



# **Board of Trustees Meeting**

Wednesday, September 9, 2020

6:30 p.m.

**\* Via Zoom Technology**

**Packet #2**

North Los Angeles County Regional Center  
**Board of Trustees Meeting - *Via Zoom***  
Wednesday, September 9, 2020  
**6:30 p.m.**

~ Revised AGENDA ~

1. **Call to Order & Introductions** – Lety Garcia, 1<sup>st</sup> Vice President
2. **Public Input & Comments** (3 minutes)
3. **Consent Items** (*Packet 1, page 4*)
  - A. Approval of Agenda
  - B. Approval of August 12<sup>th</sup> Board Meeting Minutes – Revised (*Packet 2, page 1*)
4. **Executive Session**
  - A. Lease Update
5. **Committee Action Items** (*Packet 1, page 21*)
  - A. Executive Committee – Lety Garcia
    1. Resignation of Elena Burnett; Election of new Board President
    2. Approval of Conflict Resolution Facilitator (*Packet 2, page 15*)
    3. Approval of Changes to Transparency & Public Information Policy
6. **Additional Action Items**
  - A. Approval of Contracts
    1. Canon (Operations) (*Packet 2, page 17*)
7. **Association of Regional Center Agencies** – Angelina Martinez
8. **Executive Director’s Report** - Ruth Janka
9. **Administrative Affairs Committee** – Ana Quiles
  - A. Minutes of the July 29<sup>th</sup> Meeting (*Packet 1, page 32*)
  - B. Minutes of the August 26<sup>th</sup> Meeting (*Packet 2, page 19*)
  - C. FY 2020-21 Financial Report (*Packet 2, page 26*)
  - D. Human Resources Report
10. **Consumer Advisory Committee** - Caroline Mitchell
  - A. Minutes of the August 5<sup>th</sup> Meeting
  - B. Minutes of the September 2<sup>nd</sup> Meeting

11. **Consumer Services Committee** - Nelmonika Jones
  - A. Minutes of the August 19<sup>th</sup> Meeting (*Packet 1, page 43*)
  - B. African American Parent Group
  
12. **Executive Committee** – Lety Garcia (*Packet 1, page 49*)
  - A. Minutes of the July 29<sup>th</sup> Meeting
  - B. Minutes of the August 26<sup>th</sup> Meeting
  - C. DDS Board Composition Report and Plan
  - D. Presentation of FY 2020-21 Board Training Plan
  - E. Presentation of Executive Director Recruitment Policy
  - F. Board Approved FY 2020-21 Legislative Priorities
  - G. Board Approved FY 2020-21 Critical Calendar
  - H. Action Taken to Adjust FY 2019-20 Board Budget
  
13. **Government & Community Relations** – Jeremy Sunderland (*Packet 1, page 77*)
  - A. Minutes of the August 19<sup>th</sup> Meeting
  - B. Legislative Educators’ Report
  
14. **Nominating Committee**
  - A. Minutes of the August 5<sup>th</sup> Meeting
  - B. Board and VAC Solicitation Notices
  
15. **Post-Retirement Medical Trust Committee** – Kim Rolfes
  - A. Minutes of the July 29<sup>th</sup> Meeting (*Packet 1, page 96*)
  
16. **Strategic Planning Committee**
  - A. Minutes of the August 3<sup>rd</sup> Meeting (*Packet 1, page 102*)
  
17. **Vendor Advisory Committee** - Sharoll Jackson
  - A. Minutes of the August 6<sup>th</sup> Meeting (*Packet 1, page 108*)
  - B. Minutes of the September 3<sup>rd</sup> Meeting
  
18. **Old Business/New Business** (*Packet 1, page 121*)
  - A. Board and Committee Meeting Attendance Sheets
  - B. Updated Acronyms Listing
  - C. Meeting Evaluation
  
19. **Announcements/Information/Public Input**
  - A. Next Board Meeting: Wednesday, October 14<sup>th</sup>, at 6:30 p.m.
  
20. **Adjournment**



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

The Board of Trustees of North Los Angeles County Regional Center, Inc., a nonprofit corporation, held their regular board meeting via Zoom on August 12, 2020.

**Trustees Present**

Nicholas Abrahms  
DenaBogrow  
Adam Breall  
Elena Burnett  
Christina Cannarella  
Marianne Davis  
Leticia Garcia  
Sharoll Jackson  
Nelomonika Jones  
Jennifer Koster  
Angelina Martinez  
Lillian Martinez  
Ana Laura Quiles  
Jeremy Sunderland  
Curtis Wang  
Gabriela Herrera

**Trustees Absent**

Caroline Mitchell  
Ivette Arriaga

**Staff Present**

Ruth Janka  
Michele Marra  
Kim Rolfes  
Jesse Weller  
Sandra Rizo  
Cheryl Blizin  
Ana Maria  
Parthenis-Rivas

**Guests Present**

Victoria Berrey  
Jacqueline Gaytan

**1. Call to Order & Introductions - Elena Burnett, Board President**

Elena called the meeting to order at 6:33 p.m. and welcomed everyone. Ruth introduced Ana Maria as the Spanish interpreter for tonight and Michele Marra's Executive assistant, Sandra Rizo as Dr. Weller's Executive assistant and Cheryl Blizin, as Kim's Executive assistant providing support for tonight's meeting.

Elena also mentioned that most everyone knew Victoria Berry from Family Focus Resource Center and Jacqueline Gaytan, the RC liaison with DDS, whom were also present at the meeting as guests.

**2. Public Input & Comments (3 minutes)**

- A. Michele announced that anyone needing Spanish translation should call 818-756-6199 and enter passcode 241141664#. This information is also posted on the meeting chat. As a reminder, please speak one at a time so that the Spanish translation can be effective.
- B. Ana Quiles shared concern over current police situation, and wanted to know if there is a way to have police officers know the population they are dealing with. Especially our population, which is not easy to identify. This is also a topic that Ana brought up at the VICA meeting.
- C. Angelina Martinez shared that she attended the ARCA orientation with Daniel and Amy to introduce herself.
- D. Dena Bogrow and Elena Burnett participated in the last VICA meeting and expressed that when a vaccine does become available, we may need assistance in providing it to our consumers, so those that want the vaccine can access it.
- E. Victoria Berry shared that she is engaging with parents/family members during the pandemic. They also host a variety of on-line parent support groups. Launched the African American/Black support group, which met in July and again in August. Hosted a back to school virtual training on Distant Learning. Webinars have been recorded for people to view them online. Family Focus Resource Center calendar of events link; <http://www.csun.edu/family-focus-resource-center/events>, and Family Focus Resource Center YouTube page: [https://www.youtube.com/channel/UCOirxulnSjP4v6ngHAitVxQ?view\\_as=subscriber](https://www.youtube.com/channel/UCOirxulnSjP4v6ngHAitVxQ?view_as=subscriber).

