>                                                          |

|                 |                                                   |                                                                                               |                                                                                              |                                                                                                    |                 |                                                                                                                                                                        |
|-----------------|---------------------------------------------------|-----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FACT            | Bill Payer,<br>Co-Employer,<br>Sole Employer      | English                                                                                       | Waiting list                                                                                 | 20%                                                                                                | Unknown         | (310) 475-9629<br><a href="mailto:FMS@factfamily.org">FMS@factfamily.org</a>                                                                                           |
| FMS Pay LLC     | Bill Payer                                        | English<br>Spanish<br>Translation<br>available for other<br>languages                         |                                                                                              | N/A                                                                                                | No budget limit | Phone: (858) 281-5910<br>Website:<br><a href="http://www.myfmspay.com">www.myfmspay.com</a><br><a href="mailto:connect@fmspay.com">connect@fmspay.com</a>              |
| GT Independence | Bill Payer, Sole<br>Employer, Co-<br>Employer     | All Languages are<br>supported to assist<br>Individuals in the<br>language of their<br>choice | Require a<br>certified budget<br>& spending plan<br>draft to start<br>onboarding<br>process. | Co-employer<br>24%<br><br>Sole Employer-<br>18%<br><br>All FMS models-<br>Non-payroll<br>burden 1% | None            | Elva Chavez<br><br>(877) 659-4500<br><br><a href="mailto:tjones@gtindependence.com">tjones@gtindependence.com</a>                                                      |
| Mains'l         | Bill Payer, Sole<br>Employer, and<br>Co- employer | English & Spanish                                                                             | Require certified<br>budget &<br>spending plan<br>draft to start<br>onboarding<br>process.   | 17.23% for Sole<br>Employer<br><br>17.13% for Co-<br>employer                                      | None            | Jason Bergquist<br><br>(866) 767-4296<br><br><a href="mailto:jmbergquist@mainsl.com">jmbergquist@mainsl.com</a>                                                        |
| Ritz            | Bill Payer,<br>Co-Employer                        | English, Spanish &<br>Mandarín                                                                | New clients-<br>visit website to<br>fill out an<br>inquiry form.<br>Waitlist-June<br>2024    | 18.90%                                                                                             | \$120,000       | Website: <a href="http://Ritzfms.com">Ritzfms.com</a><br><br>Kitleng Pui<br><a href="mailto:kpui@ritzvocalional.com">kpui@ritzvocalional.com</a><br><br>(626)-600-4703 |
| SequoiaSD, Inc. | Bill Payer,<br>Co-Employer,<br>Sole Employer      | English, Spanish,<br>Translation<br>available for other<br>languages                          | Yes, but have<br>certified budget.                                                           | 20.64%                                                                                             | \$250,000       | Website:<br><a href="http://sequoiasd.com">sequoiasd.com</a><br><br><a href="mailto:sequoiaenrollment@sequoiasd.com">sequoiaenrollment@sequoiasd.com</a>               |

# NORTH LOS ANGELES COUNTY REGIONAL CENTER ARCA Delegate Report

**Name: Lety Garcia**

**Meeting: ARCA Board of Directors Meeting**

**Date of Meeting: 3/20/25-3/21/25**

|           |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1.</b> | <b>Number of Attendees</b>                      | Approx. 40                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>2.</b> | <b>Public Input:</b>                            | Presentation by WestsideRC and ELARC on recent <b>Wildfire Response</b> to Palisades and Eaton fires regarding Emergency Preparedness and community outreach. Other regional centers were also affected.                                                                                                                                                                                                                                                                                                                                                                        |
|           | <b>Funding and Sustainability:</b>              | <p>The work of the <b>Master Plan for Developmental Services</b> Committee and its five Workgroups, which started March 2024, shared the draft report on 3/19, which includes 170 recommendations and includes representation from ARCA and regional centers.</p> <p><b>Public Records Act</b> - ARCA contracted with BBK to support needed statewide tools for implementation of this initiative. • ARCA has formed a workgroup that is informing its work in this area and engaging in needed consultation. The Governors budget allocated \$9.7M for PRA implementation.</p> |
| <b>4.</b> | <b>Inclusive Communities:</b>                   | -DDS has retained consultants to design <b>integrated standardized tools</b> to consistently assess families' support needs including: personal assistance, respite, and daycare assessments. A family tool pilot program to gain data was developed and Regional enters are piloting the tool and collecting information that will be used to develop a scoring system. DDS will provide a community webinar in April with an overview of the project and will schedule another in the future to share the draft tool.                                                         |
| <b>5.</b> | <b>Flexible and Sustainable Service Models:</b> | Workforce Initiative - The Direct Support Professional (DSP) Training Stipend program concluded and resulted in the training and payment of 81,000 DSPs for their participation.                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>6.</b> | <b>Self-Determination Program:</b>              | SB471 (Menjivar) Lanterman Ombudsman is for DDS to assign this person to focus on Self Determination within the RC system. ARCA Position is pending.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>7.</b> | <b>Points of Discussion for the Board:</b>      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>8.</b> | <b>Miscellaneous:</b>                           | In order to reduce the size of our board packets, we have created an <b>ARCA folder in SharePoint</b> for board members.                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>9.</b> | <b>Next Meeting:</b>                            | June 27, 2025 Location Sacramento, CA.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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

