Board of Trustees Meeting

Wednesday, June 12, 2019
6:30 p.m.

NLACRC’s San Fernando Valley Office
9200 Oakdale Avenue, Suite 100
Chatsworth, CA 91311

Packet #1 – mailed
North Los Angeles County Regional Center

Board Packet #1

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   Board Calendars (page 1)

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   Consumer Advisory Committee (page 104)

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Board Calendars
### NLACRC Board of Trustees Calendar
#### Fiscal Year 2018-19

#### ~ June 2019 ~

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<td>11:00am-1:00 pm: Consumer Advisory Committee Meeting</td>
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<td>Shavuot ends at sundown</td>
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<td>Father's Day</td>
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<td>ARCA Meetings (Westin Hotel, Sacramento)</td>
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<td>7:00 pm Self-Determination Advisory Committee Meeting (Antelope Valley Office)</td>
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<td>11:00 am George Stevens' Retirement Party (The Odyssey Restaurant, Granada Hills)</td>
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**Note:** The Board is "dark" (does not meet) during the last half of June and first half of July.
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<td><strong>Parents Day</strong></td>
<td><strong>10:00 am</strong> Antelope Valley Vendor Forum</td>
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<td><strong>7:15 pm</strong> Executive Committee Meeting</td>
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Agenda & Minutes
1. Call to Order & Introductions

2. Public Input & Comments (3 minutes)

3. Consent Items (Packet 1, page 4)
   A. Approval of Agenda
   B. Approval of May 8th Meeting Minutes

4. Committee Action Items (Packet 1)
   A. Administrative Affairs (Dan Becerra)
      1. Authorize an Officer to Secure Insurance for FY 2019-20 (page 20)
      2. Approval of Credit Line Documents (page 21)
         a. Change of Executive Director
         b. Change of Board Officer
         c. Loan Revision Agreement
         d. Disbursement Instructions
         e. Obtain Credit and Grant Security
   3. Approval of PRMT Documents (page 33)
      a. Change in Executive Director
      b. Change in Board Officers
      c. Authorized Signers
   4. Approval of CNB Signature Cards (page 39)
      a. Change in Executive Director
      b. Change in Board Officers
      c. Supersede Agreement: Change in Exec. Director
      d. Supersede Agreement: Change in Board Officers
      e. Payroll Account Change in Board Officers
      f. Business Checking Account Change in Board Officers
   5. Approval of Contracts (page 45)
      a. Software Management Consultants (FY 2019-20)
      b. Windes
      c. Master Board Resolution for HCBS Compliance Agmts
      d. Student Transportation of America
      e. Dr. Alan J. Golian, Child Psychologist (PL1780-785)
      f. Accredited FMS (SDP Co-Employer)
      g. Accredited FMS (SDP Fiscal Agent)
B. Executive Committee (Debra Newman) (page 65)
   1. Approval of FY 2019-20 Board Committee List
   2. Approval of FY 2019-20 Board Primary Activities
   3. Approval of FY 2019-20 Board Master Calendar
   4. Approval of FY 2019-20 Board Critical Calendar
C. Gov't. & Community Relations (Jeremy Sunderland) (page 89)
   1. Approval of FY 2019-20 Board Legislative Priorities
   2. Approval of FY 2019-20 Legislative Educators' Proposal
D. Nominating Committee (Pat Grayson-DeJong) (page 96)
   1. Election and Re-Election of Board Members
   2. Election of Board Officers
   3. Election and Re-Election of VAC Members

5. Director's Report
   
   Ruth Janka
   Incoming Director

6. Association of Regional Center Agencies
   A. Next ARCA Board Meeting: Friday, June 21st (Sacramento)
   
   Debra Newman
   ARCA Delegate

7. Administrative Affairs Committee
   A. Minutes of the May 29th Meeting (Packet 1, page 98)
   B. Financial Report
   
   Dan Becerra
   Treasurer

8. Consumer Advisory Committee
   A. Minutes of the May 1st Meeting (Packet 1, page 104)
   B. Minutes of the June 5th Meeting
   
   Caroline Mitchell
   Chair

9. Consumer Services Committee (Packet 1, page 107)
   A. Minutes of the April 17th Meeting
   B. Minutes of the May 15th Meeting
   C. Self-Determination Program Update
   
   Anna Hamilton
   Chair

10. Executive Committee (Packet 1, page 117)
    A. Minutes of the May 29th Meeting
    B. 3rd Quarter Report on the Center's Strategic Plan
    C. Center for Nonprofit Management: Retreat Follow-up
    D. Treasurer and 2nd Vice President Positions
    E. Action Taken to Approve Contracts
       1. Master Board Resolution for Clinical Psychologists
       2. Software Management Consultants, Inc. (FY 2018-19)
    
    Debra Newman
    President

11. Government & Community Relations (Packet 1, page 175)
    A. Minutes of the May 15th Meeting
    B. Legislative Educators' Report
    C. Proposed Changes to Visit Policy
    D. Proposed Changes to Visit Framework Policy
    
    Jeremy Sunderland
    Chair
12. **Nominating Committee**  
   A. Resignation of Lou Paparozzi effective June 31st  
   B. Resignation of Dan Becerra effective June 31st  
   C. Presentation of Revised Recruitment Postcard  
   
13. **Post-Retirement Medical Trust** - *No Report*  
   
14. **Strategic Planning Committee** *(Packet 1, page 188)*  
   A. Minutes of the May 6th Meeting  
   
15. **Vendor Advisory Committee**  
   A. Minutes of the May 2nd Meeting *(Packet 1, page 192)*  
   B. Minutes of the June 6th Meeting  
   
16. **Old Business / New Business** *(Packet 1, page 200)*  
   A. Attendance Sheets  
   B. Visitation Reports  
   C. Acronyms Listing  
   D. Complete Meeting Evaluations  
   
17. **Announcements / Information / Public Input**  
   A. Next Meeting: August 14th at 6:30 p.m. (Chatsworth)  
   
18. **Executive Session**  
   A. Executive Director Compensation  
   B. Union Negotiations  
   C. Employee Issues  
   
19. **Adjournment**
Minutes of Regular Meeting
of
North Los Angeles County Regional Center
Board of Trustees

The Board of Trustees of North Los Angeles County Regional Center, Inc., a nonprofit corporation, held their regular board meeting at North Los Angeles County Regional Center, 9200 Oakdale Avenue, Chatsworth, California, on May 8, 2019.

Trustees Present
Daniel Becerra
Adelina Castellanos
Marianne Davis
Melissa Ferman
Anna Hamilton
Sharoll Jackson
Angelina Martinez
Meagan Miller
Caroline Mitchell
Debra Newman
Louis Paparozzi
Jeremy Sunderland
Curtis Wang
Todd Withers

Trustees Absent
Manuel Alfaro
Elizabeth Badger
Elena Burnett
Pat Grayson-DeJong
Lillian Martinez

Guests
Jerry Biederman
Adam Breall
Christina Cannarella
Holly Correa
Michelle Heid
Jennifer Koster
Julie Eby-McKenzie
Cristina Osuna
Claudia Picerni

Staff Present
Edith Alvarez
Ameenah Francois
Ruth Janka
Jennifer Kaiser
Michele Marra
Kim Rolfe
George Stevens
Jesse Weller

1. Call to Order & Introductions

Debra Newman, president, called the meeting to order at 6:30 p.m. and introductions were made.

2. Public Input and Comments

A. Mrs. Elizabeth Cooper, a parent, presented a plaque to George Stevens, on behalf of her son, for his great leadership of the regional center, and wished him well in his pending retirement from the center after 40 years of service.

B. Julie Eby-McKenzie, from the State Council on Developmental Disabilities announced that the SCDD issues grants each year to community-based organizations to fund new and innovative program development projects. All projects must be intended to implement the California State Strategic Plan objectives and improve and enhance services for Californians with
developmental disabilities and their families. The SCDD also has $450,000 in grant funds for a project that would have a statewide impact. Applications for both can be found on the council's website and are due June 3rd. Please read the instructions carefully.

C. A new voting system is coming to Los Angeles County and the L.A. Registrar-Recorder's office will be holding lots of meetings in the community to talk with people about these changes. The next meeting will be held on Friday, May 17th, in Culver City.

D. Christina Cannarella expressed concerns that some of the center's consumers who are non-ambulatory are sometimes put on waiting lists for programs while ambulatory consumers are given the spots at those programs; this seems an unfair practice. In addition, the nursing home care wage was increased by 50% effective January 1st, but they are not going to get the increases until July 1st. Ruth Janka will speak with her after the board meeting.

E. Angelina Martinez spoke to the board about her experience going to Sacramento with the ARCA Grass Roots Day group, participating in a rally, and meeting with legislators. It was a great new experience for her and she learned a lot.

F. Caroline Mitchell announced that she e-mailed Governor Gavin Newsom supporting the 8% increase for regional centers and service providers and also expressed that she would like to see all guns banned in California.

3. Consent Items

A. Approval of Revised Agenda (Packet 2, page 62)

The director's report is not on page 93 of packet 2 as stated on the agenda; it is a handout.

M/S/C (A. Martinez/C. Mitchell) To approve the revised agenda as modified.

B. Approval of April 10th Meeting Minutes (Packet 1, page 8)

M/S/C (C. Wang/D. Becerra) To approve the minutes as presented.

4. Executive Session (Lease Update)
M/S/C (C. Mitchell/C. Wang) To go into executive session at 6:50 p.m.

The executive session ended at 7:20 p.m. and the meeting resumed.

5. Committee Action Items

A. Executive Committee (Debra Newman)

1. Approval to Pay FY 2019-20 ARCA Dues

M/S/C (A. Martinez/A. Hamilton) To approve paying the ARCA dues for FY 2019-20 in the amount of $106,406.

2. Approval to Co-Sponsor Supported Life Conference

M/S/C (A. Martinez/M. Miller) To approve co-sponsoring the Supported Life Institute’s 33rd Annual supported life conference, with a donation of $900, which will come out of the board budget.

It was noted that consumer participation in the conference would be driven by their Individualized Program Plan (IPP).

B. Government & Community Relations (Jeremy Sunderland)

1. Support Position: AB 236 (Garcia) Special education programs
2. Support Position: AB 261 (Mathis) Regional Center Service Suspensions
4. Support Position: AB 316 (Ramos) Dental Services
5. Support Position: AB 416 (Frazier) CalABLE Contributions
6. Support Position: AB 438 (Frazier) Regional Centers/Holidays
7. Support Position: AB 1351 (Lackey) Paratransit Eligibility Criteria

M/S/C (A. Hamilton/A. Martinez) To approve supporting the 7 bills above, which would have a direct impact on our consumers.

10. Support Position: SB 217 (Portantino) Early Education Programs
11. Support Position: SB 389 (Hertzberg) Mental Health Services Act
12. Support Position: SJR 8 (Wilk) Special Education Funding
M/S/C (M. Miller/A. Hamilton) To approve supporting the 5 bills listed above, which have a less direct impact on our consumers, but were authored by our local legislators.

6. Additional Action Items *(Packet 2, page 66)*

A. Administrative Affairs Committee (Dan Becerra)

1. Master Board Resolution for Bridge Funding
2. Contract: Yes I Can Unity Through M&E (PL1769)
3. Contract: Yes I Can Unity Through M&E (PL1770)

M/S/C (A. Hamilton/A. Martinez) To approve the master board resolution and 2 contracts listed above, as presented.

7. Director’s Report *(Handout)*

Ruth Janka, incoming executive director, gave her first director’s report which included information on the allocation methodology, state budget, legislation, regional center operations, and community and systems activities. Attached to her report were the center’s monthly quality assurance and special incident reports, and a legislative update prepared by staff.

8. Association of Regional Center Agencies

A. Next ARCA Board Meeting: Friday, June 21st (Sacramento)

9. Administrative Affairs Committee *(Packet 2, page 141)*

A. Minutes of the April 24th Meeting

The minutes were included in the board packet; please see Dan Becerra with any questions.

B. Financial Report

The March 2019 financial report showed that the center’s operations budget for FY 2018-19 was $51,763,350 the purchase of service (POS) budget was $430,645,160, and the family resource center budget was $207,187, for a total budget of $482,615,697 at this point. The center is currently projecting a deficit in the POS budget between $20.1 and $25.4 million which will be resolved with
future funding allocations from the Department of Developmental Services (DDS).

10. Consumer Advisory Committee

A. Minutes of the May 1st Meeting – Deferred

Caroline announced that the committee will be talking about in-home support services at their next meeting in June.

11. Consumer Services Committee (Packet 1, page 34)

A. Minutes of the April 17th Meeting – Deferred

B. 3rd Quarter Exceptions/Exemptions Report

The exceptions report lists requests from consumers and families for services that are outside of the center's service standards and whether those services were approved or denied. During the past quarter, the center approved 269 requests, 3 were alternate and 4 were denied. The exemptions report lists requests made for services that have been suspended or reduced as a result of the trailer bill language. The report showed that during the past quarter, 1 exemptions was approved and none were denied. Both exemptions were for educational services.

C. 3rd Quarter Consumer Diagnosis Report

Of the 26,531 consumers that the center serves, the diagnosis breakdown is as follows:

1. Intellectual Disability: 8,836
2. Autism: 11,243
3. Cerebral Palsy: 563
4. Epilepsy: 250
5. Other developmental disability: 1,219
6. Status 0, 1, 2: 4,420

D. 3rd Quarter Appeals/Hearings Report

1. Eligibility: 651 Notices of Action were sent and 11 were returned (appealed).
2. Service: 224 Notices of Action were sent and 11 were returned.
3. **Hearings**: 7 fair hearings were held: 3 eligibility hearings (dismissed) and 4 service hearings (1 denied, 2 dismissed and 1 pending)

E. **Self-Determination Program (SDP) Update**

The center is actively preparing to launch this program.

1. A staff training is currently being scheduled in all three offices during the 1st and 2nd week of May 2019.
2. We continue to recruit for three positions: SDP resource development specialist, SDP specialist, and SDP supervisor.
3. A survey monkey was sent to participants in order to get their feedback about their preferences in terms of days and times to schedule the orientations. We plan to offer orientations during the morning, evening, and on Saturdays. Two of our local advisory committee members will be participating in the orientations. Materials are being reviewed to make sure they are user-friendly.
4. The goal for each service coordinator is to carry no more than 2 SDP cases.
5. We continue to hold monthly informational meetings; the dates for these meetings are posted in our website.
6. The policy and procedure for the SDP is being drafted by our policy and procedures manager.
7. We are still waiting to receive the person-center planning service parameters from DDS.

12. **Government & Community Relations** *(Packet 2, page 151)*

A. **Minutes of the April 17th Meeting**

The minutes were included in the meeting packet; please see Jeremy Sunderland with any questions.

B. **Legislative Educators’ Report**

Copies of the report were included in the meeting packet. Michelle Heid reported that she and Raquel Armendariz took a board member (Angelina Martinez) and 2 parents (Claudia Picerni and Christine Ruiz) who recently attended one of their legislative academies to a budget hearing in Sacramento on May 2nd to provide testimony. Michelle will also be going to tomorrow’s budget hearing in Sacramento with Steve Miller to give testimony.
13. Executive Committee *(Packet 2, page 163)*

A. **Minutes of the April 24th Meeting**

The minutes were included in the meeting packet; please see Debra Newman with any questions.

B. **Draft Board Master Calendar for FY 2019-20**

Copies of the proposed meeting calendar were reviewed. No additional changes were recommended.

1. **Board Holiday Party:** Last year, the holiday party was held immediately following the November board meeting. We are thinking of doing something different this year, perhaps in December at an off-site location.

   **Action:** The senior leadership members will identify any dates they would be unavailable in December 2019.

   **Action:** Board members should provide any input on the board holiday party to Jennifer prior to the May 29th Executive Committee meeting.

C. **Draft Board Critical Calendar for FY 2019-20**

Copies of the proposed critical calendar were reviewed. No additional changes were recommended.

D. **Action Taken to Approve Contract with Lanspeed**

The Executive Committee took action, on behalf of the Board of Trustees, to approve a contract with Lanspeed. A copy of the contract summary was included in the meeting packet.

E. **Action Taken to Approve Board Budget Transfers**

The Executive Committee took action, on behalf of the Board of Trustees, to approve 2 transfers of funds within the board budget to address shortfalls in 2 areas. A copy of the amended budget was included in the board packet.

F. **3rd Quarter Report on the Center’s Strategic Plan – Deferred**
14. Nominating Committee *(Packet 1, page 49)*

A. *Recommended Nominees and Re-Nominees for FY 2019-20*

1. Vendor Advisory Committee
2. Board of Trustees
3. Slate of Officers

A list of the recommended nominees, re-nominees, and slate of officers for next fiscal year was included in the board packet. These nominees will be presented again at next month’s board meeting for their election.

15. Post-Retirement Medical Trust *(Packet 2, page 190)*

A. *Minutes of the April 24th Meeting*

The minutes were included in the meeting packet; please see Debra Newman with any questions.

B. *Statement on Current Trust Value*

As of March 31, 2019, the value of the trust assets was $22,752,227, an increase of $1,931,855 since the last quarterly report. The increase was due to a gain in investments. The rate of return for the quarter was 8.37 (net of fees) and for the last 12 months was 3.46 (net of fees). The annualized rate of return since the trust’s inception (November 1, 2004) was 5.91% (gross of fees).

C. *PRMT and CalPERS Valuation Reports*

The unfunded accrued liability (UAL) for the PRMT (as of June 30, 2018) was $22,378,856. In a CalPERS report (which was issued in July 2018) as of June 30, 2017, the center had a UAL of $10.6 million. A copy of the valuation report was included in the meeting packet.

16. Strategic Planning Committee *(Packet 2, page 217)*

A. *Minutes of the May 6th Meeting – Deferred*

B. *Performance Contract Year-End Report*
A copy of the center's performance contract year-end report for 2018 was included in the meeting packet. At NLACRC, we want to improve each year, do better than the state average, and meet or exceed DDS’s standards. The report showed that the center did well with meeting goals and meeting DDS standards, but we did fall short in 1 area (fewer adults living in larger facilities).

C. 3rd Quarter Report on CIE and PIP Activities

A copy of the report was included in the meeting packet. During the 3rd quarter:

1. Competitive Integrated Employment (CIE)

   a. 41 consumers approved for the program
   b. 11 service providers approved for the program
   c. 20 incentive payments made

   CIE incentive funds are paid to service providers after 30 days, 6 months, and 12 months of continuous employment of a consumer.

2. Paid Internship Program (PIP)

   a. 30 consumers approved for the program
   b. 12 service providers approved for the program
   c. 3 incentive payments made

   PIP incentive payments reimburse service providers or employers up to $10,400 per year of wages and benefits for each consumer placed in an internship.

D. 3rd Quarter Report on Program Closures

A copy of the report was included in the meeting packet.

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E. 3rd Quarter Report on New Vendorizations

A copy of the report was included in the meeting packet. The center had a total of 26 new vendorizations during the 3rd quarter of this fiscal year.

17. Vendor Advisory Committee

A. Minutes of the April 4th Meeting (Packet 2, page 233)

The minutes were included in the meeting packet; please see Sharoll Jackson with any questions.

B. Minutes of the May 2nd Meeting – Deferred

C. FY 2019-20 VAC Committee Chair

The VAC re-elected Sharoll to serve a 2nd term as VAC chair in FY 2019-20.

18. Old Business/New Business (Packet 1, page 52)

A. Attendance Sheets

Updated board and board committee attendance sheets are always included in the board meeting packet. Board members cannot miss 5 meetings in a 12-month period or 3 meetings in a row.

B. Visitation Reports

Board members are encouraged to visit regional center vendored programs in order to further their knowledge and to share that knowledge with the board. Please contact Jennifer Kaiser and she will be happy to arrange visits for individual board members or for groups of board members. No visitations were reported.

C. Acronyms Listing

An updated list of frequently used acronyms is always included in the meeting packet for board members' reference.

D. Complete Meeting Evaluations
Debra asked the board members to please complete evaluation forms after the meeting and submit them to her with any comments.

19. Announcements/Information/Public Input

A. Copies of the center’s draft Social Media Implementation Plan were provided to the board for their review; please provide any input to Sara Iwahashi at: SIwahashi@nlacrc.org.

B. Next Meeting: June 12th at 6:30 p.m. (Chatsworth)

20. Adjournment

Debra adjourned the meeting at 9:04 p.m.

Submitted by,

Jennifer Kaiser
Executive Assistant

for:

Lillian Martinez
Board Secretary

[badmin.may8.2019]
Committee Action Items
Administrative Affairs Recommendation to the Board of Trustees

The North Los Angeles County Regional Center ("NLACRC") Administrative Affairs Committee is recommending the Board of Trustees to authorize the Executive Director or the Chief Financial Officer to execute insurance binders and purchase insurance for Fiscal Year 2019-2020 (July 1, 2019 through June 30, 2020) through its insurance broker, Arthur J. Gallagher & Co. Insurance Brokers of CA, Inc. ("Gallagher").

_________________________________________    _________________________
Daniel Becerra, Board Treasurer                Date

BOARD RESOLUTION FOR INSURANCE

RESOLVED that the Board of Trustees of the North Los Angeles County Regional Center authorizes the Executive Director or the Chief Financial Officer to execute insurance binders and purchase insurance for Fiscal Year 2019-2020 (July 1, 2019 through June 30, 2020) through its insurance broker, Arthur J. Gallagher & Co. Insurance Brokers of CA, Inc.

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

_________________________________________    _________________________
Lillian Martinez, Board Secretary                June 12, 2019
NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

Certified Copy of Resolution Regarding Change of Executive Director
Certificate of Secretary

The undersigned hereby certifies to City National Bank as follows:

The following resolution was duly adopted by the vote of the Board of Trustees of North Los Angeles County regional Center, Inc. (the “Corporation”), a duly organized and existing California nonprofit corporation, during executive session of its meeting held on March 13, 2019, which appears in the minute book of the Corporation.

MOTION/SECOND/CARRIED (______________________/____________________)
To hire Ruth Janka as the Executive Director commencing on Tuesday, July 16, 2019.

As a result of the above resolution, effective July 16, 2019, George Stevens will no longer be the Corporation’s Executive Director. As such, effective July 16, 2019, Mr. Stevens does NOT have the authority to sign, disburse, obtain credit, or act on behalf of the Corporation and resigns his authority to act on behalf of the Corporation. However, any Disbursement Instructions, Loan Revision Agreement, or Corporate Resolution to Obtain Credit and Grant Security executed by Mr. Stevens in the name of the Corporation on or before July 15, 2019 remains in effect.

I further certify that I am the duly appointed and acting Secretary of the Corporation and that the foregoing Resolutions are currently in effect and have not been revoked or amended.

IN WITNESS WHEREOF, I have executed this Certificate of Secretary this 29th day of May, 2019.

______________________________
Lillian Martinez, Board Secretary
The undersigned hereby certifies to City National Bank as follows:

The following resolution was duly adopted by the vote of the Board of Trustees of North Los Angeles County regional Center, Inc. (the “Corporation”), a duly organized and existing California nonprofit corporation, during its meeting held on June 12, 2019, which appears in the minute book of the Corporation.

MOTION/SECOND/CARRIED (________________________/________________________)
To elect the following slate of officers for next fiscal year commencing on July 1, 2019:

Board President: Elena Burnett
Board Treasurer: Dan Becerra
Board Secretary: Lillian Martinez

As a result of the above resolution, effective July 1, 2019, Debra Newman, will no longer be the Corporation’s Board President. As such, effective July 1, 2019, Ms. Newman does NOT have the authority to sign, disburse, obtain credit, or act on behalf of the Corporation and resigns her authority to act on behalf of the Corporation.

I further certify that I am the duly appointed and acting Secretary of the Corporation and that the foregoing Resolutions are currently in effect and have not been revoked or amended.

IN WITNESS WHEREOF, I have executed this Certificate of Secretary this 12th day of June, 2019.

______________________________
Lillian Martinez, Board Secretary
CORPORATE RESOLUTION
FOR LOAN REVISION AGREEMENT

Resolved that Board of Trustees of the North Los Angeles County Regional Center ("NLACRC") authorizes the Executive Director and the Chief Financial Officer to execute the "Revolving Note Agreement" with City National Bank, which increases the Revolving Credit Commitment from $40,000,000.00 to $45,000,000.00 and establishes a Revolving Line of Credit in the amount of $45,000,000 during the period July 1, 2019 through June 30, 2020.

Certification: I certify that: (1) I am the Board Secretary of NLACRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by the NLACRC's Board of Trustees; (3) the Resolution is currently in effect, and has not been revoked or amended or changed in any way. I authorize City National Bank to accept this document by facsimile transmission and agree that my signature appearing on this application in facsimile will have the same legal force and effect as my original signature

Lillian Martinez, Board Secretary

June 12, 2019

Date
This Loan Revision Agreement (the "Agreement") refers to the loan evidenced by a promissory note (the "Note") dated May 18, 2017, in favor of City National Bank, a national banking association ("CNB") executed by NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC., a California nonprofit corporation ("Borrower"), in the original principal amount of THIRTY-FIVE MILLION AND NO/100THS DOLLARS ($35,000,000.00) and increased to FORTY MILLION AND NO/100THS DOLLARS ($40,000,000.00) by that certain Loan Revision Agreement dated May 24, 2018, payable in full on June 30, 2019, subject to any installment maturities in the Note.

Each Borrower hereby requests that CNB revise the terms of the Note and that CNB accept payment of the Note at the time, or times, and in the manner following:

1. **TERMINATION DATE.** The Termination Date is hereby extended from June 30, 2019 to June 30, 2020.

1. The Revolving Credit Commitment is changed from $40,000,000.00 to $45,000,000.00.

2. Sub-sections 2 and 3 of Section 15 are amended in their entirety to provide as follows:

   "2 Upon receipt of initial State allocation for fiscal year 2019-2020 or upon receipt of expense claim checks, Borrower shall immediately pay down City National Bank's Revolving Credit Commitment balance.

   3 This Revolving Note is for the current fiscal budget period (July 1, 2019 through June 30, 2020) and may not fund any prior year deficits."

In consideration of CNB's acceptance of the revision of the Note, including the time for payment thereof, all as set forth above, each Borrower does hereby acknowledge and admit to such indebtedness, and further does unconditionally agree to pay such indebtedness together with interest thereon within the time and in the manner as revised in accordance with this Agreement.

This Agreement is a revision of the terms of repayment only, and not a novation; and except as herein provided, all of the terms and conditions of the Note shall remain unchanged and in full force and effect.

When more than one Borrower signs this Agreement, all agree:

1. That breach of any covenant by any Borrower may, at CNB's option, be treated as a breach by all Borrowers; and

2. That the liability and obligations of each Borrower are joint and several.
Borrower represents and warrants to CNB that Borrower's most recent financial statements that have been delivered to CNB are true, complete and correct and fairly present the financial condition of Borrower as of the accounting period referenced on the statements, and there has been no material adverse change in the financial condition of Borrower since the date of such financial statements.

Dated: May 23, 2019

"BORROWER"

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC., a California nonprofit corporation

By: ____________________________
   George Stevens, Executive Director

By: ____________________________
   Kim Rolfes, Chief Financial Officer

"CNB"

City National Bank, a national banking association

By: ____________________________
   Forrest Riopelle, Vice President
CORPORATE RESOLUTION
FOR DISBURSEMENT INSTRUCTIONS

Resolved that Board of Trustees of the North Los Angeles County Regional Center ("NLACRC") authorizes the Executive Director, Chief Financial Officer, and the Director of Finance, to make disbursement requests from the Revolving Line of Credit.

