



North Los Angeles County Regional Center

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MEMORANDUM

Date: April 24, 2024

To: **Administrative Affairs Committee** (Anna Hurst, Cathy Blin, and Jaklen Keshishyan)

From: Lindsay Granger
Executive Administrative Assistant

Re: Agenda and materials for the next Administrative Affairs Committee meeting on **Thursday, April 24, 2024 at 5:00 p.m.**

Attached is information for the next committee meeting. Please review this information prior to the meeting.

The meeting will be held remotely via Zoom.

Join Zoom Meeting

<https://us06web.zoom.us/j/82213124928?pwd=WVovTo1rce86TjFMeghkbY6VrixU7m.1>

Meeting ID: 822 1312 4928

Passcode: 756920

If you have any questions, or if you are unable to attend the meeting, please send email to boardsupport@nlacrc.org. Thank you!

Attachments

c: Angela Pao-Johnson, Vini Montague, Evelyn McOmie

Administrative Affairs Committee Meeting 04.24.25

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ADMINISTRATIVE AFFAIRS COMMITTEE – Via Zoom

Thursday, April 24, 2025

5:00 p.m.

~ **AGENDA** ~

- I. Call to Order & Introductions (*1 min*)
- II. Committee Member Attendance/Quorum (*1 min*)
- III. Agenda
- IV. Public Input (*3 min per person / 3 attendees max*)
- V. Consent Items (*3 min*)
 - A. Approval of Minutes from the February 20, 2025, Meeting
- VI. Action Items
 - A. Lindquist Von Husen & Joyce Presentation on IRS Form 990 Tax Return – Andy Ou, Lindquist (*10 min*)
 - B. ARCA Dues FY2025-2026 – Vini Montague
 - C. Credit Line for FY2025-2026 – Vini Montague
 - 1. Approval to Authorize an Officer to Secure a Credit Line for FY2025-2026
 - 2. Approval to Authorize an Officer to Make Disbursements and Execute Disbursements Instructions for Credit Line
 - D. Approval to Authorize an Officer to Secure Insurance Coverage for FY2025-2026 – Vini Montague
 - E. Approval of Operations Contracts Over \$250K – Vini Montague
 - 1. Clearwater Security & Compliance LLC (CynergisTek) Contract
 - F. Approval of Report on Personnel Classifications – Betsy Monahan
 - 1. Report on Personnel Classifications Effective July 1, 2021
 - 2. Report on Personnel Classifications Effective July 1, 2022
 - 3. Report on Personnel Classifications Effective February 17, 2023
 - 4. Report on Personnel Classifications Effective February 26, 2024
 - 5. Report on Personnel Classifications Effective January 13, 2025
 - 6. Report on Personnel Classifications Effective February 24, 2025

- G. Review and Approve Draft Critical Calendar for FY2025-2026 – Vini Montague

VII. Committee Business

- A. Board Policies & Procedures (*Deferred*)
- B. Regional Center's Contract with DDS – Vini Montague
- C. 3rd Quarter Reporting of New Vendorizations – Arshalous Garlanian
- D. Quarterly Fees Reports for PRMT and UAL (*Deferred*)
 - 1. 3rd Qtr. PRMT Fees Report by U.S. Bank
 - 2. 3rd Qtr. UAL Fees Report by U.S Bank & PFM Asset Mgmt
- E. Status Report on Current Credit Line and Cash Flow – Vini Montague (*1 min*)
- F. Financial Reports – Vini Montague (*3 min*)
 - 1. January 2025
 - 2. February 2025
- G. Admin vs. Direct Allocation Report – Vini Montague (*3 min*)
 - 1. January 2025
 - 2. February 2025
- H. Purchase of Services Payments Reports – Vini Montague (*3 min*)
 - 1. Outstanding Authorizations Report
 - 2. Payments and Authorizations Timeline Summary
- I. Audits Update – Vini Montague (*1 min*)
 - 1. DDS Audit of FY2023-2024
- J. Human Resources – Betsy Monahan (*5 min*)
 - 1. 3rd Quarter HR Report
 - 2. Monthly Human Resource Report
 - a. February 2025
 - b. March 2025

VIII. Closed Session (*10 min*)

- A. Pending Litigation Update
- B. Real Estate Negotiations

IX. Agenda Items for the Next Board Meeting (*3 min*)

- A. Approval of IRS Form 990 tax return
- B. Approval of ARCA Dues for FY2025-2026
- C. Approval to Authorize an Officer to Secure a Credit Line for FY2025-2026

- D. Approval to Authorize an Officer to Make Disbursements and Execute Disbursements Instructions for Credit Line
- E. Approval to Authorize an Officer to Secure Insurance Coverage for FY2025-2026
- F. Approval of Operations Contract
- G. Approval of Report on Personnel Classifications
- H. Approval of Critical Calendar

X. Announcements/Information/Public Input (*3 min*)

- A. Next Meeting: Thursday, May 29, 2025
- B. Committee Attendance

XI. Adjournment

XII. Review of Meeting Action Items (*Item Owner and Due Date*)

- A. Administrative Affairs Committee Action Log

DO NOT INCLUDE IN AGENDA PACKET: ONLY FOR TRACKING

Executed Contracts by NLACRC – Vini Montague

1. No report: 11/30/2022: San Fernando Valley Office Reconfiguration over \$250k
2. No report: 11/30/2022: San Fernando Valley Office Expansion over \$250k
3. No report: 11/30/2022: Santa Clarita Valley Office Expansion over \$250k
4. No report: 09/09/2015: Minimum wage, sick leave increase
5. No report: 09/09/2021: Adding CIE/PIP program design addendums/subcodes
6. No report: 06/14/2017: Subcodes
7. No report: 06/13/2018: Renewals
8. No report: 10/10/2018: Health & Safety related
9. No report: 06/09/2021: Program Design changes
10. No report: 05/11/2022: April 1, 2022 rate increase
11. No report: 05/11/2022: EBSH consumer cost changes

North Los Angeles County Regional Center
Administrative Affairs Committee Meeting Minutes

February 20, 2025

Present: Ann Hurst, Cathy Blin, Jaklen Keshishyan – VAC Rep. – Committee Members

Vini Montague, Betsy Monahan, Venus Rodriguez-Khorasani, Lindsay Granger, Arshalous Garlanian, Michael Karpman, Megan Mitchell – Staff Members

Mark Wolfe – DDS Tech Advisor, Tresa Oliveri – DDS Tech Advisor, Marianita Mendez – DDS, Julie Ocheltree – Legal Counsel, Charlotte Tay – Lindquist, Von Husen, & Joyce, Thea Edolsa – Lindquist, Von Husen, & Joyce, Lety Garcia – Board Member and ARCA Rep. - Guests

Absent:

I. Call to Order

Anna Hurst, Board Treasurer, called the meeting to order at 6:00 p.m.

II. Committee Member Attendance/Quorum

III. Agenda

IV. Public Input

There was no Public Input

V. Consent Items

A. Approval of Minutes from November 21st Meeting

M/S/C (Cathy Blin/Jaklen Keshishyan) To approve the Consent Items as presented

VI. Action Items

A. Lindquist, Von Husen & Joyce Presentation of NLACRC's FY2023-24 Audited Financial Statements

Charlotte Tay and Thea Edolsa from Lindquist, Von Husen & Joyce presented the results of the NLACRC's FY2023-24 Audited Financial Statements. The findings and recommendations were also presented to the committee.

Vini Montague, Chief Financial Officer, noted that there was a finding that several checks from DDS were locked in a cabinet by a staff member and not deposited timely and cash advance offset instructions from DDS were not recorded timely by the same staff. The finding has been fully addressed and resolved. One of the measures taken is to separate the responsibilities of coding DDS checks for

deposit and reconciling against DDS records, so staff will be alerted when deposits have not been forwarded timely. Additionally, more staff members have been trained to recognize patterns in deposits. This is the first time that NLACRC has had this finding.

M/S/C (Cathy Blin / Jaklen Keshishyan) to move the audit report to the full Board of Trustees at the March Board Meeting for approval.

B. Review of Insurance FY2025-2026– Gallagher Insurance

Simone Khanna presented on behalf of Gallagher insurance. Anna Hurst noted interest in a feasibility study. Vini noted that this was brought to the committee to see if there was interest in presenting the feasibility study to the full board for approval. Anna Hurst expressed interest in participating in the feasibility study and seeing the benefits, but there was a question on expenses for pursuing this study. An option of combining multiple regional centers for a feasibility study was presented. The committee discussed putting a cap on the amount spent to pursue a feasibility study. Vini Montague suggested putting forward with the condition that the cost is reported back to the board and that the board has the final approval of the amount prior to committing to participation. It was explained that this was to put NLACRC on the list so that Simone Khanna can work with other regional centers, and once the final number of other regional centers interested is determined then the final cost will be brought forward to the board for final approval. At the May Board Meeting, this item can be presented with the number of regional centers interested and the cost.

M/S/C (Anna Hurst/Cathy Blin) to put forward that a feasibility study is presented to the full board once the final expense of the study is determined.

C. Approval of Purchase of Services Startup Contracts – Vini Montague

1. Brilliant Corners, PL2188-999- Contract Amendment

Vini Montague noted that this is a startup funding contract, and a second amendment to an existing CPP contract. The purpose of the second amendment is to increase the total funding that has been approved by DDS by \$30,000, and the revised maximum funding amount will be \$1,014,571. Seeking an approval by the committee to move this to the full Board for full approval.

M/S/C (Cathy Blin / Jaklen Keshishyan) To approve the Brilliant Corners, PL21888-999 Contract Amendment to go to the Board for approval.

2. CPP/CRDP Startup Projects, Various Vendors – New Contract

Vini Montague presented a contract that is for 9 projects. The total amount approved by DDS is \$2,850,000. Currently, NLACRC is working on identifying the service providers for the 9 projects through the request for proposals process.

M/S/C (Jaklen Keshishyan / Cathy Blin) To approve the CPP/CRDP Startup Projects, Various Vendors contract to go to the Board for approval.

D. Approval of Operations Contract – Vini Montague

Vini Montague discussed the approval of the operations contract – ePlus Technology for the purchase of Palo Alto Networks MDR Solution to increase the cybersecurity at NLACRC. This contract is for a three year term. NLA is seeking an approval by the committee to move this to the full Board for approval.

M/S/C (Cathy Blin /Jaklen Keshishyan) To approve the Operations Contract with ePlus Technology for the purchase of Palo Alto MDR solution to go to the Board for approval.

VII. Committee Business

A. Board Policies & Procedures – Deferred

B. 2nd Quarter Reporting of New Vendorizations

Arshalous Garlanian, Community Services Director, presented a report on new Vendorizations for Quarter 2 (October 1, 2024 - December 31, 2024). Highlights identified include: Vendored 7 residential facilities in Antelope Valley, 12 services provided in Antelope Valley, and onboarded new coordinating family supports.

C. Quarterly Fees Reports for PRMT and UAL – Vini Montague

Vini Montague presented quarterly fees report for the Post-Retirement Medical Trust and the CalPERS Unfunded Liability Account and noted that the US Bank fees have not been received yet. No questions or comments were raised during the discussions.

D. Financial Reports – Vini Montague

Vini Montague presented the financial reports for October 2024, November 2024, and December 2024. As of this month, there were no projected surplus or deficits in purchase of services since the first purchase of services projection report has not been completed. The committee asked about allocations. There was discussion to provide additional explanation of the Financial Reports to the Board. The committee expressed that the additional context was very beneficial.

ACTION: Anna Hurst and Vini Montague will discuss the best ways to approach presenting these reports to the Board of Trustees with context for more clarity.

E. Admin vs. Direct Allocation Report – Vini Montague

Vini Montague discussed the admin vs. direct allocation report, which tracks expenditures and ensures that administrative expenditures do not exceed 15% as determined in statute and regulations. The report showed administrative expenditures in October at 11.9%, in November at 12.3%, and in December

11.4%.

F. Statewide Regional Center POS Expenditure Projection Report FY2024

Vini Montague provided the last projection that was due to DDS for FY2024. NLACRC was number 16 in the projected surplus for the year (purchase of services surplus) among the 21 regional centers. Additional reports presented included: outstanding authorizations report, payments and authorizations timelines

G. Purchase of Services Payments Reports – Vini Montague

Vini Montague also presented a report on the purchase of services, outstanding authorizations, and a timeline summary on payments and authorizations, highlighting the progress made in resolving outstanding authorization issues.

H. Audits Update – Vini Montague

Vini Montague discussed the final audit report by DDS and highlighted the finding on DDS seeking recovery from regional centers. This is mostly due to rate model implementation and Service Code 880 for transportation. Service Code 880 provided a worksheet for service providers to fill out information to determine a rate for service providers, which was implemented and based off the number of trips the service providers provide every day. DDS auditors assumed that service providers made two trips a day, but this is not the case of everyone. This discrepancy and the service providers receiving no training by DDS on the spreadsheet accounts for most of the funds that DDS is seeking recovery. NLACRC is working with DDS on the rate to resolve the finding.

Vini Montague provided a summary of the audit findings in the CalPERS audit of NLACRC. The findings from the NLACRC's portion of the CalPERS final audit report included the following: salary schedule no in full compliance with CalPERS laws such as effective date; union contract was not approved in an open session of the Board, and how ABX wages were reported to CalPERS. NLACRC is actively working to resolve all the audit findings with CalPERS.

I. Human Resources – Betsy Monahan

Betsy Monahan reported on the status of personnel policies and compliance with the DDS contract and Special Contract Language. A total of 10 policies were reviewed and updated. Drafts of the policies were provided to Board Support to present to the Executive Committee to move to the Board meeting in March.

Betsy Monahan reported on the current period (FY25) Qtr. 2 noting that there have been 21 more hires and 12 fewer separations year over year for the same quarter with a turnover rate of 2.43%. The Human Resource Report for the most recent month showed 812 positions filled, just under 85% of the 958 approved position.

The committee discussed whether the Temporary Staffing Report is still necessary since there has been good progress with hiring. A possible threshold amount was discussed to determine if the report should be included in upcoming meetings.

ACTION: Anna Hurst and Vini Montague will discuss and determine a dollar amount to use as a threshold for the report.

ACTION: Anna Hurst and Vini Montague will further discuss the amount of funds needed to have a report on the temporary staffing statistics.

VIII. Executive Session

- A. Pending Litigation Update
- B. Real Estate Negotiations

Anna Hurst announces that the committee will move into a closed session for an update on pending litigation and real estate negotiations.

M/S/C (Cathy Blin / Jaklen Keshishyan) to enter Executive Session at 8:21pm.

M/S/C (Jaklen Keshishyan / Cathy Blin) to exit Executive Session at 9:00 pm.

IX. Review of Meeting Action Items

- Board Support will add contracts from agenda to the March Board meeting for approval.
- Anna Hurst and Vini Montague will discuss the best ways to approach presenting these financial reports to the Board of Trustees with context for more clarity.
- Anna Hurst and Vini Montague will further discuss the amount of funds needed to have a report on the temporary staffing statistics.
- Anna Hurst and Vini Montague will discuss and determine a dollar amount to use as a threshold for the report.

X. Agenda Items for the Next Board Meeting

- A. FY2023-24 Audited Financial Statements
- B. Review of Insurance FY2025-2026
- C. Approval of Contracts
- D. Approval of Report on Personnel Classification

XI. Announcements/Information/Public Input

There was none.

XII. Adjournment

The meeting was adjourned at 9:02pm.

ARCA Dues from Fiscal Year 2010-2011 through 2025-2026

Vendor Name	Payment Date	Fiscal Year Dues	Paid Amount	% Increase (Decrease)
Association of Regional Center Agencies	05/19/10	FY2011	\$ 69,192	
Association of Regional Center Agencies	06/15/11	FY2012	\$ 63,390	-8.39%
Association of Regional Center Agencies	06/20/12	FY2013	\$ 61,805	-2.50%
Association of Regional Center Agencies	05/15/13	FY2014	\$ 68,251	10.43%
Association of Regional Center Agencies	05/28/14	FY2015	\$ 82,530	20.92%
Association of Regional Center Agencies	05/20/15	FY2016	\$ 82,530	0.00%
Association of Regional Center Agencies	05/19/16	FY2017	\$ 82,530	0.00%
Association of Regional Center Agencies	04/26/17	FY2018	\$ 106,406	28.93%
Association of Regional Center Agencies	05/23/18	FY2019	\$ 106,406	0.00%
Association of Regional Center Agencies	05/22/19	FY2020	\$ 106,406	0.00%
Association of Regional Center Agencies	05/27/20	FY2021	\$ 106,406	0.00%
Association of Regional Center Agencies	05/26/21	FY2022	\$ 106,406	0.00%
Association of Regional Center Agencies	05/26/22	FY2023	\$ 106,406	0.00%
Association of Regional Center Agencies	06/21/23	FY2024	\$ 106,405	0.00%
Association of Regional Center Agencies	05/16/24	FY2025	\$ 158,823	49.26%
Association of Regional Center Agencies		FY2026	\$ 165,713	4.34%

Association of Regional Center Agencies
980 9th St
Sacramento, CA 95814-2719 USA
+19164467961
Vumenei@arcanet.org

Invoice



BILL TO
Vini Montague Chief Financial Officer North LA Regional Center 9200 Oakdale Avenue Chatsworth, CA 91311

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
ARCA2025-26 NLACRC	07/01/2025	\$165,713.46	07/31/2025	Net 30	

P.O. NUMBER
DuesARCA2025-26NLACRC

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Dues	2025-26 ARCA Dues	1	165,713.4621946	165,713.46

Please pay electronically
Account Number 5534426506
Direct Deposit 121042882
Domestic Wire 121000248
ARCA appreciates your partnership. Please find your invoice details here. Feel free to contact us if you have any questions.

SUBTOTAL	165,713.46
TAX	0.00
TOTAL	165,713.46
BALANCE DUE	\$165,713.46

Have a great day!
ASSOCIATION OF REGIONAL CENTER AGENCIES

ARCA Office Functions and Roles



The following pages provide an overview of the major functions of the ARCA office as a whole as well as the primary roles of each staff member.

Please note that ARCA staff members work as a cohesive team and that the multi-disciplinary nature of the work means that many functions are carried out cooperatively.

Representing Regional Center Interests and Positions

Meet with DDS, other departments, legislators and/or staff, and statewide groups on systemic issues

Work collaboratively with regional centers and departments to develop processes to address shared issues

Build coalitions with other organizations around key priorities and issues of agreement

Provide requested information and background on the regional center system

Proactively communicate with the community regarding ARCA's priorities and the role of regional centers through traditional media, social media, and hosted webinars

Staffing a Discipline Group or Committee

Arrange conference call lines, and distribute meeting materials and information to members

Attend group meetings and provide an update on ARCA information

Research and distribute information on topics relevant to the group

For Board Committees, coordinate agendas/meeting materials with Chairperson and draft minutes

Complete assigned follow-up work between meetings and share with committee members for feedback

Work with Chairperson to advance group proposals

Analysis of Statewide Information

Upon request by, or with the permission of, the Directors Group, collect data from/survey regional centers

Provide ongoing data management during the data collection phase, working with regional centers as needed

Compile and analyze the statewide data and disseminate the information to regional centers

Present data, trends, and any relevant conclusions in an audience-appropriate format

Responding to Proposals

Track legislation (including Budget), proposed regulations, and other opportunities for public input related to developmental disabilities

Provide summary analysis of policy and fiscal effects of proposals for appropriate regional center staff, discipline group, or ARCA committee for feedback

Develop positions for consideration by the Executive Committee and/or Board of Directors

Upon approval, provide written/oral comments to state/federal agencies, the Legislature, and the Administration

Public Meetings and Hearings

Track meetings and hearings that are relevant to ARCA members and provide them with information regarding key meetings and hearings in advance

Attend the meeting or hearing (or monitor remotely) and represent ARCA's positions either as a member of the committee or during public comment periods

Following the meeting or hearing, provide a written summary to Board members along with relevant meeting materials

Participate in statewide advisory and steering committees to provide insights on issues that impact the developmental services system (*e.g.*, IT systems, appeals, Deaf +)

Miscellaneous Member Support

Respond to individual Board member or regional center staff requests for information or technical assistance

Upon invitation, participate in community events or provide trainings in individual regional center catchment areas

Provide updates on news of interest to the developmental disabilities community

Provide or participate in educational opportunities as requested (*e.g.*, forensic forums)

Coordinate collective statewide efforts (*e.g.*, UFS replacement, boilerplate contract negotiation support)

ARCA Operations

Complete human resources functions (*e.g.*, hiring, payroll, benefits, and evaluation)

Purchase office supplies, needed equipment, subscriptions, and memberships

Ensure equipment and website are functioning appropriately

Coordinate staff travel

Interface with the landlord regarding security, maintenance, housekeeping, and other issues

Maintain Committee and other group rosters and email lists

Review property, equipment, and event contracts/leases

In-Person Meeting Logistics

For Board of Directors and lead discipline group meetings, research hotel and meeting space options, communicate with discipline group Chairperson, and negotiate prices and other details

For Board of Directors and lead discipline group meetings, arrange and pay for requested meals, technology needs, and other logistics, within pre-existing annual budget limits

For other groups, reimburse for allowed meals and other expenses and track each group's budget to ensure costs do not exceed budgeted amounts

Accounting

Perform monthly general accounting processes

Track and record payroll costs, including for wage and salary, taxes, and benefits

Budget for expected expenditures for current and future fiscal years

Make investment deposits and withdrawals based on cash availability and demands

Prepare and file federal, state, and local informational and tax returns

Prepare the Annual Financial Statements and provide audit evidence

Amy Westling
Executive Director

- **Committees Staffed:** Board of Directors, Executive Committee, Strategic Planning Committee, Directors Group, Contract Negotiating Committee, Standards and Practices Committee
- **Areas of Focus:** Oversee organization in accordance with its strategic plan, manage ARCA staff, lead interagency coordination and collaboration

Tony Anderson
Associate Director

- **Committees Staffed:** Board Delegates Group, ARCA Academy, Deaf Specialists
- **Areas of Focus:** Collaboration with Executive Director on organizational leadership and strategic partnerships, regional center board member support, community member participation in policymaking, Budget and major legislative bill advocacy

Daniel Savino
Government Affairs
Director

- **Committees Staffed:** Legislative Committee, Communications, Nominating and Bylaws Committee, The Collaborative
- **Areas of Focus:** Legislation, local advocacy, news summaries, action alerts, social media, Grassroots Day, Capitol Briefing Day, federal processes

Sidney Jackson
Senior Program Analyst

- **Committees Staffed:** Client Advisory Committee, Early Start Committee, Federal Revenues Committee, Equity Committee, Community Service Directors, HCBS Program Evaluators, Community Development Committee, Directors of Clinical Services, Physicians Group, Psychologists Group, Emergency Coordinators
- **Areas of Focus:** Federal programs (Early Start, Medicaid Waiver, etc.), intake, vendorization

Darline Dupree
Senior Program Analyst

- **Committees Staffed:** Directors of Client Services, Training and Information Group, Employment Committee, Housing Committee, Risk Management Committee, Risk Management and Planning, Statewide Self-Determination Group, Quality Management Assessment Group, Cultural Specialists
- **Areas of Focus:** Employment, housing, service coordination, Self-Determination Program (SDP), equity

Vivian Umenei
Chief Financial Officer

- **Committees Staffed:** Finance Committee, Chief Financial Officers, ARCA Information Systems Committee, ARCA Enhancement Committee
- **Areas of Focus:** DDS Budget, statewide funding, analysis of regulations/legislation and their fiscal and administrative impact to regional centers, fiscal reporting, regional center technology replacements, ARCA internal financial matters, enhancement requests for regional center IT systems

Sally Williams
Office Manager

- **Areas of Focus:** Office operations, arrange and communicate in-person meeting logistics (venues, meals, lodging, etc.), provide onsite support and act as vendor liaison for in-person meetings, participate in agency accounts payable and receivable entries

Lauren Ettensohn
Administrative Assistant

- **Areas of Focus:** Maintain email lists and rosters, book staff travel, coordinate collection and sending of meeting materials, coordinate schedules for upcoming meetings, conduct surveys of regional centers and compile results, assuming increasing roles of Office Manager

Rick Rollens
Legislative Consultant

- **Areas of Focus:** Legislative insight, legislative strategy coordination, education regarding California's developmental services system, testimony at legislative hearings, legislative relations



North Los Angeles County Regional Center

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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, the Chief Financial Officer, and Deputy Director to secure a revolving line of credit with City National Bank for fiscal year 2025-2026 (July 1, 2025 through June 30, 2026) for an amount up to \$100,000,000.00.

Anna Hurst, Board Treasurer

April 24, 2025
Date

BOARD RESOLUTION TO SECURE REVOLVING LINE OF CREDIT

RESOLVED that the Board of Trustees of the North Los Angeles County Regional Center authorizes the Executive Director, the Chief Financial Officer, and the Deputy Director to secure a revolving line of credit with City National Bank for fiscal year 2025-2026 (July 1, 2025 through June 30, 2026) for an amount up to \$100,000,000.00.

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.

Sharmila Brunjes, Board Secretary

May 14, 2025
Date



North Los Angeles County Regional Center

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

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, the Chief Financial Officer and the Deputy Director to make disbursement requests from the corporate revolving line of credit with City National Bank.

The NLACRC Administrative Affairs Committee is further recommending the Board of Trustees to authorize the Executive Director, the Chief Financial Officer and the Deputy Director to execute disbursement instructions for the corporate revolving line of credit with City National Bank.

Anna Hurst, Board Treasurer

April 24, 2025

Date

BOARD RESOLUTION TO FOR DISBURSEMENT INSTRUCTIONS

RESOLVED that the Board of Trustees of the North Los Angeles County Regional Center (“NLACRC”) authorizes the Executive Director, the Chief Financial Officer and the Deputy Director to make disbursement requests from the corporate revolving line of credit with City National Bank.

RESOLVED that the Board of Trustees of the NLACRC authorizes the Executive Director, the Chief Financial Officer and the Deputy Director to execute disbursement instructions for the corporate revolving line of credit with City National Bank.

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.

Sharmila Brunjes, Board Secretary

May 14, 2025

Date



North Los Angeles County Regional Center

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

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, the Chief Financial Officer or the Deputy Director to execute insurance binders and purchase insurance for Fiscal Year 2025-2026 (July 1, 2025 through June 30, 2026) through its insurance broker, Arthur J. Gallagher & Co. Insurance Brokers of CA, Inc. ("Gallagher").

Anna Hurst, Board Treasurer

April 24, 2025

Date

BOARD RESOLUTION FOR INSURANCE

RESOLVED that the Board of Trustees of the North Los Angeles County Regional Center authorizes the Executive Director, the Chief Financial Officer or the Deputy Director to execute insurance binders and purchase insurance for Fiscal Year 2025-2026 (July 1, 2025 through June 30, 2026) through its insurance broker, Arthur J. Gallagher & Co. Insurance Brokers of CA, Inc ("Gallagher").

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

Sharmila Brunjes, Board Secretary

May 14, 2025

Date



North Los Angeles County Regional Center

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Contract Summary and Board Resolution

No.	Description	Contract Summary
1.	Contract Overview: (New or Amendment) (POS or OPS)	Operations Contract amendment for CTEK Security LLC (CynergisTek, a Clearwater Company) to increase contract amount from \$248,790 to \$268,790.
2.	The Name of Vendor or Service Provider	CTEK Security LLC (CynergisTek, a Clearwater Company) (“CTEK”)
3.	The Purpose of the Contract	<p>On 11/8/2023, NLACRC executed a three-year contract with CTEK in the amount of \$248,790 to provide an independent, third-party assessment of NLACRC’s information security program and controls. The scope of work includes: 1) an Information Security Program Assessment; 2) a HIPAA and Breach Notification Rule Compliance Gap Assessment; 3) an Office of Civil Rights-Quality Risk Analysis; and 4) an external penetration test to identify potential vulnerabilities in the IT infrastructure. The contract provides for the use of the National Institute of Standards and Technology (NIST) Cybersecurity Framework (CSF) version 1.1, which was used during the first year of the contract (2024).</p> <p>During 2024, NIST released its updated CSF version 2.0. To change CTEK scope of work to utilize NIST CSF version 2.0, CTEK requires an increase in its contract amount by \$10,000 for year 2 and \$10,000 for year 3, bringing its total contract amount to \$268,790.</p>
4.	The Contract Term	3 Year Contract
5.	The Total Amount of the Contract	Maximum contract amount of \$268,790
6.	The Rate of Payment or Payment Amount	\$91,930 Year 1 (2024) \$88,430 Year 2 (2025) \$88,430 Year 3 (2026)
7.	Method or Process Utilized to Award the Contract.	In 2023, NLACRC obtained multiple competitive quotes for IT infrastructure risk assessment and penetration testing. CTEK was selected taking into consideration factors including but not limited to the company’s expertise, industry reputation, comprehensive scope of work and pricing.



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8.	Method or Process Utilized to Establish the Rate or the Payment Amount	Usual & Customary Rate
9.	Exceptional Conditions or Terms: Yes/No If Yes, provide explanation	No

The North Los Angeles County Regional Center's ("NLACRC") Administrative Affairs Committee reviewed and discussed the above CTEK Security LLC (CynergisTek, a Clearwater Company) Agreement and is recommending an action of the Board of Trustees to approve the Agreement.

Anna Hurst, Board Treasurer

April 24, 2025

Date



North Los Angeles County Regional Center

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

Contract Summary and Board Resolution

The North Los Angeles County Regional Center (“NLACRC”) Board of Trustees reviewed and discussed the CTEK Security LLC (CynergisTek, a Clearwater Company) Agreement.

RESOLVED THAT in compliance with NLACRC’s Board of Trustees Contract Policy, the CTEK Security LLC (CynergisTek, a Clearwater Company) Agreement (“**Agreement**”) between NLACRC and CTEK Security LLC (CynergisTek, a Clearwater Company) was reviewed and discussed by the NLACRC Board of Trustees on **May 14, 2025**.

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

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

Sharmila Brunjes, Board Secretary

May 14, 2025

Date

REPORT ON PERSONNEL CLASSIFICATIONS

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2021

INSTRUCTIONS: Please provide a listing of ALL personnel classifications used by the regional center and their associated Monthly and hourly salary schedule (range). You may copy and use additional sheets of this form.

Personnel Classification	Rate Type ¹	Salary Range
Accountant	Hourly	\$26.3969 - \$36.3884
Accountant, Junior	Hourly	\$22.9498 - \$31.5758
Accounting Specialist	Hourly	\$20.7287 - \$28.5747
Accounting Specialist, Senior	Hourly	\$20.7379 - \$32.5580
Accounting Supervisor	<u>Monthly</u>	<u>\$5,815.15 - \$8,547.43</u>
Accounting/Payroll Analyst	Hourly	\$29.0289 - \$40.4083
Administrative Aide	Hourly	\$17.3837 - \$23.0320
Administrative Assistant	Hourly	\$24.0455 - \$36.0445

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of ___/___/2025.

REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Page 2 of 10

Personnel Classification	Rate Type ¹	Salary Range
Aging Adult Specialist	Hourly	\$22.9498 - \$34.3362
Autism Program Clinical Services Specialist	Hourly	\$30.1117 - \$41.4060
Autism Program Coordinator SPE	Hourly	\$20.7379 - \$32.5580
Behavioral Consultant	Hourly	\$30.1117 - \$41.4060
Behavioral Services Supervisor	<u>Monthly</u>	\$9,229.60 - \$13,565.38
Branch Supervisor	<u>Monthly</u>	\$6,051.64 - \$8,894.55
Chief Financial Officer	<u>Monthly</u>	\$11,237.00 - \$17,417.00
Chief of Program Services	<u>Monthly</u>	\$10,000.00 - \$12,500.00
Chief Organizational Development Officer	<u>Monthly</u>	\$10,732.00 - \$15,601.001
Clinical Services Director	<u>Monthly</u>	\$17,272.81 - \$24,588.00
Community Living Specialist	Hourly	\$22.9498 - \$34.3362

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of / /2025.

REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Page 3 of 10

Personnel Classification	Rate Type ¹	Salary Range
Community Services Director	<u>Monthly</u>	\$9,438.31 - \$14,257.43
Community Services Manager	<u>Monthly</u>	\$6,801.91 - \$12,165.89
Community Services Specialist (inclusive of HCBS, CPP, RQA)	Hourly	\$22.9498 - \$34.3362
Community Services Supervisor	<u>Monthly</u>	\$5,749.55 - \$8,450.76
Consumer Advocate	Hourly	\$18.0115 - \$24.7738
Consumer Services Coordinator	Hourly	\$20.7379 - \$32.5580
Consumer Services Coordinator Specialist - Enhanced	Hourly	\$22.9498 – \$34.3362
Consumer Services Coordinator Specialist - Floater	Hourly	\$22.9498 - \$34.3362
Consumer Services Coordinator Specialist – Officer of the Day	Hourly	\$22.9498 - \$34.3362
Consumer Services Coordinator Specialist – Self-Determination	Hourly	\$22.9498 - \$34.3362

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of / /2025.

REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Page 4 of 10

Personnel Classification	Rate Type ¹	Salary Range
Consumer Services Director	<u>Monthly</u>	\$9,438.31 - \$14,257.43
Consumer Services Manager	<u>Monthly</u>	\$6,801.91 - \$12,165.89
Consumer Services Supervisor	<u>Monthly</u>	\$6,051.64 - \$8,894.55
Consumer Services Supervisor – LCSW	<u>Monthly</u>	\$6,051.64 - \$8,894.55
Contract Administration and Privacy Manager	<u>Monthly</u>	\$6,801.91 - \$12,165.89
Contract and Compliance Specialist	Hourly	\$22.9498 - \$34.3362
Contract and Compliance Supervisor	<u>Monthly</u>	\$5,749.55 - \$8,450.76
Controller	<u>Monthly</u>	\$6,801.91 - \$12,165.89

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of ___/___/2025.

REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Personnel Classification	Rate Type¹	Salary Range
CPP Specialist	Hourly	\$22.9498 - \$34.3362
Data Entry Operator	Hourly	\$16.7186 - \$20.3502
Deaf Services Specialist	Hourly	\$22.9498 - \$34.3362
Deputy Director - Chief Financial Officer	<u>Monthly</u>	\$11,861.00 - \$18,384.00
Diversity, Equity and Inclusion Supervisor	<u>Monthly</u>	\$6,051.64 - \$8,894.55
Director of Finance	<u>Monthly</u>	\$9,952.41 - \$13,464.31
Due Process Officer	<u>Monthly</u>	\$6,051.64 - \$8,894.55
Educational Advocate	<u>Monthly</u>	\$6,051.64 - \$8,894.55
Emergency Management Coordinator	Hourly	\$31.6875 - \$41.983520
Employment Services Specialist	Hourly	\$22.9498 - \$34.3362
Executive Administrative Assistant	Hourly	\$29.0289 - \$40.4083

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of / / 2025.

REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Personnel Classification	Rate Type¹	Salary Range
Executive Director	<u>Monthly</u>	\$12,500.00 - \$23,605.00
Facilities Services Manager	<u>Monthly</u>	\$6,092.28 - \$8,953.87
Facilities Supervisor	<u>Monthly</u>	\$5,815.15 - \$8,547.43
Fair Hearings and Administrative Procedures Manager	<u>Monthly</u>	\$6,801.91 - \$12,165.89
Family Advocate	Hourly	\$18.0115 - \$24.7738
Federal Revenues Specialist	Hourly	\$22.9498 - \$34.3362
Federal Revenues Supervisor	<u>Monthly</u>	\$5,749.55 - \$8,450.76
Human Resources Director	<u>Monthly</u>	\$9,952.41 - \$13,464.31
HR Specialist I	Hourly	\$24.0455 - \$36.0445

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of / /2025.

REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Personnel Classification	Rate Type¹	Salary Range
HR Specialist II	Hourly	\$25.2232 - \$35.1104
HR Supervisor	<u>Monthly</u>	<u>\$5,815.15 - \$8,547.43</u>
Infrastructure Engineer	Hourly	\$55.2376 - \$74.4767
Intake Associate	Hourly	\$17.0419 - \$23.4364
Intake Specialist	Hourly	\$22.9498 - \$34.3362
iSeries System Operator	Hourly	\$26.2308- \$34.7537
IT Business Analyst	Hourly	\$47.6517 - \$61.2955
IT Director	<u>Monthly</u>	<u>\$13,731.25 - \$19,956.45</u>
IT Operations Manager	<u>Monthly</u>	<u>\$6,801.91 - \$12,165.89</u>
IT Support Manager	<u>Monthly</u>	<u>\$6,801.91 - \$12,165.89</u>
IT Specialist I	Hourly	\$26.2308- \$39.5957
IT Specialist II	Hourly	\$31.3607- \$41.5754

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of / /2025.

REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Personnel Classification	Rate Type¹	Salary Range
Judicial/Forensics Specialist	Hourly	\$22.9498 - \$34.3362
Medical Services Supervisor	<u>Monthly</u>	\$13,502.76 - \$19,083.14
Nursing Consultant	Hourly	\$30.1117 - \$41.4060
Office Assistant I	Hourly	\$17.0419 - \$24.2587
Office Assistant II	Hourly	\$17.0927 - \$23.5623
Office Assistant III	Hourly	\$18.8392 - \$25.9701
Office Services Assistant	Hourly	\$24.0455 - \$36.0445
Organizational Development Director	<u>Monthly</u>	\$9,952.41 - \$13,464.31
Parent Mentor	Hourly	\$18.0115 - \$24.7738
Participant Choice Specialists	Hourly	\$22.9498 - \$34.3362

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of / /2025.

REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Personnel Classification	Rate Type¹	Salary Range
Payroll Specialist	Hourly	\$24.0455 - \$36.0445
Placement Specialist	Hourly	\$22.9498 - \$34.3362
Psychologist	Hourly	\$37.5652 - \$51.6609
Psychological Services Supervisor	<u>Monthly</u>	<u>\$9,229.60 - 13,565.38</u>
Public Information Officer	<u>Monthly</u>	<u>\$10,000.00 - \$12,500.00</u>
Publication Information Specialist	Hourly	\$22.9498 - \$34.3362
Records and Document Management Supervisor	<u>Monthly</u>	<u>\$5,815.15 - \$8,547.43</u>
Resource Developer (inclusive of CPP, Residential and Day Program)	Hourly	\$22.9498 - \$34.3362
Resource Development Specialist	Hourly	\$22.9498 - \$34.3362
Risk Assessment Specialist	Hourly	\$22.9498 - \$34.3362

¹ Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of ___/___/2025.

REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Personnel Classification	Rate Type¹	Salary Range
Risk Assessment Supervisor	<u>Monthly</u>	\$5,749.55 - \$8,450.76
Senior Contract and Privacy Specialist	Hourly	\$31.6875 - \$41.9835
Senior Human Resources Generalist	Hourly	\$31.6875 - \$41.983520
Systems Administrator	Hourly	\$26.3969 - \$36.3884
Technical Support Engineer	Hourly	\$47.6517 - \$61.2955
Training and Development Supervisor	<u>Monthly</u>	\$5,815.15 - \$8,547.43
Training Specialist	Hourly	\$22.9498 - \$34.3362
Transfer Coordinator	Hourly	\$16.7186 - \$20.3502
Vendor Coordinator	Hourly	\$17.0419 - \$23.4364

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of ___/___/2025.

REPORT ON PERSONNEL CLASSIFICATIONS

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2021

INSTRUCTIONS: Please provide a listing of ALL personnel classifications used by the regional center and their associated Monthly and hourly salary schedule (range). You may copy and use additional sheets of this form.

Personnel Classification	Rate Type ¹	Salary Range
Accountant	Hourly	\$26.3969 - \$36.3884
Accountant, Junior	Hourly	\$22.9498 - \$31.5758
Accounting Specialist	Hourly	\$20.7287 - \$28.5747
Accounting Specialist, Senior	Hourly	\$20.7379 - \$32.5580
Accounting Supervisor	Monthly	\$5,815.15 - \$8,547.43
Accounting/Payroll Analyst	Hourly	\$29.0289 - \$40.4083
Administrative Aide	Hourly	\$17.3837 - \$23.0320
Administrative Assistant	Hourly	\$24.0455 - \$36.0445

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Personnel Classification	Rate Type¹	Salary Range
Aging Adult Specialist	Hourly	\$22.9498 - \$34.3362
Autism Program Clinical Services Specialist	Hourly	\$30.1117 - \$41.4060
Autism Program Coordinator SPE	Hourly	\$20.7379 - \$32.5580
Behavioral Consultant	Hourly	\$30.1117 - \$41.4060
Behavioral Services Supervisor	Monthly	\$9,229.60 - \$13,565.38
Branch Supervisor	Monthly	\$6,051.64 - \$8,894.55
Chief Financial Officer	Monthly	\$11,237.00 - \$17,417.00
Chief of Program Services	Monthly	\$10,000.00 - \$12,500.00
Chief Organizational Development Officer	Monthly	\$10,732.00 - \$15,601.001
Clinical Services Director	Monthly	\$17,272.81 - \$24,588.00
Community Living Specialist	Hourly	\$22.9498 - \$34.3362

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Page 3 of 10

Personnel Classification	Rate Type¹	Salary Range
Community Services Director	Monthly	\$9,438.31 - \$14,257.43
Community Services Manager	Monthly	\$6,801.91 - \$12,165.89
Community Services Specialist (inclusive of HCBS, CPP, RQA)	Hourly	\$22.9498 - \$34.3362
Community Services Supervisor	Monthly	\$5,749.55 - \$8,450.76
Consumer Advocate	Hourly	\$18.0115 - \$24.7738
Consumer Services Coordinator	Hourly	\$20.7379 - \$32.5580
Consumer Services Coordinator Specialist - Enhanced	Hourly	\$22.9498 – \$34.3362
Consumer Services Coordinator Specialist - Floater	Hourly	\$22.9498 - \$34.3362
Consumer Services Coordinator Specialist – Officer of the Day	Hourly	\$22.9498 - \$34.3362
Consumer Services Coordinator Specialist – Self-Determination	Hourly	\$22.9498 - \$34.3362

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Page 4 of 10

Personnel Classification	Rate Type ¹	Salary Range
Consumer Services Director	Monthly	\$9,438.31 - \$14,257.43
Consumer Services Manager	Monthly	\$6,801.91 - \$12,165.89
Consumer Services Supervisor	Monthly	\$6,051.64 - \$8,894.55
Consumer Services Supervisor – LCSW	Monthly	\$6,051.64 - \$8,894.55
Contract Administration and Privacy Manager	Monthly	\$6,801.91 - \$12,165.89
Contract and Compliance Specialist	Hourly	\$22.9498 - \$34.3362
Contract and Compliance Supervisor	Monthly	\$5,749.55 - \$8,450.76
Controller	Monthly	\$6,801.91 - \$12,165.89

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Personnel Classification	Rate Type¹	Salary Range
CPP Specialist	Hourly	\$22.9498 - \$34.3362
Data Entry Operator	Hourly	\$16.7186 - \$20.3502
Deaf Services Specialist	Hourly	\$22.9498 - \$34.3362
Deputy Director - Chief Financial Officer	Monthly	\$11,861.00 - \$18,384.00
Diversity, Equity and Inclusion Supervisor	Monthly	\$6,051.64 - \$8,894.55
Director of Finance	Monthly	\$9,952.41 - \$13,464.31
Due Process Officer	Monthly	\$6,051.64 - \$8,894.55
Educational Advocate	Monthly	\$6,051.64 - \$8,894.55
Emergency Management Coordinator	Hourly	\$31.6875 - \$41.983520
Employment Services Specialist	Hourly	\$22.9498 - \$34.3362
Executive Administrative Assistant	Hourly	\$29.0289 - \$40.4083

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Personnel Classification	Rate Type¹	Salary Range
Executive Director	Monthly	\$12,500.00 - \$23,605.00
Facilities Services Manager	Monthly	\$6,092.28 - \$8,953.87
Facilities Supervisor	Monthly	\$5,815.15 - \$8,547.43
Fair Hearings and Administrative Procedures Manager	Monthly	\$6,801.91 - \$12,165.89
Family Advocate	Hourly	\$18.0115 - \$24.7738
Federal Revenues Specialist	Hourly	\$22.9498 - \$34.3362
Federal Revenues Supervisor	Monthly	\$5,749.55 - \$8,450.76
Human Resources Director	Monthly	\$9,952.41 - \$13,464.31
HR Specialist I	Hourly	\$24.0455 - \$36.0445

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Personnel Classification	Rate Type¹	Salary Range
HR Specialist II	Hourly	\$25.2232 - \$35.1104
HR Supervisor	Monthly	\$5,815.15 - \$8,547.43
Infrastructure Engineer	Hourly	\$55.2376 - \$74.4767
Intake Associate	Hourly	\$17.0419 - \$23.4364
Intake Specialist	Hourly	\$22.9498 - \$34.3362
iSeries System Operator	Hourly	\$26.2308- \$34.7537
IT Business Analyst	Hourly	\$47.6517 - \$61.2955
IT Director	Monthly	\$13,731.25 - \$19,956.45
IT Operations Manager	Monthly	\$6,801.91 - \$12,165.89
IT Support Manager	Monthly	\$6,801.91 - \$12,165.89
IT Specialist I	Hourly	\$26.2308- \$39.5957
IT Specialist II	Hourly	\$31.3607- \$41.5754

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Personnel Classification	Rate Type¹	Salary Range
Judicial/Forensics Specialist	Hourly	\$22.9498 - \$34.3362
Medical Services Supervisor	Monthly	\$13,502.76 - \$19,083.14
Nursing Consultant	Hourly	\$30.1117 - \$41.4060
Office Assistant I	Hourly	\$17.0419 - \$24.2587
Office Assistant II	Hourly	\$17.0927 - \$23.5623
Office Assistant III	Hourly	\$18.8392 - \$25.9701
Office Services Assistant	Hourly	\$24.0455 - \$36.0445
Organizational Development Director	Monthly	\$9,952.41 - \$13,464.31
Parent Mentor	Hourly	\$18.0115 - \$24.7738
Participant Choice Specialists	Hourly	\$22.9498 - \$34.3362

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Personnel Classification	Rate Type¹	Salary Range
Payroll Specialist	Hourly	\$24.0455 - \$36.0445
Placement Specialist	Hourly	\$22.9498 - \$34.3362
Psychologist	Hourly	\$37.5652 - \$51.6609
Psychological Services Supervisor	Monthly	\$9,229.60 - 13,565.38
Public Information Officer	Monthly	\$10,000.00 - \$12,500.00
Publication Information Specialist	Hourly	\$22.9498 - \$34.3362
Records and Document Management Supervisor	Monthly	\$5,815.15 - \$8,547.43
Resource Developer (inclusive of CPP, Residential and Day Program)	Hourly	\$22.9498 - \$34.3362
Resource Development Specialist	Hourly	\$22.9498 - \$34.3362
Risk Assessment Specialist	Hourly	\$22.9498 - \$34.3362

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS (continued)

Personnel Classification	Rate Type¹	Salary Range
Risk Assessment Supervisor	Monthly	\$5,749.55 - \$8,450.76
Senior Contract and Privacy Specialist	Hourly	\$31.6875 - \$41.9835
Senior Human Resources Generalist	Hourly	\$31.6875 - \$41.983520
Systems Administrator	Hourly	\$26.3969 - \$36.3884
Technical Support Engineer	Hourly	\$47.6517 - \$61.2955
Training and Development Supervisor	Monthly	\$5,815.15 - \$8,547.43
Training Specialist	Hourly	\$22.9498 - \$34.3362
Transfer Coordinator	Hourly	\$16.7186 - \$20.3502
Vendor Coordinator	Hourly	\$17.0419 - \$23.4364

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS**Fiscal Year 2022-2023**

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2022

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2022

INSTRUCTIONS: Please provide a listing of ALL personnel classifications used by the regional center and their associated Monthly and hourly salary schedule (range). You may copy and use additional sheets of this form.

Personnel Classification	Rate Type ¹	Salary Range
Accountant	Hourly	\$26.3969 - \$36.3884
Accountant, Junior	Hourly	\$22.9499 - \$35.3663
Accounting Specialist	Hourly	\$20.7287 - \$28.5747
Accounting Specialist, Senior	Hourly	\$20.7379 - \$32.5580
Accounting Supervisor	<u>Monthly</u>	<u>\$5,815.15 - \$8,547.43</u>
Accounting/Payroll Analyst	Hourly	\$29.0289 - \$38.4612
Administrative Analyst	Hourly	\$29.0289 - \$38.9421
Administrative Aide	Hourly	\$17.3837 - \$23.0320

¹ Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff. Adopted and approved by the Board of Trustees Executive Committee on November 30, 2022. Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of ___/___/2025.

REPORT ON PERSONNEL CLASSIFICATIONS

Fiscal Year 2022-2023

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2022

Personnel Classification	Rate Type ¹	Salary Range
Administrative Assistant	Hourly	\$24.0455 - \$34.30769
Aging Adult Specialist	Hourly	\$22.9499 - \$35.3663
Autism Program Clinical Services Specialist	Hourly	\$30.1117 - \$46.3783
Autism Program Clinical Services Specialist	Hourly	\$30.1118 - \$46.3766
Autism Program Coordinator	Hourly	\$20.7379 - \$33.2369
Behavioral Consultant	Hourly	\$30.1118 - \$46.3766
Behavioral Services Supervisor	<u>Monthly</u>	\$9,229.60 - \$13,565.38
Branch Supervisor	<u>Monthly</u>	\$6,051.64 - \$8,894.55
Chief Consumer & Comm Services Officer	<u>Monthly</u>	\$10,732.00 - \$17,000.00
Chief Financial Officer	<u>Monthly</u>	\$11,237.00 - \$17,417.00
Chief of Program Services	<u>Monthly</u>	\$10,732.00 - \$17,000.00
Chief Human Resources Officer	<u>Monthly</u>	\$10,732.00 - \$17,000.00
Chief Informational Officer	<u>Monthly</u>	\$10,732.00 - \$17,000.00
Chief Organizational Development Officer	<u>Monthly</u>	\$10,732.00 - \$17,000.00

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff. Adopted and approved by the Board of Trustees Executive Committee on November 30, 2022. Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of ___/___/2025.

REPORT ON PERSONNEL CLASSIFICATIONS

Fiscal Year 2022-2023

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2022

Personnel Classification	Rate Type ¹	Salary Range
Clinical Services Director	<u>Monthly</u>	\$17,272.81 - \$24,606.40
Community Living Specialist	Hourly	\$22.9499 - \$35.3663
Community Services Director	<u>Monthly</u>	\$9,438.31 - \$14,257.43
Community Services Manager	<u>Monthly</u>	\$6,801.91 - \$12,165.89
Community Services Specialist (inclusive of HCBS, CPP, RQA)	Hourly	\$22.9499 - \$35.3663
Community Services Supervisor	<u>Monthly</u>	\$5,749.55 - \$8,450.76
Consumer Advocate	Hourly	\$18.0115 - \$24.7738
Consumer Services Coordinator	Hourly	\$20.7379 - \$32.5580
Consumer Services Coordinator Specialist - Floater	Hourly	\$22.9499 - \$35.3663
Consumer Services Coordinator Specialist – Officer of the Day	Hourly	\$22.9499 - \$35.3663
Consumer Services Coordinator Specialist – Self-Determination	Hourly	\$22.9499 - \$35.3663

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff. Adopted and approved by the Board of Trustees Executive Committee on November 30, 2022. Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of ___/___/2025.

REPORT ON PERSONNEL CLASSIFICATIONS

Fiscal Year 2022-2023

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2022

Personnel Classification	Rate Type ¹	Salary Range
Consumer Services Director	<u>Monthly</u>	\$9,438.31 - \$14,257.43
Consumer Services Manager	<u>Monthly</u>	\$6,801.91 - \$12,165.89
Consumer Services Supervisor	<u>Monthly</u>	\$6,051.64 - \$8,894.55
Consumer Services Supervisor – LCSW	<u>Monthly</u>	\$6,051.64 - \$8,894.55
Contract Administration and Privacy Manager	<u>Monthly</u>	\$6,801.91 - \$12,165.89
Contract and Compliance Specialist	Hourly	\$22.9499 - \$35.3663
Contract and Compliance Supervisor	<u>Monthly</u>	\$5,749.55 - \$8,450.76
Controller	<u>Monthly</u>	\$6,801.91 - \$12,165.89

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff. Adopted and approved by the Board of Trustees Executive Committee on November 30, 2022. Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of ___/___/2025.

REPORT ON PERSONNEL CLASSIFICATIONS

Fiscal Year 2022-2023

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2022

Personnel Classification	Rate Type ¹	Salary Range
CPP Community Services Specialist	Hourly	\$22.9499 - \$34.6860
Deputy Director	<u>Monthly</u>	Not Applicable
Deaf Specialist	Hourly	\$22.9499 - \$34.6860
Diversity, Equity and Inclusion Supervisor	<u>Monthly</u>	\$6,051.64 - \$8,894.55
Director of Finance	<u>Monthly</u>	\$9,952.41 - \$13,464.31
Due Process Officer	<u>Monthly</u>	\$6,051.64 - \$8,894.55
Educational Advocate	<u>Monthly</u>	\$6,051.64 - \$8,894.55
Employment Services Specialist	Hourly	\$22.9499 - \$35.3663
Executive Administrative Assistant	Hourly	\$29.0289 - \$38.9421

¹ Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff. Adopted and approved by the Board of Trustees Executive Committee on November 30, 2022. Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of / /2025.

REPORT ON PERSONNEL CLASSIFICATIONS

Fiscal Year 2022-2023

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2022

Personnel Classification	Rate Type ¹	Salary Range
Executive Director	<u>Monthly</u>	\$12,500.00 - \$23,605.00
Facilities Services Manager	<u>Monthly</u>	\$6,092.28 - \$8,953.87
Facilities Supervisor	<u>Monthly</u>	\$5,815.15 - \$8,547.43
Fair Hearings and Administrative Procedures Manager	<u>Monthly</u>	\$6,801.91 - \$12,165.89
Family Advocate	Hourly	\$18.0116 - \$24.7738
Federal Revenues Specialist	Hourly	\$22.9499 - \$35.3663
Federal Revenues Supervisor	<u>Monthly</u>	\$5,749.55 - \$8,450.76
Health and Safety Specialist	Hourly	\$22.9499 - \$35.3663
Human Resources Information Systems Analyst	Hourly	\$29.0289 - \$38.9421
Human Resources Generalist	Hourly	\$29.0289 - \$38.9421
Human Resources Manager	<u>Monthly</u>	\$6,801.91 - \$12,165.89
Human Resources Specialist I	Hourly	\$24.0455 - \$34.30769

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff. Adopted and approved by the Board of Trustees Executive Committee on November 30, 2022. Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of ___/___/2025.

REPORT ON PERSONNEL CLASSIFICATIONS

Fiscal Year 2022-2023

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2022

Personnel Classification	Rate Type ¹	Salary Range
Human Resources Specialist II	Hourly	\$25.2232 - \$35.1104
Human Resources Supervisor	<u>Monthly</u>	\$5,815.15 - \$8,547.43
Individuals with Disabilities Education Act Specialist	<u>Monthly</u>	\$6,051.64 - \$8,894.55
Infrastructure Engineer	Hourly	\$55.2376 - \$74.2884
Intake Associate	Hourly	\$17.0419 - \$25.7449
Intake Specialist	Hourly	\$22.9499 - \$35.3663
iSeries System Operator	Hourly	\$26.2308- \$34.7537
IT Business Analyst	Hourly	\$47.6517 - \$61.2955
IT Director	<u>Monthly</u>	\$13,731.25 - \$19,956.45
IT Operations Manager	<u>Monthly</u>	\$6,801.91 - \$12,165.89
IT Specialist I	Hourly	\$26.2308- \$39.5957
IT Specialist II	Hourly	\$31.3607- \$42.8227
IT Support Manager	<u>Monthly</u>	\$6,801.91 - \$12,165.89

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REPORT ON PERSONNEL CLASSIFICATIONS

Fiscal Year 2022-2023

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2022

Personnel Classification	Rate Type ¹	Salary Range
Judicial/Forensics Specialist	Hourly	\$22.9499 - \$35.3663
Lead Risk Assessment Specialist	Hourly	\$22.9499 - \$35.3663
LGBTQ Specialist	Hourly	\$22.9499 - \$35.3663
Medical Services Supervisor	<u>Monthly</u>	\$13,502.76 - \$20,322.25
Nursing Consultant	Hourly	\$30.1118 - \$46.3766
Nursing Services Supervisor	<u>Monthly</u>	\$9,229.60 - 13,565.38
Office Assistant I	Hourly	\$17.0419 - \$25.7449
Office Assistant II	Hourly	\$17.0927 - \$23.5623
Office Assistant III	Hourly	\$18.8392 - \$25.9701
Office Services Assistant	Hourly	\$24.0455 - \$34.30769
Organizational Development Director	<u>Monthly</u>	\$9,952.41 - \$13,464.31
Operations Accounting Supervisor	<u>Monthly</u>	\$5,815.15 - \$8,547.43
Outreach Language Specialist – Armenian, Farsi, Tagalog	Hourly	\$22.9499 - \$35.3663

¹ Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff. Adopted and approved by the Board of Trustees Executive Committee on November 30, 2022. Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of / /2025.

REPORT ON PERSONNEL CLASSIFICATIONS

Fiscal Year 2022-2023

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2022

Personnel Classification	Rate Type ¹	Salary Range
Parent Mentor	Hourly	\$18.0116 - \$24.7738
Parent & Family Support Specialist	Hourly	\$22.9499 - \$35.3663
Participant Choice Specialist	Hourly	\$22.9499 - \$35.3663
Payroll Specialist	Hourly	\$24.0455 - \$34.30769
Placement Specialist	Hourly	\$22.9499 - \$35.3663
Psychologist	Hourly	\$37.5653 - \$51.6609
Psychological Services Supervisor	<u>Monthly</u>	<u>\$9,229.60 - 13,565.38</u>
Public Information Specialist	Hourly	\$22.9499 - \$35.3663
Publication Information Manager	<u>Monthly</u>	<u>\$6,801.91 - \$12,165.89</u>
Quality Improvement and Outcomes Manager	<u>Monthly</u>	<u>\$6,801.91 - \$12,165.89</u>
Records and Document Management Supervisor	<u>Monthly</u>	<u>\$5,815.15 - \$8,547.43</u>
Resource Developer (inclusive of CPP, Residential and Day Program)	Hourly	\$22.9499 - \$35.3663
Resource Development Specialist	Hourly	\$22.9499 - \$35.3663

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REPORT ON PERSONNEL CLASSIFICATIONS

Fiscal Year 2022-2023

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2022

Personnel Classification	Rate Type ¹	Salary Range
Risk Assessment Specialist	Hourly	\$22.9499 - \$35.3663
Risk Assessment Supervisor	<u>Monthly</u>	<u>\$5,749.55 - \$8,450.76</u>
School Transition Liaison	Hourly	\$22.9499 - \$35.3663
Senior Contract and Privacy Specialist	Hourly	\$31.6875 - \$41.9835
Senior Human Resources Generalist	Hourly	\$31.6875 - \$41.9835
System Administrator	Hourly	\$47.6517 - \$61.2955
Technical Support Engineer	Hourly	\$47.6517 - \$61.2955
Training and Development Supervisor	<u>Monthly</u>	<u>\$5,815.15 - \$8,547.43</u>
Training Specialist	Hourly	\$22.9499 - \$35.3663
Transfer Coordinator	Hourly	\$16.7186 - \$20.3502
Vendor Coordinator	Hourly	\$17.0419 - \$25.7449

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff. Adopted and approved by the Board of Trustees Executive Committee on November 30, 2022. Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of ___/___/2025.

REPORT ON PERSONNEL CLASSIFICATIONS**Fiscal Year 2022-2023**

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2022

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2022

INSTRUCTIONS: Please provide a listing of ALL personnel classifications used by the regional center and their associated Monthly and hourly salary schedule (range). You may copy and use additional sheets of this form.

Personnel Classification	Rate Type¹	Salary Range
Accountant	Hourly	\$26.3969 - \$36.3884
Accountant, Junior	Hourly	\$22.9499 - \$35.3663
Accounting Specialist	Hourly	\$20.7287 - \$28.5747
Accounting Specialist, Senior	Hourly	\$20.7379 - \$32.5580
Accounting Supervisor	Monthly	\$5,815.15 - \$8,547.43
Accounting/Payroll Analyst	Hourly	\$29.0289 - \$38.4612
Administrative Analyst	Hourly	\$29.0289 - \$38.9421
Administrative Aide	Hourly	\$17.3837 - \$23.0320

¹ Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff. Adopted and approved by the Board of Trustees Executive Committee on November 30, 2022. Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of / /2025.

REPORT ON PERSONNEL CLASSIFICATIONS

Fiscal Year 2022-2023

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2022

Personnel Classification	Rate Type ¹	Salary Range
Administrative Assistant	Hourly	\$24.0455 - \$34.30769
Aging Adult Specialist	Hourly	\$22.9499 - \$35.3663
Autism Program Clinical Services Specialist	Hourly	\$30.1117 - \$46.3783
Autism Program Clinical Services Specialist	Hourly	\$30.1118 - \$46.3766
Autism Program Coordinator	Hourly	\$20.7379 - \$33.2369
Behavioral Consultant	Hourly	\$30.1118 - \$46.3766
Behavioral Services Supervisor	Monthly	\$9,229.60 - \$13,565.38
Branch Supervisor	Monthly	\$6,051.64 - \$8,894.55
Chief Consumer & Comm Services Officer	Monthly	\$10,732.00 - \$17,000.00
Chief Financial Officer	Monthly	\$11,237.00 - \$17,417.00
Chief of Program Services	Monthly	\$10,732.00 - \$17,000.00
Chief Human Resources Officer	Monthly	\$10,732.00 - \$17,000.00
Chief Informational Officer	Monthly	\$10,732.00 - \$17,000.00
Chief Organizational Development Officer	Monthly	\$10,732.00 - \$17,000.00

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REPORT ON PERSONNEL CLASSIFICATIONS

Fiscal Year 2022-2023

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2022

Personnel Classification	Rate Type ¹	Salary Range
Clinical Services Director	Monthly	\$17,272.81 - \$24,606.40
Community Living Specialist	Hourly	\$22.9499 - \$35.3663
Community Services Director	Monthly	\$9,438.31 - \$14,257.43
Community Services Manager	Monthly	\$6,801.91 - \$12,165.89
Community Services Specialist (inclusive of HCBS, CPP, RQA)	Hourly	\$22.9499 - \$35.3663
Community Services Supervisor	Monthly	\$5,749.55 - \$8,450.76
Consumer Advocate	Hourly	\$18.0115 - \$24.7738
Consumer Services Coordinator	Hourly	\$20.7379 - \$32.5580
Consumer Services Coordinator Specialist - Floater	Hourly	\$22.9499 - \$35.3663
Consumer Services Coordinator Specialist – Officer of the Day	Hourly	\$22.9499 - \$35.3663
Consumer Services Coordinator Specialist – Self-Determination	Hourly	\$22.9499 - \$35.3663

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REPORT ON PERSONNEL CLASSIFICATIONS**Fiscal Year 2022-2023**

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2022

Personnel Classification	Rate Type¹	Salary Range
Consumer Services Director	Monthly	\$9,438.31 - \$14,257.43
Consumer Services Manager	Monthly	\$6,801.91 - \$12,165.89
Consumer Services Supervisor	Monthly	\$6,051.64 - \$8,894.55
Consumer Services Supervisor – LCSW	Monthly	\$6,051.64 - \$8,894.55
Contract Administration and Privacy Manager	Monthly	\$6,801.91 - \$12,165.89
Contract and Compliance Specialist	Hourly	\$22.9499 - \$35.3663
Contract and Compliance Supervisor	Monthly	\$5,749.55 - \$8,450.76
Controller	Monthly	\$6,801.91 - \$12,165.89

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff. Adopted and approved by the Board of Trustees Executive Committee on November 30, 2022. Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of / /2025.

REPORT ON PERSONNEL CLASSIFICATIONS

Fiscal Year 2022-2023

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2022

Personnel Classification	Rate Type ¹	Salary Range
CPP Community Services Specialist	Hourly	\$22.9499 - \$34.6860
Deputy Director	Monthly	Not Applicable
Deaf Specialist	Hourly	\$22.9499 - \$34.6860
Diversity, Equity and Inclusion Supervisor	Monthly	\$6,051.64 - \$8,894.55
Director of Finance	Monthly	\$9,952.41 - \$13,464.31
Due Process Officer	Monthly	\$6,051.64 - \$8,894.55
Educational Advocate	Monthly	\$6,051.64 - \$8,894.55
Employment Services Specialist	Hourly	\$22.9499 - \$35.3663
Executive Administrative Assistant	Hourly	\$29.0289 - \$38.9421

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REPORT ON PERSONNEL CLASSIFICATIONS

Fiscal Year 2022-2023

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2022

Personnel Classification	Rate Type ¹	Salary Range
Executive Director	Monthly	\$12,500.00 - \$23,605.00
Facilities Services Manager	Monthly	\$6,092.28 - \$8,953.87
Facilities Supervisor	Monthly	\$5,815.15 - \$8,547.43
Fair Hearings and Administrative Procedures Manager	Monthly	\$6,801.91 - \$12,165.89
Family Advocate	Hourly	\$18.0116 - \$24.7738
Federal Revenues Specialist	Hourly	\$22.9499 - \$35.3663
Federal Revenues Supervisor	Monthly	\$5,749.55 - \$8,450.76
Health and Safety Specialist	Hourly	\$22.9499 - \$35.3663
Human Resources Information Systems Analyst	Hourly	\$29.0289 - \$38.9421
Human Resources Generalist	Hourly	\$29.0289 - \$38.9421
Human Resources Manager	Monthly	\$6,801.91 - \$12,165.89
Human Resources Specialist I	Hourly	\$24.0455 - \$34.30769

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REPORT ON PERSONNEL CLASSIFICATIONS

Fiscal Year 2022-2023

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2022

Personnel Classification	Rate Type ¹	Salary Range
Human Resources Specialist II	Hourly	\$25.2232 - \$35.1104
Human Resources Supervisor	Monthly	\$5,815.15 - \$8,547.43
Individuals with Disabilities Education Act Specialist	Monthly	\$6,051.64 - \$8,894.55
Infrastructure Engineer	Hourly	\$55.2376 - \$74.2884
Intake Associate	Hourly	\$17.0419 - \$25.7449
Intake Specialist	Hourly	\$22.9499 - \$35.3663
iSeries System Operator	Hourly	\$26.2308- \$34.7537
IT Business Analyst	Hourly	\$47.6517 - \$61.2955
IT Director	Monthly	\$13,731.25 - \$19,956.45
IT Operations Manager	Monthly	\$6,801.91 - \$12,165.89
IT Specialist I	Hourly	\$26.2308- \$39.5957
IT Specialist II	Hourly	\$31.3607- \$42.8227
IT Support Manager	Monthly	\$6,801.91 - \$12,165.89

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REPORT ON PERSONNEL CLASSIFICATIONS

Fiscal Year 2022-2023

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2022

Personnel Classification	Rate Type ¹	Salary Range
Judicial/Forensics Specialist	Hourly	\$22.9499 - \$35.3663
Lead Risk Assessment Specialist	Hourly	\$22.9499 - \$35.3663
LGBTQ Specialist	Hourly	\$22.9499 - \$35.3663
Medical Services Supervisor	Monthly	\$13,502.76 - \$20,322.25
Nursing Consultant	Hourly	\$30.1118 - \$46.3766
Nursing Services Supervisor	Monthly	\$9,229.60 - 13,565.38
Office Assistant I	Hourly	\$17.0419 - \$25.7449
Office Assistant II	Hourly	\$17.0927 - \$23.5623
Office Assistant III	Hourly	\$18.8392 - \$25.9701
Office Services Assistant	Hourly	\$24.0455 - \$34.30769
Organizational Development Director	Monthly	\$9,952.41 - \$13,464.31
Operations Accounting Supervisor	Monthly	\$5,815.15 - \$8,547.43
Outreach Language Specialist – Armenian, Farsi, Tagalog	Hourly	\$22.9499 - \$35.3663

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REPORT ON PERSONNEL CLASSIFICATIONS

Fiscal Year 2022-2023

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2022

Personnel Classification	Rate Type ¹	Salary Range
Parent Mentor	Hourly	\$18.0116 - \$24.7738
Parent & Family Support Specialist	Hourly	\$22.9499 - \$35.3663
Participant Choice Specialist	Hourly	\$22.9499 - \$35.3663
Payroll Specialist	Hourly	\$24.0455 - \$34.30769
Placement Specialist	Hourly	\$22.9499 - \$35.3663
Psychologist	Hourly	\$37.5653 - \$51.6609
Psychological Services Supervisor	Monthly	\$9,229.60 - 13,565.38
Public Information Specialist	Hourly	\$22.9499 - \$35.3663
Publication Information Manager	Monthly	\$6,801.91 - \$12,165.89
Quality Improvement and Outcomes Manager	Monthly	\$6,801.91 - \$12,165.89
Records and Document Management Supervisor	Monthly	\$5,815.15 - \$8,547.43
Resource Developer (inclusive of CPP, Residential and Day Program)	Hourly	\$22.9499 - \$35.3663
Resource Development Specialist	Hourly	\$22.9499 - \$35.3663

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff. Adopted and approved by the Board of Trustees Executive Committee on November 30, 2022. Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of ___/___/2025.

REPORT ON PERSONNEL CLASSIFICATIONS**Fiscal Year 2022-2023**

Regional Center: North Los Angeles County Regional Center

Effective Date: July 1, 2022

Personnel Classification	Rate Type¹	Salary Range
Risk Assessment Specialist	Hourly	\$22.9499 - \$35.3663
Risk Assessment Supervisor	Monthly	\$5,749.55 - \$8,450.76
School Transition Liaison	Hourly	\$22.9499 - \$35.3663
Senior Contract and Privacy Specialist	Hourly	\$31.6875 - \$41.9835
Senior Human Resources Generalist	Hourly	\$31.6875 - \$41.9835
System Administrator	Hourly	\$47.6517 - \$61.2955
Technical Support Engineer	Hourly	\$47.6517 - \$61.2955
Training and Development Supervisor	Monthly	\$5,815.15 - \$8,547.43
Training Specialist	Hourly	\$22.9499 - \$35.3663
Transfer Coordinator	Hourly	\$16.7186 - \$20.3502
Vendor Coordinator	Hourly	\$17.0419 - \$25.7449

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff. Adopted and approved by the Board of Trustees Executive Committee on November 30, 2022. Revised as of February 2025 and adopted by the _____ Committee on behalf of the Board of Trustees as of / /2025.

REPORT ON PERSONNEL CLASSIFICATIONS – FY 2022-2023
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 17, 2023

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Accountant	Hourly	\$28.74 - \$40.61
Accountant Junior	Hourly	\$25.14 - \$35.53
Accounting/Payroll Analyst	Hourly	\$31.00 - \$43.80
Accounting Specialist	Hourly	\$22.04 - \$31.13
Accounting Specialist Senior	Hourly	\$22.45 - \$31.73
Accounting Supervisor	Monthly	\$6,978.40 - \$9,420.67
Administrative Assistant	Hourly	\$24.40 - \$34.48
Aging Adult Specialist	Hourly	\$25.14 - \$35.53
Applications Administrator I	Hourly	\$31.45 - \$44.46
Assistant Psychological Supervisor	Monthly	\$6,486.13 - \$9,656.4
Autism Program Clinical Services Specialist	Hourly	\$36.63 - \$51.76
Autism Program Coordinator	Hourly	\$36.63 - \$51.76
Behavioral Consultant	Hourly	\$36.63 - \$51.76
Behavioral Services Manager	Monthly	\$10,972.00 – \$14,811.33
Behavioral Services Supervisor	Monthly	\$9,576.67 - \$12,927.20
Chief Consumer & Comm Services Officer	Monthly	\$10,732.80 - \$16,499.60
Chief Financial Officer	Monthly	\$11,237.20 - \$17,416.53
Chief Human Resources Officer	Monthly	\$17,350.67 - \$23,424.27
Chief Information Officer	Monthly	\$10,732.80 - \$18,000.67
Clinical Services Director	Monthly	\$16,603.60 - \$25,324.00
Community Services Director	Monthly	\$10,351.47 - \$13,975.87
Community Living Specialist	Hourly	\$25.14 - \$35.53
Community Services Manager	Monthly	\$7,891.87 - \$10,654.80
Community Services Specialist (inclusive of HCBS, CPP, RQA)	Hourly	\$25.14 - \$35.53
Community Services Supervisor - BS	Monthly	\$6,536.40 - \$8,824.40
Community Services Supervisor - MS	Monthly	\$5,391.04 - \$9,264.67
Consumer Advocate	Hourly	\$19.00 - \$26.84
Consumer Services Coordinator / Service Coordinator / Service Coordinator - Bilingual	Hourly	\$22.45 - \$33.53
Consumer Services -- Enhanced Care Specialist	Hourly	\$26.92 - \$38.02

¹Monthly Salary Ranges for exempt personnel; Hourly Pay Rate Ranges for non-exempt Staff.