- F. Christina Cannarella shared that a mother of a consumer reached out her because the consumer was informed by a service provider that the consumer was not allowed to be part of their program because the individual uses a wheelchair. Cristina reported that both the consumer and mom were very upset about this situation. Christina requested to get clarification on how service providers determine who can and who cannot be part of their program and is seeking guidance from the Board.

**Action:** Dr. Weller/Kim Rolfes will connect with Christina to obtain more information. For now these matters can be escalated to Dr. Weller and Kim, and they will look into it.

### 3. Consent Items

A. Approval of Revised Agenda

Move item 11C: Activation of Ad Hoc Bylaws Committee to become the new agenda item 5.A.2 under Additional Action Items, and add Changes to Critical Calendar for FY 2020-21 as new item 5.A.3 under Additional Action Items. Approval of changes to revised agenda. Under 4.A.1. Approval of Contracts, move items a, d, and e under 11. Executive Committee G. Action Taken to Approve Contracts

Add under 11. Executive Committee, item H. Board Member Whistleblower policy and item I. Executive Director's Performance Evaluation

**M/S/C** (M. Davis/C. Wang) To approve the revised agenda as modified.

B. Approval of June 10<sup>th</sup> Board Meeting Minutes

Back in June when doing the Committee Action Items section, there was a bit of confusion with abstentions in section 6.B.2 on the approval of contracts concerning conflict of interest. An updated draft has been completed, and Ruth shared the revised document via zoom, which will also be sent to committee members.

In section 7.A.2.b., the Master Board Resolution – AV Relocation Project, needs to be removed, as it is not part of the board resolution.

These are changes to reflect voting that occurred based on COIs at this time.

Christina expressed that she physically abstained on many of the contracts presented

at the May 2020 Executive Committee Meeting, which were included as part of the June 10<sup>th</sup> Board meeting packet, page 106.

**Action:** Ruth will make a note of this, and add to the agenda at next Executive Committee meeting.

**M/S/C** (L. Martinez/C. Cannarella; Abstentions: A. Martinez & A. Breall) To approve the minutes with changes presented by Ruth.

Jeremy expressed concern over the number of Board members with COIs, and the potential impact it may have over the Board's ability to execute contracts.

#### 4. Committee Action Items

##### A. Administrative Affairs Committee - Ana Quiles

##### 1. Approval of Contracts

##### a. Access One – PL1950-062

**M/S/C** (G. Herrera/M. Davis; Abstentions: D. Bogrow/C. Cannarella/L. Martinez) To approve the contract with Access One PL1950-062 as presented.

##### b. Access One – HL0919-862

**M/S/C** (G. Herrera/M. Davis; Abstentions: D. Bogrow/C. Cannarella/L. Martinez) To approve the contract with Access One HL0919-862 as presented.

##### c. PathPoint PL1901-055

This is a new program for community integration.

**M/S/C** (A. Breall/A. Quiles) Abstentions: M. Davis/C. Cannarella) To approve the contract with PathPoint as presented.

##### d. City National Rewards Program Points Redemption Authorization

**M/S/C** (J. Sunderland/A. Martinez) To approve action of the board to authorize NLACRC's Facilities Manager, Taneca Townsend to have access to City National Rewards Program Points for NLACRC to be able to redeem points earned.

B. Government & Community Relations Committee – Jeremy Sunderland

1. Approval of Board's Legislative Priorities for FY 2020-21

**M/S/C** (E. Burnett/D. Bogrow ) To approve and pass the draft of the Legislative Priorities for F.Y. 2020-21

5. **Additional Action Items**

A. Executive Committee - Elena Burnett

1. Approval of Ana Quiles' Conflict of Interest Resolution Plan

Michele provided notification of Conflict of Interest for Ana Quiles and resolution plan. In review of the conflict of interest, a plan was put in place for Ms. Quiles to recuse herself from voting on any Caring Family Support matters.

**M/S/C** (L. Martinez/G. Herrera; Abstentions: D. Bogrow/A. Breall/J.Sunderland/A.Quiles) To approve conflict of interest resolution plan for Ana Quiles.

2. Activation of Ad Hoc Bylaws Committee

There was a motion made to create a committee that would look at Ad Hoc Bylaws. At least four volunteers are needed to create this committee. If any committee member is interested, they can e-mail Elena Burnett.

**M/S/C** (J. Sunderland/A. Quiles) Motion to approved creating an Ad Hoc Bylaws Committee.

3. Revised Board Critical Calendar for FY 2020-21 (Packet 1, p. 50\_

Changes to the Critical Calendar for FY 2020-21 were the removal of COI statements, removal of new board member contractual screening process, and Medi-Cal clearance forms for new members to later on in the fiscal year. A



training will be provided in May 2021 on Conflict of Interest. In June 2021, Michele will distribute COI statements to board members for their signature and returned for review prior to July 1<sup>st</sup>. Confidentiality statements also need to be completed by board members in June 2021 for filing for the next fiscal year. These modifications to the critical calendar for next fiscal year will be more effective.

One more amendment by Ruth for November is approval of board member training plan, which needs to be submitted to the department.

**M/S/C** (M. Davis/J. Sunderland) Motion to approved critical calendar for FY 2020-21 as modified.

B. Administrative Affairs Committee – Ana Quiles

1. Approval of Contracts

a. Assurance Family Services – PL1973-055

This is a new vendor that provides Community Integration Training services.

**M/S/C Q** (C. Cannarella; Abstention: E. Burnett/M.Davis) To approve contract with Assurance Family Services as presented.

6. **Association of Regional Center Agencies** – Angelina Martinez

Angela provided her report from ARCA meeting stating she introduced herself to the ARCA delegates as a new member of their committee. Angela learned a lot at her first meeting, and will be in contact with Elena Burnett to find out what the Center's priorities, so that she can bring these back to the ARCA committee. The Center's priorities will be discussed at next month's meeting.

**Action:** Add NLACRC's Priorities for ARCA Committee to Board agenda for September 9, 2020.

Debra Newman termed off of the board at the end of June 2020, and a new chair for the ARCA Board Delegates Group needs to be recruited.

7. **Executive Director's Report** – Ruth Janka

Ruth gave her executive director's report which included information on the state budget, Cares Act, legislation, allocation methodology, COVID-19, regional center operations, and community and systems activities. The center's monthly quality assurance, consumer statistics, and special incident reports were included in meeting packet.