Resolved that Board of Trustees of the NLACRC authorizes the Executive Director and the Chief Financial Officer to execute the Disbursement Instructions with City National Bank.

Certification: I certify that: (1) I am the Board Secretary of NLACRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by the NLACRC’s Board of Trustees; (3) the Resolution is currently in effect, and has not been revoked or amended or changed in any way. I authorize City National Bank to accept this document by facsimile transmission and agree that my signature appearing on this application in facsimile will have the same legal force and effect as my original signature.

June 12, 2019
Lillian Martinez, Board Secretary  
Date
DISBURSEMENT INSTRUCTIONS

Branch: Commercial Banking - Greater South Bay, 403

Date: May 23, 2019

City National Bank, a national banking association ("CNB") is authorized to disburse the proceeds of that certain note dated May 18, 2017, in the amount of $35,000,000.00, executed by the undersigned Borrower as follows:

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$40,000,000.00</td>
</tr>
<tr>
<td>$5,000,000.00</td>
</tr>
<tr>
<td>TOTAL:</td>
</tr>
<tr>
<td>$45,000,000.00</td>
</tr>
</tbody>
</table>

AUTOMATIC PAYMENTS. Borrower hereby authorizes CNB automatically to deduct from Borrower's account number 113-089326 the amount of any loan payment. If the funds in the account are insufficient to cover any payment, CNB shall not be obligated to advance funds to cover the payment. At any time and for any reason, Borrower or CNB may voluntarily terminate Automatic Payments.

FUTURE DISBURSEMENTS. All proceeds are to be credited to Account Number 113-089326 at City National Bank.

Disburse as Requested by: (identify persons authorized to make requests)
Any one (1) of the following: George Stevens, Kim Rolfes and Vini Montague, per verbal or written request effective through July 15, 2019.

Any one (1) of the following: Ruth Janka, Kim Rolfes and Vini Montague, per verbal or written request effective July 16, 2019.

NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC., a California nonprofit corporation

By: ____________________________
    George Stevens, Executive Director

By: ____________________________
    Kim Rolfes, Chief Financial Officer
CORPORATE RESOLUTION

TO OBTAIN CREDIT AND GRANT SECURITY

Resolved that Board of Trustees of the North Los Angeles County Regional Center ("NLACRC") authorizes the Executive Director and the Chief Financial Officer to obtain credit from City National Bank.

Certification: I certify that: (1) I am the Board Secretary of NLACRC; (2) the foregoing Resolution is a complete and accurate copy of the Resolution duly adopted by the NLACRC's Board of Trustees; (3) the Resolution is currently in effect, and has not been revoked or amended or changed in any way. I authorize City National Bank to accept this document by facsimile transmission and agree that my signature appearing on this application in facsimile will have the same legal force and effect as my original signature.

June 12, 2019

Lillian Martinez, Board Secretary

Date
CORPORATE RESOLUTION TO OBTAIN CREDIT AND GRANT SECURITY

RECITALS

A. NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC., a nonprofit corporation duly organized and existing under the laws of the State of California ("Corporation"), will be benefited and its corporate purpose will be served by obtaining loans, advances and/or extensions of credit and other financial accommodations from City National Bank, a national banking association ("CNB"), and this Corporation desires to obtain present or future credit and other financial accommodations from, and/or grant security to, CNB; and

B. If this Corporation is doing business under a fictitious business name, the Corporation has filed and published a fictitious business name statement doing business as N/A and the fictitious business name statement, a copy of which is attached, is currently in full force and effect.

C. This Corporation desires that certain officers be authorized to act on its behalf, from time to time, in obtaining such credit from, and/or granting security to, CNB.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. AUTHORIZATION. Any two (2) of the following officers of this Corporation are hereby authorized, empowered and directed to act in accordance with the terms of these Resolutions effective through July 15, 2019:

   George Stevens
   Authorized Person Name
   Executive Director
   Title

   Kim Rolfes
   Authorized Person Name
   Chief Financial Officer
   Title

2. AUTHORIZATION. Any two (2) of the following officers of this Corporation are hereby authorized, empowered and directed to act in accordance with the terms of these Resolutions effective July 16, 2019:

   Ruth Janka
   Authorized Person Name
   Executive Director
   Title

   Kim Rolfes
   Authorized Person Name
   Chief Financial Officer
   Title

3. OBTAIN CREDIT. From time to time, with or without security, to obtain credit and other financial accommodations from CNB, and/or grant security for such credit or other
financial accommodations, upon such terms as such officer(s), as the case may be, shall approve.

4. **SCOPE OF AUTHORITY.** Without limiting the generality of the authority granted, such officer(s) designated in Paragraph 1 above, as the case may be, are authorized, empowered and directed, from time to time, in the name and on behalf of the Corporation, to:

4.1. **Incur Indebtedness.** Incur Indebtedness to CNB. The word "Indebtedness" as used herein means all debts, obligations and liabilities, currently existing or now or hereafter made, incurred or created, whether voluntary or involuntary and however arising or evidenced, whether direct or acquired by assignment or succession, whether due or not due, absolute or contingent, liquidated or unliquidated, determined or undetermined, and whether liability is individual or joint with others, all renewals, extensions and modifications thereof, and any interest rate swap or similar agreement entered into by this Corporation and all attorneys’ fees and costs incurred (or allocable to CNB’s in-house counsel) in connection with the negotiation, preparation, workout, collection and enforcement thereof, whether or not a lawsuit is filed;

4.2. **Execute Documents.** Execute, deliver and endorse with respect to Indebtedness to CNB, promissory notes, loan agreements, drafts, applications and agreements for letters of credit, acceptance agreements, foreign exchange documentation, International Swaps and Derivatives Association (ISDA) master agreements, schedules, and credit support documentation, indemnities, waivers, purchase agreements and other financial undertakings, and other documents and agreements in connection therewith, and all renewals, extensions or modifications thereof;

4.3. **Grant Security Interest.** Grant security interests in, pledge, assign, transfer, endorse, mortgage or otherwise hypothecate to CNB and execute security or pledge agreements, financing statements and other security interest perfection documentation, mortgages and deeds of trust on, and give trust receipts for, any or all property of this Corporation as may be agreed upon by any authorized officer(s) as collateral security for any or all Indebtedness of this Corporation and grant and execute renewals, extensions or modifications thereof;

4.4. **Negotiable Instruments.** Sell to, or discount or rediscount with CNB all negotiable instruments, including, without limitation, promissory notes, commercial paper, drafts, accounts, acceptances, leases, chattel paper, contracts, documents, instruments or evidences of debt at any time owned, held or drawn by this Corporation, and draw, endorse, or transfer any of such instruments or documents on behalf of this Corporation, and execute and deliver to CNB all documents and agreements in connection therewith, and all renewals, extensions or modifications thereof;

4.5. **Loan Proceeds.** Direct the disposition of the proceeds of any credit extended by CNB, and deliver to CNB, and accept from CNB delivery of, any property of this Corporation at any time held or to be held by CNB; and

4.6. **Appoint Persons.** Appoint persons to act on behalf of this Corporation to transact any and all acts authorized in Paragraphs 3.1 through 3.5 above. Any appointments made by any of the authorized officer(s) named herein may be conclusively
relied upon by CNB until CNB is advised otherwise in writing by any of the so named authorized officer(s).

5. **WRITINGS.** Any instruments, documents, agreements or other writings executed under or pursuant to these resolutions (collectively, the “Resolutions”) may be in such form and contain such terms and conditions as may be required by CNB in its sole discretion, and execution thereof by any officer(s) or other person authorized under the Resolutions shall be conclusive evidence of such officer(s) or such other appointed person’s and this Corporation’s approval of the terms and conditions thereof.

6. **REQUESTS FOR CREDIT.** Credit may be requested by this Corporation from CNB in person, in writing, by telephone, or by other method acceptable to CNB. This Corporation recognizes and agrees that CNB cannot effectively determine whether a specific request purportedly made by or on behalf of this Corporation is actually authorized or authentic. As it is in this Corporation’s best interest that CNB extend credit in response to these forms of requests, this Corporation assumes all risks regarding the validity, authenticity and due authorization of any request purporting to be made by or on behalf of this Corporation. This Corporation is hereby authorized and directed to repay any credit that is extended by CNB pursuant to any request which CNB, in good faith believes to be authorized, or when the proceeds of any credit are deposited to the account of this Corporation with CNB, regardless of whether any individual or entity other than this Corporation may have authority to draw against such account.

7. **RATIFICATION/AMENDMENT.** The authority given under the Resolutions shall be retroactive and any and all acts so authorized that are performed prior to the Resolutions’ formal adoption are hereby ratified and affirmed. In the event two or more resolutions of this Corporation are currently in effect, the provisions of each shall be cumulative, unless the latest shall specifically provide otherwise. The authority given hereby shall remain in full force and effect, shall apply with equal force and effect to the successors of the officer(s) named herein, and CNB is authorized and requested to rely and act thereon, until CNB shall have received a certified copy of a further resolution of the officer(s) of this Corporation amending, rescinding or revoking the Resolutions.

8. **NO LIMITATION BY THIS RESOLUTION.** Nothing contained in this Resolution shall limit the authority of any person to act on behalf of this Corporation as provided by law, by any agreement or authorization relating to this Corporation or otherwise.

**CERTIFICATION**

I, Lillian Martinez, Secretary of NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC., a nonprofit corporation incorporated under the laws of the State of California (“Corporation”), do hereby certify that the foregoing is a full, true and correct copy of Resolutions of the Board of Directors of the Corporation, duly and validly adopted by the Board of Directors as required by law, and by the by-laws of the Corporation.

I further certify that the Resolutions are still in full force and effect and have not been amended or revoked, and that the specimen signatures appearing below are the signatures of the officers authorized to sign for this corporation by virtue of these Resolutions.
RESOLUTION TO OBTAIN
CREDIT AND GRANT SECURITY

AUTHORIZED SIGNATURE[S]:

_____________________________
George Stevens, Executive
Director

_____________________________
Kim Rolfes, Chief Financial
Officer

_____________________________
Ruth Janka, Executive Director

IN WITNESS WHEREOF, I have hereunto set my hand as Secretary of the Corporation this 23rd day of May, 2019.

By: _________________________
Lillian Martinez, Secretary
NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

Certified Copy of Resolution Regarding Change of Executive Director
Certificate of Secretary

The undersigned hereby certifies to US Bank as follows:

The following resolution was duly adopted by the vote of the Board of Trustees of North Los Angeles County regional Center, Inc. (the "Corporation"), a duly organized and existing California nonprofit corporation, during executive session of its meeting held on March 13, 2019, which appears in the minute book of the Corporation.

MOTION/SECOND/CARRIED (_____________________/____________________) To hire Ruth Janka as the Executive Director commencing on Tuesday, July 16, 2019.

As a result of the above resolution, effective July 16, 2019, George Stevens will no longer be the Corporation’s Executive Director. As such, effective July 16, 2019, Mr. Stevens does NOT have the authority to sign under the Corporation’s Post Retirement Medical Trust ("PRMT") account and resigns his authority to sign under the account maintained by the Corporation. However, any outstanding checks issued by Mr. Stevens in the name of the Corporation on or before July 15, 2019 remains in effect.

I further certify that I am the duly appointed and acting Secretary of the Corporation and that the foregoing Resolutions are currently in effect and have not been revoked or amended.

IN WITNESS WHEREOF, I have executed this Certificate of Secretary this 29th day of May, 2019.

__________________________________________
Lillian Martinez, Board Secretary
NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

Certified Copy of Resolution Regarding Change of Officers
Certificate of Secretary

The undersigned hereby certifies to US Bank as follows:

The following resolution was duly adopted by the vote of the Board of Trustees of
North Los Angeles County regional Center, Inc. (the “Corporation”), a duly
organized and existing California nonprofit corporation, during its meeting held
on June 12, 2019, which appears in the minute book of the Corporation.

MOTION/SECOND/CARRIED (________________________/____________________)
To elect the following slate of officers for next fiscal year commencing on
July 1, 2019:

Board President: Elena Burnett
Board Treasurer: Dan Becerra
Board Secretary: Lillian Martinez

As a result of the above resolution, effective July 1, 2019, Debra Newman, will no
longer be the Corporation’s Board President. As such, effective July 1, 2019,
Ms. Newman does NOT have the authority to sign under the Corporation’s Post
Retirement Medical Trust (“PRMT”) account and resigns her authority to sign
under the account maintained by the Corporation. However, any outstanding
checks issued by Ms. Newman in the name of the Corporation on or before
June 30, 2019 remain payable.

I further certify that I am the duly appointed and acting Secretary of the
Corporation and that the foregoing Resolutions are currently in effect and have
not been revoked or amended.

IN WITNESS WHEREOF, I have executed this Certificate of Secretary this 12th day
of June, 2019.

________________________
Lillian Martinez, Board Secretary
U.S. Bank
RESOLUTION
For Form of Direction – Authorized Signers

RESOLVED, that the North Los Angeles County Regional Center (“NLACRC”) Executive Committee on behalf of the Board of Trustees authorizes the Board President, Board Treasurer, Executive Director, and Chief Financial Officer, on behalf of the Plan (Post Retirement Medical Trust “PRMT”), to direct U.S. Bank, N.A. to take action with regard to this account; and, hereby authorizes and directs U.S. Bank, N.A. to act on directives signed by two (2) of the following Officers: Board President, Board Treasurer, Executive Director, and Chief Financial Officer.

RESOLVED FURTHER: This authorization is in addition to any other authorizations in effect and shall remain in full force until U.S. Bank, N.A. receives written notice of its revocation at the address(es) and in the manner designated by U.S. Bank, N.A.

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

______________________________
Lillian Martinez, Board Secretary

______________________________
June 12, 2019
Date
Form of Direction - Authorized Signers
(Institutional Customer) (Not for use with a benefit plan)

Regarding the Customer

This form applies to the U.S. Bank National Association ("USBNA") Institutional Trust & Custody division ("ITC") account identified below (the "Account"), which USBNA maintains under a fully-executed trust agreement North Los Angeles County Regional Center (the "Customer"), as may be amended from time to time (the "Agreement"). This form also applies to any sub-accounts in the Account (each, a "Sub-account"), except to the extent indicated in this form to the contrary. All fields in this form are mandatory.

Account Name: North Los Angeles County Regional Center Post-Retirement Medical Trust
Account Number: 6745003500

The Customer hereby:

1. Customer's Employees or Trustees. Identifies each employee (or, if the Agreement is a custody agreement and the Customer is a trust, then each trustee) of the Customer who is authorized to act on the Customer's behalf under the Agreement and any limits on that authority:

   Full legal name: Elena Burnett
   (First Name) (Middle Name) (Last Name)
   Title: Board President
   Street address:
   (Residential)
   Phone number:
   Email address:
   Signature:

   Authority to select investments? ☑ Yes ☐ No
   Authority to appoint Investment managers? ☑ Yes ☐ No
   Authority to direct withdrawals? ☑ Yes; no limit ☐ Yes, up to $ ________ ☐ No

   Full legal name: Daniel Becerra
   (First Name) (Middle Name) (Last Name)
   Title: Board Treasurer
   Street address:
   (Residential)
   Phone number:
   Email address:
   Signature:

   Authority to select investments? ☑ Yes ☐ No
   Authority to appoint Investment managers? ☑ Yes ☐ No
   Authority to direct withdrawals? ☑ Yes; no limit ☐ Yes, up to $ ________ ☐ No
Form of Direction – Authorized Signers (Customer)

<table>
<thead>
<tr>
<th>Full legal name:</th>
<th>George Stevens</th>
<th>(First Name)</th>
<th>(Middle Name)</th>
<th>(Last Name)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Executive Director</td>
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<td></td>
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<tr>
<td>Signature:</td>
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<td></td>
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<tr>
<td>Authority to select investments?</td>
<td>☑ Yes</td>
<td>□ No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authority to appoint investment managers?</td>
<td>☑ Yes</td>
<td>□ No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authority to direct withdrawals?</td>
<td>☑ Yes; no limit</td>
<td>□ Yes, up to $ _____</td>
<td>□ No</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Full legal name:</th>
<th>Kim Rolfe</th>
<th>(First Name)</th>
<th>(Middle Name)</th>
<th>(Last Name)</th>
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</thead>
<tbody>
<tr>
<td>Title:</td>
<td>Chief Financial Officer</td>
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<td>Signature:</td>
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<tr>
<td>Authority to select investments?</td>
<td>☑ Yes</td>
<td>□ No</td>
<td></td>
<td></td>
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<tr>
<td>Authority to appoint investment managers?</td>
<td>☑ Yes</td>
<td>□ No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Authority to direct withdrawals?</td>
<td>☑ Yes; no limit</td>
<td>□ Yes, up to $ _____</td>
<td>□ No</td>
<td></td>
</tr>
</tbody>
</table>

And authorizes (check only one):

| | Each individual identified above acting alone |
| | Any two (2) individuals identified above acting together |
| To exercise such authority.

2. Certifies that the information provided above is complete and correct; acknowledges that USBNA will rely on this form until USBNA receives notice to the contrary pursuant to the Agreement; represents and warrants that the Customer provides this form according to the terms of the Agreement and applicable law; and, with respect to the person who signs this form's signature-block below, attaches a secretary's certificate (or, if the Customer is not a corporation, then a similar document from an officer exercising similar authority) as an exhibit hereto.

3. FOR AN EXISTING ACCOUNT (check only one):

| ☑ | A. Amends and restates the Existing Authorized-signers Form in its entirety effective July 1, 2019. |

| | B. (I) Amends the Existing Authorized-signers Form in part, by (check one or both): |
| | ☑ adding authorization thereto as set forth above and (II) represents and warrants that the Existing Authorized-signers Form is attached as an exhibit hereto.
An authorized officer of the Customer (and not an attorney-in-fact or third-party agent on behalf of the Customer) hereby executes this form.

THE CUSTOMER (AS DEFINED IN THIS FORM)

By:  
(Lillian Martinez)  
(Printed name of the Customer's authorized officer)

Its:  
(Board Secretary)  
(Title of the Customer's authorized officer)

Dated: June 12, 2019

U.S. Mailing Address:  
9200 Oakdale Avenue, Suite 100  
Chatsworth, CA 91311
NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

Certified Copy of Resolution Regarding Change of Executive Director
Certificate of Secretary

The undersigned hereby certifies to City National Bank as follows:

The following resolution was duly adopted by the vote of the Board of Trustees of North Los Angeles County Regional Center, Inc. (the “Corporation”), a duly organized and existing California nonprofit corporation, during executive session of its meeting held on March 13, 2019, which appears in the minute book of the Corporation.

MOTION/SECOND/CARRIED (________________________/________________________) To hire Ruth Janka as the Executive Director commencing on Tuesday, July 16, 2019.

As a result of the above resolution, effective July 16, 2019, George Stevens will no longer be the Corporation’s Executive Director. As such, effective July 16, 2019, Mr. Stevens does NOT have the authority to sign under the Corporation’s bank accounts and resigns his authority to sign under the bank accounts maintained by the Corporation. However, any outstanding checks issued by Mr. Stevens in the name of the Corporation on or before July 15, 2019 remains in effect.

I further certify that I am the duly appointed and acting Secretary of the Corporation and that the foregoing Resolutions are currently in effect and have not been revoked or amended.

IN WITNESS WHEREOF, I have executed this Certificate of Secretary this 29th day of May, 2019.

Lillian Martinez, Board Secretary
NORTH LOS ANGELES COUNTY REGIONAL CENTER, INC.

Certified Copy of Resolution Regarding Change of Officers
Certificate of Secretary

The undersigned hereby certifies to City National Bank as follows:

The following resolution was duly adopted by the vote of the Board of Trustees of North Los Angeles County Regional Center, Inc. (the “Corporation”), a duly organized and existing California nonprofit corporation, during its meeting held on June 12, 2019, which appears in the minute book of the Corporation.

MOTION/SECOND/CARRIED (_____________________/____________________)
To elect the following slate of officers for next fiscal year commencing on July 1, 2019:

Board President: Elena Burnett
Board Treasurer: Dan Becerra
Board Secretary: Lillian Martinez

As a result of the above resolution, effective July 1, 2019, Debra Newman, will no longer be the Corporation’s Board President. As such, effective July 1, 2019, Ms. Newman does NOT have the authority to sign under the Corporation’s bank accounts and resigns authority to sign under bank accounts maintained by the Corporation. However, any outstanding checks issued by Ms. Newman in the name of the Corporation on or before June 30, 2019 remain payable.

I further certify that I am the duly appointed and acting Secretary of the Corporation and that the foregoing Resolutions are currently in effect and have not been revoked or amended.

IN WITNESS WHEREOF, I have executed this Certificate of Secretary this 12th day of June, 2019.

_____________________________________________________
Lillian Martinez, Board Secretary
Resolution

For City National Bank’s Supersedeure Agreement (Business)

Resolved that, at a meeting of The North Los Angeles County Regional Center, Inc. Board of Trustees held on the 12th day of June 2019, in accordance with the laws and by-laws of the above organization, City National Bank is authorized to remove Debra Newman as Authorized Signer from all accounts of the North Los Angeles County Regional Center presently open under the Account Agreement with City National Bank, effective and including June 30, 2019. See Schedule A below.

Resolved that the Board of Trustees instructs City National Bank to add the following person as Authorized Signer to all accounts of the North Los Angeles County Regional Center presently or hereafter opened under the Account Agreement with all associated rights and authority, effective July 1, 2019:

Elena Burnett, Board President

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

Schedule A

<table>
<thead>
<tr>
<th>Account Description</th>
<th>Account Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Checking Account</td>
<td>113089326</td>
</tr>
<tr>
<td>Payroll Account</td>
<td>113089334</td>
</tr>
<tr>
<td>Flexible Spending Account</td>
<td>113089342</td>
</tr>
<tr>
<td>Consumer Group Account</td>
<td>113089369</td>
</tr>
<tr>
<td>Dedicated Consumer Account</td>
<td>401566104</td>
</tr>
<tr>
<td>Help Fund/Donation Account</td>
<td>113089350</td>
</tr>
<tr>
<td>Restricted Funds Account (Prevention)</td>
<td>401574395</td>
</tr>
</tbody>
</table>

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

Lillian Martinez, Board Secretary

June 12, 2019
Date
Resolution

For City National Bank's Supersede Agreement (Business)

Resolved that, at a meeting of The North Los Angeles County Regional Center, Inc. Board of Trustees held on the 12th day of June 2019, in accordance with the laws and by-laws of the above organization, City National Bank is authorized to remove George Stevens as Authorized Signer from all accounts of the North Los Angeles County Regional Center presently open under the Account Agreement with City National Bank, effective and including July 15, 2019. See Schedule A below.

Resolved that the Board of Trustees instructs City National Bank to add the following person as Authorized Signer to all accounts of the North Los Angeles County Regional Center presently or hereafter opened under the Account Agreement with all associated rights and authority, effective July 16, 2019:

Ruth Janka, Executive Director

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

<table>
<thead>
<tr>
<th>Account Description</th>
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</tr>
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<tbody>
<tr>
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<td>Dedicated Consumer Account</td>
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<tr>
<td>Help Fund/Donation Account</td>
<td>113089350</td>
</tr>
<tr>
<td>Restricted Funds Account (Prevention)</td>
<td>401574395</td>
</tr>
</tbody>
</table>

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

Lillian Martinez, Board Secretary

June 12, 2019

Date
FACSIMILE SIGNATURE ADDENDUM

This is our notification to City National Bank that effective July 1, 2019, North Los Angeles County Regional Center, Inc. will be using a Facsimile Signature for the following account(s):

Account Number: 113089334
Account Name: North Los Angeles County Regional Center, Inc. “Payroll Account”

Name and title of individual(s) whose facsimile signature is to be used:

Elena Burnett, Board President
Dan Becerra, Board Treasurer

Attach a sample of the Facsimile signature(s) being used.

I certify that each person whose name, specimen signature, or facsimile signature is set forth above is an authorized signer on the above referenced account(s).

Authorizing Signature: ________________________________ Date: June 12, 2019

Lillian Martinez, Board Secretary
FACSIMILE SIGNATURE ADDENDUM

This is our notification to City National Bank that effective July 1, 2019, North Los Angeles County Regional Center, Inc. will be using a Facsimile Signature for the following account(s):

Account Number: 113089326
Account Name: North Los Angeles County Regional Center’s “Business Checking”

Name and title of individual(s) whose facsimile signature is to be used:

Elena Burnett, Board President
Dan Becerra, Board Treasurer

Attach a sample of the Facsimile signature(s) being used.

I certify that each person whose name, specimen signature, or facsimile signature is set forth above is an authorized signer on the above referenced account(s).

Authorizing Signature: ___________________________ Date: June 12, 2019
Lillian Martinez, Board Secretary
### Contract Summary and Board Resolution

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Contract Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Contract Overview: (New or Amendment) (POS or OPS)</td>
<td>Operations New Agreement for Consulting Services</td>
</tr>
<tr>
<td>2.</td>
<td>The Name of Vendor or Service Provider</td>
<td>Software Management Consultants, Inc. (&quot;SMCI&quot;)</td>
</tr>
<tr>
<td>3.</td>
<td>The Purpose of the Contract</td>
<td>Electronic Document Management System Project Management</td>
</tr>
<tr>
<td>4.</td>
<td>The Contract Term</td>
<td>Twelve (12) months</td>
</tr>
<tr>
<td></td>
<td></td>
<td>July 22, 2019 through July 21, 2020</td>
</tr>
<tr>
<td>5.</td>
<td>The Total Amount of the Contract</td>
<td>Project Management Services for an Electronic Document Management System (&quot;EDMS&quot;).</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$257,796.00</td>
</tr>
<tr>
<td>6.</td>
<td>The Rate of Payment or Payment Amount</td>
<td>Monthly rate of $21,483.00 per month for EDMS Project Management services</td>
</tr>
<tr>
<td>7.</td>
<td>Method or Process Utilized to Award the Contract.</td>
<td>The IT Director solicited proposals from various vendors and determined that SMCI's proposal best met NLACRC's business needs and strategic plan goals.</td>
</tr>
<tr>
<td>8.</td>
<td>Method or Process Utilized to Establish the Rate or the Payment Amount</td>
<td>Usual &amp; Customary Rate</td>
</tr>
<tr>
<td>9.</td>
<td>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</td>
<td></td>
</tr>
</tbody>
</table>

The North Los Angeles County Regional Center's ("NLACRC") Administrative Affairs Committee reviewed and discussed the Agreement for Consulting Services ("Agreement") for Software Management Consultants, Inc. ("SMCI") and is recommending an action of the Board of Trustees to authorize any Officer of the corporation to execute the Agreement.

Daniel Becerra, Board Treasurer

Date: May 29, 2019
Contract Summary and Board Resolution

The North Los Angeles County Regional Center ("NLACRC") Board of Trustees reviewed and discussed the Consulting Services Agreement between NLACRC and Software Management Consultants, Inc. ("SMCI")

RESOLVED THAT in compliance with NLACRC's Board of Directors Contract Policy, on June 12, 2019, the Consulting Services Agreement ("Agreement") between NLACRC and SMCI was reviewed and discussed by the NLACRC Board of Trustees. The NLACRC Board of Trustees hereby authorizes and designates any Officer of NLACRC to execute and deliver the Agreement on behalf of NLACRC, in such form as NLACRC's legal counsel may advise, and on such further terms and conditions, as such Officer may approve. The final terms of the Agreement shall be conclusively evidenced by the execution of the Agreement by such Officer. For purposes of this authorization, an "Officer" means NLACRC's Executive Director, Chief Financial Officer, Deputy Director, or Chief Organizational Developmental Officer, and no one else.