Revised as of 02/28/2025 and adopted by the Board as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS – FY 2022-2023
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 17, 2023

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Consumer Services -- Floater Specialist	Hourly	\$25.14 - \$35.53
Consumer Services -- Officer of the Day Specialist	Hourly	\$25.14 - \$35.53
Consumer Services -- Self-Determination (Program) Specialist	Hourly	\$26.92 - \$38.02
Consumer Services Director	Monthly	\$9,744.80 - \$13,154.27
Consumer Services Manager	Monthly	\$7,891.87 - \$10,654.80
Consumer Services Specialist - Specialized	Hourly	\$25.14 - \$35.53
Consumer Services Specialist - CPP	Hourly	\$25.14 - \$35.53
Consumer Services Supervisor	Monthly	\$5,922.04 - \$8,654.53
Consumer Services Supervisor - CPP/CRDP/SDP	Monthly	\$6,536.40 - \$8,824.40
Consumer Services Supervisor – Intake	Monthly	\$6,409.87 - \$8,654.53
Consumer Services Supervisor – LCSW	Monthly	\$6,536.40 - \$8,824.40
Consumer Services Transition Liaison	Hourly	\$26.92 - \$38.02
Contract Administration and Privacy Manager	Monthly	\$7,106.67 - \$9,594.00
Contract and Compliance Specialist	Hourly	\$26.92 - \$38.02
Contract and Compliance Supervisor	Monthly	\$6,862.27 - \$9,264.67
Controller	Monthly	\$10,172.93 - \$13,734.93
Deputy Director	Monthly	\$11,861.20 - \$18,383.73
Deaf Services Specialist	Hourly	\$26.92 - \$38.03
Diversity, Equity, and Inclusion Supervisor	Monthly	\$6,536.40 - \$8,824.40
Director of Finance	Monthly	\$12,920.27 - \$17,442.53
Due Process Officer	Monthly	\$5,882.93 - \$9,080.93
Emergency Management Specialist	Monthly	\$7,685.60 - \$9,022.00
Employment Services Specialist	Hourly	\$25.14 - \$35.53
Executive Administrative Assistant	Hourly	\$31.00 - \$43.80
Executive Director	Monthly	\$12,500.80 - \$23,604.53
Facilities Services Manager	Monthly	\$6,964.53 - \$9,401.60
Facilities Supervisor	Monthly	\$5,926.27 - \$8,001.07
Fair Hearings and Administrative Procedures Manager	Monthly	\$7,916.13 - \$10,686.00
Federal Revenue Supervisor	Monthly	\$6,104.80 - \$8,242.00

¹Monthly Salary Ranges for exempt personnel; Hourly Pay Rate Ranges for non-exempt Staff.

Revised as of 02/28/2025 and adopted by the Board as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS – FY 2022-2023
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 17, 2023

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Federal Revenues Specialist	Hourly	\$25.14 - \$35.53
Health and Safety Waiver Support Specialist	Hourly	\$25.14 - \$35.53
Human Resources Coordinator	Hourly	\$24.71 - \$ 34.91
Human Resources Director	Monthly	\$12,698.40 - \$17,160.00
Human Resources Generalist	Hourly	\$29.03 - \$40.09
Human Resources Manager	Monthly	\$8,179.60 - \$11,041.33
Human Resources Specialist I	Hourly	\$27.29 - \$38.54
Human Resources Specialist II	Hourly	\$28.65 - \$40.47
Human Resources Supervisor	Monthly	\$7,046.43 - \$9,512.69
Individuals with Disabilities Education Act Specialist (IDEA Specialist)	Hourly	\$37.71 - \$50.91
Infrastructure Engineer	Hourly	\$52.40 - \$70.75
Intake Associate	Hourly	\$19.00 - \$27.65
Intake Specialist	Hourly	\$25.14 - \$35.53
Intake Supervisor	Monthly	\$6,409.87 - \$8,654.53
iSeries System Operator	Hourly	\$26.76 - \$37.84
IT Business Analyst	Hourly	\$37.17 - \$52.52
IT Director	Monthly	\$14,722.93- \$19,874.40
IT Operations Manager	Monthly	\$10,133.07 - \$13,653.47
IT Specialist I	Hourly	\$30.00 - \$42.39
IT Specialist II	Hourly	\$31.45 - \$44.46
IT Support Manager	Monthly	\$10,133.07 - \$13,653.47
IT Lead Training	Hourly	\$27.29 - \$38.54
Judicial/Forensics Specialist	Hourly	\$26.92 - \$38.02
Lead Training Consumer Services Coordinator	Hourly	\$28.74 - \$40.61
LGBTQ+ Specialist	Hourly	\$25.14 - \$35.53
Medical Services Manager	Monthly	\$14,089.66 - \$19,021.06
Nurse Consultant	Hourly	\$36.63 - \$51.76
Nursing Services Supervisor	Monthly	\$8,898.24 - \$12,012.63
Office Assistant I	Hourly	\$17.78 - \$25.13

¹Monthly Salary Ranges for exempt personnel; Hourly Pay Rate Ranges for non-exempt Staff.

Revised as of 02/28/2025 and adopted by the Board as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS – FY 2022-2023
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 17, 2023

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Office Assistant II	Hourly	\$18.25 - \$25.79
Office Assistant III	Hourly	\$19.52 - \$27.58
Office Services Assistant	Hourly	\$24.40 - \$34.48
Operations Accounting Supervisor	Monthly	\$6,978.40 - \$9,420.67
Outreach Language Specialist – Armenian, Farsi, Tagalog	Hourly	\$26.92 - \$38.03
Parent Mentor	Hourly	\$16.39 - \$22.55
Payroll Specialist	Hourly	\$27.29 - \$38.54
Placement Specialist	Hourly	\$25.14 - \$35.53
Psychologist, Ph.D.	Hourly	\$39.42 - \$55.71
Psychological and Intake Manager	Monthly	\$10,971.91 - \$14,812.07
Psychological Services Supervisor	Monthly	\$9,575.97 - \$12,927.57
Public Information Manager	Monthly	\$8,250.17 - \$11,137.73
Public Information Specialist	Hourly	\$25.14 - \$35.53
Public Information Supervisor	Monthly	\$6,105.58 - \$8,242.54
Quality Improvement and Outcomes Manager	Monthly	\$7,679.99 - \$10,368.00
Records and Document Management Supervisor	Monthly	\$6,105.58 - \$8,242.54
Resource Developer (inclusive of CPP, Residential and Day Program)	Hourly	\$25.14 - \$35.53
Resource Development Specialist	Hourly	\$25.14 - \$35.53
Risk Assessment Specialist	Hourly	\$25.14 - \$35.53
Risk Assessment Supervisor	Monthly	\$6,105.58 - \$8,242.54
Senior Contract and Privacy Specialist	Hourly	\$28.65 - \$40.47
Senior Clinical Psychological Specialist	Monthly	\$8,810.53 - \$11,894.13
Systems Administrator	Hourly	\$47.62 - \$64.29
Training and Development Supervisor	Monthly	\$6,387.33 - \$8,623.33
Training Specialist	Hourly	\$27.29 - \$38.54
Transfer Coordinator	Hourly	\$17.78 - \$25.13
Vendor Coordinator	Hourly	\$17.78 - \$25.13
Workforce & Employment Specialist	Hourly	\$25.14 - \$35.53

¹Monthly Salary Ranges for exempt personnel; Hourly Pay Rate Ranges for non-exempt Staff.

Revised as of 02/28/2025 and adopted by the Board as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2023-2024
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 26, 2024

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Accountant	Hourly	\$33.05 - \$46.71
Accountant Junior	Hourly	\$28.91 - \$40.86
Accounting/Payroll Analyst (inclusive of Retired Annuitant)	Hourly	\$35.65 - \$50.37
Accounting Specialist	Hourly	\$25.35 - \$35.81
Accounting Specialist Senior	Hourly	\$25.82 - \$36.50
Accounting Supervisor	Bi-Weekly Monthly	\$8,025.33 - \$10,835.07 \$3,704.00 - \$5,000.80
Administrative Assistant	Hourly	\$28.06 - \$42.50
Aging Adult Specialist	Hourly	\$28.91 - \$40.86
Applications Administrator I	Hourly	\$36.17 - \$51.10
Assistant Psychological Supervisor	Bi-Weekly Monthly	\$8,049.60 - \$9,583.60 \$3,715.20 - \$4,423.20
Autism Program Clinical Services Specialist	Hourly	\$42.12 - \$59.52
Autism Program Coordinator-Specialist	Hourly	\$42.12 - \$59.52
Behavioral Consultant	Hourly	\$42.12 - \$59.52
Behavioral Services Manager	Bi-Weekly Monthly	\$12,616.93 - \$17,033.47 \$5,823.20 - \$7,861.60
Behavioral Services Supervisor	Bi-Weekly Monthly	\$11,011.87 - \$14,866.80 \$5,082.40 - \$6,861.60
Chief Consumer & Comm Services Officer	Bi-Weekly Monthly	\$12,343.06 - \$18,974.80 \$5,696.80 - \$8,757.60
Chief Financial Officer	Bi-Weekly Monthly	\$14,858.13 - \$20,059.87 \$6,857.60 - \$9,258.40
Chief Human Resources Officer	Bi-Weekly Monthly	\$14,603.33 - \$19,713.20 \$6,740.00 - \$9,098.40
Chief Information Officer	Bi-Weekly Monthly	\$16,931.20 - \$22,855.73 \$7,814.40 - \$10,548.80
Clinical Services Director	Bi-Weekly Monthly	\$19,094.40 - \$29,813.33 \$8,812.80 - \$13,760.00
Community Services Director	Bi-Weekly Monthly	\$11,904.53 - \$16,071.47 \$5,494.40 - \$7,417.60
Community Living Specialist	Hourly	\$28.91 - \$40.86
Community Services Manager	Bi-Weekly Monthly	\$9,075.73 - \$12,252.93 \$4,188.80 - \$5,655.20
Community Services Specialist (inclusive of HCBS, CPP, RQA)	Hourly	\$28.91 - \$40.86
Community Services Specialist	Hourly	\$28.91 - \$40.86
Community Services Supervisor - BS	Bi-Weekly Monthly	\$7,515.73 - \$10,146.93 \$3,468.80 - \$4,681.60

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2023-2024
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 26, 2024

		\$4,683.20
Community Services Supervisor - MS	Bi-Weekly Monthly	\$7,891.86 - \$10,654.80 \$3,642.40 \$4,917.60
Consumer Advocate	Hourly	\$21.85 - \$31.91
Consumer Services Coordinator / Service Coordinator / Service Coordinator - Bilingual	Hourly	\$25.82 - \$38.95
Consumer Services -- Enhanced Care Specialist	Hourly	\$30.96 - \$43.74
Consumer Services -- Floater Specialist	Hourly	\$28.91 - \$40.86

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

Revised as of ~~09/02/2024~~~~1628/2024~~~~2025~~ and adopted by the Board as of ~~10~~__/~~09~~__/~~2024~~~~2025~~.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2023-2024
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 26, 2024

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Consumer Services -- Officer of the Day Specialist	Hourly	\$28.91 - \$40.86
Consumer Services -- Self-Determination (Program) Specialist	Hourly	\$30.96 - \$43.74
Consumer Services Director	Bi-Weekly Monthly	\$11,206.00 - \$15,128.53 \$5,172.00 - \$6,982.40
Consumer Services Manager	Bi-Weekly Monthly	\$9,075.73 - \$12,252.93 \$4,188.80 - \$5,655.20
Consumer Services Specialist - Specialized	Hourly	\$28.91 - \$40.86
Consumer Services Specialist - CPP	Hourly	\$28.91 - \$40.86
Consumer Services Supervisor - BS	Bi-Weekly Monthly	\$6,810.26 - \$9,479.60 \$3,143.20 - \$4,375.20
Consumer Services Supervisor - MS	Bi-Weekly Monthly	\$6,810.26 - \$9,952.80 \$3,402.40 - \$4,593.60
Consumer Services Supervisor - CPP/CRDP/SDP	Bi-Weekly Monthly	\$7,515.73 - \$10,146.93 \$3,468.80 - \$4,683.20
Consumer Services Supervisor – Intake	Bi-Weekly Monthly	\$6,810.26 - \$9,479.60 \$3,143.20 - \$4,375.20
Consumer Services Supervisor – LCSW	Bi-Weekly Monthly	\$7,515.73 - \$10,146.93 \$3,468.80 - \$4,683.20
Consumer Services Transition Liaison	Hourly	\$30.96 - \$43.74
Contract Administration and Privacy Manager	Bi-Weekly Monthly	\$8,172.66 - \$11,032.67 \$3,772.00 - \$5,092.00
Contract Privacy Communications Director	Bi-Weekly Monthly	\$11,823.06 - \$16,525.60 \$5,456.80 - \$7,627.20
Contract and Compliance Specialist	Hourly	\$30.96 - \$44.18
Contract and Compliance Supervisor	Bi-Weekly Monthly	\$7,891.86 - \$10,654.80 \$3,642.40 - \$4,917.60
Controller	Bi-Weekly Monthly	\$11,700.00 - \$15,794.13 \$5,400.00 - \$7,289.60
Deputy Director	Bi-Weekly Monthly	\$ 13,639.60 - \$21,141.47 \$6,295.20 - \$9,757.60
Deaf Services Specialist	Hourly	\$30.96 - \$43.74
Diversity, Equity, and Inclusion Supervisor	Bi-Weekly Monthly	\$7,515.73 - \$10,146.93 \$3,468.80 - \$4,683.20

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.
Revised as of 02/28/2025 and adopted by the Board as of / /2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2023-2024
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 26, 2024

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Director of Finance	Bi-Weekly Monthly	\$12,922.00 - \$20,028.67 \$5,964.00 - \$9,244.00
Due Process Officer	Bi-Weekly Monthly	\$ 6,765.20 - \$10,660.00 \$3,122.40 - \$4,920.00
Emergency Management Specialist	Bi-Weekly Monthly	\$ 7,685.60 - \$ 10,375.73 \$3,547.20 - \$4,788.80
Employment Specialist	Hourly	\$28.91 - \$40.86
Executive Administrative Assistant	Hourly	\$35.65 - \$50.37
Executive Director	Bi-Weekly Monthly	\$18,750.01 - \$ 27,083.33 \$8,653.85 - \$12,500.00
Facilities Services Manager	Bi-Weekly Monthly	\$ 8,009.73 - \$ 10,812.53 \$3,696.80 - \$4,990.40
Facilities Supervisor	Bi-Weekly Monthly	\$ 8,344.27 - \$ 12,289.33 \$3,851.20 - \$5,672.00
Fair Hearings and Administrative Procedures Manager	Bi-Weekly Monthly	\$ 7,916.13 - \$ 11,258.00 \$3,653.60 - \$5,196.00
Federal Revenue Supervisor	Bi-Weekly Monthly	\$7,021.73 - \$9,479.60 \$3,240.80 - \$4,375.20
Federal Revenues Specialist	Hourly	\$28.91 - \$40.86

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.
Revised as of 02/28/2025 and adopted by the Board as of / /2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2023-2024
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 26, 2024

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Health and Safety Waiver Support Specialist	Hourly	\$28.91 - \$40.86
Human Resources Coordinator	Hourly	\$31.38 - \$44.32
Human Resources Director	Bi-Weekly Monthly	\$11,128.00 - \$ 15,083.47 \$5,136.00 - \$6,961.60
Human Resources Generalist	Hourly	\$33.38 - \$47.17
Human Resources Manager	Bi-Weekly Monthly	\$ 9,209.20 - \$ 12,698.40 \$4,250.40 - \$5,860.80
Human Resources Specialist I	Hourly	\$31.38 - \$44.32
Human Resources Specialist II	Hourly	\$32.95 - \$46.55
Human Resources Supervisor	Bi-Weekly Monthly	\$ 8,103.33 - \$10,939.06 \$3,740.00 - \$5,048.80
Individuals with Disabilities Education Act Specialist (IDEA Specialist)	Hourly	\$37.32 - \$52.73
Infrastructure Engineer	Hourly	\$60.26 - \$85.17
Intake Associate	Hourly	\$21.85 - \$32.00
Intake Specialist	Hourly	\$28.91 - \$40.86
Intake Supervisor	Bi-Weekly Monthly	\$ 7,371.86 - \$ 9,354.80 \$3,402.40 - \$4,317.60
iSeries System Operator	Hourly	\$30.77 - \$43.48
IT Business Analyst	Hourly	\$42.75 - \$60.40
IT Director	Bi-Weekly Monthly	\$ 12,343.06 - \$ 21,146.66 \$5,696.80 - \$9,760.00
IT Operations Manager	Bi-Weekly Monthly	\$ 11,630.66 - \$ 15,702.27 \$5,368.00 - \$7,247.20
IT Specialist I	Hourly	\$34.50 - \$48.75
IT Specialist II	Hourly	\$36.17 - \$52.00
IT Support Manager	Bi-Weekly Monthly	\$ 11,341.20 - \$ 15,310.53 \$5,234.40 - \$7,066.40
IT Lead Training	Hourly	\$31.38 - \$44.32
Judicial/Forensics Specialist	Hourly	\$30.96 - \$43.74
Lead IT Specialist	Hourly	\$42.75 - \$60.40
Lead Training Consumer Services Coordinator	Hourly	\$33.05 - \$46.71
LGBTQ+ Specialist	Hourly	\$28.91 - \$40.86

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.
Revised as of 02/28/2025 and adopted by the Board as of / /2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2023-2024
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 26, 2024

Medical Services Manager	Bi-Weekly Monthly	\$ 16,203.20 - \$ 24,613.33 \$7,478.40 -\$11,360.00
Nurse Consultant - LVN	Hourly	\$37.55 - \$53.05
Nurse Consultant - RN	Hourly	\$42.12 - \$59.52
Nursing Services Supervisor	Bi-Weekly Monthly	\$ 10,233.60 - \$ 13,814.67 \$4,723.20 -\$6,376.00
Office Assistant I	Hourly	\$20.45 - \$29.17
Office Assistant II	Hourly	\$20.99 - \$29.70

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.
Revised as of 02/28/2025 and adopted by the Board as of / /2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2023-2024
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 26, 2024

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Office Assistant III	Hourly	\$22.45 - \$31.73
Office Services Assistant	Hourly	\$28.06 - \$39.65
Operations Accounting Supervisor	Bi-Weekly Monthly	\$8,025.33 - \$10,835.07 \$3,704.00 - \$5,000.80
Outreach Language Specialist – Armenian, Farsi, Tagalog	Hourly	\$30.96 - \$43.74
Parent and Family Support Specialist	Hourly	\$28.91 - \$40.86
Participant Choice Specialist	Hourly	\$30.96 - \$43.74
Payroll Specialist	Hourly	\$31.38 - \$44.32
Placement Specialist	Hourly	\$28.91 - \$40.86
Psychologist, Ph.D.	Hourly	\$45.33 - \$65.05
Psychological and Intake Manager	Bi-Weekly Monthly	\$12,616.93 - \$17,033.47 \$5,823.20 - \$7,861.60
Psychological Services Supervisor	Bi-Weekly Monthly	\$11,011.86 - \$14,866.80 \$5,082.40 - \$6,861.60
Public Information Manager	Bi-Weekly Monthly	\$9,488.26 - \$12,807.60 \$4,379.20 - \$5,911.20
Public Information Legislative Specialist	Hourly	\$32.95 - \$46.96
Public Information Specialist	Hourly	\$28.91 - \$40.86
Public Information Supervisor	Bi-Weekly Monthly	\$7,021.73 - \$9,479.60 \$3,240.80 - \$4,375.20
Quality Improvement and Outcomes Manager	Bi-Weekly Monthly	\$8,831.33 - \$13,216.67 \$4,076.00 - \$6,100.00
Records and Document Management Supervisor	Bi-Weekly Monthly	\$7,021.73 - \$9,479.60 \$3,240.80 - \$4,375.20
Resource Developer (inclusive of CPP, Residential and Day Program)	Hourly	\$28.91 - \$40.86
Resource Development Specialist	Hourly	\$28.91 - \$40.86
Risk Assessment Specialist	Hourly	\$28.91 - \$40.86
Risk Assessment Supervisor	Bi-Weekly Monthly	\$7,021.73 - \$9,479.60 \$3,240.80 - \$4,375.20
Senior Application and Project Manager	Bi-Weekly Monthly	\$9,633.86 - \$12,152.40 \$4,446.40 - \$5,608.80
Senior Contract and Privacy Specialist	Hourly	\$32.95 - \$46.55
Senior Clinical Psychological Specialist	Hourly	\$50.83 - \$68.62

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.
Revised as of 02/28/2025 and adopted by the Board as of / /2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2023-2024
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 26, 2024

Senior Manager, Facilities Service and Records Management	Bi-Weekly Monthly	\$10,833.33 - \$13,384.80 \$5,000.00 - \$6,177.60
Special Project Specialist (inclusive of Retired Annuitant)	Hourly	\$31.37 - \$44.32
Systems Administrator	Hourly	\$54.76 - \$77.38
Technology Utilization Specialist	Hourly	\$36.17 - \$51.10
Training and Development Supervisor	Bi-Weekly Monthly	\$7,345.86 - \$9,916.40 \$3,390.40 - \$4,576.80
Training Specialist I	Hourly	\$31.38 - \$44.32
Training Specialist II	Hourly	\$33.38 - \$47.17

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.
Revised as of 02/28/2025 and adopted by the Board as of / /2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2023-2024
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 26, 2024

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Transfer Coordinator	Hourly	\$20.45 - \$28.88
Vendor Coordinator	Hourly	\$20.45 - \$28.88
Workforce & Employment Specialist	Hourly	\$28.91 - \$40.86

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.
Revised as of 02/28/2025 and adopted by the Board as of / /2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2023-2024
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 26, 2024

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Accountant	Hourly	\$33.05 - \$46.71
Accountant Junior	Hourly	\$28.91 - \$40.86
Accounting/Payroll Analyst (inclusive of Retired Annuitant)	Hourly	\$35.65 - \$50.37
Accounting Specialist	Hourly	\$25.35 - \$35.81
Accounting Specialist Senior	Hourly	\$25.82 - \$36.50
Accounting Supervisor	Monthly	\$8,025.33 – \$10,835.07
Administrative Assistant	Hourly	\$28.06 - \$42.50
Aging Adult Specialist	Hourly	\$28.91 - \$40.86
Applications Administrator I	Hourly	\$36.17 - \$51.10
Assistant Psychological Supervisor	Monthly	\$8,049.60 - \$9,583.60
Autism Program Clinical Services Specialist	Hourly	\$42.12 - \$59.52
Autism Program Coordinator-Specialist	Hourly	\$42.12 - \$59.52
Behavioral Consultant	Hourly	\$42.12 - \$59.52
Behavioral Services Manager	Monthly	\$12,616.93 - \$17,033.47
Behavioral Services Supervisor	Monthly	\$11,011.87 - \$14,866.80
Chief Consumer & Comm Services Officer	Monthly	\$12,343.06 - \$18,974.80
Chief Financial Officer	Monthly	\$14,858.13 - \$20,059.87
Chief Human Resources Officer	Monthly	\$14,603.33 - \$19,713.20
Chief Information Officer	Monthly	\$16,931.20 - \$22,855.73
Clinical Services Director	Monthly	\$19,094.40 - \$29,813.33
Community Services Director	Monthly	\$11,904.53 - \$16,071.47
Community Living Specialist	Hourly	\$28.91 - \$40.86
Community Services Manager	Monthly	\$9,075.73 - \$12,252.93
Community Services Specialist (inclusive of HCBS, CPP, RQA)	Hourly	\$28.91 - \$40.86
Community Services Specialist	Hourly	\$28.91 - \$40.86
Community Services Supervisor - BS	Monthly	\$7,515.73 - \$10,146.93
Community Services Supervisor - MS	Monthly	\$7,891.86 - \$10,654.80
Consumer Advocate	Hourly	\$21.85 - \$31.91
Consumer Services Coordinator / Service Coordinator / Service Coordinator - Bilingual	Hourly	\$25.82 - \$38.95
Consumer Services -- Enhanced Care Specialist	Hourly	\$30.96 - \$43.74
Consumer Services -- Floater Specialist	Hourly	\$28.91 - \$40.86

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.
Revised as of 02/28/2025 and adopted by the Board as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2023-2024
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 26, 2024

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Consumer Services -- Officer of the Day Specialist	Hourly	\$28.91 - \$40.86
Consumer Services -- Self-Determination (Program) Specialist	Hourly	\$30.96 - \$43.74
Consumer Services Director	Monthly	\$11,206.00 - \$15,128.53
Consumer Services Manager	Monthly	\$9,075.73 - \$12,252.93
Consumer Services Specialist - Specialized	Hourly	\$28.91 - \$40.86
Consumer Services Specialist - CPP	Hourly	\$28.91 - \$40.86
Consumer Services Supervisor - BS	Monthly	\$6,810.26 - \$9,479.60
Consumer Services Supervisor - MS	Monthly	\$6,810.26 - \$9,952.80
Consumer Services Supervisor - CPP/CRDP/SDP	Monthly	\$7,515.73 - \$10,146.93
Consumer Services Supervisor – Intake	Monthly	\$6,810.26 - \$9,479.60
Consumer Services Supervisor – LCSW	Monthly	\$7,515.73 - \$10,146.93
Consumer Services Transition Liaison	Hourly	\$30.96 - \$43.74
Contract Administration and Privacy Manager	Monthly	\$8,172.66 - \$11,032.67
Contract Privacy Communications Director	Monthly	\$11,823.06 - \$16,525.60
Contract and Compliance Specialist	Hourly	\$30.96 - \$44.18
Contract and Compliance Supervisor	Monthly	\$7,891.86 - \$10,654.80
Controller	Monthly	\$11,700.00 - \$15,794.13
Deputy Director	Monthly	\$ 13,639.60 - \$21,141.47
Deaf Services Specialist	Hourly	\$30.96 - \$43.74
Diversity, Equity, and Inclusion Supervisor	Monthly	\$7,515.73 - \$10,146.93
Director of Finance	Monthly	\$12,922.00 - \$20,028.67
Due Process Officer	Monthly	\$ 6,765.20 - \$10,660.00
Emergency Management Specialist	Monthly	\$ 7,685.60 - \$ 10,375.73
Employment Specialist	Hourly	\$28.91 - \$40.86
Executive Administrative Assistant	Hourly	\$35.65 - \$50.37
Executive Director	Monthly	\$18,750.01 - \$ 27,083.33
Facilities Services Manager	Monthly	\$ 8,009.73 - \$ 10,812.53
Facilities Supervisor	Monthly	\$ 8,344.27 - \$ 12,289.33
Fair Hearings and Administrative Procedures Manager	Monthly	\$ 7,916.13 - \$ 11,258.00
Federal Revenue Supervisor	Monthly	\$7,021.73 - \$9,479.60
Federal Revenues Specialist	Hourly	\$28.91 - \$40.86

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.
Revised as of 02/28/2025 and adopted by the Board as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2023-2024
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 26, 2024

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Health and Safety Waiver Support Specialist	Hourly	\$28.91 - \$40.86
Human Resources Coordinator	Hourly	\$31.38 - \$44.32
Human Resources Director	Monthly	\$11,128.00 - \$ 15,083.47
Human Resources Generalist	Hourly	\$33.38 - \$47.17
Human Resources Manager	Monthly	\$ 9,209.20 - \$ 12,698.40
Human Resources Specialist I	Hourly	\$31.38 - \$44.32
Human Resources Specialist II	Hourly	\$32.95 - \$46.55
Human Resources Supervisor	Monthly	\$ 8,103.33 - \$10,939.06\$
Individuals with Disabilities Education Act Specialist (IDEA Specialist)	Hourly	\$37.32 - \$52.73
Infrastructure Engineer	Hourly	\$60.26 - \$85.17
Intake Associate	Hourly	\$21.85 - \$32.00
Intake Specialist	Hourly	\$28.91 - \$40.86
Intake Supervisor	Monthly	\$ 7,371.86 - \$ 9,354.80
iSeries System Operator	Hourly	\$30.77 - \$43.48
IT Business Analyst	Hourly	\$42.75 - \$60.40
IT Director	Monthly	\$ 12,343.06 - \$ 21,146.66
IT Operations Manager	Monthly	\$ 11,630.66 - \$ 15,702.27
IT Specialist I	Hourly	\$34.50 - \$48.75
IT Specialist II	Hourly	\$36.17 - \$52.00
IT Support Manager	Monthly	\$ 11,341.20 - \$ 15,310.53
IT Lead Training	Hourly	\$31.38 - \$44.32
Judicial/Forensics Specialist	Hourly	\$30.96 - \$43.74
Lead IT Specialist	Hourly	\$42.75 - \$60.40
Lead Training Consumer Services Coordinator	Hourly	\$33.05 - \$46.71
LGBTQ+ Specialist	Hourly	\$28.91 - \$40.86
Medical Services Manager	Monthly	\$ 16,203.20 - \$ 24,613.33
Nurse Consultant - LVN	Hourly	\$37.55 - \$53.05
Nurse Consultant - RN	Hourly	\$42.12 - \$59.52
Nursing Services Supervisor	Monthly	\$ 10,233.60 - \$ 13,814.67
Office Assistant I	Hourly	\$20.45 - \$29.17
Office Assistant II	Hourly	\$20.99 - \$29.70

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.
Revised as of 02/28/2025 and adopted by the Board as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2023-2024
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 26, 2024

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Office Assistant III	Hourly	\$22.45 - \$31.73
Office Services Assistant	Hourly	\$28.06 - \$39.65
Operations Accounting Supervisor	Monthly	\$8,025.33 - \$10,835.07
Outreach Language Specialist – Armenian, Farsi, Tagalog	Hourly	\$30.96 - \$43.74
Parent and Family Support Specialist	Hourly	\$28.91 - \$40.86
Participant Choice Specialist	Hourly	\$30.96 - \$43.74
Payroll Specialist	Hourly	\$31.38 - \$44.32
Placement Specialist	Hourly	\$28.91 - \$40.86
Psychologist, Ph.D.	Hourly	\$45.33 - \$65.05
Psychological and Intake Manager	Monthly	\$12,616.93 - \$17,033.47
Psychological Services Supervisor	Monthly	\$11,011.86 - \$14,866.80
Public Information Manager	Monthly	\$9,488.26 – \$12,807.60
Public Information Legislative Specialist	Hourly	\$32.95 - \$46.96
Public Information Specialist	Hourly	\$28.91 - \$40.86
Public Information Supervisor	Monthly	\$7,021.73 - \$9,479.60
Quality Improvement and Outcomes Manager	Monthly	\$8,831.33 - \$13,216.67
Records and Document Management Supervisor	Monthly	\$7,021.73 - \$9,479.60
Resource Developer (inclusive of CPP, Residential and Day Program)	Hourly	\$28.91 - \$40.86
Resource Development Specialist	Hourly	\$28.91 - \$40.86
Risk Assessment Specialist	Hourly	\$28.91 - \$40.86
Risk Assessment Supervisor	Monthly	\$7,021.73 - \$9,479.60
Senior Application and Project Manager	Monthly	\$9,633.86 - \$12,152.40
Senior Contract and Privacy Specialist	Hourly	\$32.95 - \$46.55
Senior Clinical Psychological Specialist	Hourly	\$50.83 - \$68.62
Senior Manager, Facilities Service and Records Management	Monthly	\$10,833.33 - \$13,384.80
Special Project Specialist (inclusive of Retired Annuitant)	Hourly	\$31.37 - \$44.32
Systems Administrator	Hourly	\$54.76 - \$77.38
Technology Utilization Specialist	Hourly	\$36.17 - \$51.10
Training and Development Supervisor	Monthly	\$7,345.86 - \$9,916.40
Training Specialist I	Hourly	\$31.38 - \$44.32
Training Specialist II	Hourly	\$33.38 - \$47.17

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.
Revised as of 02/28/2025 and adopted by the Board as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2023-2024
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 26, 2024

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Transfer Coordinator	Hourly	\$20.45 - \$28.88
Vendor Coordinator	Hourly	\$20.45 - \$28.88
Workforce & Employment Specialist	Hourly	\$28.91 - \$40.86

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.
Revised as of 02/28/2025 and adopted by the Board as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2024-2025
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF JANUARY 13, 2025

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Accountant	Hourly	\$33.05 - \$46.71
Accountant Junior	Hourly	\$28.91 - \$40.86
Accounting/Payroll Analyst (inclusive of Retired Annuitant)	Hourly	\$35.65 - \$50.37
Accounting Specialist	Hourly	\$25.35 - \$35.81
Accounting Specialist Senior	Hourly	\$25.82 - \$36.50
Accounting Supervisor	Monthly	<u>\$8,185.97 - \$11,051.06</u>
Administrative Assistant	Hourly	\$28.06 - \$38.67
Aging Adult Specialist	Hourly	\$28.91 - \$40.86
Applications Administrator I	Hourly	\$36.17 - \$51.11
Applications Developer and Integrator	Hourly	\$60.26 - \$85.17
Assistant Psychological Supervisor	Monthly	<u>\$8,211.00 - \$9,775.00</u>
Autism Program Clinical Services Specialist	Hourly	\$42.12 - \$59.52
Autism Program Coordinator-Specialist	Hourly	\$42.12 - \$59.52
Behavioral Consultant	Hourly	\$42.12 - \$59.52
Behavioral Services Manager	Monthly	<u>\$12,870.04 - \$17,374.56</u>
Behavioral Services Supervisor	Monthly	<u>\$11,232.62 - \$15,164.03</u>
Change Management Project Manager	Monthly	\$3,390.00 - \$4,577.00
Chief Financial Officer	Monthly	<u>\$15,156.12 - \$20,460.77</u>
Chief Information Officer	Monthly	<u>\$17,269.33 - \$23,313.60</u>
Clinical Services Director	Monthly	<u>\$19,475.52 - \$26,291.95</u>
Community Services Director	Monthly	<u>\$12,142.73 - \$16,392.69</u>
Community Living Specialist	Hourly	\$28.91 - \$40.86
Community Services Manager	Monthly	<u>\$9,257.77 - \$12,497.99</u>
Community Services Specialist (inclusive of HCBS, CPP, RQA)	Hourly	\$28.91 - \$40.86
Community Services Specialist	Hourly	\$28.91 - \$40.86
Community Services Supervisor - BS	Monthly	<u>\$7,161.85 - \$9,668.49</u>
Community Services Supervisor - MS	Monthly	<u>\$7,519.94 - \$10,151.92</u>
Consumer Advocate	Hourly	\$21.85 - \$31.91
Consumer Services Coordinator / Service Coordinator / Service Coordinator - Bilingual	Hourly	\$25.82 - \$38.95
Consumer Services Coordinator - Intake	Hourly	\$25.82 - \$38.95
(Consumer Services --) Enhanced Care Specialist	Hourly	\$30.96 - \$43.74
(Consumer Services --) Floater Specialist	Hourly	\$28.91 - \$40.86

¹Monthly Monthly Salary Ranges for exempt personnel divided by eighty (80) standard Monthly Monthly pay period hours, Hourly Pay Rate Ranges for Non-Exempt Staff.

Revised as of 01/13/2025 and adopted by the Board as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2024-2025
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF JANUARY 13, 2025

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
(Consumer Services --) Officer of the Day Specialist	Hourly	\$28.91 - \$40.86
(Consumer Services --) Self-Determination (Program) Specialist	Hourly	\$30.96 - \$43.74
Consumer Services Director	Monthly	<u>\$11,429.91 - \$15,430.38</u>
Consumer Services Manager	Monthly	<u>\$9,257.77 - \$12,497.99</u>
Consumer Services Specialist - Specialized	Hourly	\$28.91 - \$40.86
Consumer Services Specialist - CPP	Hourly	\$28.91 - \$40.86
Consumer Services Supervisor - BS	Monthly	<u>\$7,161.85 - \$9,668.49</u>
Consumer Services Supervisor - MS	Monthly	<u>\$7,519.94 - \$10,151.92</u>
Consumer Services Supervisor - CPP/CRDP/SDP	Monthly	<u>\$7,666.92 - \$10,350.35</u>
Consumer Services Supervisor – Intake	Monthly	<u>\$7,518.77 - \$9,541.81</u>
Consumer Services Supervisor – LCSW	Monthly	<u>\$7,666.92 - \$10,350.35</u>
Consumer Services Transition Liaison	Hourly	\$30.96 - \$43.74
Contract Administration and Privacy Manager	Monthly	<u>\$8,336.43 - \$11,254.19</u>
Contract Privacy Communications Director <u>of Privacy and Compliance</u>	Monthly	<u>\$11,536.80 - \$14,215.23</u>
Contract and Compliance Specialist	Hourly	\$30.96 - \$44.18
Contract and Compliance Supervisor	Monthly	<u>\$8,050.24 - \$10,867.82</u>
Controller	Monthly	<u>\$11,933.46 - \$16,110.17</u>
Deaf Services Specialist	Hourly	\$30.96 - \$43.74
Deputy Director	Monthly	<u>\$13,913.19 - \$21,564.12</u>
Diversity, Equity, and Inclusion Supervisor	Monthly	<u>\$7,666.92 - \$10,350.35</u>
Director of Finance	Monthly	<u>\$12,209.95 - \$16,994.78</u>
Due Process Officer	Monthly	<u>\$6,900.81 - \$9,276.50</u>
Emergency Management Specialist	Monthly	<u>\$7,839.55 - \$10,583.39</u>
Employment Specialist	Hourly	\$28.91 - \$40.86
Executive Administrative Assistant	Hourly	\$35.65 - \$50.37
Executive Director	Monthly	<u>\$18,750.00 - \$27,083.33</u>
Facilities Services Manager	Monthly	<u>\$8,169.18 - \$11,028.39</u>
Facilities Supervisor	Monthly	<u>\$6,952.49 - \$9,385.87</u>
Fair Hearings and Administrative Procedures Manager	Monthly	<u>\$9,285.09 - \$12,534.87</u>
Federal Revenue Supervisor	Monthly	\$3,240.80 - \$4,375.20
Federal Revenues Specialist	Hourly	\$28.91 - \$40.86

¹Monthly Salary Ranges for ~~exempt~~ Exempt personnel is annualized salary divided by eighty-two (8012) standard Monthly pay period hours months, Hourly Pay Rate Ranges for Non-Exempt Staff.