**Chair: Alex Kopilevich, M.A.**  
**Date of Meeting:**  
**03/13/2025 (Hybrid)**

|     |                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | <b>Public Input / Concerns</b>             | <ul style="list-style-type: none"> <li>• Miller CTC Life After Highschool Fair on 4/8/25. Please email Anthony Angel to register – <a href="mailto:AGA3045@LAUSD.net">AGA3045@LAUSD.net</a></li> <li>• Leichmann CTC Life After Highschool Fair on 4/10/25. Please email Araksya Manukyan – <a href="mailto:AXM3900@LAUSD.net">AXM3900@LAUSD.net</a></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 2.. | <b>Points of Discussion</b>                | <ul style="list-style-type: none"> <li>• VAC committee members reviewed and approved 5 candidates to move forward to the Nominating Committee.</li> <li>• Work continues on the Mentorship program w/exploration on making it a possible sub-committee of the VAC. Ideas provided for the current Vendor Training offered by NLACRC will be reviewed and possibly implemented by Community Services. A meeting took places with the Community Services Director on 3/4/25.</li> <li>• Self-Determination update: 537 participants.</li> <li>• Vendor Fair May 6<sup>th</sup> &amp; May 7<sup>th</sup> at Chatsworth.</li> <li>• Vendor Fair May 14<sup>th</sup> &amp; May 15<sup>th</sup> in Lancaster (AV).</li> <li>• Megan Briley is now part of SDP.</li> <li>• Vendor’s Forum was productive w/approximately 50 vendors present. The feedback is appreciated.</li> </ul> |
| 3.  | <b>Reported out to Committee / Meeting</b> | <ul style="list-style-type: none"> <li>* Currently there is 38,678. Growth continues with approximately 880 new intakes per month.</li> <li>• If you have trouble signing into E-Billing, please contact Taylor Plein – <a href="mailto:Tplein@nlacrc.org">Tplein@nlacrc.org</a></li> <li>• Service Codes 616 &amp; 896 are the only exceptions and have yet to be implemented for Phase 3 rate reform.</li> <li>• To request QIP payments please contact <a href="mailto:QIPEmpAccess@dds.ca.gov">QIPEmpAccess@dds.ca.gov</a></li> <li>• Bill introduced: AB277, AB308, AB341, AB416, AB1172, SB402, SB422, SB471.</li> <li>• Rate Agreement Letters will be sent out this week or next week to all vendors.</li> <li>• SANDIS IPP is up and running for CSC’s.</li> <li>• Vendors will soon have the ability to participate in a survey regarding NLACRC staff.</li> </ul>  |
| 4.  | <b>Actions Items for the Board:</b>        | <ul style="list-style-type: none"> <li>• Make change to Sharon Weinberg’s name on minutes from February 13, 2025.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

|    |                        |                                                                                                                                      |
|----|------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| 5. | <b>Upcoming items:</b> | <ul style="list-style-type: none"><li>• Next VAC meeting April 10, 2025 @ 9:30am (in-person Chatsworthy/Hybrid).</li><li>•</li></ul> |
|----|------------------------|--------------------------------------------------------------------------------------------------------------------------------------|