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

_________________________________________  June 12, 2019
Lillian Martinez, Board Secretary
## Contract Summary and Board Resolution

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Contract Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Contract Overview: (New or Amendment) (POS or OPS)</td>
<td>Second Amendment Professional Services Agreement Operations</td>
</tr>
<tr>
<td>2.</td>
<td>The Name of Vendor or Service Provider</td>
<td>Windes, a California corporation</td>
</tr>
<tr>
<td>3.</td>
<td>The Purpose of the Contract</td>
<td>Contractor performs NLACRC's annual audit and assurances, tax preparation services, and management consulting services.</td>
</tr>
<tr>
<td>4.</td>
<td>The Contract Term</td>
<td>May 15, 2017 to May 14, 2022 5-year Term</td>
</tr>
<tr>
<td>5.</td>
<td>The Total Amount of the Contract</td>
<td>Original Contract: $289,530</td>
</tr>
<tr>
<td></td>
<td></td>
<td>First Amendment: Increased contract by $4,500 from $289,530 to $293,850 due to the additional work to modify the FY2016-2017 independent audit report and the Year 2016 tax returns to include the unfunded CalPERS retirement liability. Second Amendment: Increased contract by $5,575 from $293,850 to $299,425 due to the additional work to complete Exempt Organization Business Income Tax Return Federal Form 990-T and CA State Form 109.</td>
</tr>
<tr>
<td>6.</td>
<td>The Rate of Payment or Payment Amount</td>
<td>Fiscal Year</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY2016-2017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY2017-2018</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY2018-2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY2019-2020</td>
</tr>
<tr>
<td></td>
<td></td>
<td>FY2020-2021</td>
</tr>
<tr>
<td>7.</td>
<td>Method or Process Utilized to Award the Contract</td>
<td>Request for Proposal, dated November 14, 2016, for a CPA firm to perform annual audit and assurances; perform annual tax preparation services; and provide management consulting services for a five (5) year period.</td>
</tr>
<tr>
<td>8.</td>
<td>Method or Process Utilized to Establish the Rate or the Payment Amount</td>
<td>Request for Proposal, dated November 14, 2016, for a CPA firm to perform annual audit and assurances; perform annual tax preparation services; and provide management consulting services for a five (5) year period.</td>
</tr>
<tr>
<td>9.</td>
<td>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</td>
<td>None</td>
</tr>
</tbody>
</table>
The North Los Angeles County Regional Center’s (“NLACRC”) Administrative Affairs Committee reviewed and discussed the Second Amendment to the Professional Agreement (“Agreement”) between NLACRC and Windes, Inc. The Administrative Affairs Committee is recommending an action of the Board of Trustees to authorize an Officer of NLACRC to execute the Agreement.

Daniel Becerra, Board Treasurer

May 29, 2019

Date

Contract Summary and Board Resolution

The North Los Angeles County Regional Center (“NLACRC”) Board of Trustees reviewed and discussed the Second Amendment to the Professional Services Agreement (the “Agreement”) between NLACRC and Windes, Inc., and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the Second Amendment to the Professional Services Agreement (“Agreement”) between NLACRC and Windes, Inc. was reviewed and approved by NLACRC’s Board of Trustees on June 12, 2019. The NLACRC Board of Trustees hereby authorizes and designates any Officer of NLACRC to execute and deliver the Agreement on behalf of NLACRC, in such form as NLACRC’s legal counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Agreement shall be conclusively evidenced by the execution of the Agreement by such Officer. For purposes of this authorization, an “Officer” means NLACRC’s Executive Director, Chief Financial Officer, Deputy Director, or Chief Organizational Developmental Officer, and no one else.

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

Lillian Martinez, Board Secretary

June 12, 2019
## Contract Summary and Board Resolution

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Contract Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Contract Overview: (New or Amendment) (POS or OPS)</td>
<td>New HCBS Compliance Agreements, Purchase of Services (POS)</td>
</tr>
</tbody>
</table>
| 2.  | The Name of Vendor or Service Provider | NLACRC vended Service Providers who received Department of Developmental Services ("DDS") approval of funding concepts to comply with the CMS Final Rules ("HCBS Funding Concepts");
1. Antelope Valley Foundation for the Developmentally Disabled (AVFDD)
2. Build Rehabilitation Industries
3. Henriquez, Luisa
4. New Horizons: Serving Individuals with Special Needs
5. Spring Meadows
6. The Adult Skills Center |
| 3.  | The Purpose of the Contract | The 2018 Budget Act (SB 840, Chapter 29, Budget Act 2018) contained $15 million for service providers to make changes to their services and supports in order to meet the requirements of the federal Centers for Medicare & Medicaid Services ("CMS") Home and Community-Based Services ("HCBS") final regulations, or "Rules". May 7, 2019 NLACRC received initial approval from DDS for six (6) funding concepts. |
| 5.  | The Total Amount of the Contract | 1. $58,560: Antelope Valley Foundation for the Developmentally Disabled (AVFDD)
2. $32,000: Build Rehabilitation Industries
3. $25,000: Henriquez, Luisa
4. $137,600: New Horizons: Serving Individuals with Special Needs
5. $25,000: Spring Meadows
6. $90,000: The Adult Skills Center
Total approved funding proposals: $368,160 |
| 6.  | The Total Proposed Number of Consumers Served | Currently serving (consumers/month):
1. 111: Antelope Valley Foundation for the Developmentally Disabled (AVFDD)
2. 285: Build Rehabilitation Industries
3. 4: Henriquez, Luisa
4. n/a: New Horizons: Serving Individuals |
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>7.</td>
<td><strong>The Rate of Payment or Payment Amount</strong></td>
<td>Payment will be reimbursed to Service Providers based on performance milestones or on other such terms as required under DDS’s written guidelines.</td>
</tr>
<tr>
<td>8.</td>
<td><strong>Method or Process Utilized to Award the Contract.</strong></td>
<td>Funding Application process published by DDS on October 31, 2018.</td>
</tr>
<tr>
<td>9.</td>
<td><strong>Method or Process Utilized to Establish the Rate or the Payment Amount</strong></td>
<td>DDS reviewed all Service Provider Funding Applications and on May 7, 2019 DDS notified all regional centers of the service providers for which DDS approved the HCBS Funding Concept.</td>
</tr>
<tr>
<td>10.</td>
<td><strong>Exceptional Conditions or Terms: Yes/No</strong></td>
<td>Preparation for the contracts and the authorizations of the HCBS Funding Concepts are contingent upon DDS providing written guidelines to regional centers. If Yes, provide explanation</td>
</tr>
</tbody>
</table>

The North Los Angeles County Regional Center’s (“NLACRC”) Administrative Affairs Committee reviewed and discussed the above six (6) HCBS Compliance Agreements ("Agreements" or "Contracts") and is recommending an action of the Board of Trustees to Authorize any Officer of the NLACRC to execute the above contracts in such form as NLACRC’s counsel may advise, and on such further terms and conditions as such Officer may approve.

Daniel Becerra, Board Treasurer

May 29, 2019
Date
Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s ("NLACRC") Board of Trustees reviewed and discussed the Contract Summary and passed the following resolution:

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the NLACRC Board of Trustees has reviewed and discussed both (1) the Contract Summary and (2) hereby authorizes any Officer of the NLACRC to execute the above contracts related to the Department of Developmental Services ("DDS") approved HCBS Funding Concepts.

On June 12, 2019, the NLACRC Board of Trustees hereby approves all such contracts that are related to the DDS approved HCBS Funding Concepts. The NLACRC’s Board of Trustees hereby authorizes and designates any officer of NLACRC to finalize, execute and deliver the Contract on behalf of NLACRC, in such form as NLACRC’s legal counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Contract shall be conclusively evidenced by the execution of the Contract by such Officer. For purposes of this authorization, an “Officer” means NLACRC’s Executive Director, Chief Financial Officer, Deputy Director, or Chief Organizational Development Officer, and no one else.

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

______________________________  ________________________
Lillian Martinez, Board Secretary  June 12, 2019

Date
## Contract Summary and Board Resolution

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<tr>
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<th>Contract Summary</th>
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</thead>
</table>
| 1.  | Contract Overview: (New or Amendment) (POS or OPS) | First Amendment to Agreement for Transportation Services  
Purchase of Services (POS) |
| 2.  | The Name of Vendor or Service Provider           | Santa Barbara Transportation Corporation dba Student Transportation of America ("STA")  
Vendor #: HL0733-875 and PL1509-882  
Santa Barbara Transportation Corporation dba Student Transportation of America provides transportation services in the Antelope Valley and provides transportation assistant/attendant services for specific routes or consumers.  
A regional center shall classify a vendor as a transportation company if the vendor possesses a current business license as a transportation company and: (A) Provides the regional center with proof of adequate insurance as designated by the vendoring regional center in accordance with the Welfare and Institutions Code, Section 4648.3; and (B) Will be employed to transport individuals to and from their community-based day programs or other vendored services for the regional center.  
A regional center shall classify a vendor as a provider of transportation assistant services if the vendor: (A) Is vendored separately from the transportation service vendor; (B) Assists and monitors regional center consumers while the consumers are being transported; and (C) Meets the qualifications for transportation aids specified in Title 17, Section 58520(b).  
The First Amendment changes the driver requirements and requires drivers to have and maintain a valid California commercial driver's license with a Passenger Vehicle endorsement pursuant to California Vehicle code, Section 12500. |
<p>| 3.  | The Purpose of the Contract                      | Five (5) year contract effective 01/01/2016 through 12/31/2020. |</p>
<table>
<thead>
<tr>
<th></th>
<th>The Total Amount of the Contract</th>
<th>Projected annual cost is $3,930,587 per year or approximately $18,092,064 over the five (5) year term of the contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>The Total Proposed Number of Consumers Served</td>
<td>Approximately 483 consumers per month</td>
</tr>
<tr>
<td>7.</td>
<td>The Rate of Payment or Payment Amount</td>
<td>Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; at the following rates:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• $396.50 per vehicle for the first 4 Vehicle Service Hours per day. Additional time shall be paid in 15 minute increments, with 7 minutes rounded to the next quarter hour, at the rate of $60.00 per Vehicle Service Hour per vehicle.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• $180.00 per Attendant for the first 4 Attendant Service Hours per day. Additional time shall be paid in 15 minute increments, with 7 minutes rounded to the next quarter hour, at the rate of $25.00 per hour that the Attendant is on the vehicle assisting consumers.</td>
</tr>
<tr>
<td>8.</td>
<td>Method or Process Utilized to Award the Contract.</td>
<td>Request for Proposal (&quot;RFP&quot;) process that was published by NLACRC on February 2, 2015.</td>
</tr>
<tr>
<td>9.</td>
<td>Method or Process Utilized to Establish the Rate or the Payment Amount</td>
<td>Usual and Customary Rate</td>
</tr>
<tr>
<td>10.</td>
<td>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</td>
<td>None</td>
</tr>
</tbody>
</table>

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

Daniel Becerra, Board Treasurer

May 29, 2019

Date
Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s ("NLACRC") Board of Trustees reviewed and discussed the First Amendment to the Agreement for Transportation Services ("Agreement") between NLACRC and Santa Barbara Transportation Corporation dba Student Transportation of America and passed the following resolution:

**RESOLVED THAT** in compliance with NLACRC’s Board of Trustees Contract Policy, the Agreement between NLACRC and Santa Barbara Transportation Corporation dba Student Transportation of America was reviewed and approved by NLACRC’s Board of Trustees on June 12, 2019, and the Board hereby authorizes any Officer of the corporation to execute the Agreement without material changes but otherwise on such terms deemed satisfactory to such Officer.

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

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

________________________  ________________
Lillian Martinez, Board Secretary  June 12, 2019  Date
# Contract Summary and Board Resolution

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<th>Description</th>
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</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Contract Overview: (New or Amendment) (POS or OPS)</td>
<td>New, Professional Services Agreement Purchase of Services (POS)</td>
</tr>
<tr>
<td>2.</td>
<td>The Name of Vendor or Service Provider</td>
<td>Alan J. Golian, Psy.D., Child Psychology Services, Inc. PL1780, Service code: 785</td>
</tr>
<tr>
<td>3.</td>
<td>The Purpose of the Contract</td>
<td>The service provider will provide is validly licensed as a clinical psychologist by the Psychology Examining Committee of the Medical Board of California; and provides diagnosis and psychotherapy of mental and emotional disorders; or provides individual and group testing and counseling in order to assist individuals achieve more effective personal, social, educational, and vocational development and adjustment.</td>
</tr>
<tr>
<td>5.</td>
<td>The Total Amount of the Contract</td>
<td>Projected annual cost is $127,650.46 per year, or $638,252.29 over the entire five (5) year term of the contract based on projected FY2019 expenditure of similar vendorizations.</td>
</tr>
<tr>
<td>6.</td>
<td>The Total Proposed Number of Consumers Served</td>
<td>Projected 43 consumers per year based on FY2019 authorizations for similar vendorizations.</td>
</tr>
<tr>
<td>7.</td>
<td>The Rate of Payment or Payment Amount</td>
<td>Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized rate.</td>
</tr>
<tr>
<td>8.</td>
<td>Method or Process Utilized to Award the Contract.</td>
<td>Based on vendorization requirements under statute and regulation for Clinical Psychologist services.</td>
</tr>
<tr>
<td>9.</td>
<td>Method or Process Utilized to Establish the Rate or the Payment Amount</td>
<td>The maximum rate of reimbursement shall be in accordance with the Schedule of Maximum Allowances (SMA), 17 CCR, Section 57332(b)(11).</td>
</tr>
<tr>
<td>10.</td>
<td>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</td>
<td>None</td>
</tr>
</tbody>
</table>

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

Daniel Becerra, Board Treasurer  
May 29, 2019  
Date
Contract Summary and Board Resolution

The North Los Angeles County Regional Center’s (“NLACRC”) Board of Trustees reviewed and discussed the Professional Services Agreement (“Agreement”, or “Contract”) for Alan J. Golian, Psy.D., Child Psychology Services, Inc. and passed the following resolution:

**RESOLVED THAT** in compliance with NLACRC’s Board of Trustees Contract Policy, the Contract between NLACRC and Alan J. Golian, Psy.D., Child Psychology Services, Inc. was reviewed and approved by NLACRC’s Board of Trustees on **June 12, 2019**, and the Board hereby authorizes any Officer of the corporation to execute the Agreement without material changes but otherwise on such terms deemed satisfactory to such Officer.

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

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

__________________________
Lillian Martinez, Board Secretary

__________________________
June 12, 2019
Date
## Contract Summary and Board Resolution

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Contract Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Contract Overview: (New or Amendment) (POS or OPS)</td>
<td>New, Purchase of Services (POS)</td>
</tr>
</tbody>
</table>
| 2.  | The Name of Vendor or Service Provider                                       | Accredited FMS, Inc.  
Vendor Number: TBD  
Service Code 316 FMS Co-Employer |
| 3.  | The Purpose of the Contract                                                 | The service provider will provide Financial Management Services Co-Employer services pursuant to Title 17, Section 58887 for NLACRC participants in the Self-Determination Program (“SDP”) to get support to help them pay for services they need.  
A participant in SDP may choose the FMS Co-Employer model if they want to share some of the employer roles and responsibilities with an FMS. While the FMS provider in this model is the employer of record, the participant maintains the ability to hire and terminate employees with input from the FMS provider. The FMS provider maintains the primary employer liability and required insurances. The FMS also assists by verifying provider qualifications and processing payroll. |
| 4.  | The Contract Term                                                            | Five (5) year contract effective June 1, 2019 through May 31, 2024. |
| 5.  | The Total Amount of the Contract                                            | Projected annual cost is $362,340.00 per year, or $1,811,700.00 over the entire five (5) year term of the contract based on the maximum rate per month. |
| 6.  | The Total Proposed Number of Consumers Served                                | Projected 183 consumers per month participating in Self-Determination Program pilot. |
| 7.  | The Rate of Payment or Payment Amount                                        | Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized DDS set-rate. |
| 8.  | Method or Process Utilized to Award the Contract.                           | Based on vendorization requirements under statute and regulation for FMS services. |
| 9.  | Method or Process Utilized to Establish the Rate or the Payment Amount       | The range of maximum DDS-set rates within each model is dependent upon the number of services funded from an SDP participant’s individual budget as a part of the individual program plan (IPP). (See attached.) |

Service Code 316
The North Los Angeles County Regional Center's ("NLACRC") Administrative Affairs Committee reviewed and discussed the above Financial Management Services Agreement ("Contract") and is recommending an action of the Board of Trustees to Approve the Contract.

Daniel Becerra, Board Treasurer

May 29, 2019
Date
Contract Summary and Board Resolution

The North Los Angeles County Regional Center's ("NLACRC") Board of Trustees reviewed and discussed the Financial Management Services Agreement ("Agreement", or "Contract") for Accredited FMS, Inc. and passed the following resolution:

RESOLVED THAT in compliance with NLACRC's Board of Trustees Contract Policy, the Contract between NLACRC and Accredited FMS, Inc. was reviewed and approved by NLACRC's Board of Trustees on June 12, 2019, and the Board hereby authorizes any Officer of the corporation to execute the Agreement without material changes but otherwise on such terms deemed satisfactory to such Officer.

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

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

______________________________
Lillian Martinez, Board Secretary

______________________________
June 12, 2019
Date
## Self-Determination Program

### Maximum Financial Management Services (FMS) Rates

<table>
<thead>
<tr>
<th>FMS Model</th>
<th>Number of Services</th>
<th>Max Rate Per Month</th>
</tr>
</thead>
<tbody>
<tr>
<td>FMS as Bill Payer</td>
<td>1-3</td>
<td>$50</td>
</tr>
<tr>
<td></td>
<td>4-6</td>
<td>$75</td>
</tr>
<tr>
<td></td>
<td>7+</td>
<td>$100</td>
</tr>
<tr>
<td>Participant as Sole Employer</td>
<td>1-2</td>
<td>$110</td>
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<tr>
<td></td>
<td>3-4</td>
<td>$125</td>
</tr>
<tr>
<td></td>
<td>5+</td>
<td>$150</td>
</tr>
<tr>
<td>Participant &amp; FMS as Co-Employers</td>
<td>1-2</td>
<td>$125</td>
</tr>
<tr>
<td></td>
<td>3-4</td>
<td>$140</td>
</tr>
<tr>
<td></td>
<td>5+</td>
<td>$165</td>
</tr>
</tbody>
</table>

Note: If the FMS provides payments through more than one of the models above for a participant, then the maximum rate for that participant cannot exceed the highest cost model for the total number of services. For example, if a participant is using five services, and the FMS is a "bill payer" for two services and a "co-employer" for three services, the maximum rate charged to the participant cannot exceed $165 per month. In all cases, the participant and FMS can agree to rates lower than the maximum rates above.
## Contract Summary and Board Resolution

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
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<td>2.</td>
<td>The Name of Vendor or Service Provider</td>
<td>Accredited FMS, Inc. Vendor Number: TBD Service Code 315 FMS Fiscal Agent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The service provider will provide Financial Management Services Fiscal Agent services pursuant to Title 17, Section 58887 for NLACRC participants in the Self-Determination Program (&quot;SDP&quot;) to get support to help them pay for services they need.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>A participant in SDP may choose the FMS Fiscal Agent model when good or services are purchased from a business. The FMS providing services in this capacity writes checks and pays for good and services listed in the IPP. No employer/employee relationship exists between the FMS, the services provider, or the participant. The business is responsible to provide the items or workers and the FMS provider writes the check for the goods or services provider. The business maintains the employer/employee relationship with any workers and therefore is responsible for all applicable employment laws and taxed and to obtain appropriate insurances (i.e. workers' compensation).</td>
</tr>
<tr>
<td>3.</td>
<td>The Purpose of the Contract</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>The Contract Term</td>
<td>Five (5) year contract effective June 1, 2019 through May 31, 2024.</td>
</tr>
<tr>
<td>5.</td>
<td>The Total Amount of the Contract</td>
<td>Projected annual cost is $219,600.00 per year, or $1,098,000.00 over the entire five (5) year term of the contract based on the maximum rate per month.</td>
</tr>
<tr>
<td>6.</td>
<td>The Total Proposed Number of Consumers Served</td>
<td>Projected 183 consumers per month participating in Self-Determination Program pilot.</td>
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<td>7.</td>
<td>The Rate of Payment or Payment Amount</td>
<td>Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized DDS set-rate.</td>
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<td>Method or Process Utilized to Award the Contract</td>
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<td>-----------------------------------------------------------------------------------</td>
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<td>The range of maximum DDS-set rates within each model is dependent upon the number of services funded from an SDP participant’s individual budget as a part of the individual program plan (IPP). (See attached)</td>
</tr>
<tr>
<td>10.</td>
<td>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</td>
<td>None</td>
</tr>
</tbody>
</table>

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

Daniel Becerra, Board Treasurer

May 29, 2019
Date
Contract Summary and Board Resolution

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Lillian Martinez, Board Secretary  June 12, 2019  Date
# Self-Determination Program

## Maximum Financial Management Services (FMS) Rates

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### North Los Angeles County Regional Center

**Board of Trustees Committee Appointments**

**FY 2019-20**

<table>
<thead>
<tr>
<th>Board Member</th>
<th>Nominating</th>
<th>Vendor Advisory</th>
<th>Strategic Planning</th>
<th>Consumer Services</th>
<th>Government &amp; Community Relations</th>
<th>Admin. Affairs</th>
<th>Executive</th>
<th>Post-Retirement Medical Trust</th>
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<tr>
<td>Manuel Alfaro</td>
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<tr>
<td>Debra Newman</td>
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<td>Todd Withers</td>
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<tr>
<td>Treasurer</td>
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<td>2nd Vice President</td>
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NLACRC Board of Trustees

COMMITTEE LIST
FY 2019-20

Draft

Administrative Affairs
Elena Burnett
Lillian Martinez
Meagan Miller
Debra Newman
(Treasurer), Chair
(2nd Vice President)
VAC Representative

Executive
Elena Burnett, Chair
Lillian Martinez
Meagan Miller
Debra Newman
(Treasurer)
(2nd Vice President)

Consumer Services
Adam Breall
Adelina Castellanos
Marianne Davis
Anna Hamilton
Sharoll Jackson
Elizabeth Pineda
Jeremy Sunderland
Curtis Wang
VAC Representative

Nominating
Manuel Alfaro
Melissa Ferman
Angelina Martinez
Lillian Martinez
Curtis Wang
VAC Representative

Government & Community Relations
Adam Breall
Adelina Castellanos
Marianne Davis
Anna Hamilton
Sharoll Jackson
Elizabeth Pineda
Jeremy Sunderland
Curtis Wang
VAC Representative

Strategic Planning
Manuel Alfaro
Elizabeth Badger
John Brauer
Melissa Ferman
Sara Iwahashi
Ruth Janka
Ellen Jannol
Michele Marra
Angelina Martinez
Evelyn McOmie
Caroline Mitchell
Kim Rolfe's
Jeremy Sunderland
Todd Withers
(+ 2 Service Providers)
VAC Representative

Post-Retirement Medical Trust
Elena Burnett, Chair
Meagan Miller
Kim Rolfe’s
Ruth Janka
(Treasurer)

Vendor Advisory
Orli Almog
Erica Beall
Suad Bisogno
Catherine Carpenter
Deborah Cutter
Bob Erio
Mariela Feldman
Cynthia Fernandez
Loreena Garcia
Sharoll Jackson, Chair
Staci Jordan
Dana Kalek
Ken Lane
Don Lucas
Jenni Moran
Sonia Ojeda
Kevin Shields
Nick Vukotic

[comlist.1920] Draft 6-4-19
North Los Angeles County Regional Center

Board of Trustees

*Draft*

**Primary Activities for F.Y. 2018-19**

1. Promote and protect the functions of the regional center.

2. Restore the sustainability of the entitlement to services within the regional center system.

3. Implement the self-determination program in a transparent and fair manner that is consistent with statute.

4. Advocate for a viable rate system for our service providers and for viable operations funding for regional centers.

5. Ensure all consumers have equal access to the services and supports to address their needs.
<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
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<td>Independence Day</td>
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<td>(NLACRC closed)</td>
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<tr>
<td></td>
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<td></td>
<td>6:00 pm Consumer Services Committee Meeting</td>
<td>10:00am-2:00 pm ARCA Executive Committee Mtg.</td>
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<td>7:00 pm Government &amp; Community Relations Committee Meeting</td>
<td>7:00 pm Self-Determination Advisory Meeting</td>
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<tr>
<td>Parents Day</td>
<td>10:00 am Antelope Valley Vendor Forum</td>
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<td>5:30 pm Post-Retirement Medical Trust Meeting</td>
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<td>6:15 pm Administrative Affairs Meeting</td>
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<td></td>
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<td></td>
<td>7:16 pm Executive Committee Meeting</td>
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*Draft: April 24, 2019*
### August 2019

<table>
<thead>
<tr>
<th>Sun</th>
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<th>Tue</th>
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<th>Thu</th>
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<td>9:30 am Vendor Advisory Committee (full meeting)</td>
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<tr>
<td>6:00 pm Strategic Planning Committee Meeting</td>
<td>11:00 am-1:00 pm Consumer Advisory Committee Meeting</td>
<td>6:30 pm Nominating Committee Meeting</td>
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<td>5:30 pm Board Packet Review</td>
<td>ARCA Meetings (Harbor RC)</td>
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<td>6:00 pm Board Dinner</td>
<td>7:00 pm Self-Determination Advisory Meeting</td>
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<td>6:30 pm Board Meeting (San Fernando Valley Office)</td>
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<td>7:00 pm Executive Committee Meeting</td>
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# NLACRC Board of Trustees Calendar
## Fiscal Year 2019-20

## September 2019

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</table>
|     | Labor Day  
(NLACRC closed) |     | 11:00 am-1:00 pm 
Consumer Advisory Committee Meeting | 9:30 am 
Vendor Advisory Committee Meeting (break-out groups) |     |     |
| 8   | 9   | 10  | 11  | 12  | 13  | 14  |
| Grandparents Day |     |     | 4:00 pm  
Board Packet Review 
(Chatsworth office) | 6:00 pm  
Board Dinner  
(Desert Haven, Lancaster) | 12:00 am-2:00 pm  
ARCA Executive Committee Mtg. |     |
|     |     |     | 7:00 pm  
Board Meeting  
(Desert Haven, Lancaster) |     | 7:00 pm  
Self-Determination Advisory Meeting |     |
| 15  | 16  | 17  | 18  | 19  | 20  | 21  |
|     | Mexican Independence Day  
Sapfamily Day |     | 6:00 pm  
Annual Legislative Training | 10:00 am-2:00 pm  
ARCA Executive Committee Mtg. |     |     |
|     |     |     |     |     |     |     |
| 22  | 23  | 24  | 25  | 26  | 27  | 28  |
|     | First day of Autumn |     | 6:00 pm  
Administrative Affairs Committee Meeting |     |     |     |
|     |     |     | 7:00 pm  
Executive Committee Meeting |     |     |     |
| 29  | 30  |     |     |     |     |     |
| Rosh Hashanah begins at sundown | Rosh Hashanah  
(no work) |     |     |     |     |     |
# NLACRC Board of Trustees Calendar
## Fiscal Year 2019-20