Revised as of 01/13/2025 and adopted by the Board as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2024-2025
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF JANUARY 13, 2025

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Health and Safety Waiver Support Specialist	Hourly	\$28.91 - \$40.86
Human Resources Coordinator	Hourly	\$31.38 - \$44.32
Human Resources Director	<u>Monthly</u>	<u>\$12,209.95 - \$16,994.78</u>
Human Resources Generalist	Hourly	\$33.38 - \$47.17
Human Resources Manager	<u>Monthly</u>	<u>\$9,393.38 - \$12,952.37</u>
Human Resources Specialist I	Hourly	\$31.38 - \$44.32
Human Resources Specialist II	Hourly	\$32.95 - \$46.55
Human Resources Supervisor	<u>Monthly</u>	<u>\$8,265.47 - \$11,158.38</u>
Individuals with Disabilities Education Act Specialist (IDEA Specialist)	Hourly	\$37.32 - \$52.73
Infrastructure Engineer	Hourly	\$60.26 - \$85.17
Intake Associate	Hourly	\$21.85 - \$32.00
Intake Specialist	Hourly	\$28.91 - \$40.86
Intake Supervisor	<u>Monthly</u>	<u>\$7,518.77 - \$9,541.81</u>
iSeries System Operator	Hourly	\$30.77 - \$43.48
IT Business Analyst	Hourly	\$42.75 - \$60.40
IT Director	<u>Monthly</u>	<u>\$12,589.57 - \$19,354.03</u>
IT Operations Manager	<u>Monthly</u>	<u>\$11,863.61 - \$16,015.87</u>
IT Specialist I	Hourly	\$30.00 - \$42.39
IT Specialist II	Hourly	\$36.17 - \$52.00
IT Support Manager	<u>Monthly</u>	<u>\$11,567.48 - \$15,616.10</u>
IT Lead Training	Hourly	\$31.38 - \$44.32
Judicial/Forensics Specialist	Hourly	\$30.96 - \$43.74
Lead IT Specialist	Hourly	\$42.75 - \$60.40
Lead Training Consumer Services Coordinator	Hourly	\$33.05 - \$46.71
LGBTQ+ Specialist	Hourly	\$28.91 - \$40.86
Medical Services Manager	<u>Monthly</u>	<u>\$16,527.18 - \$22,311.69</u>
Nurse Consultant - LVN	Hourly	\$37.55 - \$53.05
Nurse Consultant - RN	Hourly	\$42.12 - \$59.52
Nursing Services Supervisor	<u>Monthly</u>	<u>\$10,437.64 - \$14,090.81</u>
Office Assistant I	Hourly	\$20.45 - \$29.17
Office Assistant II	Hourly	\$20.99 - \$29.70

¹Monthly Salary Ranges for ~~exempt~~ Exempt personnel is annualized salary divided by eighty-two (8012) standard Monthly pay period hours months, Hourly Pay Rate Ranges for Non-Exempt Staff.

Revised as of 01/13/2025 and adopted by the Board as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2024-2025
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF JANUARY 13, 2025

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Office Assistant III	Hourly	\$22.45 - \$31.73
Office Services Assistant	Hourly	\$28.06 - \$39.65
Operations Accounting Supervisor	<u>Monthly</u>	<u>\$8,185.97 - \$11,051.06</u>
Outreach Language Specialist (– Armenian, Farsi, Tagalog)	Hourly	\$30.96 - \$43.74
Parent and Family Support Specialist	Hourly	\$28.91 - \$40.86
Participant Choice Specialist	Hourly	\$30.96 - \$43.74
<u>Payroll Accountant</u>	<u>Hourly</u>	<u>\$33.38 - \$46.02</u>
Payroll Specialist	Hourly	\$31.38 - \$44.32
Placement Specialist	Hourly	\$28.91 - \$40.86
Psychological and Intake Manager	<u>Monthly</u>	<u>\$12,870.04 - \$17,374.56</u>
Psychological Services Supervisor	<u>Monthly</u>	<u>\$11,232.62 - \$15,164.03</u>
Psychologist, Ph.D.	Hourly	\$45.33 - \$65.05
Public Information Legislative Specialist	Hourly	\$32.95 - \$46.96
Public Information Manager	<u>Monthly</u>	<u>\$9,677.45 - \$13,064.56</u>
Public Information Specialist	Hourly	\$28.91 - \$40.86
Public Information Supervisor	<u>Monthly</u>	<u>\$7,161.85 - \$9,668.49</u>
Quality Improvement <u>and Outcomes</u> Director	<u>Monthly</u>	<u>\$13,282.25 - \$17,833.33</u>
Quality Improvement and Outcomes Manager	<u>Monthly</u>	<u>\$9,008.64 - \$12,161.66</u>
Records and Document Management Supervisor	<u>Monthly</u>	<u>\$7,161.85 - \$9,668.49</u>
<u>Recruiting Manager</u>	<u>Monthly</u>	<u>\$9,393.38 - \$12,952.37</u>
Resource Developer (inclusive of CPP, Residential and Day Program)	Hourly	\$28.91 - \$40.86
Resource Development Specialist	Hourly	\$28.91 - \$40.86
Risk Assessment Specialist	Hourly	\$28.91 - \$40.86
Risk Assessment Supervisor	<u>Monthly</u>	<u>\$7,161.85 - \$9,668.49</u>
Senior Applications and Project Manager	<u>Monthly</u>	<u>\$11,863.61 - \$16,015.87</u>
Senior Contract and Privacy Specialist	Hourly	\$32.95 - \$46.55
Senior Clinical Psychological Specialist	<u>Monthly</u>	<u>\$8,986.09 - \$12,131.23</u>
Senior Manager, Facilities Service and Records Management	<u>Monthly</u>	<u>\$11,271.59 - \$13,651.87</u>
Special Project Specialist (inclusive of Retired Annuitant)	Hourly	\$31.37 - \$44.32
Systems Administrator	Hourly	\$54.76 - \$77.38
Technology Utilization Specialist	Hourly	\$36.17 - \$51.10

¹Monthly Salary Ranges for ~~exempt~~ Exempt personnel is annualized salary divided by eighty-two (8012) standard Monthly pay period hours months, Hourly Pay Rate Ranges for Non-Exempt Staff.

Revised as of 01/13/2025 and adopted by the Board as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2024-2025
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF JANUARY 13, 2025

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Training and Development Supervisor	<u>Monthly</u>	<u>\$7,492.46 - \$10,114.83</u>
Training Specialist I	Hourly	\$31.38 - \$44.32
Training Specialist II	Hourly	\$33.38 - \$47.17
Transfer Coordinator	Hourly	\$20.45 - \$28.88
Vendor Coordinator	Hourly	\$20.45 - \$28.88
Workforce & Employment Specialist	Hourly	\$28.91 - \$40.86

¹Monthly Salary Ranges for ~~exempt~~ Exempt personnel ~~is annualized salary~~ divided by ~~eighty-two (8012) standard Monthly pay period hours~~ months, Hourly Pay Rate Ranges for Non-Exempt Staff.

Revised as of 01/13/2025 and adopted by the Board as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2024-2025
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF JANUARY 13, 2025

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Accountant	Hourly	\$33.05 - \$46.71
Accountant Junior	Hourly	\$28.91 - \$40.86
Accounting/Payroll Analyst (inclusive of Retired Annuitant)	Hourly	\$35.65 - \$50.37
Accounting Specialist	Hourly	\$25.35 - \$35.81
Accounting Specialist Senior	Hourly	\$25.82 - \$36.50
Accounting Supervisor	Monthly	\$8,185.97 - \$11,051.06
Administrative Assistant	Hourly	\$28.06 - \$38.67
Aging Adult Specialist	Hourly	\$28.91 - \$40.86
Applications Administrator I	Hourly	\$36.17 - \$51.11
Applications Developer and Integrator	Hourly	\$60.26 - \$85.17
Assistant Psychological Supervisor	Monthly	\$8,211.00 - \$9,775.00
Autism Program Clinical Services Specialist	Hourly	\$42.12 - \$59.52
Autism Program Coordinator-Specialist	Hourly	\$42.12 - \$59.52
Behavioral Consultant	Hourly	\$42.12 - \$59.52
Behavioral Services Manager	Monthly	\$12,870.04 - \$17,374.56
Behavioral Services Supervisor	Monthly	\$11,232.62 - \$15,164.03
Change Management Project Manager	Monthly	\$3,390.00 - \$4,577.00
Chief Financial Officer	Monthly	\$15,156.12 - \$20,460.77
Chief Information Officer	Monthly	\$17,269.33 - \$23,313.60
Clinical Services Director	Monthly	\$19,475.52 - \$26,291.95
Community Services Director	Monthly	\$12,142.73 - \$16,392.69
Community Living Specialist	Hourly	\$28.91 - \$40.86
Community Services Manager	Monthly	\$9,257.77 - \$12,497.99
Community Services Specialist (inclusive of HCBS, CPP, RQA)	Hourly	\$28.91 - \$40.86
Community Services Specialist	Hourly	\$28.91 - \$40.86
Community Services Supervisor - BS	Monthly	\$7,161.85 - \$9,668.49
Community Services Supervisor - MS	Monthly	\$7,519.94 - \$10,151.92
Consumer Advocate	Hourly	\$21.85 - \$31.91
Consumer Services Coordinator / Service Coordinator / Service Coordinator - Bilingual	Hourly	\$25.82 - \$38.95
Consumer Services Coordinator - Intake	Hourly	\$25.82 - \$38.95
(Consumer Services --) Enhanced Care Specialist	Hourly	\$30.96 - \$43.74
(Consumer Services --) Floater Specialist	Hourly	\$28.91 - \$40.86

¹Monthly Salary Ranges for exempt personnel divided by eighty (80) standard Monthly pay period hours, Hourly Pay Rate Ranges for Non-Exempt Staff.

Revised as of 01/13/2025 and adopted by the Board as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2024-2025
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF JANUARY 13, 2025

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
(Consumer Services --) Officer of the Day Specialist	Hourly	\$28.91 - \$40.86
(Consumer Services --) Self-Determination (Program) Specialist	Hourly	\$30.96 - \$43.74
Consumer Services Director	Monthly	\$11,429.91 - \$15,430.38
Consumer Services Manager	Monthly	\$9,257.77 - \$12,497.99
Consumer Services Specialist - Specialized	Hourly	\$28.91 - \$40.86
Consumer Services Specialist - CPP	Hourly	\$28.91 - \$40.86
Consumer Services Supervisor - BS	Monthly	\$7,161.85 - \$9,668.49
Consumer Services Supervisor - MS	Monthly	\$7,519.94 - \$10,151.92
Consumer Services Supervisor - CPP/CRDP/SDP	Monthly	\$7,666.92 - \$10,350.35
Consumer Services Supervisor – Intake	Monthly	\$7,518.77 - \$9,541.81
Consumer Services Supervisor – LCSW	Monthly	\$7,666.92 - \$10,350.35
Consumer Services Transition Liaison	Hourly	\$30.96 - \$43.74
Contract Administration and Privacy Manager	Monthly	\$8,336.43 - \$11,254.19
Director of Privacy and Compliance	Monthly	\$11,536.80 - \$14,215.23
Contract and Compliance Specialist	Hourly	\$30.96 - \$44.18
Contract and Compliance Supervisor	Monthly	\$8,050.24 - \$10,867.82
Controller	Monthly	\$11,933.46 - \$16,110.17
Deaf Services Specialist	Hourly	\$30.96 - \$43.74
Deputy Director	Monthly	\$13,913.19 - \$21,564.12
Diversity, Equity, and Inclusion Supervisor	Monthly	\$7,666.92 - \$10,350.35
Director of Finance	Monthly	\$12,209.95 - \$16,994.78
Due Process Officer	Monthly	\$6,900.81 - \$9,276.50
Emergency Management Specialist	Monthly	\$7,839.55 - \$10,583.39
Employment Specialist	Hourly	\$28.91 - \$40.86
Executive Administrative Assistant	Hourly	\$35.65 - \$50.37
Executive Director	Monthly	\$18,750.00 - \$27,083.33
Facilities Services Manager	Monthly	\$8,169.18 - \$11,028.39
Facilities Supervisor	Monthly	\$6,952.49 - \$9,385.87
Fair Hearings and Administrative Procedures Manager	Monthly	\$9,285.09 - \$12,534.87
Federal Revenue Supervisor	Monthly	\$3,240.80 - \$4,375.20
Federal Revenues Specialist	Hourly	\$28.91 - \$40.86

¹Monthly Salary Ranges for Exempt personnel is annualized salary divided by twelve (12) months, Hourly Pay Rate Ranges for Non-Exempt Staff.

Revised as of 01/13/2025 and adopted by the Board as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2024-2025
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF JANUARY 13, 2025

¹Monthly Salary Ranges for Exempt personnel is annualized salary divided by twelve (12) months, Hourly Pay Rate Ranges for Non-Exempt Staff.

Revised as of 01/13/2025 and adopted by the Board as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2024-2025
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF JANUARY 13, 2025

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Health and Safety Waiver Support Specialist	Hourly	\$28.91 - \$40.86
Human Resources Coordinator	Hourly	\$31.38 - \$44.32
Human Resources Director	Monthly	\$12,209.95 - \$16,994.78
Human Resources Generalist	Hourly	\$33.38 - \$47.17
Human Resources Manager	Monthly	\$9,393.38 - \$12,952.37
Human Resources Specialist I	Hourly	\$31.38 - \$44.32
Human Resources Specialist II	Hourly	\$32.95 - \$46.55
Human Resources Supervisor	Monthly	\$8,265.47 - \$11,158.38
Individuals with Disabilities Education Act Specialist (IDEA Specialist)	Hourly	\$37.32 - \$52.73
Infrastructure Engineer	Hourly	\$60.26 - \$85.17
Intake Associate	Hourly	\$21.85 - \$32.00
Intake Specialist	Hourly	\$37.94 - \$57.93
Intake Supervisor	Monthly	\$7,518.77 - \$9,541.81
iSeries System Operator	Hourly	\$30.77 - \$43.48
IT Business Analyst	Hourly	\$42.75 - \$60.40
IT Director	Monthly	\$12,589.57 - \$19,354.03
IT Operations Manager	Monthly	\$11,863.61 - \$16,015.87
IT Specialist I	Hourly	\$30.00 - \$42.39
IT Specialist II	Hourly	\$36.17 - \$52.00
IT Support Manager	Monthly	\$11,567.48 - \$15,616.10
IT Lead Training	Hourly	\$31.38 - \$44.32
Judicial/Forensics Specialist	Hourly	\$30.96 - \$43.74
Lead IT Specialist	Hourly	\$42.75 - \$60.40
Lead Training Consumer Services Coordinator	Hourly	\$33.05 - \$46.71
LGBTQ+ Specialist	Hourly	\$28.91 - \$40.86
Medical Services Manager	Monthly	\$16,527.18 - \$22,311.69
Nurse Consultant - LVN	Hourly	\$37.55 - \$53.05
Nurse Consultant - RN	Hourly	\$42.12 - \$59.52
Nursing Services Supervisor	Monthly	\$10,437.64 - \$14,090.81
Office Assistant I	Hourly	\$20.45 - \$29.17
Office Assistant II	Hourly	\$20.99 - \$29.70

¹Monthly Salary Ranges for Exempt personnel is annualized salary divided by twelve (12) months, Hourly Pay Rate Ranges for Non-Exempt Staff.

Revised as of 01/13/2025 and adopted by the Board as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2024-2025
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF JANUARY 13, 2025

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Office Assistant III	Hourly	\$22.45 - \$31.73
Office Services Assistant	Hourly	\$28.06 - \$39.65
Operations Accounting Supervisor	Monthly	\$8,185.97 - \$11,051.06
Outreach Language Specialist (– Armenian, Farsi, Tagalog)	Hourly	\$30.96 - \$43.74
Parent and Family Support Specialist	Hourly	\$28.91 - \$40.86
Participant Choice Specialist	Hourly	\$30.96 - \$43.74
Payroll Accountant	Hourly	\$33.38 - \$46.02
Payroll Specialist	Hourly	\$31.38 - \$44.32
Placement Specialist	Hourly	\$28.91 - \$40.86
Psychological and Intake Manager	Monthly	\$12,870.04 - \$17,374.56
Psychological Services Supervisor	Monthly	\$11,232.62 - \$15,164.03
Psychologist, Ph.D.	Hourly	\$45.33 - \$65.05
Public Information Legislative Specialist	Hourly	\$32.95 - \$46.96
Public Information Manager	Monthly	\$9,677.45 - \$13,064.56
Public Information Specialist	Hourly	\$28.91 - \$40.86
Public Information Supervisor	Monthly	\$7,161.85 - \$9,668.49
Quality Improvement and Outcomes Director	Monthly	\$13,282.25 - \$17,833.33
Quality Improvement and Outcomes Manager	Monthly	\$9,008.64 - \$12,161.66
Records and Document Management Supervisor	Monthly	\$7,161.85 - \$9,668.49
Recruiting Manager	Monthly	\$9,393.38 - \$12,952.37
Resource Developer (inclusive of CPP, Residential and Day Program)	Hourly	\$28.91 - \$40.86
Resource Development Specialist	Hourly	\$28.91 - \$40.86
Risk Assessment Specialist	Hourly	\$28.91 - \$40.86
Risk Assessment Supervisor	Monthly	\$7,161.85 - \$9,668.49
Senior Applications and Project Manager	Monthly	\$11,863.61 - \$16,015.87
Senior Contract and Privacy Specialist	Hourly	\$32.95 - \$46.55
Senior Clinical Psychological Specialist	Hourly	\$50.83 - \$68.62
Senior Manager, Facilities Service and Records Management	Monthly	\$11,271.59 - \$13,651.87
Special Project Specialist (inclusive of Retired Annuitant)	Hourly	\$31.37 - \$44.32
Systems Administrator	Hourly	\$54.76 - \$77.38
Technology Utilization Specialist	Hourly	\$36.17 - \$51.10

¹Monthly Salary Ranges for Exempt personnel is annualized salary divided by twelve (12) months, Hourly Pay Rate Ranges for Non-Exempt Staff.

Revised as of 01/13/2025 and adopted by the Board as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2024-2025
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF JANUARY 13, 2025

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Training and Development Supervisor	Monthly	\$7,492.46 - \$10,114.83
Training Specialist I	Hourly	\$31.38 - \$44.32
Training Specialist II	Hourly	\$33.38 - \$47.17
Transfer Coordinator	Hourly	\$20.45 - \$28.88
Vendor Coordinator	Hourly	\$20.45 - \$28.88
Workforce & Employment Specialist	Hourly	\$28.91 - \$40.86

¹Monthly Salary Ranges for Exempt personnel is annualized salary divided by twelve (12) months, Hourly Pay Rate Ranges for Non-Exempt Staff.

Revised as of 01/13/2025 and adopted by the Board as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2024-2025
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 24, 2025

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Accountant	Hourly	\$33.71 - \$47.63 \$33.05 - \$46.71
Accountant Junior	Hourly	\$29.49 - \$41.66 \$28.91 - \$40.86
Accounting/Payroll Analyst (inclusive of Retired Annuitant)	Hourly	\$36.36 - \$51.37 \$35.65 - \$50.37
Accounting Specialist	Hourly	\$25.85 - \$36.54 \$25.35 - \$35.81
Accounting Specialist Senior	Hourly	\$26.33 - \$37.18 \$25.82 - \$36.50
Accounting Supervisor	Monthly	\$8,185.97 - \$11,051.06
Administrative Assistant	Hourly	\$28.62 - \$40.44 \$28.06 - \$38.67
Aging Adult Specialist	Hourly	\$29.49 - \$41.66 \$28.91 - \$40.86
Applications Administrator I	Hourly	\$36.89 - \$52.13 \$36.17 - \$51.11
Applications Developer and Integrator	Hourly	\$61.47 - \$86.86 \$60.26 - \$85.17
Assistant Psychological Supervisor	Monthly	\$8,211.00 - \$9,775.00
<u>Associate Consumer Services Coordinator</u>	<u>Hourly</u>	<u>\$22.90</u>
Autism Program Clinical Services Specialist	Hourly	\$42.97 - \$60.74 \$42.12 - \$59.52
Autism Program Coordinator-Specialist	Hourly	\$42.97 - \$60.74 \$42.12 - \$59.52
Behavioral Consultant	Hourly	\$42.97 - \$60.74 \$42.12 - \$59.52
Behavioral Services Manager	Monthly	\$12,870.04 - \$17,374.56
Behavioral Services Supervisor	Monthly	\$11,232.62 - \$15,164.03
Change Management Project Manager	Monthly	\$3,390.00 - \$4,577.00
Chief Financial Officer	Monthly	\$15,156.12 - \$20,460.77
Chief Information Officer	Monthly	\$17,269.33 - \$23,313.60
Clinical Services Director	Monthly	\$19,475.52 - \$26,291.95
Community Services Director	Monthly	\$12,142.73 - \$16,392.69
Community Living Specialist	Hourly	\$29.49 - \$41.66 \$28.91 - \$40.86
Community Services Manager	Monthly	\$9,257.77 - \$12,497.99
Community Services Specialist (inclusive of HCBS, CPP, RQA)	Hourly	\$29.49 - \$41.66 \$28.91 - \$40.86
Community Services Specialist	Hourly	\$29.49 - \$41.66 \$28.91 - \$40.86
Community Services Supervisor - BS	Monthly	\$7,161.85 - \$9,668.49
Community Services Supervisor - MS	Monthly	\$7,519.94 - \$10,151.92
Consumer Advocate	Hourly	\$22.29 - \$31.50 \$21.85 - \$31.91
Consumer Services Coordinator / Service Coordinator / Service Coordinator - Bilingual	Hourly	\$26.33 - \$37.18 \$25.82 - \$38.95
Consumer Services Coordinator - Intake	Hourly	\$26.33 - \$37.18 \$25.82 - \$38.95
(Consumer Services --) Enhanced Care Specialist	Hourly	\$31.58 - \$44.63 \$30.96 - \$43.74
(Consumer Services --) Floater Specialist	Hourly	\$29.49 - \$41.66 \$28.91 - \$40.86

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.

Revised as of ~~01/02/13~~~~28~~/2025 and adopted by the Board as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2024-2025
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 24, 2025

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
(Consumer Services --) Officer of the Day Specialist	Hourly	\$29.49 - \$41.66 \$28.91 - \$40.86
(Consumer Services --) Self-Determination (Program) Specialist	Hourly	\$31.58 - \$44.63 \$30.96 - \$43.74
Consumer Services Director	Monthly	\$11,429.91 - \$15,430.38
Consumer Services Manager	Monthly	\$9,257.77 - \$12,497.99
Consumer Services Specialist - Specialized	Hourly	\$29.49 - \$41.66 \$28.91 - \$40.86
Consumer Services Specialist - CPP	Hourly	\$29.49 - \$41.66 \$28.91 - \$40.86
Consumer Services Supervisor - BS	Monthly	\$7,161.85 - \$9,668.49
Consumer Services Supervisor - MS	Monthly	\$7,161.85 - \$10,151.92
Consumer Services Supervisor - CPP/CRDP/SDP	Monthly	\$7,666.92 - \$10,350.35
Consumer Services Supervisor – Intake	Monthly	\$7,518.77 - \$9,541.81
Consumer Services Supervisor – LCSW	Monthly	\$7,666.92 - \$10,350.35
Consumer Services Transition Liaison	Hourly	\$31.58 - \$44.63 \$30.96 - \$43.74
Contract Administration and Privacy Manager	Monthly	\$8,336.43 - \$11,254.19
Director of Privacy and Compliance	Monthly	\$11,536.80 - \$14,215.23
Contract and Compliance Specialist	Hourly	\$31.58 - \$44.63 \$30.96 - \$44.18
Contract and Compliance Supervisor	Monthly	\$8,050.24 - \$10,867.82
Controller	Monthly	\$11,933.46 - \$16,110.17
<u>Data Analyst – Quality Improvement Auditor</u>	<u>Hourly</u>	<u>\$36.36 - \$51.37</u>
Deaf Services Specialist	Hourly	\$31.58 - \$44.63 \$30.96 - \$43.74
<u>Dental Consultant</u>	<u>Hourly</u>	<u>\$37.55 - \$53.05</u>
Deputy Director	Monthly	\$13,913.19 - \$21,564.12
Diversity, Equity, and Inclusion Supervisor	Monthly	\$7,666.92 - \$10,350.35
Director of Finance	Monthly	\$12,209.95 - \$16,994.78
Due Process Officer	Monthly	\$6,900.81 - \$9,276.50
Emergency Management Specialist	Monthly	\$7,839.55 - \$10,583.39
Employment Specialist	Hourly	\$29.49 - \$41.66 \$28.91 - \$40.86
Executive Administrative Assistant	Hourly	\$36.36 - \$51.37 \$35.65 - \$50.37
Executive Director	Monthly	\$18,750.00 - \$27,083.33
Facilities Services Manager	Monthly	\$8,169.18 - \$11,028.39
Facilities Supervisor	Monthly	\$6,952.49 - \$9,385.87
Fair Hearings and Administrative Procedures Manager	Monthly	\$9,285.09 - \$12,534.87

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.
Revised as of 02/28/2025 and adopted by the Board as of / /2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2024-2025
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 24, 2025

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Federal Revenue Supervisor	Monthly	\$3,240.80 - \$4,375.20
Federal Revenues Specialist	Hourly	\$29.49 - \$41.66 \$28.91 - \$40.86
Health and Safety Waiver Support Specialist	Hourly	\$29.49 - \$41.66 \$28.91 - \$40.86
Human Resources Coordinator	Hourly	\$32.01 - \$45.23 \$31.38 - \$44.32
Human Resources Director	Monthly	\$12,209.95 - \$16,994.78
Human Resources Generalist	Hourly	\$34.05 - \$48.10 \$33.38 - \$47.17
Human Resources Manager	Monthly	\$9,393.38 - \$12,952.37
Human Resources Specialist I	Hourly	\$32.01 - \$45.23 \$31.38 - \$44.32
Human Resources Specialist II	Hourly	\$33.61 - \$47.48 \$32.95 - \$46.55
Human Resources Supervisor	Monthly	\$8,265.47 - \$11,158.38
Individuals with Disabilities Education Act Specialist (IDEA Specialist)	Hourly	\$38.07 - \$53.80 \$37.32 - \$52.73
Infrastructure Engineer	Hourly	\$61.47 - \$86.86 \$60.26 - \$85.17
Intake Associate	Hourly	\$22.29 - \$31.50 \$21.85 - \$32.00
Intake Specialist	Hourly	\$29.49 - \$41.66 \$28.91 - \$40.86
Intake Supervisor	Monthly	\$7,518.77 - \$9,541.81
iSeries System Operator	Hourly	\$31.39 - \$44.34 \$30.77 - \$43.48
IT Business Analyst	Hourly	\$43.61 - \$61.62 \$42.75 - \$60.40
IT Director	Monthly	\$12,589.57 - \$19,354.03
IT Operations Manager	Monthly	\$11,863.61 - \$16,015.87
IT Specialist I	Hourly	\$35.19 - \$49.72 \$34.50 - \$48.75
IT Specialist II	Hourly	\$36.89 - \$52.13 \$36.17 - \$52.00
IT Support Manager	Monthly	\$11,567.48 - \$15,616.10
IT Lead Training	Hourly	\$32.01 - \$45.23 \$31.38 - \$44.32
Judicial/Forensics Specialist	Hourly	\$31.58 - \$44.63 \$30.96 - \$43.74
Lead IT Specialist	Hourly	\$43.61 - \$61.62 \$42.75 - \$60.40
Lead Training Consumer Services Coordinator	Hourly	\$33.71 - \$47.63 \$33.05 - \$46.71
LGBTQ+ Specialist	Hourly	\$29.49 - \$41.66 \$28.91 - \$40.86
Medical Services Manager	Monthly	\$16,527.18 - \$22,311.69
Nurse Consultant - LVN	Hourly	\$38.30 - \$54.14 \$37.55 - \$53.05
Nurse Consultant - RN	Hourly	\$42.97 - \$60.74 \$42.12 - \$59.52
Nursing Services Supervisor	Monthly	\$10,437.64 - \$14,090.81

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.
Revised as of 02/28/2025 and adopted by the Board as of / /2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2024-2025
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 24, 2025

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Office Assistant I	Hourly	\$20.86 - \$29.47 \$20.45 - \$29.17
Office Assistant II	Hourly	\$21.41 - \$30.26 \$20.99 - \$29.70
Office Assistant III	Hourly	\$22.90 - \$32.36 \$22.45 - \$31.73
Office Services Assistant	Hourly	\$28.62 - \$40.44 \$28.06 - \$39.65
Operations Accounting Supervisor	Monthly	\$8,185.97 - \$11,051.06
Outreach Language Specialist (– Armenian, Farsi, Tagalog)	Hourly	\$31.58 - \$44.63 \$30.96 - \$43.74
Parent and Family Support Specialist	Hourly	\$29.49 - \$41.66 \$28.91 - \$40.86
Participant Choice Specialist	Hourly	\$31.58 - \$44.63 \$30.96 - \$43.74
Payroll Accountant	Hourly	\$34.05 - \$48.10 \$33.38 - \$46.02
Payroll Specialist	Hourly	\$32.01 - \$45.23 \$31.38 - \$44.32
Placement Specialist	Hourly	\$29.49 - \$41.66 \$28.91 - \$40.86
Psychological and Intake Manager	Monthly	\$12,870.04 - \$17,374.56
Psychological Services Supervisor	Monthly	\$11,232.62 - \$15,164.03
Psychologist, Ph.D.	Hourly	\$46.24 - \$65.35 \$45.33 - \$65.05
Public Information Legislative Specialist	Hourly	\$33.61 - \$47.48 \$32.95 - \$46.96
Public Information Manager	Monthly	\$9,677.45 - \$13,064.56
Public Information Specialist	Hourly	\$29.49 - \$41.66 \$28.91 - \$40.86
Public Information Supervisor	Monthly	\$7,161.85 - \$9,668.49
Quality Improvement and Outcomes Director	Monthly	\$13,282.25 - \$17,833.33
Quality Improvement and Outcomes Manager	Monthly	\$9,008.64 - \$12,161.66
Records and Document Management Supervisor	Monthly	\$7,161.85 - \$9,668.49
Recruiting Manager	Monthly	\$9,393.38 - \$12,952.37
Resource Developer (inclusive of CPP, Residential and Day Program)	Hourly	\$29.49 - \$41.66 \$28.91 - \$40.86
Resource Development Specialist	Hourly	\$29.49 - \$41.66 \$28.91 - \$40.86
Risk Assessment Specialist	Hourly	\$29.49 - \$41.66 \$28.91 - \$40.86
Risk Assessment Supervisor	Monthly	\$7,161.85 - \$9,668.49
<u>SDP CSC Lead Specialist</u>	<u>Hourly</u>	<u>\$29.49 - \$41.66</u>
Senior Applications and Project Manager	Monthly	\$11,863.61 - \$16,015.87
Senior Contract and Privacy Specialist	Hourly	\$33.61 - \$47.48 \$32.95 - \$46.55
Senior Clinical Psychological Specialist	Monthly	\$8,986.09 - \$12,131.23
Senior Manager, Facilities Service and Records Management	Monthly	\$11,271.59 - \$13,651.87

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.
Revised as of 02/28/2025 and adopted by the Board as of / /2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2024-2025
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 24, 2025

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Special Project Specialist (inclusive of Retired Annuitant)	Hourly	\$32.01 - \$45.23 \$31.37 - \$44.32
Systems Administrator	Hourly	\$55.86 - \$78.91 \$54.76 - \$77.38
Technology Utilization Specialist	Hourly	\$36.89 - \$52.13 \$36.17 - \$51.10
Training and Development Supervisor	Monthly	\$7,492.46 - \$10,114.83
Training Specialist I	Hourly	\$32.01 - \$45.23 \$31.38 - \$44.32
Training Specialist II	Hourly	\$34.05 - \$48.10 \$33.38 - \$47.17
Transfer Coordinator	Hourly	\$20.86 - \$29.47 \$20.45 - \$28.88
Vendor Coordinator	Hourly	\$20.86 - \$29.47 \$20.45 - \$28.88
Workforce & Employment Specialist	Hourly	\$29.49 - \$41.66 \$28.91 - \$40.86

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.
Revised as of 02/28/2025 and adopted by the Board as of ____ / ____ /2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2024-2025
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 24, 2025

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Accountant	Hourly	\$33.71 - \$47.63
Accountant Junior	Hourly	\$29.49 - \$41.66
Accounting/Payroll Analyst (inclusive of Retired Annuitant)	Hourly	\$36.36 - \$51.37
Accounting Specialist	Hourly	\$25.85 - \$36.54
Accounting Specialist Senior	Hourly	\$26.33 - \$37.18
Accounting Supervisor	Monthly	\$8,185.97 - \$11,051.06
Administrative Assistant	Hourly	\$28.62 - \$40.44
Aging Adult Specialist	Hourly	\$29.49 - \$41.66
Applications Administrator I	Hourly	\$36.89 - \$52.13
Applications Developer and Integrator	Hourly	\$61.47 - \$86.86
Assistant Psychological Supervisor	Monthly	\$8,211.00 - \$9,775.00
Associate Consumer Services Coordinator	Hourly	\$22.90
Autism Program Clinical Services Specialist	Hourly	\$42.97 - \$60.74
Autism Program Coordinator-Specialist	Hourly	\$42.97 - \$60.74
Behavioral Consultant	Hourly	\$42.97 - \$60.74
Behavioral Services Manager	Monthly	\$12,870.04 - \$17,374.56
Behavioral Services Supervisor	Monthly	\$11,232.62 - \$15,164.03
Change Management Project Manager	Monthly	\$3,390.00 - \$4,577.00
Chief Financial Officer	Monthly	\$15,156.12 - \$20,460.77
Chief Information Officer	Monthly	\$17,269.33 - \$23,313.60
Clinical Services Director	Monthly	\$19,475.52 - \$26,291.95
Community Services Director	Monthly	\$12,142.73 - \$16,392.69
Community Living Specialist	Hourly	\$29.49 - \$41.66
Community Services Manager	Monthly	\$9,257.77 - \$12,497.99
Community Services Specialist (inclusive of HCBS, CPP, RQA)	Hourly	\$29.49 - \$41.66
Community Services Specialist	Hourly	\$29.49 - \$41.66
Community Services Supervisor - BS	Monthly	\$7,161.85 - \$9,668.49
Community Services Supervisor - MS	Monthly	\$7,519.85 - \$10,151.92
Consumer Advocate	Hourly	\$22.29 - \$31.50
Consumer Services Coordinator / Service Coordinator / Service Coordinator - Bilingual	Hourly	\$26.33 - \$37.18
Consumer Services Coordinator - Intake	Hourly	\$26.33 - \$37.18
(Consumer Services --) Enhanced Care Specialist	Hourly	\$31.58 - \$44.63
(Consumer Services --) Floater Specialist	Hourly	\$29.49 - \$41.66

¹Monthly Salary Ranges for Exempt Staff and Hourly Salary Ranges for Non-Exempt Staff.
Revised as of 02/28/2025 and adopted by the Board as of __/__/2025.