Christina Cannarella shared that it would be good to have all the various opportunities available for consumers to participate in meetings/trainings etc. She also wanted to know the difference between Cafecito and Aprendiendo Entre Nos. – Cafecito was initiated to come together as a community and build relationships to connect with the regional center. From the Cafecito meetings, parents wanted to know more on various regional center topics, and this is how the Aprendiendo Entre Nos group was created. Aprendiendo is a spinoff from Cafecito to address the training needs of our community.

**8. Administrative Affairs Committee - Ana Quiles**

A. Minutes of July 29<sup>th</sup> Meeting

Agenda item was deferred, as the minutes for the July 29<sup>th</sup> Administrative Affairs meeting were not available yet.

B. FY 2019-20 Financial Report

The June 2020 financial report showed that the center's operations budget for FY 2019-20 was \$56,146,244 and the purchase of service (POS) budget was \$501,026,547 for a total budget of \$557,172,791. We are projecting a deficit in our POS budget of \$6,849,594.

C. FY 2020-21 Financial Report

The July 2020 financial report showed that the center's projected B-1 operations budget for FY 2020-21 is \$59,169,643 and the purchase of service (POS) budget is \$501,026,547 for a total budget of \$622,063,351.

D. Human Resources Reports

1. July 2020 Report

Michele gave her Human Resources report, which included information on open positions, vacant positions, new hires, promotions/transfers, and separations as of July 2020. There are 523 positions filled, and NLACRC is authorized for 566 positions for FY 2020-2021.

2. 4<sup>th</sup> Quarter Report

Michele gave the Human Resources 4<sup>th</sup> Quarter Report and mentioned that our hiring has decreased, although there are nine potential hires for September. This information is missing from the 4<sup>th</sup> quarter report, but will be added, and report will be revised and sent to board members. NLACRC's turnover rate is .08%, which is better than the national average.

9. **Consumer Advisory Committee** – Caroline Mitchell

A. Minutes of the August 5<sup>th</sup> meeting

Agenda item was deferred, as the minutes for the August 5<sup>th</sup> Consumer Advisory Committee meeting were not available yet.

10. **Consumer Services Committee** - Nelmonika Jones

A. Minutes of the July 15<sup>th</sup> Meeting

The minutes were included in meeting packet, and the conflict that was reported in the July meeting with regard to the meeting dates for the new African-American parent support group have been fixed. The new African-American parent support group meeting dates no longer conflict with the Consumer Services Committee meeting.

B. 4<sup>th</sup> Quarter Exceptions/Exemptions Report

Report was included in meeting packet for members review

C. 4<sup>th</sup> Quarter Consumer Diagnosis Report

Report was included in meeting packet for members review

D. 4<sup>th</sup> Quarter Appeals/Hearings Report

Report was included in meeting packet for members review

11. **Executive Committee** - Elena Burnett

A. Minutes of the July 29<sup>th</sup> Meeting - *Deferred*

Agenda item was deferred, as the minutes for the July 29<sup>th</sup> Executive Committee

meeting were not available yet. .

B. Approved Board Primary Activities for FY 2020-21

**M/S/C** (D. Bogrow/C. Wang) To approve the FY 2020-21 board primary activities list as presented.

C. Presentation of Changes to Board's Transparency & Public Information Policy

Kim presented the changes to the Board's Transparency & Public Information policy for the Board of Trustee's review. Any comments or changes recommended by board members should be directed back to the Executive Committee for consideration. The final version of the Transparency & Public Information Policy will be presented to the Board of Trustees for approval in September.

D. FY 2020-21 Board Training Plan

Six training topics have been identified for the year: Cultural and Linguistic Competency, Board Governance, Lanterman Act, Working Collaboratively, DDS/RC Contract, and Financial/Fiscal. The Executive Committee was proposing to have four trainings conducted throughout the year. Discussion was held by the Board. Marianne suggested having a virtual retreat that incorporates a full day of training, rather than having multiple trainings throughout the year. Another suggestion was to have two training per year: one in the Fall and one in the Spring. Additionally, a weekend day, such as a Saturday, was also proposed as a training date. It was agreed that to conduct one training in the Fall and one training in the Spring. Each training day will incorporate three training topics.

Training topics for the Fall were Lanterman Act, Working Collaboratively, Board Governance, and Introduction to the various Regional Center Departments and their Functions.

Training topics for the Spring were Cultural Competency, DDS Contract, and Fiscal/Financial.

It was recommended that the Executive Committee look for a Saturday in October as a possible date to conduct the Fall training.

E. FY 2019-20 Board Action Log – *Deferred*

Review of FY 2019-20 Board Action log was deferred.

F. Action Taken to Approve Contracts

1. Addendum No.2 to Master Loan and Security Agreement
2. Master Board Resolution: COVID-19 Related New Contracts
3. Master Board Resolution: COVID-19 Additional of Sub-codes
4. Emon Abdolsalehi Najafi – PL1944-785
5. CPES – PL1876-109
6. CPES – PL1865-113

The Executive Committee took action, on behalf of the Board of Trustees, to approve the contracts listed above. Summaries of the contracts were included in the meeting packet.

G. Board Member Whistleblower Policy

Michele will be sending out the Whistleblower Policy in via electronically for board members to review, sign and return to Michele.

H. Executive Director Performance Evaluation by Board President

Elena will be contacting Michele to look at critical calendar to schedule a zoom meeting to go over the executive director's performance evaluation as required.

**12. Government & Community Relations – Jeremy Sunderland**

A. Minutes of the July 15<sup>th</sup> Meeting

The minutes were included in the meeting packet for members review

B. Legislative Educators' Report

Michele Heid and Raquel Armendariz were not present to provide highlights of their written report. It was recommended that board members read the educators' materials to stay informed on what is going on within our government, as it contains useful information. Written report was included in meeting packet.

**13. Nominating Committee**

A. Minutes of the August 5<sup>th</sup> Meeting – *Deferred*

Agenda item was deferred, as the minutes for the August 5<sup>th</sup> Nominating

Committee meeting were not included in meeting packet.

**14. Post-Retirement Medical Trust Committee – Elena Burnett**

A. Minutes of the July 29<sup>th</sup> Meeting -Deferred

Agenda item was deferred, as the minutes for the July 29<sup>th</sup> Post-Retirement Medical Trust Committee meeting were not available yet.

B. Statement on Current PRMT Trust Value

The current statement of the PRMT Trust value reports a market value of \$26,780,713, an increase of \$2,436,054 since the last report in April. The average annualized rate of return to date since inception for this trust to date is 5.78 percent, and 1.98 percent for the past year. The statement was included in meeting packet. The investment strategy for the PRMT is balanced portfolio strategy.