### October 2019

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<td>1</td>
<td>2: Rosh Hashanah</td>
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<td>4: 10:30am-2:00pm</td>
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<td>9: 9:30am</td>
<td>Vendior Advisory Committee Meeting</td>
<td>ARCA CAC Mtg. (Sacramento)</td>
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<td>12: 10:30am-2:00pm</td>
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<td>9: Yom Kippur</td>
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<td>6:30pm Board-Packet-Review</td>
<td>6:00pm Board-Dinner</td>
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<td>3:00 pm Post-Retirement Medical Trust Mtg.</td>
<td>25: 6:30 pm Administrative Affairs Committee Meeting</td>
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<td>30: 5:30 pm</td>
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<td>31: Halloween</td>
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<td>Executive Committee</td>
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### November 2019

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<tr>
<td>Daylight Savings Time Ends</td>
<td>6:00 pm Strategic Planning Committee Meeting</td>
<td>Election Day</td>
<td>11:00 am - 1:00 pm Consumer Advisory Committee Meeting</td>
<td>9:30 am Vendor Advisory Committee Meeting (break-out groups)</td>
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<td>Veterans Day (NLACRC closed)</td>
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<td>Annual Board Holiday Party (Tentative)</td>
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<td>6:00 pm Administrative Affairs Committee Meeting</td>
<td>6:00 pm Administrative Affairs Committee Meeting</td>
<td>Thanksgiving (NLACRC closed)</td>
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<td>7:00 pm Executive Committee Meeting</td>
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<td>Black Friday</td>
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~ December 2019 ~

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<td>12:00-1:00 pm Consumer Advisory Committee Annual Holiday Luncheon</td>
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<td>7:00 pm Self-Determination Advisory Meeting</td>
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<td>First day of Winter</td>
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<td>22 Hanukkah begins at sundown</td>
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<tr>
<td>Christmas Eve Day</td>
<td>Christmas Day (NLACRC closed)</td>
<td>Kwanzaa</td>
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Note: The Board is "dark" in December.
# NLACRC Board of Trustees Calendar

**Fiscal Year 2019-20**

## January 2020

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<td>New Year's Day (NLACRC closed)</td>
<td>3:30 pm Vendor Advisory Committee (full meeting)</td>
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<td>11:00 am-1:00 pm Consumer Advisory Committee Meeting</td>
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<td>8:30 am Board Packet Review</td>
<td>10:30 am-2:00 pm ARCA CAC Mtg. (Sacramento)</td>
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<td>6:00 pm Consumer Services</td>
<td>ARCA Meetings (Tentative)</td>
<td>ARCA Meetings (Tentative)</td>
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<td>7:00 pm Government/Community Relations</td>
<td>7:00 pm Self-Determination Advisory Meeting</td>
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<td>6:30 pm Board Meeting (San Fernando Valley Office)</td>
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<td>Martin Luther King Day (NLACRC closed)</td>
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<td>9:00 pm Consumer Services</td>
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<td>Chinese New Year</td>
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<td>7:00 pm Government/Community Relations</td>
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<td>5:30 pm Post-Retirement Medical Trust</td>
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<td>8:15 pm Administrative Affairs</td>
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<td>7:15 pm Executive Committee</td>
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*Draft: April 24, 2019*
## NLACRC Board of Trustees Calendar
### Fiscal Year 2019-20

### February 2020

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<td>Groundhog Day</td>
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<td>Strategic Planning Committee Meeting</td>
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<td>Nominating Committee Meeting (Board applicant interviews)</td>
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<td>11:00 am-1:00 pm Consumer Advisory Committee Meeting</td>
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<td>Daylight Savings Time Starts</td>
<td>Purim begins at sundown</td>
<td>Purim (no work)</td>
<td>5:30 pm Board Packet Review</td>
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<td>NLACRC's 46th Anniversary</td>
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<td>6:00 pm Board Dinner</td>
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<td>10:30 am-2:00 pm ARCA CAC Mtg. (Sacramento)</td>
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<td>St. Patrick's Day</td>
<td>6:00 pm Consumer Services Committee Meeting</td>
<td>First day of Spring</td>
<td>ARCA Meetings (Tentative)</td>
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<td>7:00 pm Government/Community Relations Committee Meeting</td>
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Draft: April 24, 2019

NLACRC Board of Trustees Calendar
Fiscal Year 2019-20

~ March 2020 ~

*Note: Timings in 24-hour format.*
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<td>April Fool’s Day&lt;br&gt;11:00 am-1:00 pm Consumer Advisory Committee Meeting&lt;br&gt;6:30 pm: Nominating Committee Meeting</td>
<td>9:30 am Vendor Advisory Committee Meeting&lt;br&gt;break-out groups</td>
<td>Board of Trustees’ Annual Legislative Event (Tentative)</td>
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<td>5:30 pm: Board Packet Review&lt;br&gt;6:00 pm: Board Dinner&lt;br&gt;6:30 pm: Board Meeting (San Fernando Valley Office)</td>
<td>Passover begins at sundown&lt;br&gt;6:00 pm: Board Packet-Review&lt;br&gt;8:00 pm: Board Dinner&lt;br&gt;6:30 pm: Board Meeting (San Fernando Valley Office)</td>
<td>Passover (no work)</td>
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<td>Passover (no work)&lt;br&gt;6:00 pm Consumer Services&lt;br&gt;7:00 pm Government/Community Relations</td>
<td>Passover (no work)&lt;br&gt;ARCA Executive Committee Mtg. (Tentative)&lt;br&gt;7:00 pm Self-Determination Advisory Meeting</td>
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<td>Earth Day&lt;br&gt;6:00 pm Consumer Services&lt;br&gt;7:00 pm Government/Community Relations&lt;br&gt;Administrative Professionals Day</td>
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<td>5:30 pm Post-Retirement Medical Trust&lt;br&gt;6:15 pm Administrative Affairs&lt;br&gt;7:15 pm Executive Committee</td>
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Easter Sunday

Draft: April 24, 2019

NLACRC Board of Trustees Calendar
Fiscal Year 2019-20
### NLACRC Board of Trustees Calendar
#### Fiscal Year 2019-20

#### May 2020

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<td>Memorial Day (NLACRC closed)</td>
<td>6:00 pm Administrative Affairs Committee Meeting</td>
<td>7:00 pm Executive Committee Meeting</td>
<td>Shavout begins at sundown</td>
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**Note:** The Board is "dark during the last half of June and first half of July."
JULY

New Board officers, Board members, Vendor Advisory Committee and Consumer Advisory Committee members are seated.

Conflict of Interest and Confidentiality Statements must be signed by each board member and filed.

Consumer Services & Government/Community Relations meetings & orientations

Quarterly Post-Retirement Medical Trust Committee meeting & orientation

Administrative Affairs Committee meeting & orientation

Executive Committee meeting & orientations
  • 4th quarter report on the status of the center’s strategic plan

AUGUST

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

Quarterly Strategic Planning Committee meeting & orientation

Consumer Advisory Committee meeting & orientation

Nominating Committee meeting & orientation

Vendor Advisory Committee meeting & orientation
  • A group photograph is taken for the center’s website.

Board of Trustees meeting (San Fernando Valley Office)
  • A group photograph is taken for the center’s website.
  • The chief organizational development officer reviews the board’s responsibilities and the process surrounding the executive director’s performance evaluation with the board president.
  • All board members review the center’s Whistleblower policy and sign the acknowledgment.
4th quarter report on the status of the center’s strategic plan

Consumer Services & Government/Community Relations meetings

Administrative Affairs & Executive Committee meetings

Public meetings are held this month to get community input into the center’s performance contract for next calendar year.

SEPTEMBER

Consumer Advisory Committee meeting

Nominating Committee holds an educational session for potential board applicants (if needed)

Vendor Advisory Committee meeting

Board of Trustees meeting (Desert Haven, Lancaster)

- The chief organizational development officer reviews the executive director’s evaluation process and the evaluation form with the board.
- The board president creates a negotiating committee and provides their names to the chief organizational development officer.
- Draft performance-based contract for next calendar year is presented.

The annual legislative training is held in lieu of the Consumer Services & Government/Community Relations meetings

Administrative Affairs Committee meeting

Executive Committee meeting

- Whistleblower Compliance Officer (Michele Marra) gives the committee an annual report on compliance activity.

OCTOBER

Nominating Committee holds an educational session for potential board applicants (if needed)

Vendor Advisory Committee meeting
Consumer Advisory Committee meeting

Board of Trustees training on union negotiations (closed session)  
(San Fernando Valley office)
   - The board approves the center’s performance contract for next calendar year.

Consumer Services & Government/Community Relations meetings

Quarterly Post-Retirement Medical Trust Committee meeting

Administrative Affairs meeting

Executive Committee meeting
   - 1st quarter report on the status of the center’s strategic plan
   - The chief organizational development officer, chief financial officer, and director of finance meet with the board president and the negotiating committee to review the performance evaluation and compensation process. *(This can also be done in November.)*

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**NOVEMBER**

Quarterly Strategic Planning Committee meeting

Consumer Advisory Committee meeting

Vendor Advisory Committee meeting (work groups meet)

Board of Trustees meeting (San Fernando Valley Office) & holiday party
   - Board members with expiring terms and eligible for re-nomination are given forms to complete (at board meeting) to indicate interest. Forms are due back December 31st.
   - 1st quarter report on the status of the center’s strategic plan

Annual Board Legislative Training

Administrative Affairs & Executive Committee meetings

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**DECEMBER**

Annual Consumer Advisory Committee meeting & holiday party
(The board is “dark” in December - no board or board committee meetings will be held.)

Board, Vendor Advisory, and Consumer Advisory Committee members with expiring terms who are eligible for re-nomination are mailed forms to complete to indicate their interest. Forms are due back December 15th.

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**JANUARY**

Consumer Advisory Committee meeting

Nominating Committee meeting

Vendor Advisory Committee meeting

Board of Trustees meeting (Santa Clarita Valley Office)

- Discussion is held about board officers for next fiscal year; recommendations for officers are made and interest for serving as an officer is solicited.

Consumer Services & Government/Community Relations meetings

Quarterly Post-Retirement Medical Trust Committee meeting

Administrative Affairs Committee meeting

Executive Committee meeting

- The negotiating committee requests external compensation data from the chief organizational development officer.
- Committee begins discussion about the next annual Board Retreat.
- Committee identifies locations for the Board Retreat and Board Dinner.
- 2nd quarter report on the status of the center’s strategic plan.

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**FEBRUARY**

Quarterly Strategic Planning Committee meeting

Consumer Advisory Committee meeting

Nominating Committee meeting
Vendor Advisory Committee meeting

Board of Trustees meeting (San Fernando Valley Office)

- The chief organizational development officer forwards compensation data to the board president for review and provides any additional information that is requested.
- Blank executive director evaluation forms are distributed for board members to complete. Board members with less than 3 months of service do not complete evaluations. All other board members must complete an evaluation or will be considered to have resigned from the board. The completed forms are due to the board president prior to the March board meeting.
- The negotiating committee meets with the executive director.
- 2nd quarter report on the status of the center's strategic plan.

Consumer Services & Government/Community Relations meetings

Administrative Affairs meeting

- Audited financial statement is presented.

Executive Committee meeting

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**MARCH**

Consumer Advisory Committee meeting

Nominating Committee meeting

Vendor Advisory Committee meeting

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

Board of Trustees meeting (San Fernando Valley Office)

- Audited financial statement is presented for approval.
- Completed executive director evaluation forms are due to the board president.

Consumer Services & Government/Community Relations meetings

Administrative Affairs Committee meeting

- NLACRC's Form 990 tax return is presented.

Executive Committee meeting
• Executive director’s evaluation to be completed and a summary report is reviewed (in executive session).

APRIL

Nominating Committee meeting

Vendor Advisory Committee meeting
• A new chair is nominated to serve next fiscal year

Consumer Advisory Committee meeting

Board of Trustees meeting (San Fernando Valley Office)
• NLACRC’s Form 990 tax return is presented to the board for their review and acceptance.

Annual Board Legislative Event

Consumer Services & Government/Community Relations meetings

Administrative Affairs Committee meeting

Executive Committee meeting
• Committee reviews drafts of board master and critical calendars for next fiscal year.
• 3rd quarter report on the status of the center’s strategic plan.

MAY

Quarterly Strategic Planning Committee meeting

Consumer Advisory Committee meeting

Vendor Advisory Committee meeting
• A new chair is elected to serve next fiscal year

Board of Trustees Meeting (San Fernando Valley Office)
• 3rd quarter report on the status of the center’s strategic plan.
• Nominating Committee presents their recommended nominees and re-nominees for next fiscal year.
• Forms indicating committee interest for the next fiscal year are distributed to the board for their completion.
• The negotiating committee summarizes contract changes for the board’s approval (in executive session).

Annual Board Retreat

Consumer Services & Government/Community Relations meetings

Administrative Affairs Committee meeting

Executive Committee meeting
• The negotiating committee’s contract changes are summarized (in executive session).
• The board president provides the chief organizational development officer with the executive director’s compensation package for processing.
• The chief organizational development officer will process the compensation information.
• The Board President presents proposed committee assignments for next fiscal year.
• Committee discusses board goals for the next fiscal year.

JUNE

Consumer Advisory Committee meeting

Vendor Advisory Committee meeting

Board of Trustees meeting (San Fernando Valley Office)
• Board discusses board’s proposed primary activities for the next fiscal year.
• Elections are held for Board members, Board officers, Board interns, and Vendor Advisory Committee, and Consumer Advisory Committee members for next fiscal year.
• Board President presents the committee assignments for the next fiscal year.
• Conflict of Interest statements are distributed to Board members. (Statements must be signed by Board members and returned for review prior to July 1st.)
• Executive committee’s contract changes are summarized (in executive session).
• The Board President provides the HR Director with the Executive Director’s compensation package for processing.
• The HR Director processes the compensation information.
Annual Board Dinner

[ccal.1920.Draft] April 24, 2019
North Los Angeles County Regional Center

Board of Trustees  

Draft

Legislative Priorities for F.Y. 2018-19  2019-20

1. Continue our community engagement by and finding out what issues are important to them our community members them through a variety of ways.

2. Conduct legislative advocacy trainings that reach out to our inform and instruct our community.

3. Hold an at least one annual legislative event.

4. Hold candidates forums, as needed, in the center’s catchment area.

5. Build and sustain relationships with disability community organizations, service providers, and elected representatives.
Community and Legislative Educator Project Proposal 2019/2020

Overall Goal
In partnership with the North Los Angeles County Regional Center, positively influence legislative decisions and policy that affect the community of individuals with developmental disabilities, service providers, and family members through organized advocacy engagement and education, in order to support the ongoing commitment to their consumers and families of promoting their civil and personal rights.

Project will focus on implementing the Lanterman Act as envisioned, ensuring consumers have a voice in advocating for a system that best supports their individual needs, and is sustainable into the future.

1.0 Legislative Education

Board Education and Engagement
- All project activities will be in support of legislative priorities identified by the Board of Trustees
- Legislative training (2 hours) in September to prepare board members to be effective legislative advocates and participate in grassroots visits locally and in Sacramento
- Attend Government and Community Relations (GCR) meetings and provide report on current activities and guide future actions
  - Guide process for reviewing and presenting legislative bills to GCR and Board of Trustees
  - Process: Identify priority legislation, draft executive summaries, assist with internal vetting, present to GCR in efficient manner, and present to Board
- Attend CAC and NLA’s self-advocacy meetings to provide support and training to assist consumers in becoming effective advocates
  - Create and identify consumer advocates, assist their advocacy efforts to apply what they have learned, and become more involved in NLA’s overall advocacy efforts.
  - Assist groups with identifying speakers and engaging in follow up actions

NLACRC Internal Education
- Attend quarterly management trainings to provide update as well as handouts
- Provide case management with monthly updates to be sent to CSCs along with a script that can be shared with parents regarding current actions and activities
- Educate NLA Management through written materials and in person trainings

Provider Community
- Attend Vendor Advisory Committee meetings and share updates that pertain to the vendor community and urge actions when appropriate
- Provide written updates to VAC and Chair prior to meetings

Engaging and Empowering the Disability Community
• Solicit legislative priorities and concerns from the provider community and share these with the Board and take appropriate actions
• Communicate at least monthly through email with larger provider community

2.0 Legislative Advocacy

Board and Community Advocacy
• Identify issues important to the community through active engagement and take them to Legislators and other elected officials
• Facilitate a trip to Sacramento in January to meet with members of the State legislature
• Arc/UCP Developmental Disabilities Public Policy Conference in March
• Facilitation of teams for ARCA grassroots visits in April
• Facilitate a trip to Sacramento to attend budget hearings in April or May

Legislative Advocacy for CSCs
• Inclusion of CSC and/or supervisor to attend GCR
• CSCs and/or supervisor to attend legislative advocacy education events and/or advocacy trips to Sacramento
• Provide monthly updates and scripts that can be shared with consumers, parents, and providers
• Provide written updates and educational pieces for internal newsletters

Engagement with Elected Officials
• Expand interaction with local (City and County), State, and Federal elected officials through visits, attending events, and letters.
• Visit all state legislators on a rotation schedule that includes 3-4 visits per year in both Sacramento and local offices.
• Engage with U.S. House of Representatives through letters (4 times per year), meeting requests, and attending local events.
• Engage with Members of the LA City Council and County Board of Supervisors through letters (4 times per year), meeting requests, and attending local events.
• Engage with key Assembly and Senate Committee staff to influence policy decisions and provide testimony to best represent the community (Health, Human Services, Budget Subcommittees).
• Attend local events where elected officials will be present to share information about the disability community and facilitate involvement of other community members who have been active in advocacy efforts or members of the board.
• Engagement with local media through written press releases for all major events (Candidates’ Forums, Legislative Academies, etc.).

Engagement with Disability Community Organizations
• Engage with Disability Rights California (DRC), State Council on Developmental Disabilities (SCDD), Office of Clients’ Rights Advocacy (OCRA) to encourage their priorities to more closely align with those of the regional center disability community.

Engaging and Empowering the Disability Community
• Facilitate participation of board members and providers in attending local meetings and sharing relevant community concerns.

3.0 Legislative Community Events

Community Training and Engagement
• Produce 4 Legislative Academies
  o 2 in Antelope Valley (1 English 1 Spanish) with a limit of 20 attendees
  o 1 in Santa Clarita in English with a limit of 30 attendees
  o 1 in Chatsworth in Spanish with no limit on attendees
  o Additionally, we will reserve a date to hold an additional event in Chatsworth if there are more than 30 attendees who wish to participate in Santa Clarita

• Participate in local resource fairs to share legislative advocacy information
  o CSUN Special Needs Resource Fair – Sunday October 20th
  o Transition Fair hosted by Senator Wilk and Assemblyman Tom Lackey in AV April 4th and SCV April 18th, 2020
  o Expand the Transition Fair to San Fernando area in collaboration with Transition 2 Independence planning committee, NLACRC CSCs, LAUSD, and other organizations

• 2020 Election Cycle Events
  o Hold Candidates’ Forums for the 2020 elections in SCV and SFV
  o Engage with consumers through voter engagement trainings held in collaboration with the provider community beginning in early 2020 through the end of the contract period.

• Disability Community Town Halls
  o Town Halls will be held in October 2019 and March/April 2020 to allow the community to have their voice heard on issues relevant to their lives

4.0 VICA & VIA Community Involvement

VICA – Pathways to Advocacy to obtain Circle of Influence Membership and attend meetings and events alongside representatives from NLA to facilitate increased involvement in the VICA community
• Attend Monthly Government Affairs Committee
• Attend Monthly Education Committee
• Attend special events including Leaders Forum, Congressional Luncheon, and others as determined appropriate to further the goals of NLACRC
• Facilitate involvement of NLA Board and staff in participation in events and provide report when NLA Board and staff are unable to attend

VIA - Pathways to Advocacy to obtain small business membership
• Attend Monthly Advocacy Committee
- Attend Monthly Education Committee
- Attend special events including monthly luncheons, events with local elected officials, and others as determined appropriate to further the goals of NLACRC
- Facilitate involvement of NLA Board and staff in participation in events and provide report when NLA Board and staff are unable to attend

Antelope Valley
- Research involvement opportunities throughout the year in the Antelope Valley
- Connect with Senator Scott Wilk and Assemblyman Tom Lackey to increase representation in AV
- Consider participation in KHTS Antelope Valley Annual Sacramento Bus Trip

5.0 Disparity

Our diverse community will be represented throughout the project including the non-English speaking community, those representing a range of disabilities, birth through aging adults, and all geographic areas represented by NLACRC.

- All community education materials will be available in Spanish and English (training materials, email newsletters, social media communication, and general community educational information)
- Attend monthly Disparity Committee meetings in order to collaborate with NLACRC staff, Parent Mentor, FETA, and ICC in the development and planning of activities.
- Assist NLACRC with producing 4 half day workshops in Spanish throughout the year with topics based on feedback from the community and workshop attendees
  - Suggested topics include: Regional Center operations and navigation, consumers' rights and responsibilities, and effective advocacy.
  - Suggested schedule: October, January, May, and August
What is the origin of the proposal?

This bill originated from conversations with representatives of the regional centers about barriers to critical services.

What is the background of this proposal?

California serves well over 300,000 individuals with developmental disabilities through contracts with independent, non-profit regional centers. Those centers have many responsibilities, including coordinating services for eligible individuals.

During the Great Recession, the developmental disabilities services system was subject to over $1 billion in cuts and funding reductions. While California’s economy has rebounded, many of those cuts remain in place.

Ensuring access to services is critically important for people with developmental disabilities and their families. These services are life-changing, and artificial barriers can cause meaningful harm to the lives of people who otherwise qualify for them.

What deficiency in current law does this bill seek to remedy?

Under current law, a program called the “Family Cost Participation Program” requires regional centers to pay for less respite, daycare, and camp (now suspended) than a child needs based on family income. Families are expected to make-up the difference.

A separate, income-based fee program called the “Annual Family Program Fee” charges parents of children receiving other services.

These fees were created to raise money for the state during the Recession, making them, essentially, taxes on disability.

What specifically will this bill do?

SB 412 simply repeals the cuts to disability services. By doing so, it removes an artificial barrier to accessing services.

Which code sections does this bill affect?

SB 412 repeals Sections 4783 and 4785 of the Welfare and Institutions Code, relating to developmental services. It also removes outdated references to those sections in Section 95004 of the Government Code, the California Early Intervention Services Act, and Section 4684 of the Welfare and Institutions Code.

Who are the proponents of this legislation?

SB 412 is sponsored by the Association of Regional Center Agencies.

Who is the main contact for this bill?

Claire Marks, Senate Fellow
Phone: (916) 651-4028
Email: Claire.marks@sen.ca.gov
Family Cost Participation Program

The Family Cost Participation Program (FCPP) is established for the purpose of assessing a cost participation to parents of children who receive three specific regional center services: day care, respite, and/or camping. The Family Cost Participation Program is being implemented by the 21 regional centers statewide and applies to families who meet the following criteria:

1. The child has a developmental disability or is eligible for services under the California Early Intervention Services Act.
2. The child is zero through 17 years of age.
3. The child lives in the parents' home.
4. The child is not eligible for Medi-Cal.

REGULATIONS:

The Family Cost Participation Program (FCPP) is created under the provisions of Welfare and Institutions Code Section 4763 and became effective January 1, 2005, with the adoption of emergency regulations. Final regulations became effective August 22, 2005. Legislation was passed in February 2008, to include consumers, age birth through 2, receiving respite, day care, and/or camping under the California Early Intervention Services Act (Early Start Program), effective October 1, 2008.

Annual Family Program Fee

Welcome to the Annual Family Program Fee (AFPF) webpage. Below you will find a brief description of the program, along with forms required for program implementation. If you have any questions, or would like further information, please contact your local regional center.

Effective July 1, 2011, parents whose adjusted gross family income is at or above 400% of the federal poverty level (FPL), and who are receiving qualifying services through a regional center for their children ages 0-18, shall be assessed an Annual Family Program Fee (AFPF) as prescribed by Welfare and Institutions Code, Section 4785 (Source: California Legislative Information, Welfare and Institutions Code).

There is one AFPF assessed yearly per family regardless of the number of children in the household receiving services.

- Families receiving services through the Medi-Cal program are not eligible for an AFPF.
- Families of children receiving only respite, day care, or camping services from the regional center and who are assessed a cost for participation under the Family Cost Participation Program will not be charged a fee.

Assessment of the AFPF will take place at the time of development, scheduled review, or modification of the consumer's Individual Program Plan (IPP) or Individualized Family Services Plan (IFSP), but no later than June 30, 2012. Parents will complete an AFPF registration form with their case worker or other regional center personnel at the time of the fee assessment. Parents with questions regarding income requirements and documentation required for fee assessment should contact their regional center. Parents assessed an AFPF will be required to remit payment of their fee to the California Department of Developmental Services in an envelope provided to them by the regional center.

Regional centers may grant an exemption to the assessment of an AFPF if the parents demonstrate that an exemption is necessary to maintain the child in the family home, or, the existence of an extraordinary event that impacts the parents' ability to pay the fee or the parents' ability to meet care and supervision needs of the child. Additionally, an exemption may be granted in the instance of a catastrophic loss that temporarily limits the ability of the parents to pay and creates a direct economic impact on the family. Parents should see their regional centers if any of these conditions apply.
North Los Angeles County Regional Center
Nominating Committee

Nominees & Re-Nominees
Fiscal Year 2019-20

Board of Trustees:

1. Manuel Alfaro (re-elect)
2. Elizabeth Badger (re-elect)
3. Elena Burnett
4. Adelina Castellanos (re-elect)
5. Marianne Davis
6. Melissa Ferman *
7. Anna Hamilton
8. Angelina Martinez
9. Lillian Martinez (re-elect)
10. Meagan Miller (re-elect)
11. Caroline Mitchell *
12. Debra Newman
13. Jeremy Sunderland
14. Curtis Wang *
15. Todd Withers * (re-elect)
16. Vendor Advisory Committee Chair
17. Adam Breall * (elect)
18. Elizabeth Pineda (elect)
19. Position being held open for a Hispanic/Latino board applicant
20. Position being held open for a Hispanic/Latino board applicant
21. Position being held open for a Hispanic/Latino board applicant
22. Open Position

* (Note: 25% of the Board must be comprised of primary consumers. We will have 5 consumers out of 19 members, which meets this percentage.)

Board Interns: (None)
**Slate of Officers:**

Immediate Past President: Lou Paparozzi
President: Debra Newman
1st Vice President: Elena Burnett
2nd Vice President: Meagan Miller
Treasurer: Dan Becerra
Secretary: Lillian Martinez
ARCA Delegate: Debra Newman
ARCA Alternate: Elizabeth Badger
ARCA CAC Delegate: Caroline Mitchell
ARCA CAC Alternate: ~ Vacant ~

**Current Slate**

**FY 2019-20**

Debra Newman
Elena Burnett
Meagan Miller
Open
Open
Lillian Martinez
Debra Newman
Elizabeth Badger
Caroline Mitchell
Open

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**Vendor Advisory Committee:**

1. Orli Almog (re-elect)
2. Suad Bisogno
3. Deborah Cutter
4. Bob Erio
5. Mariela Feldman
6. Cynthia Fernandez
7. Sharoll Jackson (re-elect)
8. Staci Jordan
9. Dana Kalek
10. Don Lucas (re-elect)
11. Jenni Moran (re-elect)
12. Sonia Ojeda
13. Nick Vukotic
14. Erica Beall (elect)
15. Catherine Carpenter (elect)
16. Loreena Garcia (elect)
17. Ken Lane (elect)
18. Kevin Shields (elect)

[nomsrenoms1920] June 4, 2019
Administrative Affairs Committee
Present: Dan Becerra, Lillian Martinez, Meagan Miller, and Lou Paparozzi - Committee Members
Cynthia Fernandez - VAC Representative
Ruth Janka, Jennifer Kaiser, Michele Marra, Vini Montague, Kim Rolfes, George Stevens, and Jesse Weller - Staff Members

Absent: Elena Burnett and Debra Newman

I. Call to Order & Introductions

Dan called the meeting to order at 6:12 p.m.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Revised Agenda

An additional discussion item was added to the executive session at the end of the agenda.