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2024-2025
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 24, 2025

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
(Consumer Services --) Officer of the Day Specialist	Hourly	\$29.49 - \$41.66
(Consumer Services --) Self-Determination (Program) Specialist	Hourly	\$31.58 - \$44.63
Consumer Services Director	Monthly	\$11,429.91 - \$15,430.38
Consumer Services Manager	Monthly	\$9,257.77 - \$12,497.99
Consumer Services Specialist - Specialized	Hourly	\$29.49 - \$41.66
Consumer Services Specialist - CPP	Hourly	\$29.49 - \$41.66
Consumer Services Supervisor - BS	Monthly	\$7,161.85 - \$9,668.49
Consumer Services Supervisor - MS	Monthly	\$7,161.85 - \$10,151.92
Consumer Services Supervisor - CPP/CRDP/SDP	Monthly	\$7,666.92 - \$10,350.35
Consumer Services Supervisor – Intake	Monthly	\$7,518.77 - \$9,541.81
Consumer Services Supervisor – LCSW	Monthly	\$7,666.92 - \$10,350.35
Consumer Services Transition Liaison	Hourly	\$31.58 - \$44.63
Contract Administration and Privacy Manager	Monthly	\$8,336.43 - \$11,254.19
Director of Privacy and Compliance	Monthly	\$11,536.80 - \$14,215.23
Contract and Compliance Specialist	Hourly	\$31.58 - \$44.63
Contract and Compliance Supervisor	Monthly	\$8,050.24 - \$10,867.82
Controller	Monthly	\$11,933.46 - \$16,110.17
Data Analyst – Quality Improvement Auditor	Hourly	\$36.36 - \$51.37
Deaf Services Specialist	Hourly	\$31.58 - \$44.63
Dental Consultant	Hourly	\$37.55 - \$53.05
Deputy Director	Monthly	\$13,913.19 - \$21,564.12
Diversity, Equity, and Inclusion Supervisor	Monthly	\$7,666.92 - \$10,350.35
Director of Finance	Monthly	\$12,209.95 - \$16,994.78
Due Process Officer	Monthly	\$6,900.81 - \$9,276.50
Emergency Management Specialist	Monthly	\$7,839.55 - \$10,583.39
Employment Specialist	Hourly	\$29.49 - \$41.66
Executive Administrative Assistant	Hourly	\$36.36 - \$51.37
Executive Director	Monthly	\$18,750.00 - \$27,083.33
Facilities Services Manager	Monthly	\$8,169.18 - \$11,028.39
Facilities Supervisor	Monthly	\$6,952.49 - \$9,385.87
Fair Hearings and Administrative Procedures Manager	Monthly	\$9,285.09 - \$12,534.87

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2024-2025
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 24, 2025

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Federal Revenue Supervisor	Monthly	\$3,240.80 - \$4,375.20
Federal Revenues Specialist	Hourly	\$29.49 - \$41.66
Health and Safety Waiver Support Specialist	Hourly	\$29.49 - \$41.66
Human Resources Coordinator	Hourly	\$32.01 - \$45.23
Human Resources Director	Monthly	\$12,209.95 - \$16,994.78
Human Resources Generalist	Hourly	\$34.05 - \$48.10
Human Resources Manager	Monthly	\$9,393.38 - \$12,952.37
Human Resources Specialist I	Hourly	\$32.01 - \$45.23
Human Resources Specialist II	Hourly	\$33.61 - \$47.48
Human Resources Supervisor	Monthly	\$8,265.47 - \$11,158.38
Individuals with Disabilities Education Act Specialist (IDEA Specialist)	Hourly	\$38.07 - \$53.80
Infrastructure Engineer	Hourly	\$61.47 - \$86.86
Intake Associate	Hourly	\$22.29 - \$31.50
Intake Specialist	Hourly	\$29.49 - \$41.66
Intake Supervisor	Monthly	\$7,518.77 - \$9,541.81
iSeries System Operator	Hourly	\$31.39 - \$44.34
IT Business Analyst	Hourly	\$43.61 - \$61.62
IT Director	Monthly	\$12,589.57 - \$19,354.03
IT Operations Manager	Monthly	\$11,863.61 - \$16,015.87
IT Specialist I	Hourly	\$35.19 - \$49.72
IT Specialist II	Hourly	\$36.89 - \$52.13
IT Support Manager	Monthly	\$11,567.48 - \$15,616.10
IT Lead Training	Hourly	\$32.01 - \$45.23
Judicial/Forensics Specialist	Hourly	\$31.58 - \$44.63
Lead IT Specialist	Hourly	\$43.61 - \$61.62
Lead Training Consumer Services Coordinator	Hourly	\$33.71 - \$47.63
LGBTQ+ Specialist	Hourly	\$29.49 - \$41.66
Medical Services Manager	Monthly	\$16,527.18 - \$22,311.69
Nurse Consultant - LVN	Hourly	\$38.30 - \$54.14
Nurse Consultant - RN	Hourly	\$42.97 - \$60.74
Nursing Services Supervisor	Monthly	\$10,437.64 - \$14,090.81

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2024-2025
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 24, 2025

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Office Assistant I	Hourly	\$20.86 - \$29.47
Office Assistant II	Hourly	\$21.41 - \$30.26
Office Assistant III	Hourly	\$22.90 - \$32.36
Office Services Assistant	Hourly	\$28.62 - \$40.44
Operations Accounting Supervisor	Monthly	\$8,185.97 - \$11,051.06
Outreach Language Specialist (– Armenian, Farsi, Tagalog)	Hourly	\$31.58 - \$44.63
Parent and Family Support Specialist	Hourly	\$29.49 - \$41.66
Participant Choice Specialist	Hourly	\$31.58 - \$44.63
Payroll Accountant	Hourly	\$34.05 - \$48.10
Payroll Specialist	Hourly	\$32.01 - \$45.23
Placement Specialist	Hourly	\$29.49 - \$41.66
Psychological and Intake Manager	Monthly	\$12,870.04 - \$17,374.56
Psychological Services Supervisor	Monthly	\$11,232.62 - \$15,164.03
Psychologist, Ph.D.	Hourly	\$46.24 - \$65.35
Public Information Legislative Specialist	Hourly	\$33.61 - \$47.48
Public Information Manager	Monthly	\$9,677.45 - \$13,064.56
Public Information Specialist	Hourly	\$29.49 - \$41.66
Public Information Supervisor	Monthly	\$7,161.85 - \$9,668.49
Quality Improvement and Outcomes Director	Monthly	\$13,282.25 - \$17,833.33
Quality Improvement and Outcomes Manager	Monthly	\$9,008.64 - \$12,161.66
Records and Document Management Supervisor	Monthly	\$7,161.85 - \$9,668.49
Recruiting Manager	Monthly	\$9,393.38 - \$12,952.37
Resource Developer (inclusive of CPP, Residential and Day Program)	Hourly	\$29.49 - \$41.66
Resource Development Specialist	Hourly	\$29.49 - \$41.66
Risk Assessment Specialist	Hourly	\$29.49 - \$41.66
Risk Assessment Supervisor	Monthly	\$7,161.85 - \$9,668.49
SDP CSC Lead Specialist	Hourly	\$29.49 - \$41.66
Senior Applications and Project Manager	Monthly	\$11,863.61 - \$16,015.87
Senior Contract and Privacy Specialist	Hourly	\$33.61 - \$47.48
Senior Clinical Psychological Specialist	Monthly	\$8,986.09 - \$12,131.23
Senior Manager, Facilities Service and Records Management	Monthly	\$11,271.59 - \$13,651.87

REPORT ON PERSONNEL CLASSIFICATIONS - FY 2024-2025
NORTH LOS ANGELES COUNTY REGIONAL CENTER
EFFECTIVE AS OF FEBRUARY 24, 2025

PERSONNEL CLASSIFICATION	RATE TYPE ¹	SALARY RANGE
Special Project Specialist (inclusive of Retired Annuitant)	Hourly	\$32.01 - \$45.23
Systems Administrator	Hourly	\$55.86-\$78.91
Technology Utilization Specialist	Hourly	\$36.89 - \$52.13
Training and Development Supervisor	Monthly	\$7,492.46 - \$10,114.83
Training Specialist I	Hourly	\$32.01 - \$45.23
Training Specialist II	Hourly	\$34.05 - \$48.10
Transfer Coordinator	Hourly	\$20.86 - \$29.47
Vendor Coordinator	Hourly	\$20.86 - \$29.47
Workforce & Employment Specialist	Hourly	\$29.49 - \$41.66

NLACRC Administrative Affairs Committee CRITICAL CALENDAR FY 2024-252025-2026	
Month	Activity
July	(The committee does not meet in July)
August	<p>(The committee does not meet in August)</p> <p><u>AA</u> <u>Orientation for new committee.</u></p> <p><u>AA</u> <u>Review policies & procedures, board audit section, action log for previous fiscal year, and meeting schedule.</u></p> <p><u>C</u> <u>Review center's contract with DDS.</u></p> <p><u>€</u> <u>- Are there any changes to the center's contract that require committee attention or change in Board Policy?</u></p> <p><u>C</u> <u>- Has the center's contract been signed?</u></p> <p><u>F</u> <u>Review approved critical calendar for new fiscal year.</u></p> <p><u>F</u> <u>Status report on new credit line and cash flow.</u></p> <p><u>HR</u> <u>Review 4th quarter human resources report.</u></p> <p><u>HR</u> <u>Review any Board Member Conflict of Interest</u></p> <p><u>L</u> <u>Quarterly legal update (Executive session).</u></p> <p><u>F</u> <u>Review POS Late Bill Report</u></p> <p><u>F</u> <u>Review Detailed Financial Reports</u></p> <p><u>I</u> <u>Review Center's insurance coverage for the new fiscal year.</u></p> <p><u>PRMT</u> <u>Review 4th quarter fees report on U.S. Bank transactions.</u></p> <p><u>UAL</u> <u>Review 4th quarter fees report on U.S. Bank & PFM Asset Mgmt transactions.</u></p> <p><u>HR</u> <u>Ensure personnel policies in compliance with DDS contract.</u></p> <p><u>F</u> <u>4th Quarter Reporting of New Vendorizations</u></p> <p><i>Note: Independent audit entrance meeting occurs in August</i></p>
September	<p><u>I</u> <u>Recommend to the Board to authorize an officer to secure workers compensation insurance for next calendar year.</u></p> <p><u>F</u> <u>Update on independent audit</u></p> <p><u>AA</u> <u>Orientation for new committee.</u></p> <p><u>AA</u> <u>Review policies & procedures, board audit section, action log for previous fiscal year, and meeting schedule.</u></p> <p><u>C</u> <u>Review center's contract with DDS.</u></p> <p><u>C</u> <u>Are there any changes to the center's contract that require committee attention or change in Board Policy?</u></p>

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NLACRC Administrative Affairs Committee CRITICAL CALENDAR <u>FY 2024-252025-2026</u>	
<i>Month</i>	<i>Activity</i>
	C Has the center's contract been signed? F Review approved critical calendar for new fiscal year. F Status report on new credit line and cash flow. HR Review 4 th quarter human resources report. HR Review any Board Member Conflict of Interest L Quarterly legal update (Executive session). F Review POS Late Bill Report F Review Detailed Financial Reports I Review Center's insurance coverage for the new fiscal year. PRMT Review 4 th quarter fees report on U.S. Bank transactions. UAL Review 4 th quarter fees report on U.S. Bank & PFM Asset Mgmt transactions. F Update on independent audit HR Ensure personnel policies in compliance with DDS contract. 4th Quarter Reporting of New Vendorizations
October	(The committee does not meet in October) HR -Review 1 st quarter human resources report. F 1 st Quarter Reporting of New Vendorizations C Status report on lease agreements. L Quarterly legal update (Executive session).
November	HR Review 1 st quarter human resources report. PRMT -Review 1 st quarter fees report on U.S. Bank transactions. UAL -Review 1 st quarter fees report on U.S. Bank & PFM Asset Mgmt transactions. C Status report on lease agreements. F -Update on independent audit L Quarterly legal update (Executive session). 1st Quarter Reporting of New Vendorizations
December	(The committee does not meet in December)
January	F Review Purchase of Services ("POS") projection of surplus/deficit. HR Review 2 nd quarter human resources report.

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<p style="text-align: center;">NLACRC Administrative Affairs Committee CRITICAL CALENDAR FY 2024-252025-2026</p>	
Month	Activity
	<p>(The committee does not meet in January) F 2nd Quarter Reporting of New Vendorizations</p> <p>L Quarterly legal update (Executive session).</p>
February	<p>F Review annual CPA audited financial statement.</p> <p>F - Review management letter & response, if any.</p> <p>F Review management response to letter, as needed.</p> <p>F Review auditor's response to management response letter, as needed.</p> <p>PRMT -Review 2nd quarter fees report on U.S. Bank transactions.</p> <p>UAL -Review 2nd quarter fees report on U.S. Bank & PFM Asset Mgmt transactions.</p> <p>F Review Purchase of Services ("POS") projection of surplus/deficit.</p> <p>HR Review 2nd quarter human resources report.</p> <p>L Quarterly legal update (Executive session).</p> <p>F Review Detailed Financial Reports</p> <p>F Review ARCA PEP Statewide Report</p> <p>I -Review Insurance for Upcoming Fiscal Year</p> <p>- 2nd Quarter Reporting of New Vendorizations</p>
March	<p>L CPA presentation on IRS Form 990 tax return.</p> <p>(The committee does not meet in March)</p>
April	<p>AA - -Review and approve draft critical calendar for upcoming fiscal year</p> <p>F -Authorize officer to secure line of credit for upcoming fiscal year Establish credit line for upcoming fiscal year - yes/no?</p> <p>F -Review and make recommendation to Board regarding ARCA dues for upcoming fiscal year</p> <p>L Quarterly legal update (Executive session)</p> <p>HR -Review 3rd quarter human resources report.</p> <p>I Recommend to the Board to authorize an officer to secure insurance in -June for next fiscal year.</p> <p>PRMT -Review 3rd quarter fees report on U.S. Bank transactions</p> <p>UAL -Review 3rd quarter fees report on U.S. Bank & PFM Asset Mgmt transactions.</p> <p>F Status report on current credit line and cash flow</p> <p>F Establish credit line for the budget year for upcoming fiscal year</p>

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NLACRC		
Administrative Affairs Committee		
CRITICAL CALENDAR		
FY 2024-25 2025-2026		
Month	Activity	
	AA Review & Approve operational contracts over \$250K expiring 6/30 FL CPA presentation on IRS Form 990 tax return. - 3 rd Quarter Reporting of New Vendorizations L Quarterly legal update (Executive session).	
May	L Quarterly legal update (Executive session) (The committee does not meet in May)PRMT Review 3 rd quarter fees report on U.S. Bank transactions UAL Review 3rd quarter fees report on U.S. Bank & PFM Asset Mgmt transactions. F Status report on current credit line and cash flow F Establish credit line for the budget year for upcoming fiscal year AA Review & Approve operational contracts over \$250K expiring 6/30 L Quarterly legal update (Executive session).	
June	(The committee does not meet in June)	
Monthly or as needed	F Review budget allocation from DDS F Review budget amendments AA Committee trainings F Review statewide regional center POS Report F Review contracts F Review Audit Report(s) conducted by various entities of the Center L Update on pending litigation HR Report on union-related issues	
LEGEND		
AA:	Administrative Affairs	HR: Human Resources
C:	Contract	I: Insurance
PRMT:	Post-Retirement Medical Trust	L: Legal
		F: Fiscal
		<u>UAL</u> : CalPERS Unfunded Accrued Liability Trust

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[ccal.~~2024-25~~2025-26] Approved:

NLACRC
Administrative Affairs Committee
CRITICAL CALENDAR
FY 2025-2026

<i>Month</i>	<i>Activity</i>
<i>July</i>	(The committee does not meet in July)
<i>August</i>	<p>AA Orientation for new committee.</p> <p>AA Review policies & procedures, board audit section, action log for previous fiscal year, and meeting schedule.</p> <p>C Review center's contract with DDS.</p> <p>-</p> <p>F Review approved critical calendar for new fiscal year.</p> <p>F Status report on new credit line and cash flow.</p> <p>HR Review 4th quarter human resources report.</p> <p>HR Review any Board Member Conflict of Interest</p> <p>L Quarterly legal update (Executive session).</p> <p>F Review POS Late Bill Report</p> <p>F Review Detailed Financial Reports</p> <p>I Review Center's insurance coverage for the new fiscal year.</p> <p>PRMT Review 4th quarter fees report on U.S. Bank transactions.</p> <p>UAL Review 4th quarter fees report on U.S. Bank & PFM Asset Mgmt transactions.</p> <p>HR Ensure personnel policies in compliance with DDS contract.</p> <p>F 4th Quarter Reporting of New Vendorizations</p> <p style="text-align: center;"><i>Note: Independent audit entrance meeting occurs in August</i></p>
<i>September</i>	<p>I Recommend to the Board to authorize an officer to secure workers compensation insurance for next calendar year.</p> <p>F Update on independent audit</p>
<i>October</i>	<p>HR Review 1st quarter human resources report.</p> <p>F 1st Quarter Reporting of New Vendorizations</p> <p>C Status report on lease agreements.</p> <p>L Quarterly legal update (Executive session).</p>
<i>November</i>	<p>PRMT Review 1st quarter fees report on U.S. Bank transactions.</p> <p>UAL Review 1st quarter fees report on U.S. Bank & PFM Asset Mgmt transactions.</p> <p>F Update on independent audit</p>

NLACRC
Administrative Affairs Committee
CRITICAL CALENDAR
FY 2025-2026

<i>Month</i>	<i>Activity</i>
<i>December</i>	(The committee does not meet in December)
<i>January</i>	F Review Purchase of Services (“POS”) projection of surplus/deficit. HR Review 2 nd quarter human resources report. F 2 nd Quarter Reporting of New Vendorizations L Quarterly legal update (Executive session).
<i>February</i>	F Review annual CPA audited financial statement. - Review management letter & response, if any. PRMT Review 2 nd quarter fees report on U.S. Bank transactions. UAL Review 2 nd quarter fees report on U.S. Bank & PFM Asset Mgmt transactions. F Review Detailed Financial Reports F Review ARCA PEP Statewide Report I Review Insurance for Upcoming Fiscal Year
<i>March</i>	L CPA presentation on IRS Form 990 tax return.
<i>April</i>	AA Review and approve draft critical calendar for upcoming fiscal year F Authorize officer to secure line of credit for upcoming fiscal year F Review and make recommendation to Board regarding ARCA dues for upcoming fiscal year HR Review 3 rd quarter human resources report. I Recommend to the Board to authorize an officer to secure insurance in June for next fiscal year. F 3 rd Quarter Reporting of New Vendorizations L Quarterly legal update (Executive session).
<i>May</i>	L Quarterly legal update (Executive session) PRMT Review 3 rd quarter fees report on U.S. Bank transactions UAL Review 3 rd quarter fees report on U.S. Bank & PFM Asset Mgmt transactions. F Status report on current credit line and cash flow F Establish credit line for the budget year for upcoming fiscal year AA Review & Approve operational contracts over \$250K expiring 6/30

<i>NLACRC</i> <i>Administrative Affairs Committee</i> <i>CRITICAL CALENDAR</i> <i>FY 2025-2026</i>		
<i>Month</i>	<i>Activity</i>	
<i>June</i>	(The committee does not meet in June)	
<i>Monthly or as needed</i>	F	Review budget allocation from DDS
	F	Review budget amendments
	AA	Committee trainings
	F	Review statewide regional center POS Report
	F	Review contracts
	F	Review Audit Report(s) conducted by various entities of the Center
	L	Update on pending litigation
	HR	Report on union-related issues
<u>LEGEND</u>		
AA:	Administrative Affairs	HR: Human Resources
C:	Contract	I: Insurance
PRMT:	Post-Retirement Medical Trust	L: Legal
		F: Fiscal
		<u>UAL</u> : CalPERS Unfunded Accrued Liability Trust

[ccal.2025-26] Approved:

**EXHIBIT A - REGIONAL CENTER CONTRACT LANGUAGE
North Los Angeles County Regional Center, Inc.**

FISCAL YEAR 2024-2025

REGIONAL CENTER MASTER CONTRACT INDEX

(Revised ~~September 12, 2024~~ March 25, 2025)

ARTICLE I: STANDARD TERMS AND CONDITIONS

Section	1	Amount of Contract
	2	Term of Contract
	3	Exhibits
	4	Definitions
	5	Control Requirements
	6	Contractor Service Area or Counties
	7	Copyrights/Patents
	8	Zero Tolerance Policy
	9	Whistleblower Policy
	10	Transparency and Access to Public Information
	11	Conflict of Interest
	12	Rights and Privileges Limitations
	13	Contract Titles Statement
	14	Restricting Use of State Funds
	15	Payment of Accrued Benefits
	16	Procedures for Employee Retention

ARTICLE II: PROGRAM PROVISIONS

Section	1	Utilization of Public and Private Resources
	2	Resource Development
	3	Contracting Policy
	4	Federal Funds
	5	Service Standards
	6	Community Placement Plan
	7	Out-of-State Services
	8	Mental Health Facilities
	9	Specialized Resources
	10	Self-Determination Program
	11	Out-of-State Children
	12	Service Provider Termination of Vendorization
	13	Communication Assessments

ARTICLE III: FISCAL PROVISIONS

Section	1	Budget Development Process
	2	Allocation of Funding to Contractor
	3	Advance Payment Provisions
	4	Payment Provisions
	5	Budget Category Transfers
	6	Contract Funding Stipulations
	7	Travel and Per Diem
	8	Independent Financial Audit
	9	Vendor Fiscal Monitoring
	10	Consumer Trust Accounts
	11	Foundation Support

ARTICLE IV:		CONTRACTOR OPERATIONS
Section	1	Electronic Data Processing and Data Integrity
	2	Personnel
	3	Records Maintenance
	4	State Property
	5	Public Disclosure of Contracts
	6	Consumer Information Security
ARTICLE V:		EVALUATION
Section	1	Contractor Evaluation
	2	Information Requests
	3	State Audits of Contractor
ARTICLE VI:		CONTRACT AMENDMENT/CANCELLATION/REOPENING
Section	1	Contract Amendments
	2	Severability Clause
	3	Entire Agreement
ARTICLE VII:		MISCELLANEOUS
Section	1	Lease/Rental Agreements
	2	Emergency Response System
	3	Emergency and Disaster Preparedness
	4	Collection of Parental Information
	5	Registered Sex Offenders
	6	Data Compilation
	7	Shared Vendors and Case Management Responsibility
	8	Program Development Funds – Parental Fee Program
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ARTICLE VIII:		PERFORMANCE
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EXHIBITS

- A Contract Budget Summary
- B Home and Community-Based Services Waiver
Regional Center Fiscal Agent Responsibilities
- C Performance Plan
- D Early Start Statement of Assurances
- E Community Placement Plan and Community Resource
Development Plan Statement of Assurances
- F Statement of Assurances for Protection of Protected Health
Information
- G Medicaid Enrollment Requirements
- H General Terms and Conditions
- I Contractor Certification Clauses

ARTICLE I. STANDARD TERMS AND CONDITIONS

1. Amount of Contract

The total amount payable to Contractor under this contract shall not exceed ~~\$1,088,815,364.00~~ **\$1,124,302,731.00** for Fiscal Year 2024-2025 as reflected in Exhibit A of this contract.

Fiscal year funds identified above may not be used for any other fiscal year than the fiscal year specified unless authorized by the State.

2. Term of Contract

Subject to the provisions of Article VI, Section 1 and Article VIII, Section 1 herein, the period of this contract shall be for seven years as specified below. The term of the contract is from July 1, 2024 through June 30, 2031. The first five years of the term, from July 1, 2024 through June 30, 2029, is intended to meet the requirements specified in W&I Code Section 4629. The last two years of the term, from July 1, 2029 through June 30, 2031, is solely to provide for the claims period specified in Government Code section 16304, and to allow for adjustments to the regional centers' allocations and for the payment of claims up to two years after the close of each fiscal year, specifically FY 2029/2030 and FY 2030/2031.

3. Exhibits

- a. Exhibit A, entitled "Contract Budget Summary," is attached hereto and made a part of this contract.
- b. Exhibit B, entitled "Home and Community-Based Services Waiver Regional Center Fiscal Agent Responsibilities," is attached hereto and made a part of this contract.
- c. Exhibit C, entitled "Performance Plan," is incorporated by reference and made a part of this contract.
- d. Exhibit D, entitled "Early Start Statement of Assurances," is attached hereto and made a part of this contract.
- e. Exhibit E, entitled "Community Placement Plan and Community Resource Development Plan Statement of Assurances," is attached hereto and made a part of this contract.
- f. Exhibit F, entitled "Statement of Assurances for Protection of Protected Health Information," is attached hereto and made a part of this contract.
- g. Exhibit G entitled "Medicaid Enrollment Requirements," is attached hereto and made a part of this contract.

- h. Exhibit H entitled "General Terms and Conditions," is attached hereto and made a part of this contract.
- i. Exhibit I entitled "Contractor Certification Clauses," is attached hereto and made part of this contract.

4. Definitions

- a. "Allocate" means to forward to the Contractor a contract or contract amendment which has been executed by the State and specifies an amount, or augmented amount, of money available to Contractor to affect the terms of this agreement.
- b. "ARCA" means the Association of Regional Center Agencies.
- c. "State" means the Department of Developmental Services and only the Department of Developmental Services.
- d. "Director" means the director of the Department of Developmental Services.
- e. "Lanterman Act" means Division 4.5 of the (W&I Code) Section 4500, et seq., known and cited as the Lanterman Developmental Disabilities Services Act.
- f. "Operations Budget" means that portion of a Contractor's budget allocation set forth in Exhibit A, that is intended for the delivery of regional center "direct consumer services" and "administration."
- g. "Direct Consumer Services" means those direct services to persons with developmental disabilities delivered by Contractor. These services include but are not limited to case management, funds management for persons with developmental disabilities, rights assurance, diagnosis and assessment, intake, prevention, quality assurance, program development, and other services under the Lanterman Act provided directly by Contractor.
- h. "Administration" means those support activities required of Contractor that are essential to the efficient conduct of business.
- i. "Total Purchase of Service Budget" means that portion of Contractor's budget allocation set forth in Exhibit A which is intended to support the purchase of services (POS) and programs for persons with developmental disabilities.
- j. "Regional Center" means an agency operated by a nonprofit corporation chartered in the State of California (hereinafter referred to as "Contractor") that provides fixed points of contact in the community for persons with developmental disabilities and their families, to the end that such persons

may have access to the facilities and services best suited to them throughout their lifetimes.

- k. "GAP Funds" means that portion of the POS appropriation that is intended to pay for services to newly developed ICF-DD/H, ICF-DD/N, and DD/CNC (formerly known as ICF/DD-CN) health facilities for the period between licensure and certification of the facilities.

5. Control Requirements

The Contractor shall comply with all California statutes, laws, and regulations applicable to nonprofit corporations. Contractor shall also render services to persons with developmental disabilities in accordance with applicable federal and California statutes, regulations, ARC v. DDS (1985) 38 Cal.3d.384 and the terms of this contract.

6. Contractor Service Area or Counties:

Contractor's regional center serves that portion of Los Angeles County which includes the East Valley, San Fernando, West Valley, and Antelope Valley County Health Districts.

7. Copyrights/Patents

Except as provided in this agreement, the Contractor may seek patents or copyrights for inventions, copyrightable materials or other original work product which has been commissioned, funded or developed by the Contractor with funds provided by the State, or otherwise produced in performance of this contract, subject to the rights of the State as set forth in this Section. Inventions, for the purposes of this Section, may include, but not be limited to, prosthetic devices, auxiliary learning aids or any other professional aids of a mechanical nature. Copyrightable materials, for the purposes of this Section, may include, but not be limited to data, plans, drawings, specifications, reports, operating manuals, notes or other consultant work. The State shall have the right to manufacture, reproduce, publish, use and/or distribute all such inventions or copyrightable materials. Upon any such inventions or copyrightable materials shall be the statement: "COPYRIGHTED/PATENTED (as appropriate) DATE (insert date) BY (insert name of contractor); REPRODUCED WITH PERMISSION." No further manufacturing, reproduction, publication, use or distribution shall be made without permission of the Contractor. All copyrights or patents to which this clause is applicable shall be in the name of the Contractor. If any such inventions are patentable, or any such original work product or materials are copyrightable, the Contractor may patent or copyright same except that, whenever any such patents or copyrights are applied for or sought by the Contractor, or any employee or assignee thereof, the Contractor shall promptly and fully report such fact to the State, which reserves a royalty-free, nonexclusive and irrevocable license to manufacture, reproduce, publish, use and/or distribute same. Any revenues derived from the sale of any such invention or copyrighted materials by the Contractor, or any employee or assignee thereof, shall be

reported to the State and utilized by the Contractor for the benefit of persons with developmental disabilities.

The Contractor shall include the provisions of this section in all subcontracts to perform work which requires the invention or development of copyrightable materials under this contract. Subcontracts under this section shall specifically note the State's right to manufacture, reproduce, publish, use and/or distribute all inventions or copyrightable materials developed using funds provided by the State.

8. Zero Tolerance Policy

- a. Contractor shall develop and post on its Internet Website by October 1, 2013, a Zero Tolerance Policy regarding consumer abuse and neglect. Contractor shall annually notify all its employees and notify vendors and long-term health care facilities serving consumers of its Zero Tolerance Policy. The Zero Tolerance Policy shall specify:
 - 1) That all Contractor, vendor and long-term health care facility staff serving consumers are required to report, pursuant to W&I Code Section 15630, to the appropriate entities any incident or allegation of suspected abuse or neglect.
 - 2) The entities for reporting suspected abuse or neglect.
 - 3) That upon becoming aware of a reportable incident or allegation of abuse or neglect of a consumer, pursuant to W&I Code Section 15630, Contractor and the associated vendor or long-term health care facility shall take immediate action to ensure the health and safety of the involved consumer and all other consumers receiving services from the Contractor, associated vendor or long-term health care facility.
 - 4) That the Contractor, its vendors and long-term health care facilities serving consumers shall ensure its respective employees are fully informed upon hire and annually thereafter regarding the Contractor's Zero Tolerance Policy and mandatory abuse and neglect reporting laws. Each employee must be knowledgeable of their responsibility to protect consumers from abuse and neglect, the signs of abuse and neglect, the process for reporting suspected abuse or neglect, and the consequences of failing to follow the law and enforce the Zero Tolerance Policy.
- b. The Contractor's Zero Tolerance Policy shall be incorporated into any new or revised contract, vendorization or other agreement for consumer services. Existing vendors and long-term health care facilities serving consumers shall be informed of Contractor's Zero Tolerance Policy; the Contractor's expectation of compliance with its policy; and, the Contractor will utilize all remedies available to it in statute and regulations to protect the health and safety of consumers.

9. Whistleblower Policy

- a. Contractor shall institute a board approved regional center Whistleblower policy effective December 31, 2010, addressing the reporting of alleged improper regional center and, or vendor/contractor activities.
 - 1) An “improper regional center activity” is defined as an activity by a regional center, or an employee, officer, or board member of a regional center, in the conduct of regional center business, that is a violation of a state or federal law or regulation; violation of contract provisions; fraud or fiscal malfeasance; misuse of government property; or constitutes gross misconduct, incompetency, or inefficiency.
 - 2) An “improper vendor/contractor activity” means an activity by a vendor/contractor, or an employee, officer, or board member of a vendor/contractor, in the provision of State funded services, that is a violation of a state or federal law or regulation; violation of contract provisions; fraud or fiscal malfeasance; misuse of government property; or constitutes gross misconduct, incompetency, or inefficiency.
- b. This policy must be consistent with the State’s directive entitled “Department of Developmental Services Whistleblower Complaint Process,” dated July 28, 2010, and must:
 - 1) Allow for multiple employees within the regional center to be available to accept complaints,
 - 2) Also includes a process to access the Board of Directors for the purpose of filing complaints,
 - 3) Ensure that the policy clearly indicates that the regional center will not retaliate against any complainant,
 - 4) Ensure that a process is in place to investigate and take appropriate action on complaints, including complaints of retaliation.
 - 5) Address complainant confidentiality, consistent with the State’s Whistleblower Policy, including consumer health and safety, and;
 - 6) Include a process for annually notifying employees and board members of both the regional center’s and the State’s Whistleblower policies and for posting and maintaining the regional center’s whistleblower policy prominently on its website. As part of their eligibility determination and vendorization processes, regional center shall also inform all new clients/families and new vendors of the regional center’s and the State’s Whistleblower policies.

- c. In addition, Contractor shall ensure that the regional center's and the State's Whistleblower Policies are posted on the regional center's website.
- d. Contractor shall review and provide, at minimum, annual training to all board members regarding the regional center governing board's approved Whistleblower Policy to include, but not be limited to the board's role in implementing the policy.

10. Transparency and Access to Public Information

- a. Contractor shall adopt, maintain, and post on its Internet Web site a board-approved policy regarding transparency and access to public information. The transparency and public information policy shall provide for timely public access to information, including, but not limited to, information regarding requests for proposals and contract awards, service provider rates, documentation related to establishment of negotiated rates, audits, and IRS Form 990. The transparency and public information policy shall be in compliance with applicable law relating to the confidentiality of consumer service information and records, including, but not limited to, W&I Code Section 4514.
- b. To promote transparency, Contractor shall include on its Internet Web site, as expeditiously as possible, at least all of the following:
 - 1) Regional center annual independent audits.
 - 2) Biannual fiscal audits conducted by the State.
 - 3) Regional center annual reports pursuant to W&I Code Section 4639.5.
 - 4) Contract awards, including the organization or entity awarded the contract, and the amount and purpose of the award.
 - 5) POS policies and any other policies, guidelines, or regional center-developed assessment tools used to determine the transportation, personal assistant, or independent or supported living service needs of a consumer.
 - 6) The names, types of service, and contact information of all vendors, except consumers or family members of consumers.
 - 7) Board meeting agendas and approved minutes of open meetings of the board and all committees of the board.
 - 8) Bylaws of the regional center governing board.

- 9) The annual performance contract and year-end performance contract report entered into with the State pursuant to W&I Code Division 4.5.
- 10) The biannual Home and Community-based Services (HCBS) Waiver program review conducted by the State and the Department of Health Care Services (DHCS).
- 11) The board-approved transparency and public information policy.
- 12) The board-approved conflict-of-interest policy.
- 13) A link to the page on the State's website, specified in W&I Code Section 4629.5(d).
- 14) The salaries, wages, and employee benefits for all managerial positions for which the primary purpose is the administrative management of the regional center, including, but not limited to, directors and chief executive officers.
- 15) Regional center-specific reports generated pursuant to, and for the purposes of W&I Code Section 4571(h).
- 16) The Zero Tolerance Policy pursuant to Section 17 of this Article.
- 17) Regional center data pursuant to W&I Code Section 4519.5 and Article VII, Section 6 of this contract.

11. Conflict of Interest

- a. For purposes of compliance with W&I Code Section 4626, the Conflict of Interest Statements (Form DS 6016) required to be completed pursuant to California Code of Regulations, Title 17 (Cal. Code Regs., Title 17), Section 54500-54535 shall be used until such time as the State issues emergency regulations and develops and publishes a standard conflict of interest reporting statement pursuant to W&I Code Section 4626(e).
- b. Contractor shall review and provide, at minimum, annual training to all board members regarding the regional center governing board's approved Conflict of Interest Policy.
- c. Contractor shall ensure that all board members understand and carry out their obligations to implement and appropriately monitor all approved conflict resolution plans for governing board members (i.e., have received and reviewed copies of approved resolutions plans, ensure board members with conflicts do not participate in discussions and/or vote on matters for which a conflict exists).

12. Rights and Privileges Limitations

No rights or privileges granted under this contract shall inure to the benefit of any person not a party to this agreement.

13. Contract Titles Statement

Both parties agree that contract articles and section headings are provided for organizational purposes only and do not in any manner affect the scope, meaning or intent of the provisions herein.

14. Restricting Use of State Funds

During the duration of this contract, including any extensions or renewals of the contract, Contractor agrees to comply with Government Code Sections 16645 through 16649 and W&I Code Section 4638 that prohibit Contractor's use of State funds to assist, promote or deter union organizing.

15. Payment of Accrued Benefits

If this contract is terminated, the State shall pay, as appropriate, accrued benefits pursuant to the contract of employment of each terminated employee. Accrued benefits shall include vacation, sick leave, and any other benefits submitted to and approved, in writing, by the State in advance of or at the time of the termination of this contract.

16. Procedures for Employee Retention

Both parties to this contract recognize the specific requirements under law as stated in W&I Code Article 1.1, Sections 4639.80 through 4639.83, pertaining to procedures for employee retention.

ARTICLE II: PROGRAM PROVISIONS

1. Utilization of Public and Private Resources

Contractor shall utilize to the fullest extent reasonably feasible those public and private resources, as specified in Section 4659 of the W&I Code, which are available without additional cost to the Contractor to implement and coordinate the services identified by the Interdisciplinary Team as required to meet the goals and objectives in the Individual Program Plan for each person with a developmental disability and the outcomes on Individualized Family Service Plans (IFSPs) for children and families served through the Early Start Program.