C. Statement of Current UAL Trust Value

The current statement of the CalPERS UAL contribution trust value reports market value of \$3,088,602, a decrease of \$260,098 due to a disbursement made from the UAL Contribution Trust to CalPERS retirement. The average annualized rate of return since inception is 0.53 percent. The statement was included in meeting packet. The investment strategy for the UAL Contribution Trust is growth and income.

**15. Strategic Planning Committee**

A. Minutes of the August 3<sup>rd</sup> Meeting

The minutes were included in meeting packet for members' review.

B. DDS Approval of 2020 Performance Contract

DDS approved NLACRC's 2020 performance contract. The contract measures how well the regional center is doing in meeting our goals and fulfilling our contract with DDS. We are in the process of scheduling our Performance Contract public meetings for September, 2020. Report was included in the Board meeting packet.

C. 4th Quarter Report on CIE and PIP Activities

- a. 11 additional consumers were approved for the program bringing our total to 86 consumers.

- b. No additional service providers were approved for the CIE or PIP program, however the Center has a total of 18 service providers authorized to receive CIE and/or PIP.
- c. No incentive payments were made during the quarter ending June 2020, there are total of 81 incentive payments made during the fiscal year

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

D. 4th Quarter Report on Program Closures

The center has had no program closures during the quarter ending June 2020, there are a total of 12 program closures for the fiscal year, which had an impact on 52 consumers.

E. 4th Quarter Report on New Vendorizations

The Center had 39 new vendorizations during the 4th quarter.

F. 4<sup>th</sup> Quarter Report on Health & Safety Waiver Exemptions

The Center received 13 health & safety waivers from service providers for 96 consumers during FY2019-2020. 6 health & safety waivers for 70 consumers were approved; 4 health & safety waivers for 23 consumers were denied; and, 3 health & safety waivers for 3 consumers were withdrawn.

G. 4<sup>th</sup> Quarter Report on Health & Safety Waiver Exemptions COVID-19

The Center received 34 health & safety waivers from service providers for 65 consumers related to COVID-19 during FY2019-2020 and all 34 health & safety waivers submitted by service providers were approved.

**16. Vendor Advisory Committee - Sharoll Jackson**

A. Minutes of the June 4<sup>th</sup> Meeting

The minutes were included in meeting packet for members' review.

B. Minutes of the August 6<sup>th</sup> Meeting - Deferred

Agenda item was deferred, as minutes for the August 6<sup>th</sup> Vendor Advisory Committee meeting were not available yet.

**17. Old Business/New Business**

A. Review of DDS Board Composition Report

Ruth informed board members that we are required to submit a Board Composition report to the department to ensure we conform with W&I requirements. The report is due August 15<sup>th</sup>, and Ruth has asked for an extension, but we are not sure it will be granted. Copy of the letter from DDS regarding this report was included in meeting packet.

B. Board and Committee Meeting Attendance Sheets

Updated attendance sheets are always included in the meeting packet. Bylaws state that if members miss 5 meetings in a 1-year period or 3 meetings in a row, it will be considered as resignation.

C. Updated Acronyms Listing

An updated list of acronyms is always included in the board meeting packet.

D. Meeting Evaluation

Since meetings are being held virtually, the meeting evaluation form cannot be completed as before. Please email any comments or questions about tonight's meeting to Elena.

**18. Announcements/Information/Public Input**

A. Sharoll gave recognition to DDS acknowledging that they too have a tough job, as they need to get approval just as we do. They have come through, and they do communicate to regional centers in as timely as possible any new directives and the regional center in turn communicates these updates to providers. Vendors are grateful for regional center and DDS's support.

Ana mentioned that she appreciates receiving NLA's "News You Can Use", which is very informative and supportive.

Elena mentioned that Jennifer Kaiser is retiring and a zoom celebration to recognize



Jennifer is in the works. Jennifer has requested that in lieu of a gift that a donation be made on her behalf to Tierra Del Sol Foundation. The board would like to have Jennifer present at next year's Board Retreat/Dinner to celebrate Jennifer appropriately and in person. The Center is soliciting memories/photos of Jennifer for a Power Point presentation that Michele's department is putting together for Jennifer in honor of her 30 + years at the Center.

Dr. Fauci will be attending a virtual event hosted by National Geographic, and Elena has signed up to attend virtually.

B. Next Board Meeting: Wednesday, September 9<sup>th</sup>, at 6:30 p.m.

## 19. Adjournment

Meeting adjourned at 9:10 p.m. .

Submitted by,

Cheryl Blizin  
Executive Assistant

for:  
Lillian Martinez Board  
Secretary  
[bdmin.aug12.2020]

## Conflict Resolution Facilitator Proposals

**Kate Stewart**

***Strategic Stakeholder Engagement Services***

Bozeman, Montana

### Experience

**Owner/CEO**

**Iron Scaffold LLC**

**Strategic Stakeholder Engagement Services (SSES)**

*2006 – current*

[www.engagedstakeholders.com](http://www.engagedstakeholders.com)

Support the missions of business, government, and tribal leaders by facilitating stakeholder strategy/planning/engagement and conflict management with organizational (internal) and external stakeholders.

- Wide range of dispute prevention and intervention processes, including mediation, consulting, listening and problem-solving with only one party, individual coaching, troubleshooting employee problems, interpersonal and workgroup conflict resolution, and team-building.
- Provide meeting, group, and public participation facilitation and facilitated discussions.

**Co-Founder/Executive Director**

**University of Texas Conflict Resolution Center & Project on Conflict Resolution**

*1998-2001 and 2008-2012*

Co-founded and directed a nationally acclaimed program designed to promote understanding and enable successful conflict resolution in interpersonal relationships, corporate settings, government affairs, and areas of cultural diversity.

### Education

**Ph.D., Communication Studies (Organizational Communication/Language & Culture)**

The University of Texas at Austin

Department of Communication Studies

Graduate Portfolio Program in Dispute Resolution

### Proposal

<b>Service</b>	<b>Estimated Hours</b>	<b>Fees</b>
Confidential telephone consult with each board member and other relevant stakeholders	30 minutes x 19-20 board members	\$2,565 - \$2,700
Facilitate (via Zoom) group board session	3 hrs.	\$810
Prepare agreement/report	3 hrs	\$810
<b>TOTAL</b>		<b>\$4,185 - \$4,320</b>

\*Note hourly rate reduced to \$270 per hour due to our status as a nonprofit organization.