| 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      | P      |        |        |        | 0        | 17.00 |
| George Alvarado                    | P             | P                 | P      | P      | P           | P        |        | P      | P             | P      | P      |        |        |        | 0        | 17.00 |
| Cathy Blin                         | P             | Ab                | P      | P      | P           | P        |        | P      | P             | P      | P      |        |        |        | 1        | 15.00 |
| Sharmila Brunjes                   | P             | Ab                | P      | P      | P           | P        |        | P      | P             | P      | P      |        |        |        | 1        | 15.00 |
| Jacque Colton                      |               |                   |        |        |             |          |        |        | P             | P      | P      |        |        |        | 0        | 6.00  |
| Leticia Garcia                     | P             | Ab                | P      | P      | P           | P        |        | P      | P             | P      | P      |        |        |        | 1        | 15.00 |
| Juan Hernandez                     | P             | P                 | P      | P      | P           | P        |        | P      | P             | P      | Ab     |        |        |        | 1        | 14.00 |
| Anna Hurst                         | Ab            | Ab                | P      | Ab     | P           | P        |        | P      | P             | P      | P      |        |        |        | 3        | 11.75 |
| Alex Kopilevich ( <i>VAC Rep</i> ) | P             | P                 | P      | P      | P           | P        |        | P      | P             | P      | P      |        |        |        | 0        | 17.00 |
| Jennifer Koster                    | Ab            | P                 | P      | P      | P           | P        |        | P      | Ab            | P      | P      |        |        |        | 2        | 14.75 |
| Laura Monge                        | P             | P                 | P      | P      | P           | P        |        | P      | P             | P      | P      |        |        |        | 0        | 17.00 |
| Jeremy Sunderland                  |               |                   |        |        |             |          |        |        | P             | P      | P      |        |        |        | 0        | 6.00  |
| Jason Taketa                       |               |                   |        |        |             |          |        |        | P             | P      | P      |        |        |        | 0        | 6.00  |
| Curtis Wang                        | P             | P                 | P      | P      | P           | P        |        | P      | P             | P      | P      |        |        |        | 0        | 17.00 |
| Meeting Time                       | 1.25          | 2                 | 2.25   | 1      | 1           | 1.5      |        | 2      | 1             | 2      | 3      |        |        |        |          | 17.00 |

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

P = Present      Ab = Absent

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North Los Angeles County Regional Center

Consumer Advisory Committee

FY24-25 Meeting Attendance

| Consumer Attendee<br>*Committee Members | July<br>2024<br>DARK | August<br>2024 | Sep<br>2024 | Oct<br>2024 | Nov<br>2024 | Dec<br>2024<br>DARK | Jan<br>2025<br>DARK | Feb<br>2025 | Mar<br>2025 | Apr<br>2025 | May<br>2025 | Jun<br>2025 | TOTALS<br>Absences | TOTALS<br>Attended<br>(Non-CM) |
|-----------------------------------------|----------------------|----------------|-------------|-------------|-------------|---------------------|---------------------|-------------|-------------|-------------|-------------|-------------|--------------------|--------------------------------|
| Meeting Length                          |                      |                |             |             |             |                     |                     |             |             |             |             |             |                    |                                |
| *Juan Hernandez, Chair                  |                      | P              | P           | P           | P           |                     |                     | P           | P           | P           |             |             | 0                  |                                |
| *Bill Abramson                          |                      | P              | P           | P           | P           |                     |                     | P           | P           | P           |             |             | 0                  |                                |
| *Pam Aiona                              |                      | P              | Ab          | P           | P           |                     |                     | P           | P           | P           |             |             | 1                  |                                |
| *Jennifer Koster                        |                      | P              | P           | P           | P           |                     |                     | P           | Ab          | P           |             |             | 1                  |                                |
| *Destry Walker                          |                      | P              | P           | Ab          | Ab          |                     |                     | Ab          | P           | Ab          |             |             | 4                  |                                |
| George Alvarado                         |                      |                |             |             |             |                     |                     |             | P           | P           |             |             |                    |                                |
| Andrew Garcia                           |                      | Ab             | Ab          | P           | P           |                     |                     | P           | Ab          | Ab          |             |             | 4                  | 3                              |
| Elizabeth Lyons                         |                      |                |             |             | P           |                     |                     | Ab          | P           | Ab          |             |             | 1                  |                                |
| Alyssa Mazur                            |                      | P              | Ab          | Ab          | Ab          |                     |                     | Ab          | Ab          | Ab          |             |             | 5                  | 1                              |
| Y. Parvoool                             |                      | P              | Ab          | Ab          | Ab          |                     |                     | Ab          | Ab          | Ab          |             |             | 5                  | 1                              |
| Elena Tiffany                           |                      | P              | Ab          | P           | Ab          |                     |                     | Ab          | P           | P           |             |             | 3                  | 4                              |
|                                         |                      | 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