M/S/C (M. Miller/L. Martinez) To approve the revised agenda as modified.

B. Approval of Minutes from the April 24th Meeting

M/S/C (L. Paparozzi/M. Miller) To approve the minutes as presented.

IV. Committee Business

A. Financial Report

The center recently received its E-3 allocation from the Department of Developmental Service (DDS), so our proposed purchase of service (POS) deficit has decreased dramatically. The April 2019 financial report showed that the center's operations budget for FY 2018-19 was $51,831,574, the purchase of service (POS) budget was $446,813,974, and the family resource center budget was $207,187, for a total budget of $498,852,735 at this point. The center is currently projecting a deficit in the POS budget $5.1 and $9.1 million (down from between $20.1 and $25.4 million) which will be resolved with future funding allocations from DDS.
Our administrative operating expenses are 13.5% year to date, which is below the 15% cost cap.

1. **Change in May 10th PEP vs. April 10th PEP:** We did not have a POS expenditure project (PEP) at the last board meeting. As such, Kim presented a PEP report, but it did not include the E-3 allocation funding.

B. **Status Report on Credit Line and Cash Flow**

1. Certification of Secretary: Change of Executive Director
2. Certification of Secretary: Change of Board Officers
3. Corporate Resolution for Loan Revision Agreement
4. Corporate Resolution for Disbursement Instructions
5. Corporate Resolution to Obtain Credit and Grant Security

Kim presented the 5 documents listed above which need to be in place in order for the center to secure a credit line in case we have to borrow funds; the credit line has been increased from $40 to $45 million.

**M/S/C** (M. Miller/L. Paparozzi) To recommend the Board of Trustees approve the 5 credit line documents as presented.

C. **Statewide Regional Center Purchase of Service Expenditure Projection Report**

Copies of the May 10th reports were provided. According to the report, 15 of the 21 regional centers are projecting a potential POS deficit for this fiscal year, while the other 6 centers are projecting POS surpluses. NLACRC is number 1 with the highest projected POS deficit. The total statewide POS deficit range is between $50.6 and $64.7 million – this is a huge increase from last month’s report when the projected statewide deficit was between $1 and $20 million.

1. **Kern R.C.’s change of deficit to original expenditure projection (Vini):** It was noted that Kern Regional Center’s numbers were much higher than the other centers in this category – and still are. Vini investigated and found that Kern’s numbers are accurate.

D. **3rd Quarter Report on U.S. Bank Transactions (PRMT)**

During the 3rd quarter of this fiscal year, the center paid $8,044 in ongoing fees and $20,580 in investment management fees for a total of $28,624. Attached to the report was an explanation fees and how they are calculated by the bank.
1. Certificate of Secretary: Change in Executive Director
2. Certificate of Secretary: Change in Board Officers
3. Resolution: Authorized Signers

Kim presented the 3 documents listed above which need to be in place in order to change the authorized signers on the post-retirement medical trust (PRMT).

M/S/C (L. Paparozzi/M. Miller) To recommend the Board of Trustees approve the 3 PRMT documents as presented.

E. City National Bank Signature Cards

1. Certificate of Secretary: Change in Executive Director
2. Certificate of Secretary: Change in Board Officers
3. City National Bank Supersedure Agreement: Change in Board Officers
4. City National Bank Supersedure Agreement: Change in Executive Director
5. Facsimile Signature: Payroll Account Change in Board Officers
6. Facsimile Signature: Business Checking Account Change in Board Officers

Kim presented the 6 documents listed above which need to be in place in order to change the authorized signers on the center’s bank accounts.

M/S/C (M. Miller/L. Martinez) To recommend the Board of Trustees authorize signature of the bank cards.

F. Recommend to the Board to Authorize an Officer to Secure Insurance in June for FY 2019-20

Kim will be meeting with the insurance broker in June to finalize the center’s insurance coverage that will need to be in place by July 1st. The center’s insurance broker will be here in August to review the center’s insurance coverage with the Administrative Affairs Committee.

M/S/C (M. Miller/L. Martinez) To recommend to the Board of Trustees to authorize the executive director of chief financial officer to execute insurance binders and purchase insurance coverage for the center in June for FY 2019-20.

G. Approval of Contracts

1. Master Board Resolution for Clinical Psychologists
6. **Competitive Integrated Employment/Paid Internship Program**: Integrated Resources Institute was added who will serve 14 consumers.

I. **Intermediate Care Facility (ICF) State Plan Amendment (SPA) Summary**

By fiscal year, the amount of cash disbursed by NLACRC but not reimbursed by ICF providers is:

1. FY 2018-19: $2,745,940
2. FY 2017-18: 47,507
3. FY 2016-17: 333,452
4. FY 2015-16: 19,503

$3,146,402

The report has not changed since last month’s report.

J. **Monthly Human Resources Report**

Michele provided the committee with copies of the summary and reviewed it with the committee. The summary included the following information:

<table>
<thead>
<tr>
<th></th>
<th>FY 2018-19 authorized positions</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td>557</td>
</tr>
<tr>
<td>2.</td>
<td>Open positions on hold</td>
<td>-1</td>
</tr>
<tr>
<td>3.</td>
<td>Open positions vacant</td>
<td>-23</td>
</tr>
<tr>
<td>4.</td>
<td>Separations</td>
<td>-2</td>
</tr>
<tr>
<td>5.</td>
<td>Sub-total</td>
<td>531</td>
</tr>
<tr>
<td>6.</td>
<td>New hires</td>
<td>8</td>
</tr>
<tr>
<td>7.</td>
<td>Positions filled</td>
<td>539</td>
</tr>
</tbody>
</table>

Michele reported that by June 30th the center will have hired 135 people since the beginning of the fiscal year; 53 people have separated from the agency, so we have a net increase of 82 people!

K. **Review and Approve Critical Calendar for FY 2019-20**

The presentation of the center’s audited financial statement was moved from February to March and the presentation of the center’s tax returns was moved from March to April.

**M/S/C (M. Miller/L. Paparozzi)** To approve the committee’s FY 2019-20 critical calendar, as modified.
L. Service Provider Update

Keolis has been struggling with a driver shortage because they wages they can pay are not competitive, so although they continually recruit drivers, they are unable to retain them for very long. This, coupled with drivers who call in sick or who go on vacation, results in cancelled routes. While working to find a more permanent solution (better rates), Kim explained that there are currently 4 routes that do not have assigned drivers; these routes are covered by temporary drivers. It was Kim’s decision that if Keolis was short drivers, that it would be 1 of these 4 routes that would be canceled. The 4 routes provide transportation to 54 consumers. Kim provided the committee with a copy of a letter she plans to send to the 54 consumers, their families, and their service providers, to alert them that they will need to find alternate transportation on days where the route has been canceled; service coordinators will be asked to assist them in identifying transportation options. The letter will also be translated into Spanish.

V. Items for the Next Board Meeting

The following items were identified for the committee’s section of the June 12th board meeting agenda:

A. Minutes of the May 29th Meeting
B. Financial Report
C. Authorize an Officer to Secure Insurance in June for FY 2019-20
D. Approval of Credit Line Documents
E. Approval of PRMT Documents
F. Approval of Bank Card Documents
D. Approval of Contracts
   1. Software Management Consultants, Inc. (FY 2019-20)
   2. Windes
   3. Master Board Resolution for Home & Community Based Services Compliance Agreements
   4. Student Transportation of America
   5. Alan J. Golian, Psy.D., Child Psychology Services, Inc. (PL1780-785)
   6. Accredited FMS (SDP Co-Employer)
   7. Accredited FMS (SDP Fiscal Agent)

VI. Announcements/Information/Public Input

A. Next Meeting: Wednesday, July 31st, at 6:15 p.m. (No meeting in June)
VII. Executive Session

A. Lease Update  
B. Employee/Union Issues

M/S/C (L. Paparozzi/M. Miller) To go into executive session at 6:59 p.m.

VIII. Adjournment

Dan adjourned the meeting at 7:32 p.m.

Submitted by,

Jennifer Kaiser  
Executive Assistant

[asmin.may29.2019]
Consumer Advisory Committee
Present: Lesly Forbes, Jill Martin, Pam Aiona, Caroline Mitchell, Cynthia Samano, Melinda Tannan, Monroe Jones, Josefin Hernandez, Emigdia Rosales, Juan Hernandez, Sara Iwahashi, and Jose Rodriguez

1. Call to Order & Introductions

Caroline Mitchell, CAC chair, called the meeting to order at 11:15 a.m. and introductions were made.

2. Public Input (3 minutes) – There was no public input.

3. Consent Items

   A. Approval of Agenda

   The employment presentation was postponed to next month’s meeting because the presenter could not get here today.

   B. Approval of Minutes from the April 3rd Meeting

   The minutes were approved as presented.

4. Committee Business

   A. Presentation: Employment Part Two (Pamela Arturi-New Horizons employment services director) – Postponed

   B. Training/Presentation Calendar for FY 2018-19

Sara Iwahashi, training and publications manager, came to the meeting to talk with everyone about future training topics. The topics suggested by the committee were: healthy cooking, safety tips (accident prevention), community safety, accommodations for people with developmental disabilities, summer recreational activities, volunteer job opportunities, legislative advocacy (which elected representative to contact when you need help), emergency preparedness, generic resources, money management for people who don’t have Social Security income, Section 8 housing (what’s the process for applying and follow up), and regional center services.
C. **Updated Event Calendar**

Copies of the updated event calendar were provided and Jose reviewed the events with those present.

D. **Agenda for May 8th Board of Trustees Meeting**

Copies of the agenda for next week’s board meeting were provided for everyone’s review and information.

5. **Identify Agenda Items for the Next Board Meeting**

The following item was identified for the CAC’s section of the May 8th board meeting agenda:

A. **Minutes from the May 1st Meeting**

6. **Announcements / Information / Public Input**

A. **CAC Attendance Sheet**

Updated CAC attendance sheets are included in the monthly meeting packets. Anyone can attend the meetings but consumers who attend 4 CAC meetings in a row become actual CAC members. Currently, Lesly Forbes is the only official CAC member.

B. **Next Meeting:** Wednesday, June 5th, at 11:00 a.m.

7. **Adjournment**

Caroline adjourned the meeting at 12:00 p.m. and everyone enjoyed lunch together.

Submitted by,

Jennifer Kaiser
Executive Assistant

[camin.may1.2019]
Consumer Services Committee
North Los Angeles County Regional Center  
Consumer Services Committee Meeting Minutes  
April 17, 2019

Present: Angelina Martinez, Anna Hamilton, Sharoll Jackson, Melissa Ferman, and Caroline Mitchell, Jeremy Sunderland – Committee Members  
Maria Bosch, Sheila Calove, Evan Ingber, Ruth Janka, Liliana Windover, Michele Marra, George Stevens and Jesse Weller – Staff Members

Absent: Marianne Davis

I. Call to Order & Introductions  
Anna Hamilton, chair, called the meeting to order at 6:02 p.m. and introductions were made.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Agenda

  M/S/C (C. Mitchell/A. Martinez) To approve the agenda as presented.

B. Approval of Minutes from the February 20th Meeting

  M/S/C (A. Martinez/M. Ferman) To approve the minutes as presented.

C. Approval of Notes from the March 19th Meeting

  M/S/C (C. Mitchell/M. Ferman) To approve the minutes as presented.

IV. Committee Business

A. 3rd Quarter Exceptions/Exemptions Report

The exceptions report lists requests from consumers and families for services that are outside of the center’s service standards and whether those services were approved or denied. During the past quarter, the center approved 269 requests, 3 were alternate and 4 were denied. The highest number of exceptions fall into the following categories:
1. Day Program (29 granted)
2. 1:1 Residential (36 granted)
3. In Lieu of Day Program (14 granted)
4. Individualized Day Program (48 granted)
5. Co-Pay Behavioral Health Treatment (14 granted)

An Environmental Modification category was added under exceptions.

The exemptions report lists requests made for services that have been suspended or reduced as a result of the trailer bill language. The report showed that during the past quarter, 1 exemptions was approved and none were denied. Both exemptions were for educational services.

B. 3rd Quarter Consumer Diagnosis Report

Copies of the report were provided to the committee for their review. The report showed diagnostic information about the center’s consumers each quarter since July 1, 2016. Of the 26,531 consumers that the center serves, the diagnosis breakdown is as follows:

1. Intellectual Disability: 8,836
2. Autism: 11,243
3. Cerebral Palsy: 563
4. Epilepsy: 250
5. Other developmental disability: 1,219
6. Status 0, 1, 2: 4,420

Status 0 are clients in intake, Status 1 are clients in Early Start (at risk), and Status 2 clients are children over 3 that have been found eligible for regional center services. Although most of the consumer diagnoses are fairly stable, consumers with autism have increased nearly 25% since July 1, 2016. More individuals are being recognize as a result of the DSM-5 release in 2013.

C. 3rd Quarter Appeals/Hearings Report

Copies of the report were provided and reviewed. During the 3rd quarter:

1. Eligibility: 651 Notices of Action were sent and 11 were returned (appealed).
2. Service: 224 Notices of Action were sent and 11 were returned.
3. **Hearings:** 7 fair hearings were held:
   - 3 eligibility hearings (dismissed)
   - 4 service hearings (1 denied, 2 dismissed and 1 pending)

In addition, 10 eligibility hearings and 6 services were returned from prior quarters.

Ruth also reported that part of the increase on the number of Notice of Proposed Actions (NOAs) is because we are sending NOAs to the families that frequently do not show to evaluations or do not return phone calls to schedule an evaluation, thus we cannot determine eligibility and the family has the right to file a fair hearing. In the past, only a letter was send to the family indicating the case will be reopened when we are contacted.

D. **Monthly Community Placement Plan (CPP) Report**

Maria Bosch reported that the center's goal for this fiscal year is to place 1 consumer out of Fairview Development Center (FDC). In addition, the center is projecting placing 1 consumer out of Acute Crisis at Southern Star (FDC), 1 consumer out of Porterville Developmental Center (PDC) and 4 consumers out of Canyon Springs. Maria also reported that our CPP for this fiscal year was submitted to the Department on 08/30/18 and the center received approval for Start-up on 01/16/19. Final approval has been received for 2 Enhanced Behavioral Support. One of these to be developed in collaboration with the Southern California Integrated Health and Living Project.

E. **Self-Determination Program Update (SDP):**

The center is actively preparing to launch this program.

1. A staff training is currently being scheduled in all three offices during the 1st and 2nd week of May 2019.
2. We continue to recruit for three positions: SDP resource development specialist, SDP specialist, and SDP supervisor.
3. A survey monkey was sent to participants in order to get their feedback about their preferences in terms of days and times to schedule the orientations. We plan to offer orientations during the morning, evening, and on Saturdays. Two of our local advisory committee members will be participating in the orientations. Materials are being reviewed to make sure they are user-friendly.
4. The goal for each service coordinator is to carry no more than 2 SDP cases.
5. We continue to hold monthly informational meetings; the dates for these meetings are posted on our website.
6. The policy and procedure for the SDP is being drafted by our policy and procedures manager.
7. We are still waiting to receive the person-center planning service parameters from DDS.

V. Board Meeting Agenda Items

The following items were identified for the committee's section of the February 13th board meeting agenda:

A. Minutes of the April 17th Meeting
B. 3rd Quarter Exceptions/Exemptions Report
C. 3rd Quarter Appeals/Hearings Report
D. 3rd Quarter Consumer Diagnosis Report
E. Self-Determination Program Update

VI. Announcements / Information Items / Public Input

A. Complete Meeting Evaluations

Anna asked the committee members to please complete evaluation forms after the meeting and submit them to her with any comments.

B. Next Meeting: Wednesday, May 15th

C. Ruth announced that she sent an email to our committee members regarding our upcoming board retreat and training provided by the Center for Nonprofit Management (CNM). In anticipation for the retreat CNM will be conducting a survey which will assist them in developing the training curriculum. Committee members will receive an email with a link to the online survey.

VII. Adjournment

Anna Hamilton adjourned the meeting at 6:54 p.m.
Submitted by:

Liliana Windover
Liliana Windover
Executive Administrative Assistant

[csmin.april17.2019]
Call to Order & Introductions

Anna Hamilton, chair, called the meeting to order at 6:04 p.m. and introductions were made.

Public Input

Caroline announced that May is mental health awareness month. To celebrate, the Safe Place for Youth (SPY), of which Caroline is a member, is holding a community health and awareness day this Saturday, from 10:00 a.m. to 1:00 p.m. at the SPY Community Garden, 681 North Venice Boulevard in Venice. Admission is free.

Consent Items

A. Approval of Agenda

M/S/C (C. Mitchell/S. Jackson) To approve the agenda as presented.

B. Approval of Minutes from the April 17th Meeting

M/S/C (M. Ferman/S. Jackson) To approve the minutes as presented.

Committee Business

A. Review and Approve Committee’s FY 2019-20 Critical Calendar

The draft critical calendar was presented. There have been no changes to the calendar; it is the same as this fiscal year.
M/S/C (S. Jackson/M. Ferman) To approve the committee’s critical calendar for FY 2019-20 as presented.

B. Monthly Community Placement Plan (CPP) Report

Maria reported that the center’s goal for this fiscal year is to place 1 consumer out of Fairview Development Center, 1 consumer out of acute crisis at Southern Star, 1 consumer out of Porterville Developmental Center, and 4 consumers out of Canyon Springs.

<table>
<thead>
<tr>
<th>Name of Locked Facility</th>
<th>Consumers Remaining</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fairview DC</td>
<td>1</td>
<td>Placement pending.</td>
</tr>
<tr>
<td>Southern Star Acute Crisis</td>
<td>0</td>
<td>The final consumer was moved out on May 10th.</td>
</tr>
<tr>
<td>Porterville DC (general treatment area)</td>
<td>0</td>
<td>4 consumers were moved out this fiscal year.</td>
</tr>
<tr>
<td>Porterville DC (secure treatment area)</td>
<td>11</td>
<td>These consumers cannot be moved because they have criminal charges against them.</td>
</tr>
<tr>
<td>Canyon Springs</td>
<td>3</td>
<td>1 consumer was moved out May 8th. The 2 remaining consumers are pending placement.</td>
</tr>
</tbody>
</table>

Maria also reported that we re-issued our request for proposals for 2 enhanced behavioral support homes (EBSHs) because we received no response the first time around from any qualified providers. We will be asking our community for input on their resource development needs.

C. Board Audit: Ensure that the CPP Goals are being met

As reported in Section B. above, the CPP goals are being met.

D. Self-Determination Program (SDP) Update

Ruth provided copies of a 54-page report called, “Self-Determination Program: Phase in Processes and Procedures.” This information will be used for training purposes so staff understand how each part of the program works and can use the report for reference.
Anna and Ruth then gave the following update on the SDP:

1. **SDP Procedures**: Have been finalized and distributed to all applicable staff.
2. **Staff Training**: Training was conducted across all 3 offices between May 6th and 13th.
3. **Staffing**: SDP supervisor and specialist positions have been filled.
4. **Orientations**: The first orientation was held at the center’s main office yesterday and had 42 participants; additional orientations are scheduled.
5. **Case Assignments**: To start, service coordinators will carry only 1 or 2 SDP cases.
6. **Informational Meetings**: Monthly informational meetings continue to be held.
7. **Local SDP Advisory Committee**: They continue to meet on the 3rd Thursday evening of each month; times and locations are posted on the center’s website.
8. **Person-Centered Planning (PCP)**: The Department of Developmental Services (DDS) has set the cost of PCP between $25 and $75 per hour, or a $1,500 flat fee. Regional centers must contact DDS about any PCP funding request over $2,500.
9. **Financial Management Service (FMS)**: A request for proposals for FMS was sent out in February; Accredited Nursing is interested. Premier Healthcare is in the process of being vendored to provide FMS by Westside Regional Center.

V. **Board Meeting Agenda Items**

The following items were identified for the committee’s section of the June 12th board meeting:

A. Minutes of the May 15th Meeting
B. Self-Determination Program Update

VI. **Announcements / Information Items / Public Input**

A. **Complete Meeting Evaluations**

Anna asked the committee members to please complete evaluation forms after the meeting and submit them to her with any comments.
B. **Next Meeting:** Wednesday, July 17th (no meeting in June)

VII. **Adjournment**

Anna adjourned the meeting at 6:24 p.m.

Submitted by:

Jennifer Kaiser  
Executive Assistant

[csmi.may15.2019]
Executive Committee
North Los Angeles County Regional Center
Executive Committee Meeting Minutes
May 29, 2019

Draft

Present: Dan Becerra, Lillian Martinez, Meagan Miller, and Lou Paparozzi – Committee Members
Ruth Janka, Jennifer Kaiser, Michele Marra, Kim Rolfes, George Stevens, and Jesse Weller – Staff Members

Absent: Elena Burnett and Debra Newman

I. Call to Order

Dan called the meeting to order at 7:33 p.m. in Debra’s absence.

II. Public Input - There was no public input.

III. Consent Items

A. Approval of Revised Agenda

Item IV.D. was modified, item IV.G. was deferred, and 3 items were added at the end of section IV.

M/S/C (M. Miller/L. Martinez) To approve the revised agenda as modified.

B. Approval of Minutes from the April 24th Meeting

M/S/C (L. Paparozzi/M. Miller) To approve the minutes as presented.

IV. Committee Business

A. 3rd Quarter Report on the Center’s Strategic Plan

Copies of the 40-page report were provided. The report not only include the 3rd quarter months (January, February, and March), but also includes activities that were completed in April and May. Kim, Ruth, and Michele provided a high-level overview of the report. The Executive Committee thought the amount of progress made during the last 5 months was very impressive and thanked the directors for their report.

Action: Trainings on quality assurance activities and the center’s transparency policy will be provided to the board in later 2019.
B. **Board Budget vs. Expenditures**

The board’s budget for this fiscal year is $94,000. As of May 17th, $63,355 (or 67.4%) of the budget has been spent.

C. **Center for Nonprofit Management: Retreat Follow-up**

At the recent board retreat, the board broke into small groups to identify what they felt were the board’s values and what the board’s priorities should be for FY 2019-20. Notes from the retreat, along with the Center for Nonprofit Management’s recommendations were provided and reviewed. The board’s top 3 priorities were:

1. Increase consumer involvement.
2. Increase legislative advocacy.
3. A smooth transition of the executive director position.

Activities were identified to help the board achieve these goals. The Executive Committee added an activity, which is to invite new board members to the board packet review sessions that are held prior to each board meeting.

**M/S/C (M. Miller/L. Martinez)** To recommend the priorities and activities, as discussed, to the Board of Trustees for approval.

D. **2nd Vice President and Treasurer Positions**

These 2 positions still need to be filled for FY 2019-20. After discussion, the committee recommended 2 board members that they would like to see fill these 2 positions: Melissa Ferman for 2nd vice president and Manuel Alfaro for treasurer.

**Action:** Dan will contact Manuel to see if he would be willing to assume the role of treasurer next fiscal year.

**Action:** Jennifer will contact Melissa to see if she would be willing to assume the role of 2nd vice president next fiscal year.

E. **Proposed Committee Assignments for FY 2019-20**

Jennifer presented the proposed committee assignments for next fiscal year. All board members who completed committee selection forms had their preferences accommodated. Also, Nominating Committee members serve a 2-year term, so any board members who served just 1 year will serve again next fiscal year. All
board officers have been assigned to the Administrative Affairs and Executive Committees. The only additional changes that will be made will be the appointment of the new treasurer and 2nd vice president.

F. Board Primary Activities for FY 2019-20

Copies of the board’s primary activities for this fiscal year were provided. Only one change was suggested to adapt the activities for next fiscal year.

1. Promote and protect the functions of the regional center.
2. Restore the sustainability of the entitlement to services within the regional center system.
3. Implement the self-determination program in a transparent and fair manner that is consistent with statute.
4. Advocate for a viable rate system for our service providers and for viable operations funding for regional centers.
5. Ensure all consumers have equal access to the services and supports to address their needs.

M/S/C (M. Miller/L. Martinez) To present the board’s primary activities for FY 2019-20 to the Board of Trustees for their review and approval.

G. Board Holiday Party – Deferred

Discussion on the board holiday party was deferred to the August Executive Committee meeting when Debra Newman and Elena Burnett would be able to join in the discussion.

H. Contractual Requirement: Disclosure Information for all Board Members

At a recent statewide regional center chief financial officers meeting, information was provided about a new contractual requirement for board members: board members full names must be disclosed for screening by _________________. If additional screening is needed, board members will be asked to provide their address, date of birth, and Social Security number. In addition, regional center executive directors must provide their full name, address, date of birth, Social Security number, and driver’s license (or state identification) number for screening. Information about this new contractual requirement was provided.

I. Executive Director’s Evaluation
1. The board president provides the CODO with the executive director’s compensation package for processing
2. The CODO will process the compensation information

J. Approval of Contracts

1. Master Board Resolution for Clinical Psychologists
2. Software Management Consultants, Inc. (FY 2018-19)

The Administrative Affairs Committee is requesting the Executive Committee approve the 2 contracts listed above, on behalf of the Board of Trustees.

M/S/C (M. Miller/L. Paparozzi) To approve the 2 contracts listed above, as presented, on behalf of the Board of Trustees.

K. Board’s Legislative Priorities for FY 2019-20

The Government & Community Relations Committee is proposing the following changes to the board’s current legislative policies for next fiscal year:

1. Continue our community engagement by and finding out what issues are important to them our community members them through a variety of ways.
2. Conduct legislative advocacy trainings that reach out to our informs our community.
3. Hold an at least one annual legislative event.
4. Hold candidates forums, as needed, in the center’s catchment area.
5. Build and sustain relationships with disability community organizations, service providers, and elected representatives.

M/S/C (L. Martinez/L. Paparozzi) To support the committee’s suggested changes to the board’s legislative priorities for FY 2019-20.

L. Proposed Changes to Government & Community Relations Policies

With the addition of the 5th legislative priority, 2 of the Government & Community Relations Committee’s policies will need to be change to reflect it. Michele presented proposed modifications to the following policies for the Executive Committee’s review.
1. Service Provider and Elected Representative Visit Policy

M/S/C (L. Martinez/L. Paparozzi) To support the proposed changes to the 2 policies listed above.

M. Finalize Agenda for the June 12th Board Meeting

The committee finalized the agenda for next month’s board meeting.

V. Center Operations (Ruth Janka)

A. Cal-Fresh

The California Department of Social Services (DPSS) is starting the Cal-Fresh food stamp program next month. Eligible families can apply to get up to $192 per household member on an EBT card. The DPSS will be working with DDS to enable regional centers to assist people in applying for Cal-Fresh and regional centers will also be responsible for some tracking.

B. Community Resource Development

The center held a stakeholder meeting earlier this evening to generate ideas for consumers who are difficult to serve consumer. We sent a survey out as well and will provide the input we receive to DDS.

C. Caseload Ratio Meeting

The center’s caseload ratio meeting was moved from June 6th to June 25th because the original date conflicted with a training that is being provided by the Office of Client Rights Advocacy. The meeting will begin at 6:30 p.m.