**Carol Bowser, J.D.**  
***Conflict Management Strategies, Inc.***  
Tacoma, Washington

**Experience**

Employment Attorney and Mediator; trained as a mediator by Pierce County Court for Dispute Resolution in 1994. After several years of practicing employment law, founded Conflict Management Strategies. As an independent advisor to organizations, she assesses interpersonal sources of conflict perceived lack of respect, cultural differences, clashing values among employees and departments and works with clients to create sustainable change and high functioning workplaces. This facilitator does not engage in investigations as a result of the information learned during work as a conflict resolution consultant.

**Education**

Juris Doctorate

**Affiliations**

Washington State Bar Association (Member)  
Pierce County Center for Dispute Resolution (Certified Mediator)  
Society for Human Resource Management (Member)

**Proposal**

Gather information re: culture, challenges and needs through initial interviews; interview board members directly involved in the conflict or impacted by conflict. Invite as many board members as practical without pulling in newer or unimpacted board members into the conflict dynamic. Interviews are confidential and last approximately 60 minutes. Flat rate for interviews and assessment: \$1500

Assess next step which may include:

Mediated Conversation. 30 minutes prep with each individual, up to 3 hours of mediated conversation, 1 hour post time and documentation, 1 hour meeting with director and recommendations: \$1500

Or

Facilitated Group Meeting with selected board members, up to 2 hours, includes prep work, discussion with supervisor, facilitated meeting, summarization and follow up. \$1500

## Contract Summary and Board Resolution

No.	Description	Contract Summary
1	Contract Overview: (New or Amendment) (POS or OPS)	Operations (New) Lease Agreement for Multi-Functional Printers
2.	The Name of Vendor	Canon Solutions America, Inc.
3.	The Purpose of the Contract	Lease of twenty-one (21) multi-functional printers to be located at each of NLACRC's offices: San Fernando Valley Office, Santa Clarita Valley Office, and the Antelope Valley Office
4.	The Contract Term	Fifty-one (51) Month Lease Term effective on the date when the Multi-Functional Printers are shipped. Currently, the shipment date is estimated to be mid-Oct 2020.
5.	The Total Amount of the Contract	Estimated to be \$483,254.40 over the fifty-one (51) month lease term
6.	The Rate of Payment or Payment Amount	<ul style="list-style-type: none"> <li>• Lease: \$7,652.00 per month</li> <li>• Maintenance: \$2,415.80 per month</li> <li>• Rate per page in excess of 162,000 Black &amp; White copies: \$0.0059</li> <li>• Rate per page in excess of 36,500 Color copies: \$0.0400</li> <li>• There is no lease charge for the first three (3) months of the Lease, a lease savings of \$30,203.40 (\$10,067.80 per month x 3 months)</li> </ul>
7.	Method or Process Utilized to Award the Contract.	The IT Director and the Facilities Manager conducted a cost benefit analysis comparing the Xerox multifunctional printers and support services with the Canon's multifunctional printers and support services and determined that Canon would best meet NLACRC's current and future business needs.
8.	Method or Process Utilized to Establish the Rate or the Payment Amount	Usual & Customary Rates
9.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	<p>1. Current Lease Agreement for multifunctional printers with Xerox Company terminates on November 29, 2020.</p> <p>2. Canon will reimburse NLACRC for the early termination fee of up to \$51,953.56 due to Xerox</p>

## Contract Summary and Board Resolution

The North Los Angeles County Regional Center (“NLACRC”) Board of Trustees reviewed and discussed the Lease Agreement for Multi-functional Printers (“**Agreement**”) for Canon Solutions America, Inc. and passed the following resolution:

**RESOLVED THAT** in compliance with NLACRC’s Board of Trustees Contract Policy, on September 9, 2020, the Agreement between NLACRC and Canon Solutions America, Inc. was reviewed and discussed by NLACRC’s Board of Trustees.

On September 9, 2020, the NLACRC Board of Trustees hereby approves the Agreement and authorizes and designates any Officer 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, Deputy Director-Chief Financial Officer, Chief of Program Services, 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

---

September 9, 2020

North Los Angeles County Regional Center  
**Administrative Affairs Committee Meeting (Via Zoom)**

August 26, 2020

*Draft*

**Present:** Leticia Garcia, Lillian Martinez, Marianne Davis, and Ana Quiles– Committee Members  
Kevin Shields – VAC Representative  
Ruth Janka, Michele Marra, Vini Montague, Kim Rolfes, Liliana Windover, Cheryl Blizin– Staff Members  
Tim DePriest – Guest (Gallagher Insurance)

**Absent:** Jesse Weller

---

**I. Call to Order & Introductions**

Ana called the meeting to order at 6:04 p.m. Kim introduced Tim DePriest, Executive Vice President & Managing Director, AJ Gallagher Insurance

**II. Public Input** – There was no public input.

**III. Consent Items**

A. Approval of Agenda

**M/S/C** (L. Martinez/L. Garcia) To approve the agenda as presented

B. Approval of Minutes from the July 29<sup>th</sup> Meeting

Kim shared that page 10 of the meeting minutes was missing the times of the beginning and end of Executive Session, and the Adjournment time.

Action: Lillian will look over her notes and provide the missing information.

**M/S/C** (L. Martinez/L. Garcia) To approve the minutes as modified by the information provided by Lillian

**V. Committee Business**

A. Review Center’s Insurance for FY2020-2021

Copies of the Center’s insurance coverage report were provided to the committee. Tim DePriest reviewed the Center’s insurance coverage and the annual premium with the committee:

- General/professional liability: \$100,453 (\$10,236 more than previous year due to a 43% increase in the number of professional staff)

- Excess liability: \$52,689 (\$3,162 more)
- Directors & officers liability: \$84,200 (\$956 more, due to a 10% increase in annual revenue and a slight increase in the number of employees)
- Property: \$40,776 ( \$4,667 more, due to market rate increases, water damage claims and higher Business Income coverage limits)
- Excess crime: \$8,349 (\$1,089 more)
- Earthquake/flood: \$43,365 (\$4,716 more)
- Cyber liability: \$32,949 (\$1,348 more)
- Fiduciary liability: \$4,868 (same)
- Employed lawyers professional liability: \$8,703 (\$5,143 more, due to an increase in the number of lawyers from 2 to 4)
- Workers compensation: \$738,185 (\$104,869 more due to market trends related to COVID-19 and an 8% increase in the Experience Modification Factor)

The total premium for all policies was \$1,114,537 or \$140,023 more than FY2019-20.

B. Annual Committee Orientation

Kim reported that during the July Annual Committee Orientation she observed that the review of various committee policies was not included in the packet. Copies of the various committee policies were provided to Committee members. Kim reviewed the various policies that have been developed by this Committee, some of which policies are required by our contract with DDS

C. FY2019-20 Committee Action Log: Defer

D. FY 2020-21 Financial Report

Kim reviewed the July financial report that showed the center's projected B-1 operations budget allocation was \$59,169,643 and the purchase of service (POS) budget was \$562,893,708 for a total budget of \$622,063,351. Kim reported that the Center did not receive its full CPP allocation and expects to receive the balance of the CPP funding in a subsequent allocation from DDS.