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)

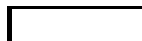


| FY 2024-25                                            | Jul-24 | Aug-24 | Sep-24 | Oct-24   | Nov-24 | Dec-24 | Jan-25 | Feb-25 | Mar-25 | Apr-25 | May-25 | Jun-25 | Total Absences | Total Hours |
|-------------------------------------------------------|--------|--------|--------|----------|--------|--------|--------|--------|--------|--------|--------|--------|----------------|-------------|
| <b>Government &amp; Community Relations Committee</b> | Dark   |        | Dark   |          | Dark   | Dark   |        | Dark   | Dark   | Dark   |        | Dark   |                |             |
| George Alvarado                                       |        | Ab     |        | Ab (60%) |        |        | P      |        | Ab     |        |        |        | 3              | 1.75        |
| Cathy Blin                                            |        | P      |        | P        |        |        | Ab     |        | P      |        |        |        | 1              | 3.50        |
| Jacque Colton                                         |        |        |        |          |        |        |        |        | P      |        |        |        |                | 1.50        |
| Leticia Garcia                                        |        |        |        | P        |        |        | P      |        | P      |        |        |        | 0              | 3.00        |
| Juan Hernandez                                        |        | P      |        | P        |        |        | P      |        | P      |        |        |        | 0              | 4.50        |
| Jennifer Koster                                       |        | P      |        | P        |        |        | P      |        | P      |        |        |        | 0              | 4.50        |
| Laura Monge                                           |        | P      |        | P        |        |        | P      |        | P      |        |        |        | 0              | 4.50        |
| Curtis Wang                                           |        | P      |        | P        |        |        | P      |        | P      |        |        |        | 0              | 4.50        |
| Jodie Agnew-Navarro, VAC Rep                          |        | P      |        | P        |        |        | Ab     |        | P      |        |        |        | 1              | 3.50        |
|                                                       |        |        |        |          |        |        |        |        |        |        |        |        | 0              |             |

Meeting Time                      1.50                      0.50                      1.00                      1.50

P = Present            Ab = Absent

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| FY 2024-25<br>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<br>Absences | Total<br>Hours |
|------------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|-------------------|----------------|
|                                    | Dark   |        | Dark   | Dark   |        | Dark   |        |        |        |        | Dark   | Dark   |                   |                |
| Curtis Wang, Chair                 |        | P      |        | P      | P      |        | P      | P      | P      | P      |        |        | 0                 | 13.75          |
| Sharmila Brunjes                   |        | P      |        | P      | P      |        | P      | P      | P      | P      |        |        | 0                 | 13.75          |
| Lety Garcia                        |        | P      |        | P      | P      |        | P      | P      | P      | P      |        |        | 0                 | 13.75          |
| Juan Hernandez                     |        | Ab     |        | P      | P      |        | P      | P      | P      | P      |        |        | 1                 | 12.75          |
| Alex Kopilevich                    |        | Ab     |        | P      | P      |        | P      | P      | P      | P      |        |        | 1                 | 12.75          |