D. Self-Determination Program (SDP)

We have finalized our internal procedures and all of our staff have been trained on them; a second more in-depth training is coming. We have hired 2 SDP specialists – 1 for each branch office. A background check on our SDP supervisor candidate is in process and we hope to have that individual start on June 10th. We held our first orientation on May 14th at our main office and we had a full house with 60 participants. Many additional orientations are scheduled.
The SDP Volunteer Advisory Committee continues to meet on the 3rd Thursday of each month at 7:00 p.m. and 1 of the center’s 3 offices; the next one will be held Thursday, June 20th, at the AV office; information about these meetings is posted on the center’s website. DDS has released guidelines for the SDP person-centered planning process and related costs. We have 4 providers interested in becoming person-centered planning vendors. Accredited Nursing is becoming vendedored to provide SDP financial management services; and another provider is being vendedored by Westside Regional Center for provide SDP financial management services who we can also use. We are still waiting to receive guidelines from DDS on the individual consumer budgets. SDP trainings geared for providers will be held from 10:00 am. to noon on June 10th (San Fernando Valley office) and on June 12th (AV office). After the 3-year pilot program begins the SDP will be open to all eligible consumers; they must have a developmental disability (no Early Start consumers) and cannot live in a long-term health care facility.

E. FY 2019-20 State Budget

The recently released state budget May Revise includes the following additional increases which were not included in the Governor’s proposed budget that was released last January:

1. $3.5 million increase for operations growth and utilization.
2. $122.2 million increase for purchase of services (POS) growth and utilization.
3. $1.6 million increase for trauma informed services for foster youth.
4. $1.6 million increase for additional family home agency oversight.
5. $163.7 million increase for provider rate adjustments and regional center transparency and accountability. The increase is intended to help stabilize capacity and maintain options for residential services; address rate differences between regional centers and vendors; and stabilize the workforce. On average, provider rates will receive a supplemental increase of approximately 18% with no provider rate decreases. To implement these supplemental rate adjustments and increase regional center transparency and accountability, the revised budget includes $4.5 million for regional center operations.
6. $1 million increase for Early Start co-pays.
7. $2.9 million increase for updated expenditure data for home health rate increase, supplemental payment program for intermediate care facilities and pediatric day health care.
8. $500,000 increase for the Best Buddies program.
9. $50.3 million increase to suspend the uniform holiday schedule until December 31, 2021.
10. $2.1 million increase to cover the January 1, 2020 state minimum wage increase from $12.00 to $13.00 per hour. The budget does not include any relief from the local minimum wage increases.

Unfortunately, the budget still does not include the 8% across-the-board rate increase for service providers and regional center operations that we have been pushing for, but it is still under discussion.

A. **Trailer Bill Language (TBL)**

TBL for the Health & Human Service Department for FY 2019-20 includes:

1. **Canyon Springs admissions expansion**
2. **Regional center accountability, oversight, and monitoring.**
   - Boards will be required to hold a public meeting once a year to provide information on how well they are doing with their performance-based contract.
   - DDS will be able to meet with a board without staff present.
   - Boards will be required to have board members with financial expertise.
   - Board must have a plan in place on how they will comply with board composition requirements.
   - Boards must seek outside legal counsel and not use counsel who are regional center staff.
3. **Developmental services community crisis homes for children**
4. **Early Start co-payments**
5. **Enhanced behavioral supports homes sunset extension**
6. **Extension of health home program funding**
7. **Housing and Disability Advocacy Program (HDAP)**
8. **Specialized caseload ratio for individuals with complex needs**

**VI. Announcements / Information Items**

A. **Next Meeting:** Wednesday, July 31st (no meeting in June)

**VII. Executive Session** (Executive Director’s Evaluation)
A. The Negotiating Committee's Contract Changes are Summarized

M/S/C (L. Martinez/M. Miller) To go into executive session at 9:00 p.m.

VIII. Adjournment

Dan adjourned the meeting at 9:07 p.m.

Submitted by,

Jennifer Kaiser
Executive Assistant

[ccmin.may29.2019]
Five Year Strategic Plan
Year 2 (FY2016)
3rd Quarter Status Report

NLACRC
May 29, 2019
OVERVIEW

Purpose of Strategic Plan
NLACRC's Five-Year Strategic Plan identifies specific, mission-driven activities and outcomes designed to effectively serve and support the Consumers and their families that NLACRC serves.

Mission Statement
NLACRC, with integrity and transparency, provides lifelong partnerships and planning to persons with developmental disabilities by promoting their civil and personal rights, providing comprehensive information, advocating in cooperation with consumers, promoting and providing quality services, and supporting full participation of consumers and families in all aspects of community life.

Vision Statement
The Board of Trustees for NLACRC respects the rights of individuals with developmental disabilities. As such the board will promote, protect, and advocate for consumers' rights by following these values as a guiding principles in the board’s policy development, decision making, and strategic planning:

Individual people with developmental disabilities:
Have the same rights and responsibilities as other residents of their communities
Have the right to fully participate in all aspects of community life
Have the right to receive the highest quality of supports and services to meet their needs
Have the right to make their own decisions and be heard in respect to their life choices.
CURRENT OUTLOOK

Regional Center Funding not representative of staff cost or structure
Caseload Growth of over 5.6% or 1,413 consumers per year (Apr19 vs Apr18)
Community Engagement & Legislative Advocacy

Service Provider Rates Insufficient & Unsustainable
Individualized Services and Supports Need
Employment Services and Supports Need
CMS Final Rule Implementation
Self-Determination Program Implementation
POS Disparities and Inequities Identification, Barriers, & Solutions
## OBJECTIVES

<table>
<thead>
<tr>
<th>Objective</th>
<th>Objective</th>
<th>Objective</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve advocacy at all levels to support efforts towards preserving the Lanterman Act and a sustainable service system for our consumers and their families</td>
<td>Increase the quality, effectiveness, and available service options to serve and support our consumers and their families</td>
<td>Increase quality services and supports provided by NLACRC to the consumers and their families that we serve</td>
<td>Maximize the public funds received by NLACRC by streamlining department specific business processes and workflows, maximizing the use of technology, increasing opportunities for cost savings; and maximizing the use of office space</td>
</tr>
</tbody>
</table>
PROGRESS: Objective 1A

Legislative Education and Advocacy Activities:

Current Plan

- Candidate Forum in Fall 2018
- Town Hall Meetings
- Increase use of Social Media to engage legislators & key stakeholders

ARCA's Grass Roots Day in Sacramento took place on April 2nd. NLACRC sent two teams comprised of staff, board members, service providers and consumers.

A #KeepThePromise Rally took place on April 5th at the Van Nuys State Office Building and in San Diego. The Public Information team conducted their first Facebook Live videotaping and took their photos of the event to publicize. Other media outlets were notified of the event.

A hearing was scheduled for April 18th at New Horizons with Assemblymember Frazier, Chair of the Assembly Select Committee on Intellectual and Developmental Disabilities. Assemblymember Nazarian took the lead in organizing the event, but it was postponed and we are hopeful that it will be rescheduled in the near future.
PROGRESS: Objective 1A

Legislative Education and Advocacy Activities:

Current Plan
- Candidate Forum in Fall 2018
- Town Hall Meetings
- Increase use of Social Media to engage legislators & key stakeholders

- On March 18th – 20th, NLACRC sent our Legucators, Board Members/Staff to Sacramento to attend the 2019 Developmental Disabilities Public Policy Conference and to conduct legislative visits at the Capitol. Additionally, the team met with ARCA’s Legislative Consultant, Rick Rollens to discuss legislative opportunities and priority issues.

- Our legislators continue to engage with our Facebook posts, specifically when it involves constituents within their districts. For example, Assemblymember Luz Rivas liked our post regarding the March 9th Legislative Academy that she participated in, and Assemblymembers Frazier and Mathis liked our post on the March 6th Assembly Budget Hearings. We are excited to begin implementing our plan to further engage our legislators/stakeholders by using Twitter and establishing our public YouTube channel. Assemblymember Lackey is the legislator who engages the most with our posts.
PROGRESS: Objective 1B

Local Community Legislative Education and Advocacy Activities:

Current Plan
- Increase use of Social Media platforms to increase community engagement
- Focus on tracking effectiveness of social media platforms and drive more visitors to NLACRC's website.

Q3 Status
- Analytic data indicates that NLACRC is currently #1 for all regional centers in terms of Facebook community engagement. Facebook followers have increased from 3,650 to 3,836 for English and 1,021 to 1,054 for Spanish during Q3.
- A social media implementation plan for Twitter and YouTube was shared at the April 17th Government and Community Relations Committee.
- We are continuing to track analytics on a regular basis to monitor our progress and analyze the data to increase more visitors to our website by utilizing our social media platforms.
PROGRESS: Objective 1B

Local Community Legislative Education and Advocacy Activities:

Current Plan

- Include more human interest stories on Facebook page to increase participation in events/activities

C3 Status

- We are currently developing a plan to shift our focus of our human interest stories on individuals within our catchment area to include Facebook postings, testimonials, etc. Through our social media engagement we will show how our consumers are thriving and included within our community. We will also be showing how the regional center supports our community and meets the needs of our consumers, service providers and families.
PROGRESS: Objective 1B

Local Community Legislative Education and Advocacy Activities:

Current Plan
- Explore creation of "Advocacy Workgroups" that will engage with disparity communities in AV, SCV & SFV
- Explore the use of Digital Democracy on NLACRC's website to increase community engagement

- Legislative Academies were held on February 23rd in English and March 9th in Spanish. Assemblymember Christy Smith visited the February 23rd training and Assemblymember Luz Rivas attended the March 9th training. Both legislators took the time to speak to the group and answer questions. Nearly 50 attendees in total participated in the two trainings, and we reached our goal of having 20 to 25 participants at each training.
- We will continue to meet with our 11 State legislators at their local offices throughout the year. Meetings with Assemblymembers Tom Lackey, Adrin Nazarian and Senator Robert Hertzberg took place on January 11th and with Senator Henry Stern on March 8th.
- Digital Democracy is no longer available. The website indicates it was no longer functional as of December 2018.
PROGRESS: Objective 1B

Local Community Legislative Education and Advocacy Activities:

Current Plan

- Explore participation on Valley Industry Commerce Association ("VICA") committees

DE Status

- Deputy Director attended VICA's Government Affairs Committee meeting on 2/20/19.
- CFO attended the VICA State Officeholders Dinner on 2/22/19.
- Director of Finance participated in VICA Labor & Employment meetings on 2/6/19 and 5/1/19.
- IT Director attended the VICA Leaders Forum with L.A. County Supervisor Sheila Kuehl on 3/22/19.
- Community Services Director attended VICA After Dark with Assemblymember Luz Rivas on 1/10/19, and the VICA Education Committee meeting on 2/17/19.
- Staff attending the meetings have brought back information to share within the organization on issues that are impacting our community.
PROGRESS: Objective 1B

Local Community Legislative Education and Advocacy Activities:

Current Plan
- Implement equitable and inclusive engagement practices to ensure diverse representation of our stakeholders

- Festival Educacional, a half-day seminar for our Spanish-speaking parents, was held on Saturday, January 26, 2019 at New Horizons with 154 people in attendance. Three educational seminars were presented in Spanish on the topics of behavioral services by A Change in Trajectory, generic resources by the State Council and housing rights by Neighborhood Legal Services. The event was very well received and the mini-resource fair which was offered for the first time, was a great success. The legislators asked attendees to complete a survey asking for feedback and received 88 responses. Many of the participants are interested in the opportunity to attend more events like this one.

- OCRA community trainings with NLACRC’s Educational Advocate are scheduled in SFV and AV at external locations. Training will be focused on educational advocacy and what families can expect during the IEP process. The training will be in English and Spanish from June through September 2019.
PROGRESS: Objective 1C

**NLACRC Staff Legislative Education and Advocacy Activities:**

**Current Plan**

- Continue to increase efforts to share information and resources to staff related to legislative advocacy.

- Develop a plan to include legislative education as part of the person-centered planning process.

- Update case management training materials to include legislative advocacy as part of the person-centered planning process.

- The Public Information Department continues to work with the case management department to have CSCs help spread the word about the legislative advocacy events and activities. A few CSCs referred us to parents who were interested in attending the Legislative Academies which helped us meet our goals.

- On February 20th, NLACRC's Deputy Director spoke at VICA's Government Affairs Committee regarding reimbursement rates for organizations serving adults with developmental disabilities. As a result, VICA voted to support an across-the-board increase in funding and comprehensive rate restructuring to support Californians with intellectual/developmental disabilities. In March, at Sacramento, VICA met with state legislators and their senior staff to discuss the support of various bills that impact our community, inclusive of the above critical issue.

- In May 2019, NLACRC met with the legislators to discuss plans for the next fiscal year including a discussion about how to include legislative education as part of the new staff orientation training, and person-centered planning process.
PROGRESS: Objective 2A

*Develop both internal & external partnerships to improve collaboration and increase service delivery & service options*

**Current Plan**
- Continue to provide Vendor Fairs
- Continue to participate in a variety of service provider and community partner meetings

**Goal Status**
- Vendor Fairs to be held on September 4, 10, 12 & 24, 2019 in SFV; Date TBD in September 2019 for AV
- CMS HCBS Information Sessions were conducted with service providers on 3/15/19 and 3/28/19 in SFV, 3/18/19 in AV, and 3/22/19 in SCV.
- SIR and Risk Mitigation Trainings on 4/29/19 in SFV and 4/19/19 in AV
- Personal & Incidental Funds Trainings held on 5/29/19 in SFV and 5/30/19 in AV
- Participated in quarterly Supported Living Services (“SLS”) meetings
PROGRESS: Objective 2A

*Develop both internal & external partnerships to improve collaboration and increase service delivery & service options*

**Current Plan**

- Continue to provide technical assistance

- Provided vendor support with the transition of two Specialized Residential Facilities from Aacres to Elwyn and CPES
  
  - Ongoing daily monitoring visits up until the day of transition for both facilities: Aug 3rd 2018 through Feb 28, 2019 (Aacres Tupper) /Aug 3rd 2018 through March 31, 2019 (Aacres Quartz)
  
  - Technical Assistance joint meeting for the transition to review all transition activities and expectations from from Aacres/CPES on 1/30/19
  
  - Technical Assistance and 1:1 training for CPES Administrator 2/5/19, 3/1/19, and 4/3/19
  
  - Technical Assistance joint meeting for the transition to review all transition activities and expectations from Aacres/Elwyn on 3/29/19
  
  - Technical Assistance 1:1 training for Elwyn Administrator 4/3/19 and 4/8/19
PROGRESS: Objective 2A

Develop both internal & external partnerships to improve collaboration and increase service delivery & service options

Current Plan
- Community Coffee Meetings
- Participation in family and service provider support groups

- Deputy Director and/or Consumer Services Directors participated in the following meetings: 3/4/19 at Partners for Potential in Newhall, 3/15/19 at Child Development Institute, Canoga Park and at Libertana Home Health, Sherman Oaks; 4/10/19 at California Psychcare in Van Nuys; 4/24/19 at Social Vocational Services in Northridge; 5/3/19 at JNCS in Mission Hills and on 5/10/19 at BUILD Rehabilitation, Sylmar. Next Community Coffee Meeting is scheduled for 6/14/19 at 123 Homecare.

- POS Expenditure Data was presented to Cultivar y Crecer at their March 22, 2019 meeting.
PROGRESS: Objective 2B

*Develop resources in geographic areas where resources, services, and supports are lacking*

**Current Plan**
- Submit a 637 Proposal for the use of SLPAs
- Submit a 637 Proposal for a Community-Based Integrated Support Service ("CBISS") program
- Submit a 637 Proposal for the Lifespan Model
- Maximize the use of Community Resource Development Program ("CRDP") plan

**Additional Plan**
- Submit 637 Proposal for Travel Time to AV: Licensed OT, PT, Speech Therapist
- Submit 637 Proposal for Travel Time to AV: Clinical Psychologist

**Q3 Status**
- CBISS 637 Proposal
  - Submitted to DDS; NLACRC to provide additional information to DDS
- CPES awarded funding to develop two specialized residential facilities (SRF) located in the SFV and AV
- Request For Proposal (RFP) to be posted in May 2019 for four (4) Enhanced Behavioral Services Homes (EBSH), a community-based behavioral program, a and mobile mental health services team
PROGRESS: Objective 2B

*Develop resources in geographic areas where resources, services, and supports are lacking*

**Current Plan**
- Continue efforts to develop services and supports to meet consumer needs
- Twenty-six (26) new service providers vended:
  - (3) Residential
  - (3) Community Integration Program
  - (3) Supplemental Residential Support
  - (2) Purchase Reimbursement
  - (1) Behavior Analyst
  - (1) Behavior Management Assistant
  - (1) Durable Medical Equipment
  - (1) Geriatric Facility
  - (1) ICF/DD-N
  - (1) Individual or Family Training
  - (1) Money Management
  - (1) Occupational Therapy
  - (1) Personal Assistance
  - (1) Pharmaceutical Services
  - (1) Socialization Training
  - (1) Specialized Residential Facility
  - (1) Speech Pathology
  - (1) Supplemental Program Support
  - (1) Transportation (Additional Component)

- PCP Vendorizations are in process
- FMS Vendorizations are in process
PROGRESS: Objective 2B

*Develop resources in geographic areas where resources, services, and supports are lacking*

**Current Plan**
- Implement Self Determination Program ("SDP") once approved by CMS and DDS
- Continue efforts to hire staff to support self-determination program (quality assurance, fiscal staff, service coordination)
- Implement self-determination e-billing program
- Develop self-determination training

**Additional Plan**
- Vendor Fiscal Management Service ("FMS")
- Independent Facilitator
- Orientation Training
- Staff Training

**Year 1 Status**
- SDP procedures and orientation materials completed. Procedures may need amendments as program is implemented.
- First SDP Orientation was held on 5/14/19 at the Chatsworth location; 42 participants attended.
- SDP Specialists and Supervisor have been recruited.
- NLACRC attended the DDS Train the Trainer session on 2/25/19 and March 8, 2019.
- NLACRC SDP staff training was conducted in early May of 2019.
- SANDIS 7 SDP Module and eBilling applications are installed; SANDIS Genie not yet available
- DDS' Average Cost Calculator not yet available
PROGRESS: Objective 2B

Develop resources in geographic areas where resources, services, and supports are lacking

Current Plan

- Implement Self Determination Program ("SDP") once approved by CMS and DDS
- Continue efforts to hire staff to support self-determination program (quality assurance, fiscal staff, service coordination)
- Implement self-determination e-billing program
- Develop self-determination training

Additional Plan

- Vendor Fiscal Management Service ("FMS")
- Independent Facilitator
- Orientation Training
- Staff Training

Vendor SDP Training scheduled on June 10th in SFV and June 12th in the AV
- In the process of vending Accredited Nursing Services (ANS) as a FMS and Premier Healthcare Services has been vended by the FDLRC as a FMS.
- In the process of vending service providers to perform Person Centered Planning (PCP) training: TASC, Tierra Del Sol, New Horizons, UCP/SCF, and People Creating Success
PROGRESS: Objective 2C

Employment Opportunities for Consumers

Current Plan
- Continue activities to increase the number of service providers receiving Competitive Incentive Funds ("CIE") or providing Paid Internships ("PIP")
- Continue to identify employment partnerships in effort to increase the number of consumers in paid competitive employment and paid internships
- Continue efforts to increase the number of consumers in paid employment or paid internships
- Continue work with LAUSD, Department Of Rehabilitation ("DOR"), and local regional centers to create NLACRC's local partnership agreement ("LPA")

Additional Plan
- Explore Technological Solutions to Track Consumer Employment

- Vendored 1 new service provider for CIE last quarter, bringing the total to 14 service providers vendored for CIE and 14 service providers vendored for PIP
  - Continue activities to vendor service providers for CIE and PIP
- As of 3/31/2019 (FY2018-2019), there are 29 consumers receiving PIP and 41 consumers receiving CIE
- Quarterly partnership meetings continue between NLACRC, DOR, and LAUSD
PROGRESS: Objective 2D

Provide Rate Support & more technical assistance and monitoring support for service providers

Current Plan

- Assist and encourage all service providers to complete Rate Study by March 2019
- Continue to support service providers that received Home & Community Based Services ("HCBS") purchase of services ("POS") funding to comply with Centers for Medicare & Medicaid Services ("CMS") final rules
- Chief Financial Officer ("CFO") & Community Services Director to meet with service providers on a regular basis
- Continued quarterly partnership meetings with Keolis, Student Transportation Services, and R&D Transportation
- CFO and Community Services Director visited Community Integration Services on 2/11/2019
- Community Services Supervisor/Resource Development and staff met with New Horizons on 1/24/19, Danny's Farm on 2/26/19, and Exceptional Minds on 3/20/19
PROGRESS: Objective 2D

Provide Rate Support & more technical assistance and monitoring support for service providers

Current Plan

- Increase the number of audits to support increase in quality and effectiveness of services.
  - FY2018-2019, NLACRC is required to complete 11 audits of service providers

- Process Home Health Rate Increase effective July 1, 2018

- Process Health & Safety (H&S) Exemptions, as needed

- Process January 2019 State minimum wage increases for eligible service providers

Go Status

- Continue to work on vendor audits
- Provided technical support to vendors seeking a Health & Safety rate increase and vendors seeking a rate increase related to State Minimum Wage
- Over 25 Health & Safety requests (includes both those submitted to DDS and those that are in process)
PROGRESS: Objective 3A

*Increase quality services & supports provided by NLACRC staff to consumers and their families*

**Current Plan**

- Continue efforts to hire more service coordinators to reduce caseloads
- Continue efforts to hire Labor Manager, Diversity Manager, Privacy & Contract Manager
- Continue to develop & implement succession planning for key positions
- Continue efforts to hire staff to support our strategic plan objectives & case management activities (supervisors, clerical staff, IT staff, quality assurance staff)
- Continue efforts to hire staff to support self-determination program (quality assurance, fiscal staff, service coordination)

**Q3 Status**

- During Q3, NLACRC submitted their Caseload Ratio Survey and reduced caseload ratios from last year. Our caseload ratios are:
  - Early Start – Required: 1:62 – NLACRC – 1:52.3
  - Medicaid Waiver – Required: 1:62 – NLACRC – 1:82.4
  - All Others – Required: 1:66 – NLACRC – 1:77.8
  - DC <24 mos – Required: 1:62 – NLACRC – 1:59.1
  - DC last 12 mos – Required: 1:45 – NLACRC – 0
- Caseload Ratio Public meeting scheduled for June 6, 2019
- Hired an HR Director – start date is April 15, 2019
- Hired 52 staff – 44 were CSCs
- Interviews scheduled for all Self-Determination positions
PROGRESS: Objective 3A

*Increase quality services & supports provided by NLACRC staff to consumers and their families*

**Current Plan**

- Continue efforts to assess staffing needed to support our Electronic Document Management System ("EDMS")
- Transition money management and representative payee services for consumers residing in residential living arrangements from NLACRC to FACT, a service provider

**CB Status**

- Clearing out backlog of files that need to be scanned to determine the ongoing needs for staffing the EDMS project
- Pilot program in place to determine staffing needs to scan the mail before it gets to the CSCs
- A process for the transition of the Representative Payee (FACT) has been established. The transition will occur over eighteen (18) months. A letter will be sent to consumers in May 2019 informing them of the change. A letter was sent to providers in April 2019 informing them of the change. 16 residential providers have been identified for the initial group to transition.
- Implemented centralized email address for trust related issues and inquiries to provide better customer support.
PROGRESS: Objective 3B

Increase Staff Training and Education

Current Plan

- In collaboration with CSUN, conduct new sessions of Train the Trainer
- Create employee development paths through the use of Learning Management System ("LMS")
- In collaboration with CSUN, develop eLearning micro-trainings
- Provide training to include cultural competencies & inclusion
- Train the rest of the organization on the 7 Habits of Highly Effective People

- 7 Habits training completed in February 2019 for new supervisory staff.
- 7 Habits contract not renewed for 2019. The team will assess the option to train staff in 2020.
- Micro-learning(s) were researched to find that they ought to be used as quick resource or refresher training. Developing a plan to identify topics for these types of training.
PROGRESS: Objective 3B (cont.)

*Increase Staff Training and Education*

- Offer the Volunteer Instructor Program ("VIP") for the 7 Habits of Highly Effective People to gain professional leadership experience
- Develop training: Contract administration – Lanterman Act Case Studies; and the Clinical Department – Ages and Stages
- Conduct retreat for all management that will focus on change management & The 7 Habits of Highly Effective People
- Collective Bargaining Agreement ("CBA") negotiations. NLACRC to continue internal workgroup to review SEIU 721 Collective Bargaining Agreement ("CBA")
- Volunteer Instructor Program plan on a tentative hold for further review
- Ages and Stages training for all staff (unit-by-unit) completed at by November, 2018. A New Staff Orientation training is in the development phase
- NLACRC and SEIU 721 are currently in negotiations.
PROGRESS: Objective 3B (cont.)

- **Increase Staff Training and Education**

  - Quarterly Case Management trainings directed toward increased technical, management and leadership skills
  - Provide Training regarding "Achieving a Better Life Experience Act" ("ABLE") accounts

- Community Services/Case Management Shared Processes Trainings scheduled:
  - **Spring 2019:** QA/CSC Liaison Orientation; Roles & responsibilities during CAPs/Sanctions; Placement; Oversight/Follow-Up (SIRs/risk mitigation); Residential Annual Reviews and unannounced visits by QA; Vendor Non-Compliance Process; Out of Area Request
  - **Summer 2019:** SLS; Resources; SSI/SSP address changes; Personal & Incidents (P&I)
  - **Fall 2019:** Vendorization Process (Co-Pays, Purchase reimbursement); Client/Parent Vendorization (FMS) (Insurance co-pay, transportation reimbursement)
  - Coordinating training by CalABLE
  - Quarterly Case Management training topic: In Home Support Services.
PROGRESS: Objective 3C

Increase Board Training and Education

Current Plan

- Continue New Board Member annual orientation
- Continue Board Packet Reviews
- Continue Annual Legislative Training
- October 2018 training regarding the Board’s responsibilities as it relates the upcoming Union negotiations
- Provide periodic trainings as requested by the Board
- Board Training on Transparency Policy to be scheduled in 2019
- Board Training on Quality Assurance to be scheduled in 2019

Go-Status

- Board Packet Reviews conducted regularly
- Board agreed to secure the services of the Center for Nonprofit Management to provide training on the board member roles and responsibilities at Board retreat on May 3, 2019.
- Board training on DDS contract on May 3, 2019
PROGRESS: Objective 4A

Streamline and Document Workflows

Current Plan

- Create Emergency Response Plan ("EMR")

- CFO and IT Director interviewed three vendors. EMR plan to be developed later in 2019
**PROGRESS: Objective 4A**

*Streamline and Document Workflows*

**Current Plan**

- Directors to work with Policy & Procedure Manager to document workflow processes.
- Continue to update and create Policy(s) & Procedure(s)

- The Policy & Procedures Manager continues working with legal counsel to develop NLACRC's HIPAA policies and procedures.
- Legal counsel was retained to review and assist in developing NLACRC's personnel policies and procedures. The Policy & Procedures Manager is currently working with legal counsel to develop these policies and procedures. Once developed, these policies will be brought to the relevant NLACRC committees for approval.
- NLACRC implemented the following policies and procedures:
  - Confidential Shred Bin Policy
  - San Fernando Valley Office 1st Floor Intrusion Alarm Policy
  - Gifts To and From Consumers and POS Vendors Policy
- The Policy & Procedures Manager is working with subcommittees to develop policies regarding field safety, department/unit retreats, and window cubicle relocations.
- The Policy & Procedure Manager is working with each department to develop their "top 10" internal department procedures that need to be developed, memorialized, or approved. Once identified, the Policy & Procedure Manager will begin working with the departments to develop these procedures and take them through the approval process.
- Multiple policies and procedures are in the process of being developed.
PROGRESS: Objective 4A

Streamline and Document Workflows

Current Plan

- Consumer Services Directors to review authorization process to identify services that may be authorized at a Supervisor level.
- Assess timelines for program planning reports as per the Performance Standards
- Explore software to track talent acquisition and time management
- Automate the Exception/Exemption Staffing Process
- Explore technological solutions to capture data on achieving work goals for consumers, monitoring habilitation services; and monitoring Supported Living Services ("SLS") providers.