1. Statewide Regional Center POS Expenditure Projection Report

Vini presented the August 10<sup>th</sup> Statewide Regional center PEP report to the committee. According to the report, NLACRC currently has the largest deficit among the 21 regional centers. For Per Capita allocation,

NLACRC is ranked #15, and Per Capita by Expenditures #14. For Percentage of Deficit to Contract, NLACRC ranks #2 at -1.48%. NLACRC ranks #8 in Percentage Change to Original PEP at 0.77%.

2. Update on the Coronavirus Aid, Relief, and Economic Security (“CARES”) Act funding for Regional Centers

Vini submitted an application on behalf of the Center today (August 26, 2020) and will report back to the Committee regarding the amount of funding received for COVID-19 related expenditures.

3. COVID-19 Expenditures Report dated August 25, 2020

Vini presented the COVID-19 Expenditure Tracker, which reports the Center’s operations and POS expenditures as they relate to COVID-19 and is due to DDS on a monthly basis.

FY2019-2020: The Center incurred \$106,552.84 of operations expenditures through July 31, 2020 and projects \$81,218.66 of operating expenses. The Center incurred \$16,289,360.43 of POS expenditures, and anticipates an additional \$3,880,838.04 of POS expenditures for FY2019-2020.

FY2020-2021: The Center incurred \$36,205.04 of operations expenditures through July 31, 2020 and projects \$106,093 of operating expenses in August 2020, and \$60,198 in September 2020. The Center incurred \$5,377,531.66 of POS expenditures through July 31, 2020, and projects an additional \$8,453,755.83 of POS expenditures in August 2020 and \$1,649,603.89 in September 2020.

E. FY 2019-20 15% Admin Cost Cap

During the July 2020 Committee meeting, it was reported that NLACRC had exceeded the 15% administrative cost cap by 0.11% (15.11% less 15.00%) during FY2019-2020. Kim was pleased to announce that the overage in the 15% administrative cost cap has been resolved. Kim reported that in discussion with Jim Knight and Betty Lai of DDS, it was determined that the Center had the discretion to utilize third party revenue, such as interest income or the ICF SPA administrative fee income, to offset administrative expenses. Based on this information, the Center reduced its FY2019-2020 administrative expenses by the amount of third party revenue received during FY2019-2020,



which resolved the administrative cost cap issue. Kim shared a report that demonstrated the Center's methodology and that administrative costs were 14.32%, which was below the 15% administrative cost cap. NLACRC intends to utilize this methodology going forward.

F. FY 2017-18 Closing Financial Report

Kim reviewed a report with the Committee that showed the Center's remaining contract balance for FY2017-18. There was a remaining balance of \$139,269.80 in operations and \$6,054,074.65 in POS. The total remaining balance of \$6,193,344.45 has been reverted back to the State since the FY2017-2018 closed at the end of June 2020.

4<sup>th</sup> Quarter Report on U.S. Bank Transactions (PRMT)

Kim explained that the 4<sup>th</sup> quarter report would typically be reviewed at the PRMT meeting, but the invoice for the 4<sup>th</sup> quarter of FY2019-2020 from U.S. Bank was not received prior to the July 29, 2020 PRMT Committee meeting. Kim provided copies of a report which showed the breakdown of the fees paid by the Center related to the PRMT. During the fourth quarter of Fiscal Year 2019-2020, the Center paid \$125 as a flat fee, \$8,127 in ongoing fees, and \$21,444 in investment management fees, for a total of \$29,696. Attached to the report was an explanation of the trust fees and how the fees are calculated.

G. Approval of Contracts

No contracts were presented for approval.

H. Executed Contracts by NLACRC

1. Health & Safety Exemptions Approved by Executive Director

The DDS Directive, dated August 15, 2020, provides that the Executive Director has the authority to sign Health & Safety Exemption Requests due to COVID-19. For the period March 2020 through June 2020, the Executive Director approved 44 Health & Safety Exemption Requests under service code 109.

2. POS New Contracts due to COVID-19

The report showed that a total of 18 contracts or amendments were executed since the last committee meeting

3. POS Contracts to add COVID-19 Subcode(s)  
 The report showed that 1 contract or amendments was executed since the last committee meeting
4. AV Relocation Contracts  
 The report included in the packet was for June 2020 rather than July 2020. Kim shared the July 2020 report with the Committee, which showed 1 contract (amendment) executed for The Sheridan Group since the last committee meeting.

**Action:** Kim to provide Jennifer with the July 2020 report for the packet

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

Vini provided the committee the ICF/SPA Billing Summary and the ICF/SPA Outstanding Receivables report, dated August 22, 2020) and reviewed both reports with the committee. By fiscal year, the amount of cash disbursed by NLACRC that has not been reimbursed to NLACRC by ICF service providers is:

FY 2020-21: \$897,323.99  
 FY 2019-20: ~~\$3,578,319.26~~  
 \$4,522,075.36

The total amount is \$686,735.61 **more** than what was reported in the report dated July 22, 2020.

J. Human Resources Report

1. Monthly Report:

Michele provided the committee with copies of the August 2020 summary and reviewed it with the committee. The summary included the following information:

FY 2020-21 authorized positions	568
Open positions on hold	0
Open positions vacant	-48
Separations	-9
Sub-total	511
New hires	+4
Positions filled	515

2. Ensure Personnel Policies are in Compliance with DDS Contract  
Michele has been working with legal counsel to update personnel policies. The process was paused due to COVID-19 but will pick up again soon after the finalization of the Center's Return to Work plan. Some of the key policies include the Harassment Policy and Lactation Policy.

K. AV Relocation

1. Auction of Furnishings Update

Kim shared that the furnishings did not sell during the auction. The Center is seeking permission from DGS to dispose of the furnishings in the Lancaster office when we vacate the premises. Vini reported that DGS is currently reviewing the Center's request to dispose of the furnishings.

L. Audit Update

Ruth shared the preliminary results of the recent DDS programmatic audit of the programs for which the center receives federal funding (HCBS Waiver, TCM, Nursing Home Reform programs, and 1915(i) State Plan Amendment). DDS looked at 61 files under HCBS Waiver and there are a few preliminary findings. 28 files were reviewed under 1915i and there were fewer findings. DDS will provide a final report and we will be able to better assess areas for improvement once we have details.