Meeting Time

1.00

2.00

2.75

2.00

2.50

1.75

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    |
|-------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|----------|
| Vendor Advisory Committee     | Dark   |        |        |        |        | Dark   |        |        |        |        |        | Dark   | Absences |
| Alex Kopilevich, Chair        |        | P      | P      | P      | P      |        | P      | P      | P      |        |        |        | 0        |
| Jaklen Keshishyan, Alt. Chair |        | P      | P      | P      | P      |        | P      | P      | P      |        |        |        | 0        |
| Jodie Agnew Navarro           |        | P      | P      | P      | P      |        | P      | P      | P      |        |        |        | 0        |
| Masood Babaeian               |        | P      | P      | Ab     | P      |        | P      | P      | P      |        |        |        | 1        |
| Paul Borda                    |        | P      | P      | P      | P      |        | P      | P      | P      |        |        |        | 0        |
| Andrea Devers                 |        | P      | Ab     | P      | P      |        | P      | P      | P      |        |        |        | 1        |
| Cal Enriquez                  |        | P      | P      | P      | P      |        | P      | P      | P      |        |        |        | 0        |
| Ute Escorcia                  |        | P      | P      | P      | P      |        | P      | P      | P      |        |        |        | 0        |
| Ricki Macken Chivers          |        | P      | P      | P      | P      |        | P      | P      | Ab     |        |        |        | 1        |
| Vahe Mkrtchian                |        | Ab     | P      | Ab     | P      |        | P      | P      | P      |        |        |        | 2        |
| Daniel Ortiz                  |        | Ab     | P      | Ab     | Ab     |        | P      | P      | P      |        |        |        | 3        |
| Jen Pippard                   |        | P      | P      | P      | P      |        | Ab     | P      | P      |        |        |        | 1        |
| Octavia Watkins               |        | P      | P      | P      | P      |        | P      | P      | P      |        |        |        | 0        |
| Sharon Weinberg               |        | P      | P      | Ab     | P      |        | P      | P      | P      |        |        |        | 1        |
| Meeting Time                  |        | 2.50   | 1.75   | 1.50   | 1.75   |        | 1.25   | 2.00   | 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<br>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**

| <b>July 2024</b> |        |         |                                                               |                                                 |        |          |
|------------------|--------|---------|---------------------------------------------------------------|-------------------------------------------------|--------|----------|
| Sunday           | Monday | Tuesday | Wednesday                                                     | Thursday                                        | Friday | Saturday |
|                  | 1      | 2       | 3                                                             | 4<br><b>Independence Day</b><br>(NLACRC closed) | 5      | 6        |
| 7                | 8      | 9       | 10                                                            | 11                                              | 12     | 13       |
| 14               | 15     | 16      | 17                                                            | 18                                              | 19     | 20       |
| 21               | 22     | 23      | 24<br><u>6:00pm-8:00pm</u><br><b>Board Member Orientation</b> | 25                                              | 26     | 27       |
| 28               | 29     | 30      | 31                                                            |                                                 |        |          |



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

| <b>August 2024</b> |                                                                      |         |                                                                                                                                 |                                                                   |        |          |
|--------------------|----------------------------------------------------------------------|---------|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|--------|----------|
| Sunday             | Monday                                                               | Tuesday | Wednesday                                                                                                                       | Thursday                                                          | Friday | Saturday |
|                    |                                                                      |         |                                                                                                                                 | 1<br><u>9:30 am</u><br>Vendor<br>Advisory<br>Committee<br>Meeting | 2      | 3        |
| 4                  | 5<br><u>6:00 pm</u><br>Strategic<br>Planning<br>Committee<br>Meeting | 6       | 7<br><u>3:00 pm</u><br>Consumer<br>Advisory<br>Committee<br>Meeting<br><br><u>5:30 pm</u><br>Nominating<br>Committee<br>Meeting | 8                                                                 | 9      | 10       |
| 11                 | 12                                                                   | 13      | 14                                                                                                                              | 15                                                                | 16     | 17       |
| 18                 | 19                                                                   | 20      | 21<br><u>6:00 pm</u><br>Government<br>& Community<br>Relations<br>Committee<br>Meeting                                          | 22<br><u>6:30 pm</u><br>Executive<br>Committee<br>Meeting         | 23     | 24       |
| 25                 | 26                                                                   | 27      | 28                                                                                                                              | 29                                                                | 30     | 31       |