2. Resource Development

- a. Contractor may use POS funds for developing new community resources to protect the consumers' health or safety or because of other extraordinary circumstances, and the State has granted prior written authorization for the expenditure. This provision does not apply to:
 - 1) POS funds allocated as part of the State's Community Placement Plan and Community Resource Development Plan (CPP/CRDP) process.
- b. Contractor shall institute a Board approved policy effective January 1, 2011 specifying the circumstances under which the regional center will issue requests for proposals to address a service need. This policy shall also address the applicable dollar thresholds for requiring the utilization of the request for proposals process; the request for proposals notification process; and, how submitted proposals will be evaluated and the applicant selected. Within 30 days of the effective date, Contractor shall post the Board approved policy on the regional center's website.

Contractor shall specify in its Board approved policy the requirements of W&I Code Section 4648.11, and post the policy on its website.

- c. POS funds may be used to provide grants for reasonable start-up costs associated with resource development. Contractor shall develop and maintain a policy for the disbursement of start-up monies and shall keep accounting and other records to document the use of these monies. Such policy shall include provision for fair and equitable recoupment of start-up funds should the vendor and/or fund recipient cease to provide services to consumers after a specified period of time. This includes start-up funds to purchase real property. The policy must be approved by Contractor's Board of Directors and must ensure that the use of POS funds are:
 - 1) Necessary for establishing a new or additional program, project or resource for providing services and supports to consumers.

- 2) Of direct benefit to consumers.
- 3) Supported by contracts with sufficient detail and measurable performance expectations and results.
- 4) Not used for the purchase of a provider's vehicle.
- 5) Not used for the lease of a provider's vehicle unless approved in advance by the Director or designee.
- 6) Not used for routine maintenance of a provider's plant or facility unless approved in advance by the Director or designee.
- 7) Not used for construction, renovation, alteration, improvement, or repair of real property that is not of direct medical or remedial benefit to the consumer.

3. Contracting Policy

Both parties to this contract recognize the specific requirements under law as stated in W&I Code Section 4625.5 and California Code of Regulations (CCR), Section 54322.

4. Federal Funds

- a. Contractor shall implement mutually agreed to procedures for the administration of all programs funded by Medicaid including: Home and Community-Based Services (HCBS) Waiver, Self-Determination Program (SDP) Waiver, Targeted Case Management (TCM), Intermediate Care Facility-Developmentally Disabled State Plan Amendment (ICF-DD SPA), Nursing Home Reform (NHR), 1915(i) SPA, Early Periodic Screening Diagnosis and Treatment (EPSDT), and Behavioral Health Treatment (BHT). Any modifications to the existing procedures shall be mutually agreed to by the State and ARCA.
- a. Contractor shall ensure that costs that may be reimbursed with Federal Funds are claimed in accordance with the applicable cost principles set forth in Office of Management and Budget Circular (OMB), A-122 and requirements set forth in OMB A-110.
- b. HCBS Waiver Enrollment
 - 1) Contractor shall ensure willing and eligible consumers are enrolled on a flow basis on the HCBS Waiver through implementation of an aggressive enrollment effort that ensures enrollment at the earliest date possible in the fiscal year.
 - 2) Months of enrollment will be considered in the allocation of Contractor Operations funding.

- d. For the Title XX program, the following information applies:

CFDA Title: Social Services Block Grant (SSBG)

CFDA Number: 93.667

Federal Agency Name: United States Department of Health and Human Services

- e. Early Start Program

- 1) Contractor shall provide services for infants, until three years of age, and their families, at no cost to the family, who are eligible for regional center early intervention services in accordance with the provisions of Part C of the Individuals with Disabilities Education Act (20 USC Sec. 1471 et. seq.), its implementing regulations (34 CFR Part 303), the Education Department General Regulations (EDGAR) as specified in 34 CFR Section 303.5, and the California Government Code, Title 14, Section 95000 et. seq. and Cal. Code Regs., Title 17, Section 52000 et. seq.
- 2) The Contractor shall use federal funds provided under Part C of the Individuals with Disabilities Education Act only to supplement and increase service and operations obligations and will in no way be used to supplant state or local funds allocated for infants birth through two years of age.
- 3) Contractor shall develop an annual Family Resource Center/Network Plan (FRCP) with input and concurrence from local agencies providing early intervention services. The plan shall include the following:
 - a) A description of how the Contractor provides family resource services, including but not limited to:
 - i) Parent-to-parent support
 - ii) Information dissemination and referral
 - iii) Public awareness
 - iv) Family-professional collaboration
 - v) Transition assistance for families
- 4) Contractor shall submit an annual report prepared in accordance with the State's Early Start Program Memoranda (ESPM).
- 5) Contractor shall maintain, in the Uniform Fiscal System (UFS), separate accountability for all federal funds expended for family resource service activities.

5. Service Standards

In carrying out its obligations under Article I, Section 12 of this contract, the Contractor shall maintain standards for the purchase of services for persons with developmental disabilities. Within one hundred-twenty (120) days, the State shall review all new or amended purchase of service standards prior to Contractor's implementation of such standards to ensure compliance with statute and regulation.

6. Community Placement Plan

Contractor shall develop and implement an annual State approved CPP/CRDP in accordance with Exhibit E and State CPP/CRDP Guidelines.

Contractor utilizing CPP/CRDP funds for the purpose of acquiring housing shall do so in accordance with Contractor's approved CPP/CRDP, the State's CPP/CRDP Housing Guidelines, and all conditions expressed in the State's approval of the CPP/CRDP.

State shall make every effort to provide Contractor with State Housing Guidelines and CPP/CRDP Guidelines simultaneously. If, however, the amended State Housing Guidelines are released after the submission deadline for the CPP/CRDP, upon release of amended State Housing Guidelines, the State agrees to allow Contractor the option to modify their CPP/CRDP to reflect any changes to the State's Housing Guidelines.

Any proposed changes to the CPP/CRDP or State Housing Guidelines will be provided to ARCA at least 30 days before they are to take effect. ARCA will have 30 days to provide comments to the State regarding the proposed changes.

State shall allow Contractor at least 60 days from issuance of CPP/CRDP Guidelines to complete and submit its CPP/CRDP for the following year.

State shall approve Contractor's CPP/CRDP and related housing projects no later than August 1.

7. Out-of-State Services

Both parties to this contract recognize the specific requirements under law as stated in W&I Code Section 4519.

8. Mental Health Facilities

Both parties to this contract recognize the specific requirements under law as stated in W&I Code Section 4648.

9. Specialized Resources

As required by W&I Code Section 4418.25(b)(2), Contractor shall provide information on Specialized Resources developed with the use of CPP funds

since fiscal year 2005-2006 and shall make these resources available to other regional centers. This information shall be provided monthly in a format agreed to by the State and regional centers.

- a. Contractor must consult with the State to determine whether a specialized resource is available in another regional center service area prior to placement in:
 - 1) The crisis program at Fairview Developmental Center (W&I Code Section 4418.7);
 - 2) A mental health facility ineligible for federal financial participation (FPP) [W&I Code Section 4648(a)(9)(B)(iii) & (C)]; or,
 - 3) Out of state (W&I Code Section 4519.)
- b. Pursuant to W&I Code Section 4418.25(f)(4), annually on February 1, Contractor shall provide to the State progress in the development of needed statewide specialty services and supports, including regional community crisis options, as provided in W&I Code Section 4418.25(b)(3).
- c. Contractor shall comply with all placement restrictions of W&I Code Section 4684.65 regarding ARFPSHNs.

10. Self-Determination Program

- a. Both parties to this contract recognize the specific requirements under law as stated in W&I Code Section 4685.8.
- b. Contractor shall hold at least one Self-Determination Program orientation within 60 days of training conducted by the Department. In consultation with the local volunteer advisory committee, Contractor shall develop a plan to complete orientations for all participants. The plan must take into consideration, at minimum, the language needs of participants and scheduling orientations at times and locations designed to encourage community participation.
- c. Contractor shall report to the State by the 15th of each month, or less frequently if mutually agreed to, information on the status of individuals selected for the Self-Determination Program. Information will be reported in a mutually agreed upon format and may include individual orientation completion status, program participation status, and concerns/barriers to Self-Determination Program enrollment identified by selected participants.
- d. Contractor shall provide a general progress report to include the information identified in paragraph (c) on the status of its implementation of the Self-Determination Program to the local volunteer advisory committee.
- e. By February 1, 2019, Contractor shall identify and provide to the State, the name and contact information for an employee who will serve as the point-of-contact for matters related to the Self-Determination Program. The point-of-contact shall be a staff member with broad knowledge of

11. Out-of-State Children

- a. It is the intention of the parties that eligible children who reside out-of-state regardless of the placing authority or funding entity shall be provided with smooth and timely transitions back to regional center services and supports upon their return to residence in California. Absent a request to the contrary from a parent, guardian, or legal representative with legal authority, Contractor agrees to maintain a status 2 active file for those regional center-eligible children age three and older who Contractor is aware are in residence out-of-state, subject to the following conditions:
 - 1) Contractor shall conduct and develop an annual Individual Program Plan informed by assessments and information from other involved agencies, to determine current status, service and support needs, and potential alternative services and supports that would be required to support the child in California.
 - 2) Contractor shall work with all involved agencies to identify needed services, prospectively determine funding arrangements consistent with W&I Code Section 4684, and if necessary, develop and/or adapt appropriate services to meet the child's needs in California.
 - 3) Contractor shall provide semi-annual face-to-face monitoring and may utilize video conferencing for this purpose.
 - 4) All written progress reports provided by the parent, guardian, or legal representative for each eligible child residing out of state shall be reviewed by Contractor and maintained in its files.
 - 5) If applicable, in accordance with, but not limited to, local AB 2083 Memorandums of Understanding, Contractor shall actively work with all involved agencies to identify and develop resources to support transitioning the child back to California as soon as appropriate.
 - 6) At the earliest possible opportunity, Contractor shall seek approval for start-up funding from the State for the development of appropriate resources to meet the child's needs when no resource is currently available.
- b. Contractor shall notify the State, and the appropriate cross-system partner(s), of any instance in which a parent, guardian, or legal representative with legal authority requests the regional center close or inactivate a child's case as referenced in paragraph (a).

12. Service Provider Termination of Vendorization

Contractor shall notify the State within three (3) business days of Contractor taking action to terminate the vendorization of a service provider, including the reason for termination, in accordance with the provisions of Cal. Code Regs., Title 17, Section 54370(b) or (c).

13. Communication Assessments

- a. Contractor shall offer an initial communication assessment for all individuals served under the Lanterman Act who are identified as deaf, based on Client Development Evaluation Report coding of 2, 3 or 9 for question 60, and 2, 3, 8 or 9 for question 61. The results of the assessment will be used in the development of the Individual Program Plan within 12 months of its completion. This requirement applies to all current individuals served and individuals who become eligible and meet the above criteria. This requirement is contingent upon both of the following:
 - 1) The State developing a communication assessment tool(s).
 - 2) The State's Communication Assessment Contractor training or making training available to potential assessors who meet the Communication Contractor's specified qualifications.
- b. Once subparagraphs (1) and (2) of paragraph (a) of this section have been met, Contractor and the State shall mutually agree upon a timeframe for Contractor to arrange and authorize assessments for those accepting the offered communication assessment. Contractor shall report quarterly to the State on:
 - 1) The name and UCI of individuals meeting the requirements for a communication assessment.
 - 2) The name and UCI of individuals who received a communication assessment in the prior quarter, and the date of each assessment.
 - 3) The date the communication assessment results were used to develop each individual's Individual Program Plan.
 - 4) The number of communication assessments initiated but not completed.
 - 5) The number of individuals who meet the criteria in paragraph (a) who have not received a communication assessment.
- c. If Contractor does not conform to the requirements set forth under this section, the State may require Contractor to provide a written corrective action plan outlining the steps Contractor shall take to ensure compliance under this section moving forward.

- d. Contractor shall provide the State with the name of and contact information for its Deaf Specialist(s) by September 30, 2024. Any change in staff or contact information for this position shall be provided to the State within 10 business days.

ARTICLE III: FISCAL PROVISIONS

1. Budget Development Process

The State and Contractor agree to work together to build Contractor's budget using the best quality data and information available, including information on projected assessments, resource development and placements for the CPP/CRDP. To that end, the State and ARCA agree to implement a process that will provide this data for building the Governor's January Budget and the May Revise. The process will include ARCA proposing policy changes for the State to consider as well as caseload, Medicaid Waivers and other federal funding initiatives, and expenditure trend data.

2. Allocation of Funding to Contractor

- a. By July 1 of each fiscal year, the State and ARCA shall review the existing allocation methodology and make any recommended changes for the Director's approval. The State agrees to provide the regional centers with a report after each allocation issued to Contractor that shows the estimated amount available for Operations, POS, and CPP/CRDP, and the amount allocated to regional centers.
- b. The State shall, by September 1, of each fiscal year, or not later than fifteen (15) days following the enactment of the annual Budget Act, whichever is later, allocate to all regional centers Operations and POS funds consistent with the approved allocation methodology. On or before February 1 of each fiscal year, the State shall allocate to all regional centers the remaining funds unless specified in the approved allocation methodology or agreed to by ARCA. If ARCA and the State do not reach mutual agreement on an approved allocation process, or if the Director does not approve same, no less than one hundred percent (100%) of the Enacted Budget for Operations and ninety-nine percent (99%) of the Enacted Budget for POS, except for any funds appropriated by the Legislature for a specific purpose which has yet to occur, shall be allocated by February 1. The parties agree that it may be necessary to amend this contract in order to allocate funds made available from budget augmentations, if any, and to move funds among regional centers.
- c. By October 1 of each fiscal year, or not later than fifteen (15) days following the enactment of the annual Budget Act, whichever is later, the State shall allocate to the regional centers CPP/CRDP funds in accordance with the CPP allocation methodology agreed to between ARCA and the Department. If ARCA and the State do not reach mutual agreement on an approved allocation process, or if the Director does not approve same, the State shall allocate by October 15 to the regional centers no less than the sum of:
 - (1) 100% of the Start-Up funds per each regional center's approved CPP/CRDP.

- (2) 75% of the Assessment funds per each regional center's approved CPP/CRDP.
 - (3) 25% of the Deflection funds per each regional center's approved CPP/CRDP.
 - (4) 25% of the Placement funds per each regional center's approved CPP/CRDP.
 - (5) 75% of the Operations funds per each regional center's approved CPP/CRDP.
- d. Notwithstanding paragraphs a., b., and c. of this section, the final decision regarding the methodology used to determine the amount of allocations shall rest with the Director.
- e. The Contractor shall submit a monthly POS Expenditure Projection (PEP) report to the State which identifies Contractor's actual and projected expenditures as of the date of this report. By the 10th of each month beginning December 10, which would reflect expenditures through October, the Contractor shall submit the monthly PEP in a format mutually agreed to between ARCA and the State. In the event an agreement cannot be reached, DDS will specify the format to be used with input from ARCA. The final PEP for the year shall be submitted by September 10 of the following fiscal year. This PEP shall reflect expenditures through the first supplemental claim.
- f. As part of the monthly expenditure projection analysis, the State may request, and the Contractor shall provide additional information to explain the expenditure projection.
- g. Contractor shall assure that services to eligible persons with developmental disabilities are provided within the funds identified in Exhibit A of this contract.
- h. In the event the State determines that Contractor has insufficient funds to meet its contractual obligations, the State shall make best efforts to secure additional funds and/or provide Contractor with regulatory and statutory relief.
- i. After notice to the Contractor the State may disencumber any or all funds unexpended and uncommitted by the Contractor out of the amount available under this contract. For the purposes of this Section, such total amount available shall be defined as the amount originally specified in Article I, Section 8, modified by any changes made pursuant to Article III, Section 2, and/or as modified by any executed contract amendment.

- j. Not more than 15 percent of all funds appropriated through Contractor's operations budget shall be spent on administrative costs. For purposes of this section, "direct services" includes, but is not limited to, service coordination, assessment and diagnosis, monitoring of consumer services, quality assurance, and clinical services. Funds spent on direct services shall not include any administrative costs. For purposes of this section, administrative costs include, but are not limited to, any of the following:
- 1) Salaries, wages, and employee benefits for managerial personnel whose primary purpose is the administrative management of the regional center, including, but not limited to, directors and chief executive officers.
 - 2) Salaries, wages, and benefits of employees who perform administrative functions, including, but not limited to, payroll management, personnel functions, accounting, budgeting, auditing, and facility management.
 - 3) Facility and occupancy costs, directly associated with administrative functions.
 - 4) Maintenance and repair.
 - 5) Data processing and computer support services.
 - 6) Contract and procurement activities, except those performed by direct service employees.
 - 7) Training directly associated with administrative functions.
 - 8) Travel directly associated with administrative functions.
 - 9) Licenses directly associated with administrative functions.
 - 10) Taxes.
 - 11) Interest.
 - 12) Property insurance.
 - 13) Personal liability insurance directly associated with administrative functions.
 - 14) Depreciation.
 - 15) General expenses, including, but not limited to, communication costs and supplies directly associated with administrative functions.

3. Advance Payment Provisions

The State shall make available to the Contractor funds for the provision of services under this contract in advance of the Contractor's actual performance therefore, as authorized by W&I Code Section 4621, subject to the following conditions:

- a. Requests for advance payment shall be in accordance with format and procedures requested by the State. The amount to be advanced shall be twenty-five (25) percent of the total contract amount as set forth in the preliminary allocation and in any subsequent contract amendment. The State shall advance funds as soon as reasonably possible following the enactment of the annual Budget Act.
- b. All amounts advanced under this provision shall be deposited by the Contractor in an interest-bearing bank account(s), in a bank legally authorized to engage in the banking business in California and which account(s) is established solely for operation of the regional center. The account(s) shall be in the name of both the State and the Contractor for the purpose of clarifying the State's rights, title and interest to the State funds in said account(s) as stated in "c" of this Section, in the event that a judgment creditor of the Contractor seeks to levy against the funds by means of attachment or execution.

Each withdrawal from said bank account(s) shall be made only by written instrument or electronic transfer of funds performed by the bank as part of an available service. Upon request of the State in writing, the Contractor shall repay to the State such parts of the unliquidated balance of advance payment as shall be in excess of the current requirements. No part of the funds in said bank account(s) shall be commingled with other funds of the Contractor.

- c. Amounts advanced in accordance with this provision when withdrawn from said bank account(s) shall be used only for pending expenditures in accordance with the attached Exhibit A. Except as provided in "b" of this Section, the Contractor has access to the funds placed in said bank account(s) for administrative convenience only, and hereby agrees that it has no right, title or interest therein, and shall make no withdrawals except for those made solely for the purpose of satisfying claims against or expenses of the Contractor incurred pursuant to and in the performance of this agreement.
- d. All interest earned on these funds shall be reported on the next monthly reimbursement claim to the State.
- e. The State shall have a lien upon any balance in said bank account(s) paramount to all other liens, which lien shall secure the repayment of any advance payments made hereunder.

- f. All bank accounts and any investment vehicles containing funds from this contract and used for regional center operations, employee salaries and benefits or for consumers' services and supports, shall be in the name of the State and Contractor. Properly established trust accounts that are approved by the Regional Center Board of Directors for the purpose of administering standard employee benefits do not have to be in the name of the State provided the State has the authority to review the financial transactions of the trust or financial reports prepared by independent auditors. "Standard employee benefits" are those commonly provided to employees in the course of business in private companies.
- g. For the bank account(s) above referenced, there shall be prepared three (3) alternative signature cards with riders attached to each indicating their use. In addition to the preparation of signature cards and riders, Contractor and the bank(s) shall enter into a written agreement specifying the bank(s)' responsibilities relative to said bank account(s). The signature cards, riders and agreement specified herein shall be prepared and administered in accordance with the format and procedures specified by the State.
- h. If Contractor cannot comply with "f" of this Section, alternative arrangements mutually agreeable to the parties shall be utilized.

4. Payment Provisions

In consideration of the services rendered by the Contractor pursuant to this contract, the State shall reimburse the Contractor, for cash expenditures, monthly in arrears. Reimbursement claims shall be submitted in accordance with the claiming procedures requested by the State.

All funds received pursuant to this contract shall be deposited and retained in a bank account(s) set forth in Article III, Section 3.

All funds expended by the Contractor and reimbursed by the State during the term of this contract shall be for the purposes specified and in conformity with Exhibit A.

Any funds which have not been encumbered for services provided or purchased during the term of the contract, shall revert to the State.

5. Budget Category Transfers

In accordance with the annual Budget Act, a contract amendment shall be required if funds are to be transferred from one budget category to another. This provision shall apply to those budget categories that are listed in Exhibit A.

6. Contract Funding Stipulations

- a. This agreement is subject to the appropriation of funds by the Legislature for the purpose of this contract. If funds are not appropriated in any fiscal year into which this agreement extends, it is mutually agreed that this agreement shall be of no further force and effect. In this event, except as provided in Article I, Section 25, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this agreement, and Contractor shall not be obligated to perform any provisions of this Agreement. Contractor shall ensure that all POS contracts initiated by Contractor include notification of this condition.
- b. Except as provided in W&I Code Section 4635, if funding for any fiscal year for this program is reduced or deleted by the Budget Act, except as provided in Article 1, Section 25, the State or Contractor shall have the option to either cancel this agreement without liability or agree to an amendment to reflect the reduced amount.

7. Travel and Per Diem

The Contractor shall establish and maintain procedures that assure the State that reimbursements to regional center employees and board members for necessary travel and per diem are equitable, reasonable, and properly documented.

8. Independent Financial Audit

Both parties to this contract recognize the specific requirements under law as stated in W&I Code Section 4639 and the Single Audit Act of 1984, 31 U.S.C. 7501, et seq., and applicable Office of Management and Budget Circulars (A-122 and A-133 or as revised).

9. Vendor Fiscal Monitoring

- a. Contractor shall monitor the expenditure of public funds by monitoring vendor fiscal claims.
- b. The Contractor shall be responsible for auditing: 1) vendors with prior year annual payments made by the contractor to a vendor of less than \$100,000, 2) consumer's personal and incidental funds, and 3) residential facilities with licensed capacity of six or fewer beds regardless of the payment amount. The DDS shall be responsible for auditing vendors with prior year annual payments from regional centers of \$100,000 or more. The contractor may audit other vendors if prior approval is received from the State. The vendor audits shall be conducted in accordance with the provisions of Cal. Code Regs., Title 17, Section 50606, Regional Center Auditing Requirements and in compliance with audit protocols mutually agreed to by the State and Association of Regional Center Agencies.

- c. The Contractor shall meet or exceed the following minimum requirements and will be evaluated based on the results achieved. In evaluating the results of the contractor's efforts, consideration will be given to the fact that funding for fiscal monitors was reduced in FY 2004-05.

The minimum number of audits conducted by Contractor shall be 4% of the total number of separately vendored services for the following service categories: community care facilities with licensed capacity of six or fewer beds, transportation, day programs, in-home respite agencies and respite facilities. The vendors included in the base for establishing the minimum number of audits, shall be those vendors that receive total prior year POS payments from the contractor of \$100,000 or less and those residential facilities with licensed capacity for six or fewer consumers. Prior to June 1 of each year the State will provide the Contractor with the total number of vendors that will be used to calculate the minimum number of audits to be conducted. Contractor shall ensure that the minimum number of audits conducted includes at least 35% billing audits and 20% cost verification and staffing audits. Cost verification audits are audits of cost statements, State authorized rate increases, or verification of costs used by regional centers to set rates as provided for in Cal. Code Regs., Title 17, Staffing audits are audits conducted to verify compliance with staffing levels as specified in Cal. Code Regs., Title 17, or by contract with a service provider as allowed by Cal. Code Regs., Title 17. Procedures for staffing audits may also include verification that staffing levels are appropriate for the consumer's assessed level of care and are in compliance with the vendor's program design narrative. The billing audits conducted shall include vendors serving consumers eligible for the HCBS Waiver. At least one of the vendors audited must be a program that serves children under the age of three. The Contractor shall make a good faith effort and exhaust all reasonable methods of collection to recover all fiscal adjustments identified as a result of the Contractor's vendor audits. Documentation of collection efforts shall be maintained by the Contractor for future review.

By October 1 of each year, Contractor shall submit to the State a listing of all vendor audits conducted during the prior fiscal year and a list of recoveries. The list of recoveries shall identify the vendor, the date of the audit report, the amount recovered during the prior fiscal year and the method of recovery which may be either collection of cash or off-set of vendor billings.

- d. This provision does not negate the requirement that regional centers submit vendor audit reports to the State pursuant to Cal. Code Regs., Title 17, Section 50606(g)(1)(F). Completed reports are to be submitted at least quarterly.

10. Consumer Trust Accounts

Contractor shall ensure that the consumer benefits directly from all interest earned on trust accounts. Guided by prudent business practices, all trust funds must be placed in a separate bank account that earns at least the prevailing rate of monetary interest for a "Business Savings" account, or equivalent account. This account shall be in the name of both the State and Contractor in accordance with the provisions of Article III, Section 3. All interest must be allocated to the individual consumer accounts. Bank charges (net after applying bank credits, if any), that are specifically identifiable to the trust account may be offset against the consumers' interest. In no case shall the amount of bank charges allocated to the individual consumer accounts exceed the amount of interest earned.

11. Foundation Support

- a. Contractor may provide funds to a foundation or similar entity where the purpose of the funds is to provide direct benefits to regional center consumers subject to prior review and written approval by the State in consultation with Contractor.

Contractor may not provide funds or personnel to a foundation or similar entity for fundraising purposes.

- b. Through a written agreement between the Contractor and a foundation, or similar entity, Contractor may provide in-kind administrative services to a foundation, or similar entity, provided such agreement requires reimbursement from the foundation to the Contractor for any services performed by the Contractor or its employees on behalf of the foundation or similar entity. In-kind reimbursement shall be in the form of specifically identifiable, non-monetary benefits for persons with developmental disabilities.
- c. Nothing shall preclude a foundation, or similar entity, from competing for funding from the Contractor or another regional center on the same basis as any member of the general public. Contractor shall, however, comply with sections 54520 and 54521 of Cal. Code Regs., Title 17, with respect to any conflict of interest issues arising between the Contractor and a foundation, or similar entity.

Contractor must request and receive approval from the State prior to entering into a lease agreement in which bond financing will be utilized to fund the loan.

ARTICLE IV: CONTRACTOR OPERATIONS

1. Electronic Data Processing and Data Integrity

- a. The State and Contractor agree to ensure the integrity and confidentiality of the State's databases that reside on the System i and California Department of Technology (CDT). Accordingly, Contractor shall not engage in any activity that threatens their integrity and shall develop and implement an operational recovery plan consistent with the requirements of this section. Contractor agrees to adhere to the most current version of the State's 'Security Policy for Regional Centers' as developed by the State and ARCA.
- b. Contractor, using the electronic billing and payment software provided by the State, agrees to comply with the most current version of the State's 'Security Policy for Electronic Billing' as developed by the State and ARCA.
- c. Contractor shall make available accurate and complete case management and financial data related to consumer and vendor services, including but not limited to UFS, eBilling and SANDIS information to the State. Accordingly, Contractor shall:
 - 1) Update changes to all mandatory items of the Client Master File at least annually except for the following elements, which must be updated within thirty (30) days of Contractor being aware of any of the following events:
 - a) The death of a consumer.
 - b) The change of address of a consumer; or
 - c) The change of residence type of a consumer.
 - 2) Review the information required in the Client Development Evaluation Report (CDER) whenever an IPP is completed, and update if there is a change.
 - 3) Upon notification by the State of errors in the State's databases that reside on the System i and CDT, Contractor shall rectify those errors within thirty (30) days.

- 4) Contractor agrees to allow the State to access and use any stored consumer and vendor services data pursuant to W&I Code Section 4407. As part of the Consumer Electronic Records Management System (CERMS)/Uniform Fiscal Systems Modernization (UFSM) projects, the project teams will need to access data that is not typically provided to the State. For the purpose of working through the transition, Contractor shall give the project teams access to all data that are in scope of these projects.
- 5) Contractor shall notify the State of any plans to access data stored within SANDIS, UFS, and the eBilling systems databases, by any third-party applications used by the Contractor.
- 6) Contractor shall notify the State of any plans to use any non-State and third-party tools and applications that either provide or consume data stored within SANDIS, UFS, and the eBilling systems databases.
- 7) The State is actively pursuing the modernization of the State's financial, UFSM, and case management, CERMS, systems for use by Contractors. Contractor shall support the transition to these systems as their system of record, as follows:
 - a) Contractor user acceptance testing (UAT) is performed based on a clearly defined and mutually agreeable UAT test developed by the ARCA Information Systems (AIS) Committee and the State. The test plan shall be developed by both the State and AIS to address the identified needs of the regional centers, the State, service providers, and consumers. The test plan shall include clear, measurable, and realistic metrics with established targets that must be met to ensure readiness for implementation.
 - b) The new solutions are shown to align with the State of California's CalSecure initiative enabling a modern secure platform which protects the privacy of client PHI and PII.
- 8) Without prior approval of the State, Contractor shall not initiate efforts to move off their current case management system to alternative solutions, and should only be considered if it is necessary to protect the security and efficiency of its system pending the finalization and proven effectiveness of CERMS as recognized by the State and Contractor.

If other new functionality is required, Contractor must notify the State and receive the State's approval prior to planning and design. Contractor shall, to the extent possible consistent with maintaining an effective system, focus efforts on data clean-up and transitional efforts to prepare for future solutions.

- 9) Contractor shall work with the State to harden their system environment in alignment with requirements the State must follow. This includes completing and sharing:

- a) A biennial security assessment from an independent third-party;
- b) Establishing a Plan of Action Milestones (POAM); and
- c) Establishing priorities in partnership with the State and working with a contractor to address the critical and high priority items.

The State will look to provide financial assistance for remediation efforts from findings identified in the security assessment and mutually prioritized by the State and Contractor based on shared security interests.

- d. To improve the accuracy of information reported to the State, as well as to reduce the need for surveys of the regional centers to obtain needed information, all regional centers shall use the SANDIS Consumer Information and Resource Information Modules.
- e. As required by the State Administrative Manual Management Memo 01-10 issued June 4, 2001, Contractor certifies that appropriate systems and controls are in place to ensure that State funds are not used to acquire, operate, or maintain computer software in a manner that does not comply with applicable copyrights.
- f. During the term of the contract, Contractor must notify the State in writing if their services or any work under this contract includes, or makes available, any previously unreported GenAI technology, including GenAI from third parties or subcontractors.

At the direction of the State, Contractor shall discontinue the use of any new or previously undisclosed GenAI technology that materially impacts functionality, risk or contract performance, until use of such GenAI technology has been approved by the State.

Failure to disclose GenAI use to the State may be considered a breach of the contract by the State at its sole discretion and the State may consider such failure to disclose GenAI as grounds for termination of the contract for cause in compliance with procedures set forth in the Lanterman Developmental Disabilities Services Act.

The State is entitled to seek any and all relief to which it may be entitled to as a result of such nondisclosure. The State reserves the right to amend the contract, without additional cost, to incorporate GenAI Special Provisions into the contract at its sole discretion and/or terminate any contract that presents an unacceptable level of risk to the State.

2 Personnel

- a. Contractor agrees to hold the State harmless from any administrative or legal actions occurring because of the failure of the Contractor to maintain personnel records and practices in accordance with the provisions of this contract and State of California or federal laws or regulations.
- b. Contractor shall comply with the provisions of Public Contract Code, Section 10353 as required.
- c. Contractor acknowledges the policy in Public Contract Code, Section 7110 (a) and (b) and shall comply with all applicable State of California and federal laws relating to child and family support enforcement.

3 Records Maintenance

In accordance with W&I Code Section 4631(b), Contractor shall be held strictly accountable for reporting all revenues and expenditures, and the effectiveness of the Contractor in carrying out of its programs and fiscal responsibilities. Contractor shall keep records, as follows:

- a. The Contractor shall maintain books, records, documents, case files, and other evidence pertaining to the budget, revenues, expenditures, and consumers served under this contract (hereinafter collectively called the "records") to the extent and in such detail as will properly reflect net costs (direct and indirect) of labor, materials, equipment, supplies and services, overhead and other costs and expenses of whatever nature for which reimbursement is claimed under the provisions of this contract in accordance with mutually agreed to procedures and generally accepted accounting principles.
- b. Contractor shall retain records which pertain to consumer eligibility determinations and redeterminations for the Medicaid Waiver Program for a minimum of five years from the date of an eligibility determination or redetermination.
- c. Contractor may, in fulfillment of its obligation to retain the records as required by this Section, utilize a scanned, digitalized, or other electronic true representation of the original record consistent with Title 17, Section 50602(h) and (i); Title 17, Section 50604 (d); Title 17 Section 50605(a) and (c); Title 17, Section 50612(a) and (f).
- d. Contractor shall comply with the most current version of the State's 'Requirements for Electronic Storage of Records', as developed by the State and ARCA.

4 State Property

- a. All equipment, material, supplies, or property of any kind furnished by the State, or purchased from funds received under the terms of this contract, shall be the property of the State of California and used for the performance of this contract, unless specifically exempted in the State's Equipment Management System Guidelines.

Contractor shall maintain and administer, in accordance with sound business practice, a program for the utilization, care, maintenance, protection and preservation of State of California property so as to assure its full availability and usefulness for the performance of this contract. Contractor shall comply with the State's Equipment Management System Guidelines for regional center equipment and appropriate directions and instructions which the State may prescribe as reasonably necessary for the protection of State of California property.

- b. Except as authorized in W&I Code section 4669.2, subdivision (a)(8), Contractor is prohibited from expending any state funds that result in the State of California owning, or incurring a liability for, real property.

5. Public Disclosure of Contracts

In accordance with W&I Code Section 4640.6(k), Contractor shall make available to the public for review, all employment contracts with regional center staff or contractors (entered into on or after January 1, 2003) upon request. No employment contract, or portion thereof, may be deemed confidential or unavailable for public review except the social security number of the contracting party.

- a. The term of an employment contract between Contractor and an employee or contractor shall not exceed five years or the term of the State's contract with the regional center.
- b. When reporting the information to the State, as required by W&I Code Sections 4639.5 and 4640.6(k). Contractor shall include any information regarding Executive Director current annual compensation as defined by IRS Code for completion of the IRS Form 990, and associated detail. This information shall be provided in a format with instructions agreed to by the State and regional centers.

6. Consumer Information Security

- a. The Contractor agrees to adhere to the most current version of the State's 'Statement of Assurances for Protection of Protected Health Information' (Exhibit F) which sets forth the security and notification requirements and best practices for, but not limited to, the protection of all confidential, sensitive, and/or personal information collected and stored on behalf of the State regardless of format or media type.
- b. Contractor, agrees to adhere to State policy regarding incident reporting, requiring privacy breaches and/or security incidents involving paper and other formats to immediately notify the Department's Information Security Officer, via email at iso@dds.ca.gov in the event of any loss or theft of personal, sensitive, or confidential information in any format, including but not limited to flash drives, cell phones, personal digital assistants (i.e. blackberry), tablets, computers, and laptops within 72 hours.

The notification to the Department must be reported on form DS 5340B or other online submission form as directed by the Department. DDS is mandated by law to notify other entities of disclosure of information; the timelines are extremely short for many of these reports; therefore, it is essential that DDS is notified immediately, within 72 hours, when a suspected privacy breach or security incident is discovered by the Contractor.

ARTICLE V: EVALUATION

1. Contractor Evaluation

- a. The Contractor's performance under this contract will be evaluated. Accordingly, the State, through its authorized representatives, reserves the right to use evaluation methods, including observations, inspections, interviews and other assessment techniques selected by the State.
- b. The State shall notify the Contractor, at least thirty (30) days in advance unless mutually agreed upon otherwise, that an evaluation will take place. It is the State's intent that the on-site portion of any evaluation shall occur during Contractor's normal working hours, unless mutually agreed otherwise, and with the least amount of disruption of day-to-day services, and should last no longer than three (3) weeks.
- c. The State shall prepare a written report specifying the findings of any evaluation performed by the State under this Section. Said report shall not be limited to a description of the areas of Contractor's deficiencies but shall include a description of Contractor's strengths and outstanding achievements, if any. Except as required by law, public release of the State's final evaluation report shall not be made until the report has been reviewed by the Contractor and the Contractor has had thirty (30) days to respond. Contractor's responses will be included within the final report to be published within thirty (30) days from the receipt of said responses.

2. Information Requests

During the term of this contract, the State may require Contractor to furnish program and fiscal information, as the State deems necessary to assess Contractor's status or performance relative to Contractor's fiscal and/or program operations. Prior to requesting such information, the State shall confer with ARCA as to the most efficient and effective means for collecting the information.