**Action:** Kim to provide Jennifer with the PowerPoint Presentation for the packet

VI. Items for the Next Board Meeting

- A. Minutes of the August 26<sup>th</sup> Meeting
- B. Minutes of the July 29<sup>th</sup> Admin Affairs Meeting
- C. FY 2020-21 Financial Report

VII. Executive Session

M/S/C (A. Quiles/L. Martinez) To go into executive session at 7:32 p.m.

- A. Lease Update

VII. Announcements/Information/Public Input

- A. Next Meeting: Wednesday, September 30<sup>th</sup>, at 6:00 p.m.

VIII. Adjournment

Ana adjourned the meeting at 7:51p.m.

Submitted by,

Cheryl Blizin  
Executive Assistant

[aamin.Aug27..2020]



**NORTH LOS ANGELES COUNTY REGIONAL CENTER  
FINANCIAL REPORT-MONTHLY RECAP  
FISCAL YEAR 2020-2021  
July 2020**

BUDGET CATEGORY	Projected Annual B-1 Budget	Month Exp	Y-T-D Expenditures	Projected Annual Expenditures	Projected Annual Surplus/(Deficit)	Percent Under(Over) Budget
<b>Operations</b>						
Salaries & Benefits	\$46,232,714	\$3,865,389	\$3,865,389	\$46,232,714	\$0	0.00%
Operating Expenses	\$12,129,116	\$1,276,592	\$1,276,592	\$12,129,116	\$0	0.00%
Subtotal OPS General	\$58,361,830	\$5,141,981	\$5,141,981	\$58,361,830	\$0	0.00%
Salaries & Benefits - CPP Regular	\$218,338	\$46,332	\$46,332	\$218,338	\$0	0.00%
Operating Expenses - CPP Regular	\$98,616	\$0	\$0	\$98,616	\$0	0.00%
Subtotal OPS CPP Regular	\$316,954	\$46,332	\$46,332	\$316,954	\$0	0.00%
Salaries & Benefits - DC Closure/Ongoing Workload	\$122,444	\$24,886	\$24,886	\$122,444	\$0	0.00%
Operating Expenses - DC Closure/Ongoing Workload	\$11,900	\$0	\$0	\$11,900	\$0	0.00%
Subtotal OPS DC Closure/Ongoing Workload	\$134,344	\$24,886	\$24,886	\$134,344	\$0	0.00%
Family Resource Center	\$207,187	\$0	\$0	\$207,187	\$0	0.00%
Self Determination Program Participant Supports	\$149,328	\$0	\$0	\$149,328	\$0	0.00%
Subtotal OPS Projects	\$356,515	\$0	\$0	\$356,515	\$0	0.00%
<b>Total Operations:</b>	<b>\$59,169,643</b>	<b>\$5,213,200</b>	<b>\$5,213,200</b>	<b>\$59,169,643</b>	<b>\$0</b>	<b>0.00%</b>
<b>Purchase of Services</b>						
POS (General)	\$562,698,922	\$38,596,908	\$38,596,908	\$562,698,922	\$0	0.00%
CPP Regular and DC Closure/Ongoing Workload	\$194,786	\$0	\$0	\$194,786	\$0	0.00%
<b>Total Purchase of Services:</b>	<b>\$562,893,708</b>	<b>\$38,596,908</b>	<b>\$38,596,908</b>	<b>\$562,893,708</b>	<b>\$0</b>	<b>0.00%</b>
<b>Total NLACRC Budget:</b>	<b>\$622,063,351</b>	<b>\$43,810,108</b>	<b>\$43,810,108</b>	<b>\$622,063,351</b>	<b>\$0</b>	<b>0.00%</b>

**Note A: B-2 Amendment will include additional CPP-OPS Funding and additional CPP-POS Funding**

**Note B: POS Projected Annual Expenditures will be adjusted with the POS Expenditure Projection ("PEP") report due to DDS on December 10, 2020**

**NORTH LOS ANGELES COUNTY REGIONAL CENTER**  
**FISCAL YEAR 2020-2021**  
**July 2020**

<b>TOTAL BUDGET SOURCES</b> Fiscal Year 2019-2020	
Prelim from DDS for OPS	\$45,721,951
B-1 from DDS for OPS, Projects, and CRDP/CPP	\$12,858,198
B-2 from DDS for OPS, Projects, and CRDP/CPP	
B-3 from DDS for OPS, Projects, and CRDP/CPP	
B-4 from DDS for OPS, Projects, and CRDP/CPP	
B-5 from DDS for OPS, Projects, and CRDP/CPP	
B-6 from DDS for OPS, Projects, and CRDP/CPP	
Prelim from DDS for POS	\$406,650,667
B-1 from DDS for POS and POS-CRDP/CPP	\$146,600,305
B-2 from DDS for POS-CRDP/CPP	
B-3 from DDS for POS-CRDP/CPP	
B-4 from DDS for POS-CRDP/CPP	
B-5 from DDS for POS-CRDP/CPP	
B-6 from DDS for POS-CRDP/CPP/HCBSW	
<b>Subtotal - Total Budget received from DDS</b>	<b>\$611,831,121</b>
Projected Revenue	\$589,494
<b>Subtotal - Projected Revenue Operations</b>	<b>\$589,494</b>
Projected ICF/SPA Transportation/Day Program Revenue	\$9,642,736
<b>Subtotal - Projected Revenue Purchase of Services</b>	<b>\$9,642,736</b>
<b>Total Budget</b>	<b>\$622,063,351</b>

<b>OPERATIONS BUDGET SOURCES</b> Fiscal Year 2019-2020	
<b>GENERAL OPERATIONS (Excludes Projects, CPP Regular, CRDP/CPP)</b>	
Preliminary, General Operations (OPS)	45,721,951
B-1, OPS Allocation	12,050,385
B-2, OPS Allocation	
B-3, OPS Allocation	
B-4, OPS Allocation	
B-6, OPS Allocation	
<b>Total General OPS</b>	<b>57,772,336</b>
Projected Interest Income	\$410,832
Projected Other Income	\$48,662
Projected ICF/SPA Admin Fee	\$130,000
Total Other Revenue	589,494
<b>TOTAL GENERAL OPS</b>	<b>58,361,830</b>
Preliminary, Community Resource Development Plan ("CRDP") /Community Placement Plan ("CPP")	
	\$0
B-1, OPS CRDP/CPP	\$316,954
B-2, OPS CRDP/CPP	\$0
<b>Total CRDP/CPP Regular</b>	<b>\$316,954</b>
Preliminary, Developmental Center ("DC") Closure/Ongoing Workload	
	\$0
B-1, OPS DC Closure/Ongoing Workload	\$134,344
B-2, OPS DC Closure/Ongoing Workload	\$0
<b>Total CPP DC Closure/Ongoing Workload</b>	<b>\$134,344</b>
Family Resource Center ("FRC")	
	\$207,187
SDp Participant Supports	\$149,328
<b>Total OPS PROJECTS</b>	<b>\$356,515</b>
<b>Total Operations Budget</b>	<b>\$59,169,643</b>