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

| <b>September 2024</b> |                                                      |                                                                           |                                                                      |                                                                                                                                |        |          |
|-----------------------|------------------------------------------------------|---------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------|----------|
| Sunday                | Monday                                               | Tuesday                                                                   | Wednesday                                                            | Thursday                                                                                                                       | Friday | Saturday |
| 1                     | 2                                                    | 3                                                                         | 4<br><u>3:00pm</u><br>Consumer<br>Advisory<br>Committee<br>Meeting   | 5<br><u>9:30 am</u><br>Vendor<br>Advisory<br>Committee<br>Meeting                                                              | 6      | 7        |
| 8                     | 9<br><u>6:00 – 7:00 pm</u><br>Board<br>Packet Review | 10                                                                        | 11<br><u>6:00 pm</u><br>Board<br>of Trustees Meeting                 | 12                                                                                                                             | 13     | 14       |
| 15                    | 16                                                   | 17                                                                        | 18<br><u>6:00 pm</u><br>Consumer<br>Services<br>Committee<br>Meeting | 19                                                                                                                             | 20     | 21       |
| 22                    | 23                                                   | 24<br><u>6:00 pm</u><br>Administrative<br>Affairs<br>Committee<br>Meeting | 25                                                                   | 26<br><u>5:30 pm</u><br>Post-Retirement<br>Medical Trust<br>Meeting<br><br><u>6:30 pm</u><br>Executive<br>Committee<br>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<br><br><u>3:00pm</u><br>Consumer<br>Advisory<br>Committee<br>Meeting<br><br><u>5:30 pm</u><br>Nominating<br>Committee<br>Meeting | 3<br><br><u>9:30 am</u><br>Vendor<br>Advisory<br>Committee<br>Meeting | 4      | 5        |
| 6                     | 7<br><br><u>5:00 – 6:00 pm</u><br>Board<br>Packet Review | 8       | 9<br><br><u>6:00 pm</u><br>Board<br>of Trustees Meeting<br><br><i>In-Person @<br/>NLACRC<br/>Chatsworth office</i>                 | 10                                                                    | 11     | 12       |
| 13                    | 14                                                       | 15      | 16<br><br><u>6:00 pm</u><br>Government<br>& Community<br>Relations<br>Committee<br>Meeting                                         | 17                                                                    | 18     | 19       |
| 20                    | 21                                                       | 22      | 23                                                                                                                                 | 24<br><br><u>6:00 pm</u><br>Executive<br>Committee<br>Meeting         | 25     | 26       |
| 27                    | 28                                                       | 29      | 30                                                                                                                                 | 31<br><b>Halloween</b>                                                |        |          |

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

| <h1>November 2024</h1> |                                                                      |                                                                                                         |                                                                                                                    |                                                                                                                                      |                                                               |          |
|------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|----------|
| Sunday                 | Monday                                                               | Tuesday                                                                                                 | Wednesday                                                                                                          | Thursday                                                                                                                             | Friday                                                        | Saturday |
|                        |                                                                      |                                                                                                         |                                                                                                                    |                                                                                                                                      | 1                                                             | 2        |
| 3                      | 4<br><u>6:00 pm</u><br>Strategic<br>Planning<br>Committee<br>Meeting | 5                                                                                                       | 6<br><u>3:00pm</u><br>Consumer<br>Advisory<br>Committee<br>Meeting                                                 | 7<br><u>9:30 am</u><br>Vendor<br>Advisory<br>Committee<br>Meeting                                                                    | 8                                                             | 9        |
| 10                     | 11<br><b>Veterans Day</b><br>(NLACRC<br>offices closed)              | 12<br><u>5:00 – 6:00 pm</u><br>Board<br>Packet Review<br><br><u>6:00 – 7:00 pm</u><br>Board<br>Training | 13<br><u>6:00 pm</u><br>Board<br>of Trustees Meeting<br><br><i>In-Person @<br/>NLACRC Santa<br/>Clarita office</i> | 14                                                                                                                                   | 15                                                            | 16       |
| 17                     | 18                                                                   | 19                                                                                                      | 20<br><u>6:00 pm</u><br>Consumer<br>Services<br>Committee<br>Meeting                                               | 21<br><u>5:00 pm</u><br>Administrative<br>Affairs<br>Committee<br>Meeting<br><br><u>6:30 pm</u><br>Executive<br>Committee<br>Meeting | 22                                                            | 23       |
| 24                     | 25                                                                   | 26                                                                                                      | 27                                                                                                                 | 28<br><b>Thanksgiving</b><br>(NLACRC<br>offices closed)                                                                              | 29<br><b>Day after<br/>Thanksgiving</b><br>(NLACRC<br>closed) | 30       |

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

| <b>December 2024</b> |        |         |                                                          |          |        |          |
|----------------------|--------|---------|----------------------------------------------------------|----------|--------|----------|
| 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<br><b>Christmas Day</b><br>(NLACRC<br>offices closed) | 26       | 27     | 28       |
| 29                   | 30     | 31      |                                                          |          |        |          |