Additional Goal

- Proof of concept project to evaluate the use cases for eSignatures
- Workflows in Intake continue to be streamlined and automated in the EDMS system
- Workflows in Early Start are being streamlined and will be automated in the EDMS system
- Over 100 templates for common documents have been developed in EDMS for Early Start & Intake. Additional templates being developed for other departments
- Added additional fields to the data that we are pushing from SANDIS into EDMS in order to prepopulate the templates with SANDIS data
- Re-wrote the Positive Pay program to automate the sending of files. Piloting new interface for the program.
PROGRESS: Objective 4B

Technology will be considered in all new or existing workflow processes & technology to automate workflows will be the 1st priority

Current Plan
- Rollout of SANDIS 7
- Rollout of SANDIS Genie
- Make SANDIS Mobile an available tool

Additional Goal
- Rollout the SANDIS Vendor Portal
- Maximize Payroll Software

- Upgraded to SANDIS 7.1 which provided additional functionality and security
- SANDIS Genie for IT, Accounting, and all other Staff still pending with SANDIS
- SANDIS Mobile will be available to CSCs on their mobile phones pending the development of a policy
- Implemented changes in payroll software to maximize use of technology and increase efficiency of payroll staff
PROGRESS: Objective 4B

Technology will be considered in all new or existing workflow processes & technology to automate workflows will be the 1st priority

Current Plan

- Continue efforts to use technology to streamline workflows
  - SharePoint Development
  - SharePoint Integration with Electronic Document Management System ("EDMS")
  - Development of an Intranet in SharePoint

- Piloting the SharePoint Add-on (Doc Read) for policy & procedures. The security groups were developed and tested with the pilot group. Implementation is pending approval from the Business Project Manager to implement

- SharePoint Intranet architecture discussion completed. Preliminary design is in progress. This project is awaiting prioritization for FY 2020

- A proof of concept project is underway to move documents created in SharePoint to the EDMS Company Record Repository when they are final.

- Continuing to support the adoption of the new processes for Vendor Management in Community services. Community Services is scanning the documents that were backlogged during the transition to the new system. Awaiting approval to make identified documents available to other departments.
PROGRESS: Objective 4C

Make information easily accessible to staff, service providers, consumers/families, and community partners; improve data integrity; & maintain security and privacy

Current Plan

- Continue efforts to use technology to streamline workflows:
  - Electronic Document Management System ("EDMS") Status
  - EDMS Training
  - EDMS integration with SANDIS 7

- Phase 2 training continues at the unit level as active consumer records are digitized
PROGRESS: Objective 4C

Make information easily accessible to staff, service providers, consumers/families, and community partners: improve data integrity; & maintain security and privacy

Current Plan
- Continue efforts to use technology to streamline workflows:
  - Status of digitizing records into EDMS
  - Development of a Secure File Transfer Protocol ("SFTP") to share records with vendors
  - EDMS implementation of Templates & e-signatures
  - Phase 2 EDMS training
  - Assessing equipment to support staff (dual monitors, scanners, & monitor arms)

Additional Goal
- EDMS Automatic Filing

7th Status
- Over 13,000 active charts have been scanned as of March 31, 2019. All Case Management records to be digitized by June 2019.
- The SFTP process has moved from pilot to production phase, allowing the transfer of tens of thousands of files per week into the EDMS system
- Paper documents to be added to charts are being scanned by vendor and filed electronically into the eChart
- Determined that scanning closed cases is more cost-effective than storage. Closed cases picked up from SFV office and will be picked up from branch offices along with active charts. Also began retrieving active files with multiple volumes from storage for scanning
- Procedure for transferred in and out cases modified to ensure cases are digitized before moving to CSCs or out to other Regional Centers
- Continued rolling out dual monitors to staff as budget allows. Any dual monitors not covered this year will be proposed for FY2020 budget
PROGRESS: Objective 4C

Make information easily accessible to staff, service providers, consumers/families, and community partners; improve data integrity; & maintain security and privacy

Current Plan
- Update General Information Brochure
- Commonly Coordinated Services and Family Service Guide
- Conduct a Risk Assessment
- Conduct a Disaster Recovery Test

NLACRC will begin the review process for the General Information Brochure upon completion of the Family Service Guide.

The Common Services Brochures were completed in early March 2019. The brochures are available in English and Spanish at all three offices and were given to the Family Focus Resource Centers. The brochures were also made available at our POS Expenditure meetings that were held on March 7th, 14th and 22nd.

The reading level has been reduced for the Family Service Guide and it is currently being reviewed by the case management department. We will go through one more round of reviews before it’s sent to design. Estimated completion date is June 28, 2019.

Risk Assessment by CynergisTek began in April 2019

Proposed Disaster Recovery Plan was drafted presented to the management team on April 22, 2019
PROGRESS: Objective 4D

Increase opportunities for cost savings

Current Plan
- Continue to reduce CalPERS unfunded retirement liability
- Continue to reduce unfunded retiree healthcare liability
- Review benefit plans and employee programs for alternatives

3Q Status
- There were no changes in Q3 to current benefit plans and employee programs
PROGRESS: Objective 4E

Maximize Office Space Utilization

**Current Plan**

- Develop collaboration tools for management staff to allow management staff to attend meetings and collaborate without having to be at the same location.
- Assess and develop a plan for the Antelope Valley Office current and future office space needs.

**Additional Plan**

- Assess and develop a plan for the Santa Clarita Valley current and future office space needs.

**As Status**

- Zoom meeting technology increased adoption and is being used by staff and the Board.
- Adding workstations at the SCV office to accommodate growth completed in February 2019.
- Conference room conversion in the AV office completed in February 2019 for 3 support staff. The Directors office was also converted to accommodate 2 Officer of the Day (ODs) and 1 Floater.
- In the process of securing office space in the Antelope Valley.
<table>
<thead>
<tr>
<th></th>
<th>Goal</th>
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<th>Goal</th>
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<tbody>
<tr>
<td>1</td>
<td>Increase community education and engagement, build relationships with state legislators locally and in Sacramento; and identify stakeholder priorities in order to help direct our current and future advocacy efforts</td>
<td></td>
<td>Provide consumers and families more choices and options for service delivery</td>
<td></td>
<td>Provide staff within NLACRC that is equipped with information, skills, and expertise to support our consumers and their families, service providers, our staff, and the mission of NLACRC</td>
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</tbody>
</table>
NEXT STEPS
North Los Angeles County Regional Center
Board Retreat
Meeting Notes
Saturday, May 4, 2019
9:00 a.m. - noon

Our Values:
- Ethical
- Supportive
- Respectful
- Compliant
- Empowering
- Person-Centered
- Relationships
- Advocacy (3)
- Community
- Cultural Competencies
- Entitlement
- Service(s)
- Diversity and inclusion
- Empathy

Priorities/To do:

<table>
<thead>
<tr>
<th></th>
<th>Board</th>
<th>Staff</th>
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</thead>
<tbody>
<tr>
<td>Involve Consumers</td>
<td>Mentor new members</td>
<td>Budget – draft &amp; monitor Calendar activities</td>
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<td></td>
<td>Method of communication</td>
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<tr>
<td>Legislative Advocacy</td>
<td>Tell the Story</td>
<td>Provide Data-information</td>
</tr>
<tr>
<td>ED Transition</td>
<td>Open Communication 🚴</td>
<td>Open Communication 🚴</td>
</tr>
</tbody>
</table>

ACTION ITEMS FOR COMING YEAR:

Legislative Advocacy

1. Continue contact with Legislators
2. Increase service provider and consumer participation in legislative advocacy – coalition
3. Increase knowledge of skill set of board members

Expand contract to include CSCs (Consumer Service Committee) Legislative advocacy training

Keep momentum of the efforts

Legislative Academy -> implement?
Increase support and expand advocacy in our catchment – staff, consumers, families, providers, board and interested individuals

Increase service provider participation for recruiting board members

Create inventory of board skills/experience

Plus in depth intro for new members, etc.

Fully implement buddy system

Invite legislators and staff to provide tours
Capture more local feel good stories

**Consumer Involvement**

1. Education (tailored to each community)
2. Increase opportunities for legislative advocacy
3. Filers -> simplify info

- Accessibility in each valley
- Outreach and feedback
- Self-advocacy partnerships
- Consumer support groups
- Simplify info direct to age group – disability type
- Outreach to residential/group homes/all service types
- CAC – issues important to CAC members for board consideration/action
- Increase membership in CAC

Increase awareness of services/Use more diverse access strategies

- Computers
- Audio
- Family support/staff
- Client central meetings and presentations in their programs

Recording meetings/allow comments

Expand to other social media platforms

**E.D. Transition**

#1 Strategic plan / working more on it
#2 Discuss ongoing issues
#3 Manage changes methodically, incremental, thoughtful in pleasant, supportive way

- Feedback on Union (as a whole)
- Clarify Objectives (support)
- Build plan to move forward
- Setting salary scope for Shift Director (Associate Director)
- Enhance board recruitment opportunities
- Negotiations
- Recommendation
- Review Administrative Affairs
- Events staff appreciation

**Training on how to effectively use Board Members / Volunteers**
- Strong voice at ARCA
- Clarity around change management
- Board/ED expectations
- Suggestions box/online for staff
- Setting expectations for senior leadership
- Micro-trainings
- Maintain stability initially
## Contract Summary and Board Resolution

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Contract Summary</th>
</tr>
</thead>
</table>
| 1.  | Contract Overview: (New or Amendment) (POS or OPS) | Master Board Resolution for Clinical Psychologist Services  
Amendment or New Contract, Purchase of Services (POS) |
| 2.  | The Name of Vendor or Service Provider | Please refer to the attached “Summary of Professional Services Agreements for Psychologists Service Code 785” report. |
| 3.  | The Purpose of the Contract | The service provider(s) provide clinical psychology services to consumers, pursuant to Title 17, Section 54342(a)(17). Clinical psychologists provide (1) diagnosis and psychotherapy of mental and emotional disorders; and (2) individual and group testing and counseling in order to assist individuals achieve more effective personal, social, educational, and vocational development and adjustment.  
In December 2018, the Department of Health Care Services (“DHCS”) published a new Medi-Cal Schedule of Maximum Allowances (“SMA”) for psychological services. Specifically, the Current Procedural Terminology (“CPT”) code(s), the associated maximum allowance rate(s), and the maximum billable units by CPT code for psychological services were changed. Based on this change, NLACRC determined the need to terminate all subcodes currently utilized by vendored Clinical Psychologists, under service code 785, and a need to create new subcodes under service 785, clinical psychologist, to reflect the new CPT code(s), maximum allowance rate(s), and maximum billable units established by Medi-Cal.  
Effective April 30, 2019, NLACRC intends to discontinue the use of the former CPT Codes since the Medi-Cal discontinued the use of these same CPT codes.  
Effective May 1, 2019, NLACRC will begin to utilize the CPT codes of 96130, 96131, 96136, and 96137 at the maximum SMA rate(s) and billable unit(s) established by Medi-Cal for these same CPT codes, unless a prior, written exception is granted by NLACRC. Such written exception would be |
<table>
<thead>
<tr>
<th>The Contract Term</th>
<th>Either a (i) five (5) year contract; or (ii) coterminous with existing contract term. Please refer to the attached “Summary of Professional Services Agreements for Psychologists Service Code 785” report.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Total Amount of the Contract</td>
<td>Please refer to the attached “Summary of Professional Services Agreements for Psychologists Service Code 785” report.</td>
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<tr>
<td>The Total Proposed Number of Consumers Served</td>
<td>Please refer to the attached “Summary of Professional Services Agreements for Psychologists Service Code 785” report.</td>
</tr>
<tr>
<td>The Rate of Payment or Payment Amount</td>
<td>Payment will be reimbursed to service provider based on 1) the actual services authorized; 2) the actual services provided; and 3) the authorized SMA rate.</td>
</tr>
<tr>
<td>Method or Process Utilized to Award the Contract.</td>
<td>Based on vendorization requirements under statute and regulation for purchase reimbursement.</td>
</tr>
<tr>
<td>Method or Process Utilized to Establish the Rate or the Payment Amount</td>
<td>The maximum rate of reimbursement shall be in accordance with the Schedule of Maximum Allowances (SMA), pursuant to 17 CCR, Section 57332(b)(11).</td>
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<tr>
<td>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</td>
<td>None</td>
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</table>

The North Los Angeles County Regional Center’s (“NLACRC”) Administrative Affairs Committee reviewed and discussed the Master Board Resolution for Clinical Psychologist Services. The Administrative Affairs Committee is recommending an action of the Executive Committee on behalf of the Board of Trustees to approve the Master Board Resolution for Clinical Psychological Services.

Daniel Becerra, Board Treasurer

May 29, 2019

Date

Nine (9) 785s (amendment/renewal re: new subcodes eff 05/01/2019)

Page 2 of 3
Contract Summary and Board Resolution

The North Los Angeles County Regional Center's ("NLACRC") Executive Committee on behalf of the Board of Trustees reviewed and discussed the Master Board Resolution for Clinical Psychologist Services. The NLACRC Executive Committee of the Board of Trustees passed the following resolution:

**RESOLVED THAT** in compliance with NLACRC's Board of Trustees Contract Policy, the NLACRC Board of Trustees has reviewed and discuss the Master Board Resolution for Clinical Psychologist Services. The Master Board Resolution authorizes any Officer of the NLACRC to execute all Professional Services Agreements or Amendments ("Agreements"), when the Agreement is limited to the purpose of adjusting the service provider's rate related to the change in the Schedule of Maximum Allowances ("SMA") for psychological services provided by vended Clinical Psychologists, under service code 785, in order to implement the new SMA rates established by Medi-Cal for psychological services. The effective date of the new SMA rates for psychological services will be May 1, 2019.

On May 29, 2019, NLACRC's Executive Committee on behalf of the Board of Trustees hereby authorizes and designates any Officer of NLACRC to finalize, execute and deliver Agreements, on behalf of NLACRC, in such form as NLACRC's legal counsel may advise, and on such further terms and conditions, as such Officer may approve. The final terms of the Agreements shall be conclusively evidenced by the execution of the Agreements by such Officer. For purposes of this authorization, an "Officer" means NLACRC's Executive Director, Chief Financial Officer, Deputy Director, or Chief Organizational Development Officer, and no one else.

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

__________________________________________
Lillian Martinez, Board Secretary

May 29, 2019
Date
### Summary of Psychologist (Service Code 785) Professional Services Agreements

#### Original Vendorization

<table>
<thead>
<tr>
<th>#</th>
<th>Vendor Number</th>
<th>Vendor Name</th>
<th>Effective Date</th>
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<td>2</td>
<td>P24453</td>
<td>GAINES, LAWRENCE PHD</td>
<td>4/29/1982</td>
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<td>3</td>
<td>PL1586</td>
<td>GARCIA, EVELIN PSY.D. A</td>
<td>07/01/2016*</td>
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<td></td>
<td></td>
<td>replaced PL1302 - eff. 06/01/13</td>
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<td>4</td>
<td>PL1188</td>
<td>Gittelson, Myah, PSY.D.</td>
<td>11/16/2011</td>
<td>4/1/2018</td>
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<td>5</td>
<td>PL1768</td>
<td>Golden State Psychological Services, Inc.</td>
<td>05/01/2019*</td>
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<td></td>
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<td>replaced PL0669 - eff. 05/25/2006</td>
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<td>PL1575</td>
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<td>7</td>
<td>PL1451</td>
<td>KK Psychodiagnostics, Inc.</td>
<td>3/12/2008</td>
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<td>8</td>
<td>PL1372</td>
<td>Siroli, Amalia, PH.D.</td>
<td>6/1/2014</td>
<td>3/31/2023</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>PL1283</td>
<td>TRAVIS-GRiffin, BRIGITTE</td>
<td>6/1/2013</td>
<td>4/1/2018</td>
<td>2nd amdt</td>
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</table>

*due to previous tax ID change

### Average Consumers Served Per Month

<table>
<thead>
<tr>
<th>#</th>
<th>Vendor Number</th>
<th>Vendor Name</th>
<th>Average Per Month</th>
<th>Expenditure (Annual Fiscal Impact)</th>
<th>Fiscal Impact</th>
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<tr>
<td>1</td>
<td>P26102</td>
<td>Beliz, E.A., JR, PH.D.</td>
<td>31</td>
<td>$88,849.50</td>
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<td>2</td>
<td>P24453</td>
<td>GAINES, LAWRENCE PHD</td>
<td>38</td>
<td>$108,569.33</td>
<td>$539,663.33</td>
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<td>3</td>
<td>PL1586</td>
<td>GARCIA, EVELIN PSY.D. A</td>
<td>38</td>
<td>$117,634.29</td>
<td>$583,639.84</td>
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<td>PL1188</td>
<td>Gittelson, Myah, PSY.D.</td>
<td>71</td>
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<td>$1,065,202.50</td>
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<td>PL1768</td>
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<td>6</td>
<td>PL1575</td>
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<td>$68,461.70</td>
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<td>$191,595.24</td>
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<td>39</td>
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<td>$509,694.68</td>
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</table>

Nine (9) 785s (amendment/renewal re: new subcodes eff 05/01/2019)
## Contract Summary and Board Resolution

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Contract Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Contract Overview: (New or Amendment) (POS or OPS)</td>
<td>Operations First Amendment to Agreement for Consulting Services</td>
</tr>
<tr>
<td>2</td>
<td>The Name of Vendor or Service Provider</td>
<td>Software Management Consultants, Inc. (&quot;SMCI&quot;)</td>
</tr>
<tr>
<td>3</td>
<td>The Purpose of the Contract</td>
<td>Project management services for the implementation of an Electronic Document Management System (&quot;EDMS&quot;).</td>
</tr>
<tr>
<td>4</td>
<td>The Contract Term</td>
<td>Thirteen (13) month term: Original Term: June 1, 2018 to May 31, 2019 1st Amendment: Extends contract term from May 31, 2019 to June 30, 2019</td>
</tr>
<tr>
<td>5</td>
<td>The Total Amount of the Contract</td>
<td>$279,279.00: Original Agreement: $257,796.00 1st Amendment: Increases contract by $21,483.00 from $257,796.00 to $279,279.00 Consists of $21,483.00 of FY2018 Funds and $257,796.00 of FY2019 Funds</td>
</tr>
<tr>
<td>6</td>
<td>The Rate of Payment or Payment Amount</td>
<td>$21,483.00 per month</td>
</tr>
<tr>
<td>7</td>
<td>Method or Process Utilized to Award the Contract.</td>
<td>The IT Director solicited proposals from various vendors and determined that SMCI's proposal best met NLACRC's business needs and strategic plan goals.</td>
</tr>
<tr>
<td>8</td>
<td>Method or Process Utilized to Establish the Rate or the Payment Amount</td>
<td>Usual &amp; Customary Rate</td>
</tr>
<tr>
<td>9</td>
<td>Exceptional Conditions or Terms: Yes/No If Yes, provide explanation</td>
<td>$279,279.00 SCMI: EDMS Phase II $24,800.00 SCMI: IT Operational Support $236,544.00 SCMI: Technical Writer &amp; Trainer $540,623.00 SCMI Total (all SMCI contracts) Consists of $61,329.67 of FY2018 Funds and $479,293.33 of FY2019 Funds</td>
</tr>
</tbody>
</table>

The North Los Angeles County Regional Center ("NLACRC") Administrative Affairs Committee reviewed and discussed the above First Amendment to the Consulting Services Agreement ("Agreement") between NLACRC and Software Management
Consultants, Inc. ("SMCI") and is recommending an action of the Executive Committee to take an action on behalf of the Board of Trustees to Approve the Agreement.

Daniel Becerra, Board Treasurer

May 29, 2019

Contract Summary and Board Resolution

The North Los Angeles County Regional Center ("NLACRC") Executive Committee on behalf of the Board of Trustees reviewed and discussed the First Amendment to the Consulting Services Agreement ("Agreement") between NLACRC and Software Management Consultants, Inc. ("SMCI")

RESOLVED THAT in compliance with NLACRC’s Board of Directors Contract Policy, on February 13, 2019, the Agreement between NLACRC and SMCI was reviewed and discussed by the NLACRC’s Executive Committee on behalf of the Board of Trustees. The NLACRC Executive Committee on behalf of Board of Trustees hereby authorizes and designates any Officer of NLACRC to execute and deliver the Agreement on behalf of NLACRC, in such form as NLACRC’s legal counsel may advise, and on such further terms and conditions as such Officer may approve. The final terms of the Agreement shall be conclusively evidenced by the execution of the Agreement by such Officer. For purposes of this authorization, an “Officer” means NLACRC’s Executive Director, Chief Financial Officer, Deputy Director, or Chief Organizational Developmental Officer, and no one else.

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

Lillian Martinez, Board Secretary

May 29, 2019
Government & Community Relations Committee
North Los Angeles County Regional Center

Government & Community Relations Committee Meeting Minutes
May 15, 2019

Present: Marianne Davis (via teleconference), Melissa Ferman, Anna Hamilton, Sharoll Jackson, Angelina Martinez, and Caroline Mitchell – Committee Members
Orli Almog and Sonia Ojeda – Vendor Advisory Committee Representatives
Arnulfo Jackson - Guest
Raquel Armendariz, Michelle Heid, and Steve Miller – Legislative Educators
Sara Iwahashi, Ruth Janka, Jennifer Kaiser, Michele Marra, and George Stevens – Staff Members

Absent: Jeremy Sunderland

I. Call to Order & Introductions

Caroline called the meeting to order in Jeremy’s absence, at 6:36 p.m. and introductions were made.

II. Public Input - There was no public input.

III. Consent Items

A. Approval of Agenda

M/S/C (A. Hamilton/M. Ferman) To approve the agenda as presented.

B. Approval of Minutes from the April 17th Meeting

M/S/C (S. Jackson/M. Ferman) To approve the minutes as presented.

IV. Committee Business

A. Review and Approve Committee’s Critical Calendar for FY 2019-20

Only 2 changes were made for the FY 2019-20 critical calendar:

1. November: The reference to “organizational principles” was replaced with “mission, vision, and values statement.”

2. March: The action for developing the center’s legislative strategy was moved to the month of May.
M/S/C (A. Hamilton/S. Jackson) To approve the committee’s critical calendar for FY 2019-20 as modified.

B. Legislative Educators

1. Monthly Report: Copies of the report were provided; Michelle Heid reviewed the monthly activities while Steve Miller reviewed their activities over this fiscal year.

2. Proposal for FY 2019-20: Copies of the legislative educators’ proposal of activities for next fiscal year were provided and reviewed. Steve Miller will be leaving the project, so Raquel Armendariz and Michelle Heid will be the team.

M/S/C (S. Jackson/M. Ferman) To recommend to the Board of Trustees to approve the legislative educators’ proposal for FY 2019-20 as presented.

C. Priority Legislation

A list of priority legislation was provided along with copies of the following bills:

1. AB 850 (Lackey) re: Repayment of Student Loans

   Action: Michelle Heid will contact Lackey’s office to encourage him to include regional center service coordinators in his bill because if he did, the committee would recommend a support position on it.

2. AB 924 (Voepel) re: In-home Support Services

   No position was taken on this bill.

3. SB 412 (Stone) re: Elimination of Family Fees for Regional Center Services

   M/S/C (A. Hamilton/S. Jackson) To recommend to the Board of Trustees to take a support position on SB 412 (Stone).
D. Review Service Provider & Elected Representative Visit Policy and Framework for Strategy Implementation to Draft Board’s Legislative Priorities for FY 2019-20

The committee was provided with copies of the 2 policies and the board’s legislative strategy for this fiscal year. After review, the committee will recommend the following legislative strategies to the Board of Trustees for FY 2019-20:

1. Continue our community engagement by finding out what issues are important to them through a variety of ways.
2. Conduct legislative advocacy trainings that reach out to our community.
3. Hold at least one legislative event.
4. Hold candidates forums, as needed, in the center’s catchment area.
5. Reach out and network with other advocacy groups.

Action: Michele Marra will wordsmith goal #5.

Action: Michele Marra will draft modifications to the 2 policies to reflect the new goal #5.

E. California’s 2020 Census

The census is coming! Outreach is needed to get everyone to respond to the census. Many nonprofits are offering access to a computer so people can fill out the census form online. We will be making our family focus resource center available for such a purpose.

F. VICA & VIA Events

Information for the following events was provided to the committee:

1. **VICA Leaders Forum**: Thursday, May 30th, 8:30-10:00 a.m. at the Airtel Plaza Hotel in Van Nuys; the forum will feature Stephanie Wiggins, CEO of Metrolink.

2. **VIA Cocktails & Conversation**: Wednesday, June 26th, 6:00-8:00 p.m. at the Valencia Country Club in Valencia; the featured speaker will be Kathryn Barger, LA County supervisor.
3. **VICA After Dark**: Tuesday, July 16th, 5:30-7:30 p.m. at the Airtel Plaza Hotel in Van Nuys; the featured speaker will be Assembly Woman Christy Smith.

**Action:** Any board members interested in participating in one of these events should contact Sara Iwahashi at SIwahashi@nlacrc.org.

G. **DDS Consumer Advisory Committee**

Michele Marra announced that the Department of Developmental Services (DDS) is currently recruiting for consumers to join their Consumer Advisory Committee (CAC). The DDS CAC is a 15-member committee made up of consumers from around the state; they are currently looking for consumers from our area. A consumer must be nominated for membership by a local self-advocacy group or developmental disability organization. We will be advertising their recruitment notice to assist them in finding additional CAC members.

H. **Facebook Analytics (English & Spanish)**

Copies of the month analytics reports were provided to the committee for their information.

V. **Board Meeting Agenda Items**

The following items were identified for the committee's section of the June 12 board meeting agenda:

A. Minutes of the May 15th Meeting
B. Legislative Educators’ Report
C. Presentation of Changes to Visit Policy
D. Presentation of Changes to Visit Framework Policy
E. Approval of Proposed Legislative Priorities for FY 2019-20
F. Approval to Support SB 412 (Stone)

VI. **Announcements / Information / Public Input**

A. **Complete Meeting Evaluations**

Caroline asked the committee members to please complete their evaluation forms after the meeting and submit them to her with any comments.
B. Next Meeting: Wednesday, July 17th (no June meeting)

VII. Adjournment

Caroline adjourned the meeting at 7:45 p.m.

Submitted by:

Jennifer Kaiser
Executive Assistant

[germin.may15.2019]
Community and Legislative Educator Project
Presented by Steve Miller, Michelle Heid, and Raquel Armendariz

Update 5/2019

State Budget and Budget Hearings
Late April and early May have been devoted to informing and engaging our community regarding the State Budget process and Legislative Committee Hearings impacting regional centers.

A group of parents attended the Senate Budget Subcommittee hearing on May 2nd to provide public comment regarding restoration of social recreation and camp services, repeal of the uniform “furlough” schedule, and share their stories. This group was led by Michelle and Raquel and were enthusiastic about sharing their stories and learning more about how to effectively advocate for their community.