3. State Audits of Contractor

- a. The State shall audit records of Contractor to verify Contractor's compliance with this contract. Such audits shall commence within three years following the last date of the prior audit period.
- b. The State shall not commence its routine biennial audit of Contractor prior to 30 days after the State has issued and Contractor has received the final audit report for the prior audit period.
- c. Contractor records pertaining to the provision of services under this contract shall be open for audit by the State for a minimum period of three years following the last date of the prior audit period.

- d. The final audit report shall be issued by the State to the regional center within ninety (90) days of Contractor's written response to the draft audit report when Contractor's written response to the draft audit report is in agreement with all audit findings and/or recommendations disclosed.

ARTICLE VI: CONTRACT AMENDMENT/CANCELLATION/REOPENING

1. Contract Amendments

- a. Either party may reopen and enter into negotiations on any provision(s) of this contract as deemed necessary to contract or respond to 1) any legislative and/or budgeting actions taken by the Legislature; 2) executive order of the Governor; 3) declared state of emergency; 4) action taken by a court of law; or 5) the need for special language.

Contractor shall immediately notify the State in writing if, as a result of the above, it is unable to comply with any provision of this contract.

- b. Pursuant to Article III, Section 2 hereof, this agreement shall be amended on or before September 1 of each year and may be amended additional times as needed in order to allocate funds made available and to move funds among regional centers as early as possible to the Contractor and the other regional centers.
- c. Should any change in the regulations promulgated by the State, State policies, or provisions of this contract result in increased costs to the Contractor, the State in consultation with the Contractor shall determine the amount of this cost and shall, consistent with state law and subject to the availability of funds appropriated to the State for developmental services, augment Contractor's budget by this amount.

2. Severability Clause

Subject to review and approval of the Department of General Services, in the event this contract is terminated or not renewed pursuant to Article I, Section 3 or Article VIII, Section 4, the State shall negotiate reasonable closing costs with the Contractor.

3. Entire Agreement

This writing, including its attachments and references, is intended both as final expression of the agreement between the parties and as a complete exclusive statement of the agreement.

ARTICLE VII: MISCELLANEOUS

1. Lease/Rental Agreements

The contractor shall include in all new leases or rental agreements for real property a clause that holds the State harmless for such leases.

2. Emergency Response System

Contractor shall implement an emergency response system that ensures that a regional center staff person will respond to a consumer, or individual acting on behalf of a consumer, within two hours of the time an emergency call is placed. This emergency response system shall be operational 24 hours per day, 365 days per year.

3. Emergency Planning, Preparedness, Response and Recovery

a. Definitions for terms, as used in this section:

- 1) “Emergency” means any situation that requires immediate action in which the life or safety of consumers are threatened by events including but not limited to: floods, fires, earthquakes, power outages, chemical spills, or events for which a disaster has been declared by a unit of local, state, federal, or tribal government.
- 2) “Community” means regional center consumers, their families and caregivers, service providers, regional center staff and other relevant local partners.

b. Contractor shall develop, and annually thereafter review and update, as necessary, its emergency plan to encompass planning, preparedness, response and recovery. The plan shall, at minimum, include a description of Contractor’s ongoing efforts to develop and maintain relationships, educate, prepare and plan, and collaborate with County Emergency Management Offices tribal entities, neighboring regional centers, and the community.

c. Contractor shall maintain a current list of key regional center personnel involved in emergency activities, from planning, preparedness, response, recovery, and reporting, and their contact information, and share it with the State’s Emergency Preparedness and Response Office.

d. Contractor shall hire, maintain and designate one full-time Emergency Coordinator position. The Emergency Coordinator shall participate in-person or remotely in state-funded training opportunities and exercises, and quarterly statewide meetings. If every effort has been made for Emergency Coordinator to participate, but is unable, a designee shall participate.

e. Contractor shall work with the State to utilize resources allocated for:

- 1) Training and community engagement, and
 - 2) Generators, batteries, go-bags/emergency kits for consumers living in high-risk areas defined by CalFire and the California Public Utilities Commission, to the extent applicable to the Contractor's catchment area.
- f. During a declared emergency, Contractor shall:
- 1) Provide timely notifications and updates to impacted consumers;
 - 2) Identify facility and program closures that result in consumer displacement and/or loss of services;
 - 3) Coordinate with local, state, federal and tribal entities, the community, and other regional centers, as needed to maintain consumer safety and supports;
 - 4) Provide daily, or at a frequency requested by Contractor and approved by the State, updates to the State regarding the safety, well-being, and unmet needs of consumers, to the extent known to Contractor, in a format mutually agreed upon.
- g. Contractor shall assist consumers after emergency events, and may utilize the service providers for assistance, which may include, but not be limited to, the following:
- 1) Returning home.
 - 2) Identifying alternative sources of services, if needed.
 - 3) Connecting to state and federal assistance programs, which may include, but not be limited to food, income supports, childcare, interpretation, and health care.

4. Collection of Parental Information

In accordance with W&I Code Section 4657, Contractor shall collect the following for each new case and each review of all clients in out-of-home placement:

- a. The social security number of the parents of the client;
- b. The birthday of the parents of the client;
- c. The disability status of the parents of the client; and,
- d. Whether the parents of the client are deceased or not.

5. Registered Sex Offenders

Effective April 1, 2005, Contractor shall, for every newly eligible consumer over 16 years of age, review Megan's Law website (www.meganslaw.ca.gov) to determine if the consumer is required to register as a sex offender pursuant to Penal Code 290. If the consumer is required to register as a sex offender, the Contractor shall appropriately note this information in the consumer's electronic record and case file.

6. Data Compilation

Both parties to this contract recognize the specific requirements under law as stated in W&I Code Section 4519.5 and 4519.6. Contractor shall provide the report specified in W&I Code Section 4519.5(f) to the State annually by May 31.

7. Shared Vendors and Case Management Responsibility

- a. For the purposes of this section, "community living vendor" includes community care facilities, supported living services, independent living services, Family Home Agency and Foster Family Agency.
- b. When Contractor is not the vendoring regional center but is the regional center with case management responsibility and chooses to place a consumer with another regional center's community living vendor or long-term health care facility, Contractor shall:
 - 1) Prior to the provision of services, notify the vendoring regional center of services to be provided to Contractor's consumer by the vendor or long-term health care facility.
 - 2) When a special incident occurs, ensure the vendor or long-term health care facility submits a special incident report to both Contractor and the vendoring regional center. [Cal. Code Regs, Title 17, Section 54327(d)]
 - 3) Upon becoming aware of a special incident, notify the vendoring regional center.
 - 4) Work collaboratively with the vendoring regional center to follow up and investigate special incidents, as needed.
 - 5) Work collaboratively with the vendoring regional center to enforce a Zero Tolerance Policy regarding abuse or neglect of consumers.
- c. When Contractor is the vendoring regional center but is not the regional center with case management responsibility, Contractor shall notify the regional center utilizing Contractor's community living vendor or long-term health care facility upon becoming aware of the following:

- 1) Unusual type or frequency of special incidents that would impact the health and safety of consumers while receiving services from Contractor's community living vendor or long-term health care facility.
 - 2) Issues that may affect the ability of Contractor's community living vendor or long-term health care facility to provide services, or to provide services in an environment that ensures the health and safety of consumers during the provision of services.
 - 3) If a situation specified in subparagraphs (1) or (2) of this paragraph places a consumer(s) in immediate risk or danger, Contractor shall notify the regional center(s) immediately, and not later than 24 hours.
- d. For all vendor types other than community living vendors and long-term health care facilities, upon becoming aware of a situation specified in subparagraphs (1) or (2) of paragraph (c) of this section, Contractor shall notify all regional centers of the following:
- 1) Vendor name and number(s).
 - 2) Request to contact Contractor if a regional center is currently utilizing the vendor in question.
 - 3) The name(s) and telephone number(s) of the individual(s) to contact for relevant information.
- e. For the purposes of paragraph (d) of this section, Contractor shall notify the regional center(s) as soon as possible, but not later than two working days. If the situation places a consumer(s) in immediate risk or danger, Contractor shall notify the regional center(s) immediately, and not later than 24 hours.
- f. By December 15, 2013, and ongoing as warranted by personnel changes, Contractor shall maintain and provide to the other regional centers, a primary contact person and a backup contact person and their contact information for purposes of making and receiving the notifications specified in paragraph (d) of this section.

8. Program Development Funds – Parental Fee Program

Both Parties to this contract recognize the specific requirements under law as stated in W&I Code Section 4784 and California Code of Regulations 50225.

9. Executive Director Recruitment Policy

Contractor shall notify the State within one business day of an unanticipated executive director vacancy or within one week of learning of an executive director resignation or retirement. Contractor shall provide the State with its plan for executive director recruitment within one month of the above notification.

10. Reporting on Specified Consumers

- a. Contractor shall report to the State on an ongoing basis and at least monthly, information on:
 - 1) If known, any minor or non-minor dependent who remains a resident of California and is residing out-of-state, whose services are not funded by the regional center.
 - 2) If known, any minor at risk of out-of-state placement, whether the placement would be funded by the regional center or another agency.
- b. Contractor shall report to the State within three business days of any known occurrence, information on any minor or adult residing for five days or more in an emergency room or psychiatric facility, or any minor not accompanied by their parent or legal guardian residing in a shelter.
- c. Information will be reported to a specified State contact in a mutually agreed upon format, to include consumer name, UCI, age, legal status, and a summary of the current circumstances and resources that have been explored.
- d. By August 31, 2020, Contractor shall identify and provide to the State, the name and contact information for any employee who will serve as a point-of-contact for this information.
- e. Nothing in this section shall affect Contractor's compliance with W&I Code Section 4519.

11. Board of Directors Training Plan

- a. Pursuant to W&I Code Section 4622(g), "the regional center shall provide necessary training and support to these board members to facilitate their understanding and participation, including issues related to linguistic and cultural competency. As part of its monitoring responsibility, the department shall review and approve the method by which training, and support are provided to board members to ensure maximum understanding and participation by board members. Each regional center shall post on its internet website information regarding the training and support provided to board members."

- b. Contractor shall submit to the State by December 15 of each year, a proposed comprehensive board of directors' training plan for the next calendar year. At minimum, training topics shall include a review of board governance (e.g., board members' role and responsibilities), conflict of interest and whistleblower policies, and linguistic and cultural competency.
- c. The training plan shall detail training topics, including: frequency, length of each training session and, if known, the name, affiliation, and qualifications of the individual or entity who will provide training to the board.
- d. Contractor shall post on its website information regarding the training and support provided to board members pursuant to W&I Code Section 4266(g), to include the annual board of directors' training plan and schedule.
- e. Contractor shall submit to the State by December 15 of each year, a report on the actual trainings provided to its board of directors in that calendar year, to include the information specified in subsections (b) and (c).

12. W&I Code Section 4731 Consumers' Rights Complaints

By April 15, 2021, and quarterly by the 15th of the month following each quarter, Contractor shall report to the State information regarding complaints pursuant to W&I Code Section 4731 for which the regional center sent the complainant a written proposed resolution in response to in the previous quarter. To ensure the State has the information needed to comply with W&I Code Section 4519.2(c), information shall be reported in a mutually agreed upon format and shall include, but not be limited to, the following:

- a. Consumer UCI and initials;
- b. Date complaint was received by the regional center;
- c. Date the proposed resolution was sent to the consumer;
- d. Subject matter of each complaint; and
- e. How the complaint was resolved.

13. Medicaid Enrollment Requirements

- a. Purpose

Regional centers coordinate services for consumers for which federal funding is received from the Centers for Medicare and Medicaid Services, and are therefore required to enroll as a Medicaid provider. Exhibit G sets forth the terms and conditions under which the Contractor shall enroll as a Medicaid provider.

- b. Board of Directors' Recruitment and Training

- 1) Contractor shall provide information regarding these requirements in Contractor's board recruitment outreach and information.
- 2) Contractor shall include as a component in its annual training regarding board member roles and responsibilities, information about the criteria that trigger submission of a renewal packet as outlined in Exhibit G to ensure ongoing enrollment as a Medicaid provider.

14. Board Governance

By April 1 ,2022, Contractor shall ensure that either a board-approved policy or board-approved bylaws describe the following:

- a. The respective roles and responsibilities of the governing board in setting policy and overall governance and the Executive Director in day-to-day operations.
- b. The selection, training and monitoring of facilitators who will support board members to ensure maximum understanding and participation in carrying out their roles and responsibilities as per W&I Code section 4622(g)(1) and (2).

15. Forensic Cases

- a. Starting January 15, 2022, Contractor shall ensure information is entered into its case management database regarding consumers subject to the diversion process pursuant to Penal Code Section 1001.20, et seq. Information shall be entered within 14 days of receipt of minute orders and shall include, but not be limited to, the following:
 - 1) Date(s) and type(s) of related offense(s); and
 - 2) Details of the consumer's diversion program and current status.
- b. Contractor shall give the State a minimum of 14 calendar days' notice of any of the following:
 - 1) Contractor's intent to recommend to the court that a consumer be admitted to the Porterville Developmental Center Secure Treatment Program pursuant to Penal Code Section 1370.1.
 - 2) Contractor's intent to recommend to the court that a consumer currently on a Penal Code Section 1370.1 commitment at Porterville Developmental Center move to a W&I Code Section 6500 commitment.
- c. Contractor shall provide Porterville Regional Project with all required individual documents as soon as possible after a recommendation has

been made to the court that a consumer be admitted to Porterville Developmental Center.

16. Reporting on DDS Conservatees

- a. Beginning October 1, 2022, Contractor shall report to the State, in a format prescribed by the State, by the fifth (5th) working day of each month for the prior month the following information for each individual for whom the Director of DDS is conservator and the responsibilities of conservatorship have been delegated to Contractor pursuant to Health and Safety Code sections 416 through 416.23:
 - 1) Change in residence
 - 2) Change in medical presentation or support needs
 - 3) Changes in behavioral presentation or support needs
 - 4) Changes in services, including new services requested and/or authorized
 - 5) Emergency room or urgent care visits, including the reason and outcome of the visit
 - 6) Rights violations
 - 7) Any other significant events or issues not already reported to the State
- b. By December 31, 2023, and biennially thereafter, Contractor shall have completed a person-centered comprehensive assessment for each individual described in paragraph (a) of this section to inform the development of the Individual Program Plan. In implementing this paragraph, Contractor and the State shall adhere to the following timelines:
 - 1) By October 31, 2022, Contractor and the State shall define “comprehensive assessment” for the purpose of this paragraph and the necessary trainings for staff who will complete comprehensive assessments.
 - 2) By November 30, 2022, Contractor and the State shall finalize the curriculum for trainings.
 - 3) In December 2022, trainings shall begin.
 - 4) From January 2023 to December 2023, Contractor shall complete all necessary comprehensive assessments.
- c. Consistent with Probate Code section 2360 and the State’s May 2011 program advisory, “COD 11-01, Conservators: Photograph of Conservatee,” by January 31, 2023, and annually thereafter, Contractor shall submit to the State, in a format prescribed by the State, a photograph of each individual described in paragraph (a) of this section.
- d. Contractor shall notify the designated representative of the State, within 24 hours of learning of a DDS conservatee death or serious incident, involving abuse, neglect or unplanned hospitalization.
 - 1) For reported deaths, Contractor shall submit a copy of the death certificate and mortality review to the State.

- e. Contractor shall carbon copy (cc) the State on the IPP and annual progress report for each DDS conservatee.
- f. Contractor shall meet with the State upon request to discuss a conservatee case.

ARTICLE VIII: PERFORMANCE

1. Contract Development

Contractor agrees to perform in accordance with the goals and objectives set forth in Exhibit C, "Performance Plan," which was developed in accordance with W&I Code Section 4629. Notwithstanding Article I, Section 9 herein the Performance Plan shall be for a period of five years as specified in Exhibit C. The Performance Plan may be modified during the term of this period by mutual written consent of Contractor and the State.

2. Annual Progress Report

By January 31 of each year, Contractor shall prepare and submit a report to the State on Contractor's progress in meeting its performance contract goals and objectives. The report shall include the goals, objectives, baseline data for each objective, and progress on each objective.

3. Incentives

By July 1 of each year, ARCA and the State shall mutually agree on incentives and flexibility as required to ensure that Contractor meets or exceeds its performance standards and to facilitate the achievement of performance objectives. Once agreed to, these incentives and flexibility shall become part of the Contract.

4. Contract Compliance

Based upon Contractor's performance, the State may take corrective action against Contractor, including placing the Contractor on probationary status. If it is found that a Contractor does not meet or is at risk of not meeting performance standards, due to the failure to meet performance objectives or requirements under the Lanterman Act or the terms of the contract, the State may take any or all of the following actions independently or in combination: the provision of technical assistance; loss of fiscal incentives; mandated consultation with designated representatives of ARCA or a management team designated by the State, or both; issuance of a letter of noncompliance; pursuit of legal or equitable remedies for enforcement of specified obligations; or contract termination or contract nonrenewal subject to W&I Code Section 4635. Nothing in this paragraph shall limit the State's authority to take any other appropriate action under the Lanterman Act or the terms of the contract at any time during the term of this contract.

ARTICLE IX: STAFFING, MONITORING AND REPORTING

1. Specialized Personnel and Monitoring

Contractor shall expend not less than the specific amounts allocated for the following provisions unless there is reduction in funding, and/or the State imposes a transfer from Operations to POS.

a. Clinical Staff

Contractor shall either hire, or contract for, clinical expertise in the areas of pharmacology, behavioral psychology, and special medical assistance in order to provide assistance in the use of special medications, to monitor complex medical cases, and to be proactive to improve access to preventive health care resources.

b. Quarterly Monitoring

Contractor shall have face-to-face contact with any individual living in a community out-of-home settings (licensed community care facilities, health facilities, supported living and independent living settings, and adult family homes) and any individual who is conserved by the Director of DDS or the Director of the Regional Center, at least quarterly. These contacts shall be for the purpose of monitoring the health, safety and well-being of each individual, gathering information to assess the effectiveness of services provided to meet the individual's needs and monitoring progress in meeting identified goals.

c. Specialized Expertise

1) Contractor shall have, or contract for, all of the following:

- a) Criminal justice expertise to assist Contractor in providing services and support to consumers involved in the criminal justice system as a victim, defendant, inmate or parolee.**
- b) Special education expertise to assist Contractor in providing advocacy and support to families seeking appropriate educational services from a school district.**
- c) Family support expertise to assist Contractor in maximizing the effectiveness of support and services provided to families.**
- d) Housing expertise to assist Contractor in accessing affordable housing for consumers in independent or supported living arrangements.**

- e) Community integration expertise to assist consumers and families in accessing integrated services and supports and improved opportunities to participate in community life.
- 2) Contractor shall employ or contract for at least one consumer advocate who is a person with developmental disabilities.
- 3) Contractor shall hire, maintain, and designate one full-time equivalent federal program coordinator position, and shall ensure that the monies appropriated for this position will only be used for that purpose.
 - a) This position shall address issues pertaining to federally funded programs serving individuals with developmental disabilities as appropriate, including the HCBS Waiver.
 - b) In collaboration with the State, this position, when appropriate, shall seek increased FFP
- 4) Contractor shall hire to fulfill the following functions/positions:
 - a) Employment Specialist
 - b) Cultural Specialist
 - c) HCBS Waiver/New Federal Rule Program Evaluators
 - d) Emergency Coordinator
 - e) Deaf Services Specialist
 - f) Participant Choice Specialists in a quantity the Contractor is allocated out of the total of 63 positions funded by the State

d. Federal Programs Compliance Review

Contractor shall use funds budgeted for Federal Programs Compliance Review to establish, maintain, and implement an ongoing internal review process to ensure compliance with federal and state program requirements related to the HCBS Waiver, TCM, and the NHR programs. The internal review process shall assess Contractor's compliance with statutory/regulatory/contractual requirements in, at minimum, the following areas:

- HCBS Waiver eligibility certification/recertification
- Special incident reporting and risk management
- Consumer choice
- Provider Agreement Forms
- Notice of action
- Fair hearings
- IPPs/IFSPs
- Periodic and quarterly reviews of services and progress
- Quality assurance (quarterly reviews, corrective action plans, annual reviews of community care facilities)
- Service coordinator caseload ratios

- TCM documentation of activity and units
- NHR documentation of referrals and evaluations

Contractor shall use the results from the internal review as part of a continuous quality improvement process to enhance performance. The State shall develop and provide Contractor a self-evaluation protocol to assist Contractor in performing the internal review. The results of this internal review shall be made available to the State during the State's monitoring visits.

- e. Contractor shall use funds allocated in the Budget Act of 2005 and each budget year thereafter for complying with the HCBS Waiver requirements solely for the specific purposes budgeted for the 2005-06 fiscal year and each fiscal year thereafter. The State may take any disciplinary action necessary in the event Contractor expends these allocated funds for any purpose other than for complying with these requirements.
- f. Using all funds allocated to the Contractor in accordance with the Settlement Agreement for Capitol People First, et al. v. Department of Developmental Services, et al, (hereafter referenced as Settlement Agreement) as originally authorized in the Budget Act of 2009 and as authorized in subsequent Budget Acts, Contractor shall provide service coordination on behalf of residents of Developmental Centers as set forth in the Settlement Agreement Section IV.A.1. Service coordination may be provided directly by the Contractor or through documented arrangements with another regional center. The Contractor shall make diligent efforts to participate in annual IPP meetings as agreed to in Section IV.A.3. of the Settlement Agreement. Nothing in this contract provision shall be construed to expand Contractor's obligations pursuant to the Settlement Agreement beyond those expressly described in the Settlement Agreement. If any inconsistency exists between the terms of the Settlement Agreement and this contract provision, the terms of the Settlement Agreement shall prevail.

2. Caseload Ratios

- a. Contractor shall maintain service coordinator-to-consumer ratios as specified in W&I Code Section 4640.6, and FY 21-22 Budget funding to maintain a 1:40 caseload ratio for consumers in Caseload Ratio Reference Number 2.6, as follows:

Caseload Ratio Reference Number	Statutory Requirement or Targeted State Funding	Population	Service Coordinator-to-Consumer Ratio
2.1	WIC §4640.6(c)(4)	Complex needs as defined in WIC §4640.6(c)(4)	1:25

2.2	WIC §4640.6(c)(2)	Moved from a DC in the last 12 months	1:45
2.43	WIC §4640.6(c)(3)(B), adjusted for CPP Operations Funding caseload	Moved from a DC since April 14, 1993, and have lived continuously in the community for greater than 24 months	1:62
2.4	WIC §4640.6(c)(3)(A)	Age 3 and younger	1:62
2.5	WIC §4640.6(c)(3)(A)	Enrolled on the HCBS Waiver	1:62
2.6	FY 21-22 Budget	Low or no purchase of service	1:40
2.7	WIC §4640.6(c)(3)(C)	All others	1:66

- b. Service coordinators may have a mixed caseload consisting of consumers specified in Caseload Ratio Reference Numbers 2.1, 2.2, 2.43, 2.4, 2.5 and 2.7 if the overall average caseload is weighted proportionately to ensure that overall regional center average service coordinator-to-consumer ratios as specified in 2.1, 2.2, 2.43, 2.4, 2.5 and 2.7 are met. In no case shall a service coordinator for these consumers have an assigned caseload in excess of 84 for more than 60 days.
- c. For purposes of this contract requirement, "service coordinator" means a regional center employee whose primary responsibility includes preparing, implementing, and monitoring consumers' IPPs, securing and coordinating consumer services and supports, and providing placement and monitoring activities.
- d. For purposes of this contract requirement, low purchase of service for a consumer is defined as less than \$2000 in the prior fiscal year. The 1:40 caseload ratio shall be maintained based on the State's allocation of positions to Contractor.
- e. One or more of the requirements of this subsection shall not apply if the regional center has a waiver approved pursuant to W&I Code Section 4640.6(h).

3. Reporting

Contractor shall provide service coordinator caseload data, as of March 1, to the State annually by March 10. The data shall be submitted in a format prescribed by the State that shall meet, but not exceed, the data collection requirements imposed by W&I Code Section 4640.6(e). In FY 21-22 only, Contractor shall provide service coordinator caseload data, as of February 1, 2022, to the State by February 10, 2022. In FY 22-23, Contractor shall also provide service coordinator caseload data, as of October 1, to the State by October 10, pursuant to W&I Code Section 4640.6(g).

ARTICLE X: ADDITIONAL PROVISIONS

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

I. Retention of Consulting Services to Assess Current Regional Center Operations and Provide Support for Future Operations

Contractor agrees to the following terms to remedy deficiencies pertaining to its regional center operations, stability, and staff development:

A. Retention of Consulting Services. By July 12, 2024, Contractor shall retain and enter into an agreement with the Columbus Organization for the purpose of providing consultation (consulting service) on workforce development, improving staff morale, stability of the executive team, developing appropriate boundaries between the regional center's Board of Directors (Board) and staff, strengthening the relationship between regional center executive staff, regional center staff, and the Board, ensuring delivery of services, providing training, and ensuring effective governance of the regional center.

B. Evaluation of Current and Ongoing Operations. Contractor shall work with the consulting service to assess the regional center's operational infrastructure, processes for how decisions are made by regional center management, implementation of the Lanterman Developmental Disabilities Services Act (Lanterman Act), workforce deficits, and commitment to the success of the organization. This includes, but is not limited to, evaluating policies and procedures, communication systems, complaint processes, training, and regional center executive staff versus Board roles and responsibilities. Contractor will work with the consulting service to develop a plan regarding assessment and proposed remediation of operational infrastructure issues within 90 days from when the consulting service is retained.

C. Assessment of Delivery of Regional Center Services. Contractor shall work with the consulting service in order to comply with the delivery of case management services by the regional center consistent with the requirements of the Lanterman Act. Contractor will work with the consulting service to establish strategies and measures to include, but not limited to, caseload ratios are significantly reduced and progress is made towards statutory compliance, ensuring case management activities align between staff duty statements/job descriptions, and that Lanterman Act values and requirements are being met. Contractor shall work collaboratively with the consulting service to assess the regional center's operations by utilizing measurable data points and other information needed to achieve progress and intended outcomes. Data points are to include, but are not limited to, monthly data on service coordinator to consumer caseload ratios, workforce hiring and retention, compliance with Early Start and Lanterman Act intake and assessment timeline requirements, completion of IPPs as statutorily required, timely authorizations for services, and vendor payment timelines.

Contractor will work with the consulting service to develop a plan regarding assessment and proposed remediation of regional center operational issues using measurable data points within 60 days from when the consulting service is retained.

II. Board Governance

Contractor agrees to have independent legal counsel to provide regular advice on Board governance, Board member conduct, assist with Board training, and assist with a review, and as necessary development and/or modification of Board policies.

Contractor's choice of legal counsel must be approved by the State. Contractor must provide the State with its proposed legal counsel within 30 days of execution of this Article. All training material prepared by legal counsel shall be submitted to the State for review and approval at least 14 days prior to the beginning of any training. All modification or formation of Board policies must be provided to the State for review and approval at least 14 days prior to implementation of any change.

Contractor also agrees to work with the State's Technical Assistance Team, which will provide technical assistance to the Board on various matters, including but not limited to: Board agenda and packets, training, governance questions, and compliance with the terms outlined in this Article as it pertains to Board specific requirements.

A. Legal Counsel and Contractor Requirements.

1. Review of Bylaws. Contractor and its legal counsel must review, and if necessary, revise Contractor's current bylaws, including any amendments to the Board's bylaws, to comport with current federal and state laws. Contractor shall ensure special attention is given to updating the portion of its bylaws that pertain to the composition and purpose of all Board members and Board committees. This above review and proposed revisions shall occur as promptly as possible, but no later than 180 days of execution of this Article. Once updated and revised, Contractor shall provide a copy of the updated bylaws to the State for review. The State shall be allowed to provide technical assistance on the updated bylaws prior to presentation and adoption by the Board. Once the updated bylaws are approved by the Board, Contractor is required to post the updated bylaws in a conspicuous location on its public website and describe the changes made to the bylaws.

2. Board Meeting Attendance. Contractor's legal counsel must attend, either in person or virtually, every monthly, annual, and special Board meeting to ensure that all meetings are conducted in accordance with applicable state and federal laws and the Contractor's bylaws. Board Members must make every effort to attend all required monthly, annual, and special Board and committee meetings in accordance with the Contractor's bylaws. Where a majority of the Board is present in person for a meeting, the Board's counsel shall be present in-person as well.

3. Board Meeting Packets. The Board shall work with the consulting service and the Board's legal counsel to ensure Board meeting packets are transparent, accessible, and that Board meeting documents are posted timely. The Board shall work with the consulting service to create a process for preparing agendas and ensuring materials are properly prepared and ready for timely distribution. The Board shall work with the consulting service to provide tailored assistance to all Board members so that they can effectively participate in meetings and review necessary materials, including the Board meeting packets.

B. Board Training.

1. Training for Board Members. Contractor and its legal counsel are required to develop a comprehensive, annual training plan for all individuals serving on the Board. The Board training plan shall include a training schedule, which must be submitted to the State for approval, as set forth in Article VII, Section 11 of this Contract. In addition, the training plan shall include training materials for the Board, which must be provided to the State for approval at least 90 days prior to the scheduled training. The training materials must encompass at least all the following topics: (1) overview of the current contract, including SCL, between Contractor and the State; (2) the Board's role and its responsibilities under the Lanterman Act; (3) the code of conduct or civility policy; (4) the state and federal laws applicable to operating a non-profit corporation; (5) maintaining appropriate boundaries between the role of Board and regional center staff; and (6) best practices related to Board governance, including but not limited to the Executive Director's role and responsibilities and the Board's role in providing goals for and oversight of the Executive Director, the composition and purpose of each board committee, distinctions between open and closed meetings, a code of ethics, conflict of interest requirements, community relations, and best practices related to fiscal oversight and accountability by a Board of Directors.

a. Every Board member is required to attend each training or make-up session.

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

C. Board Policy and Procedures.

1. Review and Development of Board Policies and Procedures.

Contractor and its legal counsel are required to review all existing Board policies within 120 days after execution of this Article. Contractor must also provide the State with copies of the Board policies within this 120 days. If revisions and/or updates to Board policies are required, Contractor shall provide the State with copies of proposed revisions for review and approval before any Board policy is updated or enacted. Contractor must specifically develop new and/or amended Board policies and procedures, on at least the following topics: (1) Board governance; (2) the roles and responsibilities of the Board and each Board member, including a code of conduct or civility policy among and between Board members, regional center staff, and regional center consumers and families; (3) training requirements; (4) Board member recruitment, application and selection process; (5) requirements for Board spending and processes for execution of Operations-related contracts; (6) the respective roles of the Board, Board committees, and the Executive Director of the regional center; (7) whistleblower complaints; (8) anti-retaliation, and (9) conflicts of interest. All policies and procedures developed must comply with current state or federal laws and the Contractor's bylaws. The State may provide input and recommendations on the proposed policies and procedures prior to approval by the Board, except for the POS policy that is required under Welfare and Institutions Code section 4434 (d) to be approved by the State. Specifically, the Board's policies and procedures shall include or address the following matters:

a. Board Governance and Roles and Responsibilities. The policies and procedures shall set forth the roles and responsibilities of both the Board and the individual Board of Directors, including participation in Board committees. The policies must address the Board's legal duties of care, loyalty, and fiduciary obligations to the regional center as well as the statutory and contractual obligations specific to regional center boards. Contractor must also establish written duty statements and requirements of each Board position and committee.

b. Board Code of Conduct or Civility Policy. The policies and procedures shall set forth, with specificity, the Board's code of conduct policy and expectations, which must include an outline of steps and actions to be taken for violations of the Code of Conduct or Civility Policy.

c. Board Training. A policy and procedure mandating annual training requirements for each individual serving on the Board to be completed each calendar year. The training topics shall at least be those set forth under section II.B.1.

d. Board Membership, Application Process, and Recruitment. Policies and procedures pertaining to Board membership, recruitment, and selection shall comply with the Lanterman Act, including but not limited to Welfare and Institutions Code section 4622, which lists specific regional center board criteria. In addition, the policies and procedures must detail the recruitment, application and interview process to fill board vacancies.

e. *Board Spending and Contracts.* The policies and procedures must, at a minimum, address Board spending and set forth specific processes for obtaining approval of any Board spending and/or the execution of Board contracts through Operations funding. For Board spending or contracts that the Board seeks to incur or enter into prior to the implementation and approval of a Board Spending and Contracts policy, said expenses and/or contracts must be presented to the State for approval no less than two weeks prior to the requested spending date (or entry into a contract if the Board seeks approval of a contract).

f. *Board/Executive Director Relationship.* The policies and procedures must, at a minimum, outline: (1) the Board's authority on oversight of the regional center pursuant to the Lanterman Act and non-profit corporation state law; (2) the responsibilities that the Board intends to delegate to the Executive Director in providing leadership and administration of regional center programs and services; (3) how the Board will support the Executive Director in the performance of their duties; and (4) how the Board will monitor and review the Executive Director's performance, provide compensation and benefits, and with what frequency.

g. *Whistleblower Complaints.* The policies and procedures regarding whistleblower complaints must be reviewed and revised to ensure compliance with applicable state and federal laws, and this Contract.

h. *Anti-Retaliation.* The policies and procedures prohibiting retaliation shall set forth the expectation and entitlement of an environment free of retaliation, protections for individuals who bring forward complaints to be free of retaliation, and steps taken to address allegations of retaliation.

i. *Conflicts of Interest.* The policies and procedures regarding conflicts of interest must be reviewed and revised to ensure compliance with applicable state and federal laws, and this Contract. The conflicts of interest policy shall outline both financial and non-financial conflicts of interest. The conflicts of interest policy shall also outline Board expectations to act in the best interests of the regional center and its consumers without regard to the interests of any other organization or persons to whom they are related or associated with.

D. Board of Directors Recruitment.

Contractor and its legal counsel, and if necessary, the consulting service, shall prepare a Board of Directors recruitment plan that complies with Contractor's bylaws.

1. Contractor is required to develop a formal recruitment plan and provide it to the State for approval within 120 days of the execution of this Article.

2. The recruitment plan must:

a. Include an assessment of the Board's current composition,
and

b. Identify desirable characteristics of new Board members based on that assessment, explicit search strategies as well as the interview and vetting process (e.g., timelines for interviews, interview panel, interview questions, ensuring no conflict of interest, etc.) and timelines for seating and onboarding new Board members.

E. Board of Directors Onboarding Plan.

To ensure that the Board and its committees have a clear understanding of roles and responsibilities, as well as to ensure support for healthy Board transitions in between Board terms, Contractor shall work with its independent legal counsel and the consulting service to develop a Board Onboarding Plan. All individuals serving on the Board, including the Executive Committee and Board committee members, shall receive onboarding following implementation of the Board Onboarding Plan, regardless of their role or tenure. The above-mentioned Onboarding Plan must be submitted to the State for review and approval within 120 days following execution of this Article.

III. Workforce Development

A. Plan of Action for Personnel and Workplace Requirements. The State is informed that Contractor has experienced high turnover for its Human Resources Director position. Contractor has not been successful in hiring and retaining service coordination staff resulting in extraordinarily high caseload ratios. High service coordinator to consumer ratios has a direct impact on staff's ability to support consumers and families. Contractor shall take the following steps to address workforce and workplace stability at the regional center:

1. Retains employment law counsel, or a human resources specialist, either of which must be approved by the State, to review all of the regional center's employment policies and procedures, to conduct and/or facilitate staff training, and to ensure current compliance with all state and federal laws.

2. With the support of the consulting service, execute the review, updating, or development of the regional center's employment policies and procedures to improve workplace culture, morale, and maintain a workplace environment that is free from discrimination and harassment. Contractor must ensure that the regional center develops, reviews, or revises its code of conduct and non-retaliation policies to allow transparency and submission of complaints to Human Resources without fear of reprisal.

3. With the support of the consulting service, develop a comprehensive plan for how the regional center will hire and retain sufficient service coordination staff to significantly reduce caseload ratios for all age groups.

Contractor shall submit its plan for workforce development to the State within 90 days of executing this Article describing how it plans to remediate the issues.

IV. Regional Center Culture and Community Relations

A. Enhancing Regional Center Culture. The State has identified serious concerns within the culture of the regional center. The State has been informed of community complaints regarding perceived Board insensitivity and unprofessional conduct, resentment and mistrust between the Board and regional center staff, and animosity among staff due to high caseloads and insufficient support by the Board and management. Contractor shall take immediate action to assess and remediate the culture within the regional center and with its stakeholders to reinforce that the regional center's mission, vision, and actions are aligned with the principles of the Lanterman Act and instilled throughout the organization and its community.