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

| <b>January 2025</b> |                                                                                                            |         |                                                                                        |                                                                   |        |          |
|---------------------|------------------------------------------------------------------------------------------------------------|---------|----------------------------------------------------------------------------------------|-------------------------------------------------------------------|--------|----------|
| Sunday              | Monday                                                                                                     | Tuesday | Wednesday                                                                              | Thursday                                                          | Friday | Saturday |
|                     |                                                                                                            |         | 1<br><b>New Year's Day</b><br>(NLACRC offices closed)                                  | 2<br><u>5:30 pm</u><br>Nominating<br>Committee<br>Meeting         | 3      | 4        |
| 5                   | 6<br><u>5:00 – 6:00 pm</u><br>Board<br>Packet Review<br><br><u>6:00 – 7:00 pm</u><br>Board<br>Training TBD | 7       | 8<br><u>6:00 pm</u><br>Board<br>of Trustees Meeting                                    | 9<br><u>9:30 am</u><br>Vendor<br>Advisory<br>Committee<br>Meeting | 10     | 11       |
| 12                  | 13                                                                                                         | 14      | 15<br><u>6:00 pm</u><br>Government<br>& Community<br>Relations<br>Committee<br>Meeting | 16                                                                | 17     | 18       |
| 19                  | 20<br><b>Martin<br/>Luther King<br/>Day</b><br>(NLACRC<br>offices closed)                                  | 21      | 22                                                                                     | 23<br><u>6:00 pm</u><br>Executive<br>Committee<br>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                                         | 3<br><br><u>6:00 pm</u><br>Strategic<br>Planning<br>Committee<br>Meeting                                        | 4       | 5<br><br><u>3:00pm</u><br>Consumer<br>Advisory<br>Committee<br>Meeting<br><br><u>5:30 pm</u><br>Nominating<br>Committee<br>Meeting | 6                                                                             | 7      | 8        |
| 9                                         | 10<br><br><u>5:00 – 6:00 pm</u><br>Board<br>Packet Review<br><br><u>6:00 – 7:00 pm</u><br>Board<br>Training TBD | 11      | 12<br><br><u>6:00 pm</u><br>Board<br>of Trustees Meeting                                                                           | 13<br><br><u>9:30 am</u><br>Vendor<br>Advisory<br>Committee<br>Meeting        | 14     | 15       |
| 16                                        | 17<br><br><b>Presidents Day</b><br>(NLACRC<br>offices closed)                                                   | 18      | 19<br><br><u>6:00 pm</u><br>Consumer<br>Services<br>Committee<br>Meeting                                                           | 20<br><br><u>6:00 pm</u><br>Administrative<br>Affairs<br>Committee<br>Meeting | 21     | 22       |
| 23                                        | 24                                                                                                              | 25      | 26                                                                                                                                 | 27<br><br><u>6:00 pm</u><br>Executive<br>Committee<br>Meeting                 | 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<br><br><u>3:00pm</u> Consumer<br>Advisory<br>Committee<br>Meeting<br><br><u>5:30 pm</u><br>Nominating<br>Committee<br>Meeting | 6                                                                      | 7      | 8        |
| 9                   | 10<br><br><u>5:00 – 6:00 pm</u><br>Board<br>Packet Review<br><br><u>6:00 – 7:00 pm</u><br>Board<br>Training TBD | 11      | 12<br><br><u>6:00 pm</u><br>Board<br>of Trustees Meeting                                                                        | 13<br><br><u>9:30 am</u><br>Vendor<br>Advisory<br>Committee<br>Meeting | 14     | 15       |
| 16                  | 17                                                                                                              | 18      | 19<br><br><u>6:00 pm</u><br>Government<br>& Community<br>Relations<br>Committee<br>Meeting                                      | 20                                                                     | 21     | 22       |
| 23                  | 24                                                                                                              | 25      | 26                                                                                                                              | 27<br><br><u>6:00 pm</u><br>Executive<br>Committee<br>Meeting          | 28     | 29       |
| 30                  | 31<br><br><b>Cesar Chavez Day</b><br>(NLACRC<br>offices closed)                                                 |         |                                                                                                                                 |                                                                        |        |          |