Michelle was able to attend the Senate Budget Subcommittee hearing on May 9th along with a large group of providers organized by Steve and other leaders across the state. They were able to deliver letters to offices of local legislators and urge their support for the 8% increase for providers. They also gave public comment about the impact of the rate study on their organizations.

Rate Study and Associated Rate Models
There have been many issues identified in the rate study and providers have shared concerns about elimination of service codes (e.g., 117, 605, and 805). Some of the issues shared by the provider community include wage calculations for direct support professionals, LA not being identified as a high cost area, attendance assumptions, among others. These issues were heard during the Senate hearing on May 9th, but it is unclear if DDS will release a revised rate study.

Governor’s May Revise
The Governor’s May Revise was released on May 9th. It contained some good news and some bad news. First the good: The proposal includes $163.7 million ($98.7 million General Fund) beginning January 1, 2020 for a temporary “supplemental provider rate increases” or rate adjustments for “community developmental services.” To implement these supplemental rate adjustments and increase regional center transparency and accountability, the revised budget includes $4.5 million ($2.5 million General Fund) for regional center operations. According to DDS, services targeted for the temporary supplemental provider increase include:

- Residential services (ARM community care facilities)
- Supported Living Services
- Family Home Agencies
- Supported Employment
- Personal Assistance Services
- Transportation Assistance
- Supplemental Support Services

Now the bad news: The May Revise ignored the NLACRC position calling for 8% increases for all providers and for case management. This means that all of the community’s day programs and Independent Living Skills programs and others not specifically mentioned in the May Revise will receive no assistance to meet the rising costs of wages and other operating costs.

Additionally, restoration of social recreation and increase for services other than targeted increased above were not included in the Governor’s May Revision.

The OK news is that the Governor’s May Revise includes suspension but not elimination of the Uniform “Furlough” Schedule and $50 million ($30.1 General Fund) to suspend the schedule. This change allows additional days of service to be paid and means that providers do not have to close their doors on these days. This is a win for the community as we have been fighting for relief from this recession era cut. The uniform schedule will return though, in two years though without further action to eliminate it altogether.

Community Advocacy & Engagement
Legislature Calendar & Bills
NLA Board of Trustees took action to support many of the bills identified as priority legislation and others were reviewed for consideration (AB 850, AB 924, and SB 412). AB 924 was reviewed at request of a Board Member, but this legislation is currently a spot bill and the author’s office shared that they do not have any plans to pursue this legislation.

Budget hearing took place in the Assembly on March 6th and there were hearings on May 2nd and May 9th. The May 2nd hearing focused on DDS issues in general including the 8% budget request and May 9th focused on the rate study. The Senate and Assembly will have a final round of hearings before taking all the requests to the full budget committee and conference committee.

April 11th – April 22nd Spring Recess
May 3rd – Last day for policy committees to meet and report to the floor non-fiscal bills introduced in their house
May 17th – Last day for fiscal committees to meet and report to the floor bills introduced in their house
May 31st – Last day for each house to pass bills introduced in that house
June 15th – Constitutional deadline for Legislature to pass Budget Bill

Local Grass Roots Visits
We had a successful visit on May 10th with Assemblyman Lackey and have a meeting scheduled with Assemblymember Gabriel next week to share concerns about the rate study and associated rate models and urge their support for the 8% increase for providers not included in the Governor’s May Revise.

We have also been working with the provider community on a letter writing campaign to Senator Hertzberg due to his position as Majority Leader in the Senate and his ability to influence inclusion of the 8% increase in the June budget and revision of the rate study by the legislature prior to implementation. Other issues being shared by providers are difficulties with the increase in the local minimum wage and the lack of recognition by DDS or the Administration and the negative impact of the rate study for early intervention providers.

In addition to the local Grass Roots visits, we worked with Adrin Nazarian’s office to arrange a meeting in Sacramento with Assembly Budget Subcommittee Chair Eloise Reyes for NLACRC Executive Director George Stevens and two NLACRC vendors, Pathpoint and Tierra del Sol. That meeting was held on May 7th. Thank you to George for making last minute arrangements to attend.

Collaboration with VAC and Provider Community
Steve attended the VAC meeting on May 2. He made a presentation on the Hearing process and the importance of attending key hearings. A number of vendors agreed to send representatives to the May 9 Hearing to give testimony on the Rate Study and the call for an 8% increase in all rates. Steve worked with Jennifer to send follow up information about the Hearings to all NLACRC vendors. This activity resulted in a record number of LA area people showing up to represent our community at the May 9 Hearing. Michelle was able to meet up with a number of LA people in Sacramento and facilitate their advocacy efforts at the Hearing.

Upcoming Events
Now through June 15th – urging members of the Legislature to include funding for an 8% increase for providers of regional center services who are not identified in the May Revise for increases. This would amount to $109 million in additional funding.
June 15th – Constitutional deadline for Legislature to pass Budget Bill

Community Advocacy & Engagement
Priority Legislation May 2019

The following bills have been identified as priority legislation as they impact a high percentage of the NLACRC community.

**Suggested priority bills to support due to impact to community**

**AB 236 (Garcia)** Family Empowerment Centers on Disability: funding for continued operations  
*NLAC Board Position: Support 5/8/2019*

**AB 261 (Mathis)** - Restoration of suspended services - social recreation  
*NLAC Board Position: Support 5/8/2019*

**AB 311 (Frazier)** This bill repeals provisions relating to half day billing for activity centers, adult development centers, behavior management programs, and other look-alike programs.  
*NLAC Board Position: Support 5/8/2019*

**AB 316 (Ramos)** Medi-Cal benefits: beneficiaries with special dental care needs  
*NLAC Board Position: Support 5/8/2019*

**AB 416 (Fong)** ABLE tax deductions - would let contributions to ABLE accounts be deducted from your state adjusted gross income  
*NLAC Board Position: Support 5/8/2019*

**AB 438 (Frazier)** - Uniform Furlough Schedule - Repeals the statutory furlough days and allows providers to be compensated for providing services on 11 of those holidays. Update 5/2019 - Funding included in the Governor’s May revise to suspend the furlough schedule for 2 years  
*NLAC Board Position: Support 5/8/2019*

**AB 1351 (Lackey)** Paratransit eligibility criteria – Reforms the eligibility and interagency transfer process. This bill will (1) determine the eligibility of an applicant for those services within 7 days following the submission of a complete application, as specified, (2) provide service to an eligible person at any requested time on a particular day in response to a request for service made the previous day, and (3) allow a person who has been determined eligible by another transit operator to submit any proof of that eligibility electronically and, upon receipt of that information, to provide service to that person. This bill came about following conversations with Assemblymember Tom Lackey and former board member Jessica Gould in discussing difficulties with transportation.  
*NLAC Board Position: Support 5/8/2019*

**SJR 8 (Wilk)** - Fully fund IDEA  
*NLAC Board Position: Support 5/8/2019*

**SR 28 (Wilk)** - Praeder-Willi Syndrome Awareness Month

**Others that we should consider supporting due to authors in our catchment area include**

**SB 389 (Hertzberg)** Mental Health Services Act (MHSA) and criminal justice – Removes an existing prohibition on using MHSA funds for people in pre and post-sentencing diversions, or other types of non-carcerative programs.  
*NLAC Board Position: Support 5/8/2019*

Community Advocacy & Engagement
AB 169 (Lackey) Guide, signal and service dogs: injury or death: deletes the requirement that the guide, signal, or service dog be in discharge of their duties when injury or death occurs and includes dogs that are enrolled in training school - consider because it is authored by Lackey.

NLA Board Position: Support 5/8/2019

AB 536 (Frazier) This bill modifies the definition to mean a disability that originates before an individual attains 22 years of age, continues, or can be expected to continue, indefinitely, and constitutes a substantial disability for the individual. This is the same bill as SB 283 (Wilk) from 2017/2018 and Wilk is co-authoring this bill. ARCA stated concerns including funding the development of new services by ending median rates and the prohibition on start-up funding.

NLA Board Position: Support 5/8/2019

AB 598 (Bloom) Hearing aids: minors - In California, health insurance plans and policies are not required to cover hearing aids for children. As a result, most families on privately funded plans do not have coverage and are forced to either forego hearing aids for their child or pay the steep costs out-of-pocket.

NLA Board Position: Support 5/8/2019

SB 217 (Portantino) Special education: individuals with exceptional needs: early education programs. This bill would require, for the 2019–20 school year and each school year thereafter, a school district or charter school to admit a child to a transitional kindergarten program who will have their 5th birthday after December 2 but during that same school year if the child is an individual with exceptional needs, subject to specified conditions.

NLA Board Position: Support 5/8/2019

AB 1560 (Friedman) Major Transit Stop: Bus Rapid Transit. This bill aims to bring more homes along Metro’s Orange Line by amending the definition of Major Transit Stop. This bill is sponsored by the Valley Industry & Commerce Association (VICA) and is co-authored by Assemblymember Jesse Gabriel.

NLA: Decided not to take a position

Other Bills Reviewed After Board Meeting on 5/8/2019

AB 850 (Lackey) - Social worker loan repayment program – This bill would establish the California Social Worker Student Loan Repayment Program in the OSHPD to provide loan repayment awards to individuals who have completed a bachelor’s or master’s degree in social work, as specified, have received student loans in order to meet the costs associated with obtaining that degree, are in the 3rd year of employment as a child welfare social worker and will continue to have repayment obligations on the student loans at the end of that year.

SB 412 (Stone) - Developmental Services Fees - Repeals the Family Cost Participation Program and Annual Family Program Fee. Existing law establishes the Family Cost Participation Program, which requires the department to develop a sliding scale for families with an annual gross income of not less than 400% of the federal poverty guideline, as specified, to be used by regional centers to assess the parents' cost participation for providing respite, daycare, and camping services to their children under 18 years of age who have developmental disabilities and who are not eligible for Medi-Cal, among other eligibility criteria. Existing law also requires a regional center to assess an annual family program fee, as specified, from parents whose adjusted gross family income is at or above 400% of the federal poverty level and who have a child meeting prescribed requirements, including receiving specified services from a regional center.

This bill would repeal those provisions relating to regional center fees. The bill would make technical, conforming changes and other nonsubstantive changes.
Disability Community Organization, Service Provider and Elected Representative Visit Policy

Purpose

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

Intent

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

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

Implementation

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

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

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

1. Visits to disability community organizations, service providers and/or elected representatives:
   - Visits to disability community organizations, service providers are typically scheduled through Jennifer Kaiser.
   - Visits to elected representatives (outside of Grass Roots activities) are typically scheduled by the board members. Prior to any visit, board members can contact Sara Iwahashi for a formal NLACRC information packet.

2. Participation in disability community organization, service provider and elected representative events (the following are examples):
   - Non-profit service provider or disability community organization board meetings.
   - Service provider events (annual dinners, celebrations, etc.)
   - Elected representative events (outreach events, candidate forums, etc.)
   - Grass Roots elected representative visits.
   - Any other type of visit/event that encompasses the purpose and intent of the board’s Disability Community Organization, Service Provider and Elected Representative Visits Policy.

Many events can be found on the NLACRC website calendar of events or you can contact Jennifer Kaiser or Sara Iwahashi for more information.
Strategic Planning Committee
Present: Manuel Alfaro, Elizabeth Badger, John Brauer, Adelina Castellanos, Sara Iwahashi, Michele Marra, Evelyn McOmie, Caroline Mitchell, Kim Rolfes, Curtis Wang, and Todd Withers - Committee Members
Suad Bisogno – VAC Representative
Jennifer Kaiser – Staff Member

Absent: Pat Grayson-DeJong, Ruth Janka, Ellen Jannol, George Stevens, and Jeremy Sunderland

I. Call to Order & Introductions

Caroline Mitchell, chair, called the meeting to order at 6:10 p.m. and introductions were made. Caroline welcomed John Brauer, executive director of New Horizons, to the committee.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Agenda

M/S/C (C. Wang/M. Alfaro) To approve the agenda as presented.

B. Approval of Minutes of the February 4th Meeting

M/S/C (M. Alfaro/C. Wang) To approve the minutes as presented.

IV. Committee Business

A. Performance Contract Year End Report

Each year, the Department of Developmental Services (DDS) looks at how well the 21 regional centers in the state are doing with their performance objectives. Copies of NLACRC’s performance contract year-end report for 2018 were provided and Sara reviewed the data with them. At NLACRC, we want to improve each year, do better than the state average, and meet or exceed DDS’s standards. The report showed that the center did well with meeting goals and meeting DDS standards, but we did fall short in 1 area (fewer adults living in
larger facilities). The year-end report will be posted on the center’s website upon receipt of the DDS approval letter.

B. 3rd Quarter Report on CIE and PIP Activities

The 3rd quarter report reflected the following information:

1. Competitive Integrated Employment (CIE)
   a. 41 consumers approved for the program
   b. 11 service providers approved for the program
   c. 20 incentive payments made

   CIE incentive funds are paid to service providers after 30 days, 6 months, and 12 months of continuous employment of a consumer.

2. Paid Internship Program (PIP)
   a. 30 consumers approved for the program
   b. 12 service providers approved for the program
   c. 3 incentive payments made

   PIP incentive payments reimburse service providers or employers up to $10,400 per year of wages and benefits for each consumer placed in an internship.

C. 3rd Quarter Report on Program Closures

Copies of the 3rd quarter report were provided. Per the committee’s request, the report now only includes information from the current fiscal year and the previous 2 fiscal years.

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<tr>
<th>Fiscal Year</th>
<th>Program Closures</th>
<th>Consumers Impacted</th>
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<tr>
<td>2018-19</td>
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<tr>
<td>2017-18</td>
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<td>Total:</td>
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D. 3rd Quarter Report on New Vendorizations

Copies of the report were provided. The center had a total of 26 new vendorizations during the 3rd quarter of this fiscal year.

V. Board Meeting Agenda Items

The following items were identified for the committee’s section of the May 8th board meeting agenda:

A. Minutes of the May 6th Meeting
B. Performance Contract Year End Report
B. 3rd Quarter Report on CIE and PIP Activities
C. 3rd Quarter Report on Program Closures
D. 3rd Quarter Report on New Vendorizations

VI. Announcements / Information / Public Input

A. Next Meeting: Monday, August 5th, at 6:00 p.m.

VII. Adjournment

Caroline adjourned the meeting at 6:58 p.m.

Submitted by,

Jennifer Kaiser
Executive Assistant

[spcmin.may6.2019]
Vendor Advisory Committee
North Los Angeles County Regional Center
Vendor Advisory Committee Meeting Minutes
May 2, 2019

Present: Orli Almog, Suad Bisogno, Bob Erlo, Cynthia Fernandez, Sharroll Jackson, Dana Kalek, Don Lucas, Jenni Moran, Sonia Ojeda, and Nick Vukotic - Committee Members


Absent: Deborah Cutter, Mariela Feldman, and Staci Jordan

I. Call to Order & Introductions

Sharroll Jackson, VAC chair, called the meeting to order at 9:36 a.m. and introductions were made.

II. Public Input

A. Susie Pittman announced the Build Rehabilitation Industries in Sylmar will be holding an NLACRC community coffee with Ruth Janka on Friday, May 10th, from 9:00 to 11:00 a.m. They will be talking about transitioning their work activities program. Please come if you want to join in the discussion.

B. Ruth Janka announced that Jay Nolan Community Services will be hosting a community coffee tomorrow with their new director Edward Amey. There will be an open house from 1:00 to 3:00 p.m. and the community coffee will follow.
C. Steve Miller, one of the center’s legislative educators, reported that a budget committee meeting will be held in Sacramento on Thursday, May 9th, and they will be discussing our issues (rate reform, the 8% increase). You can also bring to their attention our local issues (workers compensation and local minimum wage increases). Each person will be given the opportunity to provide a minute or 2 of input. He encouraged everyone to go to Sacramento on that day to submit testimony. If they hear enough about our issues, they will have to react to them.

Action: Steve will draft a sample letter to Anthony Rendon, speaker of the Assembly, about rate reform and the 8% increase and Jennifer Kaiser will email it out to everyone. Please put it on your letterhead, sign it, and send a copy of it to Jennifer.

III. Consent Items

A. Approval of Agenda

M/S/C (J. Moran/S. Ojeda) To approve the agenda as presented.

B. Approval of Minutes from the April 4th VAC Meeting

M/S/C (J. Moran/D. Kalek) To approve the minutes as presented.

IV. Executive Director’s Report (George Stevens)

A. Behavioral Health Treatment Transition: Dr. Arpi Arabian reported that we have only 39 consumers left to transition from the regional center to the managed care programs for their behavioral health treatment services. The transition to Health Net is most problematic because they don’t see it as a transition – they see it as a new enrollment. Please contact Arpi with any questions at AArabian@nlacrc.org.

B. Bridge Funding: The Centers for Medicare & Medicaid Services (CMS) has approved the state’s waiver application for the bridge funding. (See Section VI.D. below for additional information.)

V. Deputy Director’s Report (Ruth Janka)

A. Self-Determination Update: The center continues to move forward to implement the self-determination program. Our first orientation will be held May 14th and person-centered planning can occur in advance of the
orientation or enrollment. A training for our service providers is being planned (see Section VII.A below for additional information).

B. Risk Management: The center is recruiting for a risk assessment specialist who will work with our service coordinators to develop prevention action plans and safety and will also provide risk management trainings.

C. Community Engagement: As reported earlier in this meeting, Ruth continues to hold community coffee events in all 3 valleys. If you would like to host one, please contact Sandra Rizo, Ruth’s assistant, at SRizo@nlacrc.org.

D. Purchase of Service Disparity Proposals: The center received approval from the Department of Developmental Services (DDS) to continue our Family Empowerment Team in Action (FETA) program for a 3rd year. We are currently assistant about 35 families to help increase their access to services. This is managed by MSW students at CSUN! We also received DDS approval for our new parent navigator program; we will be hiring a parent who can show other parents how to navigate the system.

E. Community Integrated Employment (CIE) & the Paid Internship Program (PIP): Please contact Lisa Mayti with any questions at LMayti@nlacrc.org.

VI. Chief Financial Officer’s Report (Kim Rolfes)

A. NLACRC’s Budget: The center’s operations budget is budget is currently about $52 million and our POS budget is $430.6 million (almost a half a billion dollars!). We are currently projecting a deficit in the POS budget between $20 and $25 million but don’t anticipate any cash flow issues because the deficit will be resolved with future funding allocations from the DDS. We have the highest POS deficit in the state!

B. HIPAA Breach Prevention: Most breaches occur because of unsecured portable devices or with papers left out. The help avoid a HIPAA breach, please follow these steps:

1. Continue to educate your staff on breach prevention.
2. Maintain possession of mobile devices and lock or turn them off when they are not in use.
3. Use encryption and firewalls to prevent unwanted access to your data.
4. Make sure your records are stored properly.
5. Dispose of paper files by destruction (shredding).
6. Keep all consumer information out of the public’s eye.
7. Use social media sites cautiously.

C. Special Incident Reporting: DDS is closely monitoring regional center and the community including the timeliness of special incident reporting. The rule is you must report an SIR verbally within 24 hours and proper paperwork submitted within 48 hours. If you receive an SIR on a Friday, don’t wait until Monday to process it; the timelines include Saturdays and Sundays.

D. Bridge Funding: We received the notice from CMS that the state’s waiver application for the bridge funding was approved. We are now expecting to receive rate increase letters from DDS. It will be a 2.1% increase effective May 1, 2019 to April 30, 2020 – 1 year only. The rate increase will only be available for certain types of programs, such as community based day programs and community care facilities with ARM rates. We will process the rate increase letters as soon as we receive them.

E. Parental Fees: Senator Jeffrey Stone (R-La Quinta) has introduced SB 412 which would eliminate the Family Cost Participation Program (FCPP) and the Annual Family Program Fee (AFPF).

F. Money Management Service: The center has finalized its contract with FACT to assume the duty of representative payee services for our consumers. The transition from the center providing this service to FACT should take about 18 months. Letters about this change have been sent to all of our residential service providers.

G. Whistleblower Policy: The center has sent out its whistleblower policy to all of our service providers. Service providers must review this information with their staff. The center is required to send this policy out on an annual basis.

VII. Community Services Director’s Report (Arsho Garlanian for Evelyn McOmie)

A. Self-Determination Program: The following information session have been scheduled for our service providers:

1. Monday, June 10th, from 10:00 a.m. to noon (San Fernando Valley office)
2. Wednesday, June 12th, from 10:00 a.m. to noon (Antelope Valley office)

Invitations will be posted on Eventbrite.
B. **Vendor Fairs:** This is the opportunity for you to reserve a table and have information about your program(s) to share with our service coordinators. Vendor fairs will be held at the San Fernando Valley office on September 4th, 5th, 10th, and 12th. A vendor fair will be held in the Antelope Valley in October. More information to come.

C. **Personal and Incidental (P&I) Training:** Will be held for our residential providers on Tuesday, May 28th, from 10:00 a.m. to noon at our San Fernando Valley and Antelope Valley offices. Invitations will be posted on Eventbrite.

D. **Requests for Proposals (RFPs):** Have been posted on our website; projects begin sought are:

1. Level 4 adult residential facility with complex and challenging support needs.
2. Level 2 & 3 adult residential facilities with mild to moderate support needs.

Specifically for the Santa Clarita and Antelope Valleys:

3. Speech/language pathology
4. Occupational therapy
5. Physical therapy
6. Infant development program

The deadline for proposal submissions is Saturday, May 11th, at midnight.

E. **Service Provider Newsletter:** Copies of the most recent newsletter were made available on the information table. Please take one — the newsletters are full of really good information!

F. **Emails to the Community Services Department:** Please note that the department’s previous inbox (VuUpdate@nlacr.org) has been discontinued. Please forward updates to the appropriate team: Contract&Compliance@nlacr.org or ResourceDevelopment@nlacr.org. Thank you!

**VIII. Committee Business**

A. **Election of Sharoll Jackson to serve as FY 2019-20 VAC Chair**

**M/S/C** (J. Moran/D. Kalek) To elect Sharoll Jackson to continue serving as VAC chair in FY 2019-20.
B. Discussion re: VAC Priorities for FY 2019-20 – Attachment

Copies of the list of the VAC’s priorities for this fiscal year were provided. At last month’s VAC meeting, a question was raised as to whether additional break-out groups should be formed to include consumer employment and services for older adult consumers. Jenni Moran reported that the Adult Services group is already finalizing a policy statement on services for older consumers. Discussion ensued on whether or not employment should be added to the Adult Services group of discussion issues. As the Adult Services group already has its hands full, the following action was taken:

Action: A sign-up sheet was circulated around the room for people who were interested in participating in an employment roundtable, which would be separate from the VAC’s activities.

Action: The center’s employment specialist will be asked to join the employment roundtable meetings.

M/S/C (J. Moran/S. Bisogno) The VAC will present the same priority issues as this year to the Board of Trustees as their priorities for next fiscal year.

IX. Reports from the VAC Priority Issue Work Groups

A. Early Start Services (Dana Kalek): Lots of new Early Start service coordinators have been hired and the group was told who they were. There was discussion about the 805 service code and what will happen if it is divided. Etta is hosting a community coffee on Monday, May 20th, for Early Start providers.

B. School Age Services (Dr. Jesse Weller for Mariela Feldman): The group is too small and is looking for additional providers – please feel free to join our group!

C. Adult Services (Jenni Moran): The group is crafting a policy statement on services for older consumers and is close to finalizing it. Once it is finalized, it will be presented to the VAC and then to the Board of Trustees for their review and approval.

D. Implementation of Legislative Changes (Sharoll Jackson): The group helped organize an amazing “Keep the Promise” rally at the state building on April 5th – it was a huge success! Sharoll thanked everyone who had a part in planning it.
X. Report on Board Committee Meetings

The VAC members who represent the VAC on the following board committees gave reports on the latest meeting they attended. Minutes from the NLACRC Board of Trustees meetings and minutes from all of its subcommittee meetings are posted on the center’s website under the “Governance/Board of Trustees/Approved Meeting Minutes” tab.

A. Administrative Affairs (Cynthia Fernandez)
B. Board of Trustees (Sharoll Jackson)
C. Consumer Services (Sonia Ojeda)
D. Government & Community Relations (Orli Almog)
E. Nominating (Bob Erfo)
F. Strategic Planning (Suad Bisogno)

XI. Open Issues for Discussion

No further issues were brought up for discussion.

XII. Agenda Items for the Next Board Meeting

The following item was identified for the VAC’s section of the May 8th board meeting agenda:

A. Minutes of the May 2nd VAC Meeting

XIII. Announcements/Information/Public Input

A. Next VAC Meeting: Thursday, June 6th (break out groups will meet)

XIV. Adjournment

Sharoll adjourned the meeting at 11:26 a.m.

Submitted by,

Jennifer Kaiser
Executive Assistant

[vacmin.may2.2019]
Attendance Sheets, Acronyms Listing,
&
Meeting Evaluation
## Board Meeting Attendance
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X = No board meeting held  
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**Attendance Policy:** In the event a Trustee shall be absent from three (3) consecutive regularly-scheduled Board meetings or from three (3) consecutive meetings of any one or more committees on which he or she may be serving, or shall be absent from five (5) regularly-scheduled Board meetings or from five (5) meetings of any one or more Committees on which he or she may be serving during any twelve (12) month period, then the Trustee shall, without any notice or further action required of the Board, be automatically deemed to have resigned from the Board effective immediately. The secretary of the Board shall mail notice of each Trustee's absences during the preceding twelve (12) month period to each Board member following each regularly-scheduled Board meeting. (policy adopted 2-10-99)
## North Los Angeles County Regional Center
### Board of Trustees

### Committee Meeting Attendance
#### FY 2018-19

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X = No meeting held  
P = Present  
Ab = Absent  
T = Transportation issue  
* = Not a regularly scheduled meeting  
Conf. = Attending a regional center sponsored conference

### 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 02-10-99)
<table>
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<tr>
<th>Acronym</th>
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<td>The Association for Persons with Severe Handicaps</td>
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<td>Public Law 94-142 (Right to Education Bill)</td>
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<td>Prevention Resources and Referral Services</td>
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</table>
PRUCOL - Permanently Residing in the U.S. Under Color of the Law
PT - Physical Therapy

QMRP - Qualified Mental Retardation Professional

RC - Regional Center
RCOS - 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
SCIHL - Southern CA Integrated Health and Living Project
SCLARC - South Central Los Angeles Regional Center
SDRC - San Diego Regional Center
SDC - Sonoma Developmental Center
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)
SOCRO - 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
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<td>Uniform Fiscal System</td>
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<td>Vendor Advisory Committee</td>
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<td>Workforce Innovation and Opportunity Act</td>
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[alphabetsoup] May 24, 2019
North Los Angeles County Regional Center  
Board of Trustees  
Meeting Evaluation

Name: ____________________________________________

Comments: _______________________________________

1. Did the meeting follow the agenda? Yes ___  No ___
2. Did the meeting begin as scheduled? Yes ___  No ___
3. Did the meeting end as scheduled? Yes ___  No ___
4. Did you receive written or verbal information about the issues on the agenda? Yes ___  No ___
5. Did the information received enable you to make informed decisions? Yes ___  No ___

6. Did the issues concern:
   a. Consumers? Yes ___  No ___
   b. Board operations? Yes ___  No ___
   c. Committee business? Yes ___  No ___
   d. Center operations? Yes ___  No ___
   e. None of the above? (please specify below)

7. Did you feel prepared to participate in the meeting? Yes ___  No ___
8. What would you like more information about?

__________________________________________________________