<b>PURCHASE OF SERVICES (POS) BUDGET SOURCES</b> Fiscal Year 2019-2020	
<b>General POS (Excludes CPP-POS Regular, CRDP/CPP)</b>	
Preliminary, POS	\$406,650,667
B-1, POS Allocation	\$146,405,519
B-2, POS Allocation	\$0
B-3, POS Allocation	\$0
B-4, POS Allocation	\$0
<b>Total General POS Allocation</b>	<b>\$553,056,186</b>
ADD:	
Projected ICF SPA Revenue	\$9,642,736
<b>Total Budget, General POS</b>	<b>\$562,698,922</b>

**NORTH LOS ANGELES COUNTY REGIONAL CENTER  
CONSOLIDATED LINE ITEM REPORT  
FISCAL YEAR 2020-2021  
July 2020**

	Projected Annual B-1 Budget	Net Month	Expended Y-T-D	Projected Remaining Expenses	Proj Annual Expenses	Projected Surplus/ (Deficit)
<b>PURCHASE OF SERVICE</b>						
POS (General)						
3.2 Out of Home	97,459,452	7,193,989	7,193,989	90,265,463	97,459,452	0
4.3 Day Programs	94,860,087	5,959,567	5,959,567	88,900,520	94,860,087	0
4.3 Habilitation Programs	5,875,130	202,365	202,365	5,672,765	5,875,130	0
5.4 Transportation	25,754,472	1,950,009	1,950,009	23,804,463	25,754,472	0
6.5 Other Services	338,749,781	23,290,978	23,290,978	315,458,803	338,749,781	0
Total POS (General):	562,698,922	38,596,908	38,596,908	524,102,014	562,698,922	0
<b>CRDP &amp; CPP</b>						
CRDP & CPP Placements	194,786	0	0	194,786	194,786	0
CRDP & CPP Assessments	0	0	0	0	0	0
CRDP & CPP Start Up	0	0	0	0	0	0
Deflection CRDP & CPP	0	0	0	0	0	0
Total CRDP & CPP:	194,786	0	0	194,786	194,786	0
HCBS Compliance Funding	0	0	0	0	0	0
Total HCBS:	0	0	0	0	0	0
<b>Total Purchase of Service:</b>	<b>562,893,708</b>	<b>38,596,908</b>	<b>38,596,908</b>	<b>524,296,800</b>	<b>562,893,708</b>	<b>0</b>
<b>OPERATIONS</b>						
25010 Salaries/Benefits	43,457,949	3,681,864	3,681,864	39,776,085	43,457,949	0
25010 ABX2-1	3,115,547	254,744	254,744	2,860,803	3,115,547	0
<b>Total Salaries/Benefits:</b>	<b>46,573,496</b>	<b>3,936,608</b>	<b>3,936,608</b>	<b>42,636,888</b>	<b>46,573,496</b>	<b>0</b>
<b>OPERATING EXPENSE</b>						
30010 Equipment Rental	382,522	12,875	12,875	369,647	382,522	0
30020 Equipment Maint	88,283	10,052	10,052	78,231	88,283	0
30030 Facility Rent	4,708,470	567,366	567,366	4,141,104	4,708,470	0
30040 Facility.Maint. AV	72,019	15,025	15,025	56,994	72,019	0
30041 Facility Maint. SFV	135,917	7,469	7,469	128,448	135,917	0
30042 Facility Maint. SCV	53,053	0	0	53,053	53,053	0
30050 Communication	503,897	29,857	29,857	474,040	503,897	0
30060 General Office Exp	289,052	10,502	10,502	278,550	289,052	0
30070 Printing	32,814	0	0	32,814	32,814	0
30080 Insurance	387,990	371,484	371,484	16,506	387,990	0
30090 Utilities	78,159	5,757	5,757	72,402	78,159	0
30100 Data Processing	140,400	1,578	1,578	138,822	140,400	0
30110 Data Proc. Maint	213,500	50,918	50,918	162,582	213,500	0
30120 Interest Expense	128,297	2,261	2,261	126,036	128,297	0
30130 Bank Fees	171,752	0	0	171,752	171,752	0
30140 Legal Fees	748,000	13,795	13,795	734,205	748,000	0
30150 Board of Trustees Exp	101,500	0	0	101,500	101,500	0
30151 ARCA Dues	109,598	0	0	109,598	109,598	0
30160 Accounting Fees	87,531	0	0	87,531	87,531	0
30170 Equipment Purchases	1,179,429	128,903	128,903	1,050,526	1,179,429	0
30180 Contr/Consult-Adm	1,108,297	4,943	4,943	1,103,354	1,108,297	0
30220 Mileage/Travel	337,400	1,483	1,483	335,917	337,400	0
30240 General Expenses	1,040,348	42,323	42,323	998,025	1,040,348	0
30240 ABX2-1	141,404	0	0	141,404	141,404	0
Total Operating Expenses:	12,239,632	1,276,592	1,276,592	10,963,040	12,239,632	0
Total Operations:	58,813,128	5,213,200	5,213,200	53,599,928	58,813,128	0
Total Gross Budget :	621,706,836	43,810,108	43,810,108	577,896,728	621,706,836	0
OPS Projects:	356,515	0	0	356,515	356,515	0
<b>Total Gross Budget with Projects:</b>	<b>622,063,351</b>	<b>43,810,108</b>	<b>43,810,108</b>	<b>578,253,243</b>	<b>622,063,351</b>	<b>0</b>

**NORTH LOS ANGELES COUNTY REGIONAL CENTER**  
**Operations ("OPS") Project Line Item Report**  
**FISCAL YEAR 2020-2021**  
**July 2020**

	Projected Annual B-1 Budget	EXPENDED MONTH	EXPENDED Y-T-D	BALANCE REMAINING	PROJECTED EXPENDITURES	SURPLUS/ (DEFICIT)
Family Resource Center ("FRC")	\$207,187	\$0	\$0	\$207,187	\$207,187	\$0
Self Determination Program ("SDP") Participant Support	\$149,328	\$0	\$0	\$149,328	\$149,328	\$0
<b>TOTAL:</b>	<b>\$356,515</b>	<b>\$0</b>	<b>\$0</b>	<b>\$356,515</b>	<b>\$356,515</b>	<b>\$0</b>

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

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