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

| <b>April 2025</b> |                                                                                                  |         |                                                                                                                      |                                                                        |        |          |
|-------------------|--------------------------------------------------------------------------------------------------|---------|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|--------|----------|
| Sunday            | Monday                                                                                           | Tuesday | Wednesday                                                                                                            | Thursday                                                               | Friday | Saturday |
|                   |                                                                                                  | 1       | 2<br><br>3:00pm<br>Consumer<br>Advisory<br>Committee<br>Meeting<br><br>5:30 pm<br>Nominating<br>Committee<br>Meeting | 3                                                                      | 4      | 5        |
| 6                 | 7<br><br>5:00 – 6:00 pm<br>Board<br>Packet Review<br><br>6:00 – 7:00 pm<br>Board<br>Training TBD | 8       | 9<br><br>6:00 pm<br>Board<br>of Trustees Meeting<br><br><i>In-Person @<br/>NLACRC Antelope<br/>Valley office</i>     | 10<br><br>9:30 am<br>Vendor<br>Advisory<br>Committee<br>Meeting        | 11     | 12       |
| 13                | 14                                                                                               | 15      | 16<br><br>6:00 pm<br>Consumer<br>Services<br>Committee<br>Meeting                                                    | 17<br><br>6:00 pm<br>Administrative<br>Affairs<br>Committee<br>Meeting | 18     | 19       |
| 20                | 21                                                                                               | 22      | 23                                                                                                                   | 24<br><br>6:00 pm<br>Executive<br>Committee<br>Meeting                 | 25     | 26       |
| 27                | 28                                                                                               | 29      | 30                                                                                                                   |                                                                        |        |          |

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

| <b>May 2025</b> |                                                                                                             |         |                                                                                        |                                                                                                                                |        |          |
|-----------------|-------------------------------------------------------------------------------------------------------------|---------|----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|--------|----------|
| Sunday          | Monday                                                                                                      | Tuesday | Wednesday                                                                              | Thursday                                                                                                                       | Friday | Saturday |
|                 |                                                                                                             |         |                                                                                        | 1                                                                                                                              | 2      | 3        |
| 4               | 5<br><u>6:00 pm</u><br>Strategic<br>Planning<br>Committee<br>Meeting                                        | 6       | 7<br><u>3:00pm</u><br>Consumer<br>Advisory<br>Committee<br>Meeting                     | 8<br><u>9:30 am</u><br>Vendor<br>Advisory<br>Committee<br>Meeting                                                              | 9      | 10       |
| 11              | 12<br><u>5:00 – 6:00 pm</u><br>Board<br>Packet Review<br><br><u>6:00 – 7:00 pm</u><br>Board<br>Training TBD | 13      | 14<br><u>6:00 pm</u><br>Board<br>of Trustees Meeting                                   | 15                                                                                                                             | 16     | 17       |
| 18              | 19                                                                                                          | 20      | 21<br><u>6:00 pm</u><br>Government<br>& Community<br>Relations<br>Committee<br>Meeting | 22<br><u>5:30 pm</u><br>Post-Retirement<br>Medical Trust<br>Meeting<br><br><u>6:30 pm</u><br>Executive<br>Committee<br>Meeting | 23     | 24       |
| 25              | 26<br><b>Memorial Day</b><br>(NLACRC<br>offices closed)                                                     | 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                                     | 9<br><br><u>5:00 – 6:00 pm</u><br>Board<br>Packet Review<br><br><u>6:00 – 7:00 pm</u><br>Board<br>Training TBD | 10      | 11<br><br><u>6:00 pm</u><br>Board<br>of Trustees Meeting | 12                                                        | 13     | 14       |
| 15                                    | 16                                                                                                             | 17      | 18                                                       | 19<br><br><b>Juneteenth</b><br>(NLACRC<br>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](http://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**

~In-Person at NLACRC Antelope Valley~

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

**Lindsay Granger**, Admin

**Anna Hurst**, Chair

Cathy Blin

Jacque Colton

[VAC Representative](#)

Jaklen Keshishyan

### Consumer Services

**Evelyn McOmie**, Staff

**Lindsay Granger**, Admin

**Nicholas Abrahms**, Co-Chair

**Jennifer Koster**, Co-Chair

Cathy Blin

Jacque Colton

Laura Monge

[VAC Representative](#)

Sharon Weinberg

### Executive

**Angela Pao-Johnson**, Staff

**Lindsay Granger**, 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

Jacque Colton

Lety Garcia

Juan Hernandez

Jennifer Koster

Laura Monge

Jeremy Sunderland

Jason Taketa

[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

**Lindsay Granger**, Admin

**Juan Hernandez**, Chair

Angela Pao-Johnson

Vini Montague

Sharmila Brunjes

Anna Hurst

\*Position may be removed under  
updated Bylaws.

**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