B. Plan of Action Requirements to Improve Community Relationships. Contractor must take swift action to address and remediate the culture within the regional center which has a perception that employees are discouraged from raising issues. Contractor must take action to promote respect by the Board toward regional center staff. Contractor must also take swift action to improve its relationship with the community, address and remediate the Board's relationship and communication with their stakeholders, such as the individuals served and their families, service providers and community members. Contractor shall develop a plan of action to identify issues and concerns and promote open communication. Contractor shall take steps to create a culture of professionalism throughout the regional center. At a minimum, Contractor shall develop a plan of action that includes the following:

1. Dissemination of board and regional center information;
2. Clear vision and values that are identified and communicated throughout the regional center;
3. Measurable goals and practices that support the vision and values of the regional center. Practices shall include general guidance pertaining to Board advocacy activities on behalf of regional center consumers;
4. Public relations plan;
5. Vendor and community trainings; and
6. Community engagement and stakeholder meetings.

Contractor shall submit to the State, for review and approval, its plan regarding improving community relationships to the State within no later than 120 days of executing this Article describing how it plans to remediate the issues.

C. Fiscal Management. Contractor is responsible for ensuring the integrity of the financial operations of the regional center and Board expenditures through use of the Operations budget, including accountability, reporting of revenues and expenditures, and carrying out its programs and functions in a fiscally responsible manner. Until such time Contractor demonstrates successful implementation of the financial objectives, annual fiscal audits shall be conducted by the State.

V. Executive Director Onboarding

A. Contractor Requirements. In onboarding a permanent Executive Director for the regional center, Contractor shall:

1. Develop a formal Orientation and Onboarding Plan for the incoming Executive Director, with the assistance of the consulting service, to ensure support for and development of a healthy leadership transition.

2. The above-mentioned Orientation and Onboarding Plan for the incoming Executive Director shall be submitted to the State for review and approval within 30 days from when the consulting service is retained. The State shall be permitted to provide its input on the plan after submission and prior to implementation.

VI. Regional Center Complaints

A. Contractor shall provide the State every 30 days starting the effective date of this Article, a report of whistleblower complaints received under Contractor's Whistleblower Policy (Regional Center Whistleblower for Vendors, Contractors and Others). This report shall contain, at a minimum, the following information for each complaint submitted: (1) Date complaint received; (2) Complainant type, if known, for whistleblower complaints (e.g., regional center staff, service provider, community member, etc.); (3) Date acknowledgement of receipt was sent to complainant; (4) Nature of complaint; (5) Details of investigation; (6) Results of investigation; and (7) Corrective action taken, if applicable.

VII. State Meetings

A. Contractor shall meet with the State at the State's request to assess Contractor progress in addressing identified performance issues and complying with the terms of this Article. The State may, at its discretion, schedule meetings more or less frequently than every 90 days and/or require Contractor to provide written updates.

HOME AND COMMUNITY-BASED SERVICES WAIVER REGIONAL CENTER FISCAL AGENT RESPONSIBILITIES

1. BACKGROUND

The Department of Health Care Services (hereinafter referred to as DHCS) is the single California agency responsible for administering the California Medical Assistance Program (hereinafter referred to as Medi-Cal), for which federal grants in aid are received pursuant to Title XIX of the federal Social Security Act (hereinafter referred to as Medicaid).

The Department of Developmental Services (hereinafter referred to as Department) is responsible for providing services to persons with developmental disabilities under the Lanterman Developmental Disabilities Services Act, California Welfare and Institutions Code, Section 4500 et seq.

Section 1915(c) of the federal Social Security Act provides for home and community based services as a benefit of the Medicaid program, subject to approval by the Department of Health and Human Services (hereinafter referred to as DHHS) thereby enabling Title XIX coverage of home and community based services for persons with developmental disabilities.

The Department has entered into a contract with DHCS under which the Department shall act as the fiscal agent for Medi-Cal payments and related systems for administering home and community-based services for persons with developmental disabilities.

Contractor is one of 21 private non-profit, locally based agencies under contract with the Department to obtain services for persons with developmental disabilities including home and community-based services.

2. CONTRACT PRACTICES

For the purposes of this contract, the Department and Contractor agree to conform to the requirements of 45 CFR Appendix II to Part 75 – Contract Provisions for Non-Federal Entity Contracts Under Federal Awards and to the requirements of the DHHS approved Home and Community-Based Services Waiver (Medicaid Waiver) Program.

3. SUBCONTRACTS

Contractor agrees that contracts, other than small purchases contracts, shall contain provisions or conditions which allow for administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.

4. POPULATION COVERED BY THIS CONTRACT

The population covered by this exhibit are those Medi-Cal eligible persons who qualify for participation in the Medicaid Waiver Program and/or who would be eligible for Medi-Cal due to eligibility for the Medicaid Waiver Program and those who are enrolled in the Medicaid Waiver Program.

5. PROCEDURES FOR ENROLLMENT AND RE-ENROLLMENT

Contractor shall adhere to the enrollment and re-enrollment assurances and procedures as specified in the Medicaid Waiver Program. All participants shall meet the appropriate level of care criteria, shall sign the federally required "Consumer choice of services/living arrangement statement" (form DS 2200); shall have a choice among qualified providers; shall be notified of their right to a fair hearing if choice is denied; services are reduced and Medicaid Waiver Program eligibility is terminated unless the consumer voluntarily disenrolls from the Medicaid Waiver Program; and, shall have a written plan of care which addresses the health, safety, and well-being of the individual participant in a community setting.

Contractor shall maximize federal financial participation by identifying and enrolling all eligible persons, unless the operations (OPS) costs of enrollment exceed the reimbursement to the State of California as determined by a formula which is mutually agreed to by the State and the ARCA. Any child who would become eligible for Medi-Cal benefits through institutional deeming shall be enrolled. Contractor shall redetermine the eligibility of persons enrolled in the Title XIX Home and Community-Based Services Waiver Program (Medicaid Waiver) annually. In consideration for such enrollment and redetermination, the Department shall, in addition to all other allocations, allocate in Contractor's preliminary operations budget their proportionate share of the full amount budgeted for this purpose. The Department and Contractor shall mutually agree to the amount of federal reimbursement that shall be used for the contract budget summary.

Contractor shall implement the mutually agreed to procedures for the administration of the Medicaid Waiver Program. Modifications to the existing procedures shall be mutually agreed to by the Department and ARCA and approved by DHCS.

6. SERVICES TO BE PROVIDED

The written plan of care prepared for each Medicaid Waiver participant shall prescribe the amount, duration and scope of services necessary to safely maintain the participant in the community rather than an institution. The written plan of care shall be in accordance with the requirements set forth in the DHHS approved home and community-based services waiver and tailored to meet the specific needs of each individual participant to ensure the person's health and well-being.

7. THIRD PARTY LIABILITY RESPONSIBILITIES

In compliance with 42 CFR Chapter IV, Part 433, Subpart D-Third Party Liability, Contractor shall perform the activities required by the Department.

8. HOME AND COMMUNITY-BASED SERVICES WAIVER APPROVAL TERMINATION

This exhibit shall continue so long as CMS approves the Medicaid Waiver Program or until the agreement between DHCS and the Department upon which this exhibit is based is terminated.

9. PAYMENT TO PROVIDERS

The Contractor and the Department agree that payment to providers of home and community-based waiver services shall be made in accordance with 42 CFR Chapter IV, Part 447.

10. NONCOMPETITIVE NEGOTIATION JUSTIFICATION

The Contractor and the Department agree that this exhibit is consistent with CFR Subtitle A, Subchapter A - General Administration, Part 75 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, Subpart D - Post Federal Award Requirements, Procurement Standards, Section 75.328 - Competition for the following reasons:

- a. The California Legislature has found that, "the service provided to individuals and their families by regional centers is of such a special and unique nature that it cannot be satisfactorily provided by state agencies" (W&I Code Section 4620).

- b. The Legislature has mandated that the Department contract only with private non-profit community agencies which meet the criteria of W&I Code Section 4620 et seq. for the purpose of operating regional centers.
- c. The Legislature requires that contracts between the Department and regional centers specify the service areas to be served thereby resulting in one regional center per service area (W&I Code, Section 4640).

EARLY START STATEMENT OF ASSURANCES

July 1, 2014

1. PURPOSE

This exhibit sets forth the terms and conditions under which the Contractor shall administer the Early Start Program activities.

2. EARLY START REPORT

Contractor agrees to prepare and submit Early Start Reports for all children under age three in accordance with reporting instructions distributed by the State.

3. USE OF PART C FUNDS

Funds received under Part C will only be used in support of the Early Start Program.

4. ACCOUNTING PROCEDURES

Part C funds will not be commingled with regional center general funds, and fiscal control and fund accounting procedures will be followed as may be necessary to assure proper disbursement of, and accounting for the Part C funds.

5. FEDERAL SINGLE AUDIT ACT

Contractor agrees to comply with the federal Single Audit Act requirements.

6. EARLY START PROGRAM COMPLIANCE

Contractor agrees the Early Start Program is in compliance with the provisions of Part C of the Individuals with Disabilities Education Act (20 USC Section 1471 et. seq.) its implementing regulations (34 CFR Part 303), the Education Department General Regulations (EDGAR) as specified in 34 CFR Section 303.5, and the California Government Code, Title 14, Section 95000 et. seq. and Title 17 California Code of Regulations, Section 52000 et. seq. Contractor agrees to provide appropriate early intervention services, as defined under 34 CFR 303.13 and delineated on the individualized family service plan in accordance with 17 CCR 52108 (a)(1) to eligible children and families at no cost.

7. PAYROLL RECORDS

Contractor agrees to maintain payroll records which identify personnel employed in the Early Start Program and make the records available for review by the States' monitoring staff pursuant to 34 CFR Section 303.501.

CFDA Title: Infant and Toddlers with Disabilities

CFDA Number: 84.181A

Award Name: Annual State Application Under Part C of the Individuals with Disabilities Education Act as Amended in 2004, Federal Fiscal Year 2006

Federal Agency Name: Office of Special Education Programs, United States
Department of Education

**Community Placement Plan and Community Resource Development Plan
Statement of Assurances**

1. Community Placement Plan and Community Resource Development Plan

Contractor shall develop and submit an approved Community Placement Plan and Community Resource Development Plan in accordance with W&I Code Sections 4418.25, and 4418.3; and consistent with W&I Code Sections 4418.7, 4519 and 4648. Contractor's Community Placement Plan and Community Resource Development Plan shall, where appropriate, include budget requests for regional center operations, consumer assessments, resource development, deflections and ongoing placement costs.

2. Dedicated Funding

- a. Contractor shall use funds allocated for the regional center's approved Community Placement Plan and Community Resource Development Plan only for the purposes allocated and in compliance with the State's Community Placement Plan and Community Resource Development Plan and Housing Guidelines. Funds will be allocated through the following categories: Operations, Purchase of Service Placement, Purchase of Service Deflection, Purchase of Service Assessment, and Purchase of Service Start Up. The State shall reduce the contract in the amount of any unspent funds allocated for the Community Placement Plan and Community Resource Development Plan that are not used for that purpose. Any unspent funds shall revert to the General Fund State or be transferred to another regional center for Community Placement Plan and Community Resource Development Plan activities. All changes to the approved ~~GPP~~ Community Placement Plan and Community Resource Development Plan allocation must be approved in writing by the Department.
- b. Within 30 days of the enactment of the budget, the State shall notify Contractor of any changes to Contractor's approved Community Placement Plan and Community Resource Development Plan.

3. Reports

Contractor agrees to report, as required by the State, on the status and outcomes of their plans at a minimum of quarterly.

4. Accounting Procedures

Contractor shall submit a detailed quarterly claim; this claim form shall be mutually agreed to by ARCA and the State.

Statement of Assurances for Protection of Protected Health Information

**Health Insurance Portability and Accountability Act (HIPAA)
Health Information Technology for Economic and Clinical Health (HITECH)**

1. Background

The terms of this Agreement are intended to create a business associate relationship between the contracting parties (collectively, “Contractor” and “DDS”) as required under the Health Insurance Portability and Accountability Act (“HIPAA”), codified in Title 42 of the United States Code, Section 1320d *et seq.* and its implementing law and regulations such as the Health Information Technology for Economic and Clinical Health Act of 2009, (Public Law 111-005, Title XIII, Subtitle D, Section 13400 *et seq.*, Feb. 17, 2009) (“HITECH Act”), and Title 45 of the Code of Federal Regulations (“CFR”) Parts 160 and 164 (“HIPAA Regulations”).

Since a business associate relationship is created by this Agreement and protected health information (“PHI”), as defined in Section 3 herein, may be exchanged, created, received, maintained, used and/or disclosed to Contractor, Contractor agrees to comply with all applicable requirements of HIPAA, HIPAA Regulations, and the HITECH Act which pertain to the privacy and security of PHI.

In addition, HIPAA’s preemption exception under Title 45 of the Code of Federal Regulations Section 160.203 requires state law to apply if state law is more stringent in protecting PHI. Accordingly, the intent of the parties is that Contractor shall comply with the applicable requirements of California law governing the exchange, creation, dissemination, maintenance, use or disclosure of PHI that exceeds the requirements of HIPAA, the HITECH Act, and HIPAA Regulations.

2. Recitals

- A. DDS wishes to disclose to Contractor and/or wishes for the Contractor to receive certain information pursuant to the terms of this Agreement, some of which may constitute PHI.
- B. As set forth in this Agreement Contractor is the “Business Associate”, as defined in Section 3 herein, of DDS that provides services, arranges, performs or assists in the performance of functions or activities on behalf of DDS and creates, receives, maintains, transmits, uses or discloses PHI.
- C. DDS and Contractor desire to protect the privacy and provide the security of PHI created, received, maintained, transmitted, used, or disclosed pursuant to this Agreement, in compliance with HIPAA, the HITECH Act, HIPPA Regulations, and any more stringent applicable state law protecting PHI.

Now, therefore, the parties agree as follows:

3. **Definitions**

- A. **Accounting** – “Accounting” means Contractor’s accounting of PHI disclosures to an individual upon his or her request in accordance with 45 CFR § 164.528, subject to the exceptions listed therein. As stated in 45 CFR § 164.528(b) an accounting includes the date of disclosure, the name of the entity or person who received the PHI and, if known, the address of such entity or person, a brief description of the PHI disclosed, and a brief statement of the purpose of disclosure or copy of a written request for disclosure by the Secretary, as defined herein, or by an entity or person permitted under 45 CFR § 164.512.
- B. **Breach or Breaches** – “Breach” or “Breaches” have the same meaning of the term “breach” defined under 45 CFR § 164.402, which is the acquisition, access, use or disclosure of PHI in a manner not permitted under Title 45 of the Code of Federal Regulations Part 164, Subpart E, that compromises the security or privacy of PHI, subject to the breach exclusions listed therein.
- C. **Business associate** – “Business Associate” has the same meaning of the term “business associate” defined in 45 CFR § 160.103, which means an entity or person on behalf of a covered entity who creates, receives, maintains or transmits PHI by conducting services including legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, financial services, claims processing or administration, data analysis, processing or administration, utilization review, quality assurance, billing, patient safety activities benefit management, practice management and/or repricing. “Business associate” also refers to Contractor who is a party to this Agreement.
- D. **Covered entity** – “Covered Entity” has the same meaning of the term “covered entity” defined in 45 CFR § 160.103, which means a health plan, health clearinghouse or healthcare provider. Covered entity also refers to DDS who is a party to this Agreement.
- E. **Designated record set** – “Designated record set” has the same meaning of the term “designated record set” defined in 45 CFR § 164.501, which is a group of records that contains PHI and is maintained by or for a covered entity. The designated record set includes medical records and billing records, enrollment, payment, claims adjudication and case/medical management record systems, and/or records used, in whole or part, to make decisions about individuals.
- F. **Disclosure** – “Disclosure” has the same meaning of the term “disclosure” defined in 45 CFR § 160.103, which is the release, transfer, provision of access to, or divulging in any manner of information outside the entity holding the information.
- G. **Discovery** – “Discovery” has the same meaning of “Breaches treated as discovered” under 45 CFR § 164.410. Under Section 164.410, a breach shall be treated as discovered by a business associate on the first day on which such breach is known, or by exercising reasonable diligence would have been known by the business associate, including its employees or agents.
- H. **Electronic PHI** – “Electronic PHI” is protected health information in an electronic form.

- I. **Encryption** – “Encryption” has the same meaning of the term “encryption” defined in 45 CFR § 164.304, which is the use of an algorithmic process to transform data into a form in which there is a low probability of assigning meaning without use of a confidential process or key.
- J. **Harmful effect** – “Harmful effect” means a negative effect of using or disclosing PHI known to the covered entity or business associate that would violate HIPAA, HITECH Act, HIPAA Regulations as set forth in 45 CFR § 164.530(f), or any more stringent applicable state law protecting PHI.
- K. **Health care operations** – “Health care operations” has the same meaning of the term “health care operations” defined in 45 CFR § 164.501. Under Section 164.501, health care operations includes conducting quality assessment and improvement activities, outcomes evaluation, development of clinical guidelines, patient safety activities, population-based activities relating to improving health, protocol development, case management and care coordination, reviewing competence and qualifications of health care professionals not involving treatment, evaluating provider/vendor performance, conducting training programs for students, trainees or practitioners in the area of health care to improve skills, training of non-health care professionals, accreditation, certification, licensing or credentialing activities, underwriting and enrollment relating to creation, renewal or replacement of health insurance or benefits, medical review, legal services, auditing functions, business planning and development, business management and general administrative activities such as implementation and compliance with HIPAA, HITECH Act, and HIPAA Regulations, customer service, resolution of internal grievances, the creation of de-identified health information or a limited data set, and/or fundraising for the benefit of the business associate.
- L. **Individual or Individuals** – “Individual” or “individuals” have the same meaning of the term “individual” defined in 45 CFR § 160.103, which is the person who is the subject of PHI.
- M. **Lanterman Act** – The “Lanterman Act” means the Lanterman Developmental Disabilities Services Act codified in California Welfare and Institutions Code Sections 4500, *et seq.*
- N. **Minimum necessary** – “Minimum necessary” means the “minimum necessary” standard set forth in 45 CFR § 164.502, which requires covered entities and business associates to make reasonable efforts to limit the use or disclosure of PHI to accomplish the intended purpose of the use, disclosure or request, subject to the exceptions set forth therein.
- O. **Notice of Privacy Practices** – “Notice of Privacy Practices” means the required notice under 45 CFR § 164.520 provided to individuals by a covered entity regarding the use and disclosure of PHI that may be made by the covered entity, and the individual’s rights and covered entity’s legal duties with respect to PHI.
- P. **PHI or protected health information** – “PHI” or “protected health information” have the same meaning of the term “individually identifiable health information” as defined in 45 CFR § 160.103. Under Section 160.103 individual identifiable health information is information that is created or received by a covered entity or business associate that relates to the past, present, or future physical or mental health of an individual; or the past, present, or future payment for the provision of health care to the individual. In addition, the information must identify the

individual or there must be a reasonable basis to believe the information may be used to identify the individual.

- Q. **Required by law** – “Required by law” has the same meaning of the term “required by law” defined in 45 CFR § 164.103, which is a mandate contained in law that compels an entity to make a use or disclosure of PHI and that is enforceable in a court of law.
- R. **Safeguards** – “Safeguards” referenced herein collectively means the required “administrative safeguards” defined in 45 CFR § 164.308, “physical safeguards” defined in 45 CFR § 164.310, and “technical safeguards” defined in 45 CFR § 164.312.
- 1) Under 45 CFR § 164.308 “administrative safeguards” is the implementation of policies and procedures to prevent, detect, contain and correct security violations.
 - 2) Under 45 CFR § 164.310 “physical safeguards” is the implementation of policies and procedures to limit physical access to electronic information systems and the facility or facilities in which PHI is maintained, while ensuring proper authorized access to PHI.
 - 3) Under 45 CFR § 164.312 “technical safeguards” is the implementation of policies and procedures for electronic information systems that maintain electronic PHI to allow access only to those persons or software programs that have been granted access rights specified in 45 CFR § 164.308(a)(4).
- S. **Secretary** – “Secretary” means the Secretary of the United States Department of Health and Human Services.
- T. **Security Incident** – “Security incident” has the same meaning of the term “security incident” defined in 45 CFR § 164.304, which is the attempted or successful unauthorized access, use, disclosure, modification or destruction of information or interference with system operations in an information system.
- U. **Subcontractor or Agent** – “Subcontractor” or “agent” have the same meaning of the term “subcontractor” defined in 45 CFR § 164.10, which is a person to whom a business associate delegates a function, activity or service, other than in the capacity of a member of the workforce of such business associate.
- V. **Unsecured PHI** – “Unsecured PHI” has the same meaning of “unsecured protected health information” defined in 45 CFR § 164.402, and it is PHI that is not rendered unusable, unreadable, or indecipherable to unauthorized persons through the use of technology and methodology specified by the Secretary in the guidance issued under section 13402(h)(2) of Public Law 111-5.
- W. **Use or usage** – “Use” or “usage” have the same meaning of the term “use” defined in 45 CFR § 160.103, which is the sharing, employment, application, utilization, examination, or analysis of PHI within an entity that maintains such information.

4. Permitted Uses and Disclosures of PHI by Business Associate

- A. **Usage Permitted by This Agreement and HIPAA.** Contractor may use or disclose PHI only to perform functions, activities or services for, or on behalf of the DDS as specified in this Agreement, provided that such use or disclosure does not violate HIPAA, HIPAA Regulations, the HITECH Act, and any more

stringent applicable state law protecting PHI. The use and disclosure of PHI may not be more expansive than applicable to DDS as the “Covered Entity” under 45 CFR Part 164. (45 CFR § 164.504(e)(2)(i)).

- B. **Usage for Legal, Management and Administrative.** In accordance with 45 CFR § 164.504(e)(4), Contractor may disclose PHI if necessary, for the legal, management, or administrative purposes of Contractor. In disclosing PHI, Contractor’s disclosure must be required by law, or the Contractor must obtain reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as required by law or for the purpose for which it was disclosed to the person, and the person notifies Contractor of any instances of which it is aware in which the confidentiality of the information has been breached.
- C. **Minimum Necessary.** Contractor shall comply with the requirements under 45 CFR § 164.502(b) to only request, use, and disclose the minimum PHI necessary to accomplish the intended purpose of the request, use or disclosure.
- D. **Access.** Contractor shall provide access, at the request of DDS, and in the time and manner designated by DDS, to PHI in a designated record set to DDS or, as directed by DDS, to an individual in order to meet the requirements of 45 CFR § 164.524 and 45 CFR § 164.504(e)(2)(ii)(E) regarding an individual’s right to access PHI.
- 1) If Contractor maintains electronic PHI, and an individual requests a copy of his or her PHI in an electronic format, Contractor shall provide such information in an electronic format to enable DDS to fulfill its obligations under the HITECH Act, including but not limited to 42 USC § 17935(e).
- E. **Nondisclosure.** In accordance with 45 CFR § 164.504(e)(2)(ii)(A), Contractor shall not use or further disclose PHI other than as permitted or required by this Agreement, or as required by law.
- F. **Amendments.** In accordance with 45 CFR § 164.526(a) and 45 CFR § 164.504(e)(2)(ii)(F), Contractor shall make any amendment(s) to PHI in a designated record set that DDS directs or agrees to and in the time and manner designated by DDS, or at the request of an individual. Individual requests for amendment(s) are subject to the right of Contractor to exercise denial under 45 CFR § 164.526(a)(2) and under the Lanterman Act. Contractor shall ensure the amendment/s are incorporated into the PHI in accordance with 45 CFR § 164.526.
- G. **Accounting.** Contractor shall provide an accounting of disclosures of PHI to an individual for the six years prior to the date of the individual’s request, in accordance with 45 CFR § 164.528 (a)(1), subject to the exceptions listed therein.

5. Uses and Disclosures Not Provided for by this Agreement

- A. **Mitigation.** In accordance with 45 CFR § 164.530 (f), Contractor shall mitigate, to the extent practicable, any harmful effect that is known to Contractor of a use or disclosure of PHI in violation of the requirements of this Agreement.
- B. **Requests to Restrict PHI.** Contractor shall not disclose PHI about an individual to a health plan for payment or health care operations purposes if PHI pertains solely to a health care item or service for which the health care provider involved has been paid out of pocket in full and the individual requests such restriction, in accordance with 42 USC § 17935(a) and 45 CFR 164.522(a).
- C. **No Remuneration Without Written Consent.** In accordance with 42 USC § 17935(d)(1) Contractor shall not directly or indirectly receive remuneration in exchange for PHI, except with the prior written consent of DDS and a valid HIPAA authorization under 45 CFR § 164.508.

6. Safeguarding Protected Health Information

- A. In accordance with 45 CFR § 164.504(e)(2)(ii)(B) and 45 CFR Part 164, Subpart C, Contractor shall use appropriate safeguards to prevent use or disclosure of PHI, except as provided in this Agreement or as required by law.
- B. In accordance with 45 CFR Part 164, Subpart C and 45 CFR § 164.314(a)(2)(i)(A) & (B), Contractor shall implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of the PHI, including electronic PHI, it creates, receives, maintains, or transmits in an electronic format on behalf of DDS to prevent unauthorized access, viewing, use, disclosure or breach of PHI, other than as provided for by this Agreement or required by law.
- C. Contractor shall develop and maintain a written information privacy and security program that includes administrative, technical and physical safeguards appropriate to the size and complexity of Contractor's operations and the nature and scope of its activities, and which incorporates the requirements of Section 7, Security, below.
- D. **Privacy Officer.** Contractor shall designate a Privacy Officer who shall: (1) develop policies and procedures on PHI that comply with this Agreement, HIPAA, HIPAA Regulations, HITECH Act, and any more stringent applicable state law protecting PHI; (2) receive complaints/notices pertaining to breaches, and process those complaints/notices in accordance with Section 10, herein; and (3) be the point of contact for communication on privacy matters with DDS. Contractor shall notify DDS's privacy and security officers of the individual designated as Privacy Officer and his/her appropriate contact information (including telephone, work address and email) upon execution of this Agreement. If there is a contact change of the Privacy Officer, Contractor shall notify DDS within 10 calendar days or annually per DDS Technical Bulletin 479.

7. Security

- A. Contractor shall ensure the security of all computerized data systems containing PHI in compliance with HIPAA, HIPAA Regulations, the HITECH Act, and the standards provided by National Institute of Standards and Technology (NIST). These steps shall include, at a minimum, but not limited to:
- 1) Ensuring appropriate security levels to maintain the confidentiality, integrity and availability of PHI and electronic PHI in accordance with 45 CFR Part 164, Subpart C;
 - 2) Protecting against any reasonably anticipated threats or hazards to the security or integrity of PHI and electronic PHI in accordance with 45 CFR 164.306(a)(2);
 - 3) Protecting against any reasonably anticipated uses or disclosures of PHI and electronic PHI that are not permitted or required under 45 CFR Part 164, Subpart E, in accordance with 45 CFR 164.306(a)(3);
 - 4) Requiring encryption of all laptops, desktops, tablets, smartphones and other mobile devices, when storing and transmitting electronic PHI, including encryption of portable electronic storage media (e.g., CD, DVD, flash drives, etc.);
 - 5) Requiring the development and maintenance of a Technical Recovery Plan (TRP) documenting the procedures required to restore critical business systems, including conducting an annual performance tabletop test of the TRP and providing annual self-certification of conducting such test to DDS' Information Security Officer; and
 - 6) Designating a Security Officer pursuant to 45 CFR § 164.308 to oversee Contractor's data security program. The Security Officer shall be responsible for carrying out the requirements of this Section and to be the point of contact for communicating on security matters with DDS. Contractor shall notify DDS's privacy and security officers of the individual designated as Security Officer and his/her appropriate contact information (including telephone, work address and email) upon execution of this Agreement. If there is a contact change of the Security Officer, Contractor shall notify DDS within 10 calendar days or annually per DDS Technical Bulletin 479.

8. Agents and Subcontractors

- A. Contractor shall require any of its agents, including subcontractors, that create, receive, maintain, or transmit PHI and/or electronic PHI on behalf of Contractor pursuant to its Agreement with DDS, to agree to the same restrictions, safeguards, and conditions that apply to Contractor herein with respect to such information. (45 CFR §§ 164.502, 164.504, 164.506, 164.314(a)(2)(i)(B)).

- B. Contractor's agents and subcontractors who create, receive, maintain, or transmit PHI and/or electronic PHI on behalf of Contractor are business associates of Contractor and are directly liable under HIPAA, HIPAA Regulations and the HITECH Act for any breach they commit. As such, Contractor's agents and subcontractors who create, receive, maintain, or transmit PHI and/or electronic PHI are subject to civil and, in some cases, criminal penalties for making uses and disclosures of PHI that are not authorized by contract or required by law. Contractor's agents and subcontractors who create, receive or transmit electronic PHI, are also directly liable and subject to civil penalties for failing to safeguard electronic PHI in accordance with HIPAA, the HITECH Act, and HIPAA Regulations.

9. Records available to the State and Secretary and Compliance Reviews

- A. In accordance with 45 CFR § 164.504(e)(2)(ii)(I), Contractor shall make its internal practices, books and records relating to the use and disclosure of PHI received from DDS, or created or received by Contractor on behalf of DDS, available to DDS or to the Secretary for purposes of investigating or auditing DDS's compliance with the requirements of HIPAA, HIPAA Regulations, and the HITECH Act, in the time and manner designated by DDS or the Secretary.
- B. In accordance with 45 CFR § 160.310, Contractor shall cooperate with the compliance and investigation reviews conducted by the Secretary. PHI access to the Secretary must be provided during Contractor's normal business hours, however, upon exigent circumstances access at any time must be granted. Upon the Secretary's compliance or investigation review, if PHI is unavailable to Contractor and in possession of a subcontractor or agent, it must certify efforts to obtain the information to the Secretary.

10. Breach Procedure

- A. **Discovery of Breach.** Contractor shall notify DDS ***within 72 hours by telephone call plus email or fax*** upon the discovery of a breach compromising the security and/or privacy of PHI, or upon a reasonable belief such breach has occurred, as required at 45 CFR §164.410. Notification shall be provided to the DDS Privacy Officer and the DDS Information Security Officer. If the incident occurs after business hours or on a weekend or holiday and involves electronic PHI, notification shall be provided by calling the DDS Service Desk. Upon discovery of such breach or reasonable belief of such breach, Contractor shall:
- 1) Take prompt corrective action to mitigate any risks or damages involved with the breach and to protect the operating environment; and
 - 2) Commence an investigation.

Content of Notification: Within 72 hours of discovery of such breach or reasonable belief such breach occurred, Contractor shall include the following information in the notification to the DDS Privacy Officer and the DDS Information Security Officer to the extent presently known:

- 1) Identification of each individual whose unsecured PHI or confidential information has been, or is reasonably believed to have been accessed, acquired, used, disclosed, or breached;
 - 2) What data elements were involved, and the extent of the data involved in the breach;
 - 3) A description of the unauthorized persons known or reasonably believed to have improperly used or disclosed PHI or electronic PHI;
 - 4) A description of the steps that an individual may take to protect him/her from the breach; and
 - 5) A description of what Contractor is doing to investigate the breach, to mitigate harm to individuals, and to protect against further breaches.
- B. **Written Report.** In accordance with 45 CFR § 164.504(e)(2)(ii)(C) and 45 CFR § 164.410, Contractor shall provide a written report of the investigation to the DDS Privacy Officer and the DDS Information Security Officer within thirty (30) calendar days of the discovery of the breach or unauthorized use or disclosure.
- C. **Notification of Individuals.** Contractor or Contractor's subcontractor or agent shall notify individuals whose unsecured PHI has been or is reasonably believed by Contractor to have been accessed, acquired, used, or disclosed as a result of the breach as required under 45 CFR § 164.404. Notification shall be provided without unreasonable delay as required by 42 USC § 17932(d), and within 30 calendar days. Contractor, or Contractor's subcontractor or agent, shall pay any costs of such notifications as well as any costs associated with the breach.
- D. **Responsibility for Reporting Breaches Involving Less Than 500 Individuals.** If the cause of breach of PHI or electronic PHI is attributable to the Contractor, or its subcontractors or agents, Contractor is responsible for all required reporting of the breach as specified in 42 USC § 17932 and 45 CFR Part 164, Subpart D. The breach reporting requirements of this paragraph are in addition to the reporting requirements set forth in subsection 10(A-C) above.
- E. **Responsibility for Reporting Breaches Involving 500 or More Individuals.** If a breach of unsecured PHI involves 500 or more residents of the State of California or its jurisdiction, Contractor, with DDS's oversight and input, shall notify the Secretary of the breach immediately upon discovery of the breach and prominent media outlets serving the State of California or its jurisdiction in accordance with 42 USC § 17932 and 45 CFR §§ 164.406, 164.408. The breach reporting requirements of this paragraph are in addition to the reporting requirements set forth in subsection 10(A-C) above. In addition, Contractor, with DDS's input and oversight, shall notify the California Department of Justice, Office of the Attorney General, as required under Civil Code §1898.82.
- F. **DDS Contact Information.** Contractor shall direct communications to the following DDS staff. DDS reserves the right to make changes to the contact information below by giving written notice to the Contractor. Said changes shall not require an amendment to this Agreement.

DDS Privacy Officer	DDS Information Security Officer
Privacy Officer privacy@dds.ca.gov (916) 654-2120	Information Security Officer iso@dds.ca.gov (916) 654-1704
Fax (916) 654-3352	Fax (916) 654-3352

11. **Term and Termination**

- A. **Term.** The term of this Agreement shall terminate when the regional center's contract expires or when all of the PHI provided by the DDS to Contractor, or created or received by Contractor on behalf of the DDS, in any format, is returned to the DDS and any associated storage media is destroyed, whichever is later.
- B. **Termination for Cause.** Upon DDS's knowledge of a pattern of activity or practice by Contractor that constitutes a violation of this Agreement by Contractor, DDS shall comply with the termination procedure set forth under the Lanterman Act.
- 1) DDS may take reasonable steps to provide an opportunity for Contractor to end the violation. If efforts to resolve the problem informally are unsuccessful, DDS shall have the option to issue a letter of noncompliance and establish a Corrective Action Plan ("CAP") under Welfare and Institutions Code section 4635; and if Contractor is not in compliance with the CAP, DDS shall move to terminate this Agreement under Welfare and Institutions Code section 4635.
 - 2) If cure is not possible and Contractor has committed a material breach, DDS shall comply with termination provisions set forth in the Lanterman Act to terminate this Agreement and report the violation to the HHS Secretary.
- C. **Effect of Termination or Nonrenewal**
- 1) In accordance with 45 CFR § 164.504(e)(2)(ii)(J), upon termination of this Agreement or nonrenewal of this Agreement, Contractor shall return or destroy all PHI and/or electronic PHI received from DDS or created or received by Contractor on behalf of the DDS. Contractor shall require that any PHI and/or electronic PHI in possession of subcontractors or agents is returned or destroyed and that no copies of such information is retained.
 - 2) In the event Contractor determines that returning or destroying the PHI and/or electronic PHI is not feasible, Contractor shall notify DDS about the conditions that make return or destruction not feasible. If DDS agrees that the return or destruction of PHI and/or electronic PHI is not feasible, Contractor shall extend the protections of this Agreement to such information and limit further use and disclosures of such personal information to those purposes that

make the return or destruction infeasible, for so long as Contractor, or any of its agents or subcontractors, maintains such information.

12. Judicial or Administrative Proceeding

DDS may terminate this Agreement in accordance with the terms and conditions of this Agreement as written herein above if: (1) Contractor is found guilty in a criminal proceeding for a violation of the HIPAA, HIPAA Regulations, or the HITECH Act; or (2) a finding or stipulation that the Contractor has violated a privacy or security standard or requirement of the HITECH Act, HIPAA, HIPAA Regulations or any more stringent applicable state law protecting PHI in an administrative or civil proceeding in which Contractor is a party.

13. Due Diligence

Contractor shall exercise due diligence to ensure that it remains in compliance with this Agreement and is in compliance with the applicable provisions of HIPAA, HIPAA Regulations, the HITECH Act, and any more stringent applicable state law protecting PHI, and require its subcontractors and agents to be in compliance with the same.

14. Sanctions and/or Penalties

Contractor understands and acknowledges that it is required to comply with the provisions of HIPAA, HIPAA Regulations, the HITECH Act, and any more stringent applicable state law protecting PHI, and that failure to comply with these laws may result in the imposition of civil and/or criminal sanctions and/or other penalties on Contractor as set forth under HIPAA, HIPAA Regulations and the HITECH Act.

15. Employee Training and Discipline

- A. Contractor shall use reasonable measures to ensure compliance with the requirements of this Agreement. In doing so, Contractor shall provide annual security and privacy training on HIPAA to its employees who create, receive, maintain or transmit PHI or electronic PHI on behalf of Contractor in accordance with 45 CFR § 164.308(a)(5)(i). Contractor shall require each employee who receives this training to sign a certification indicating the employee's name and the date on which the training was completed. Contractor shall retain each employee's written certifications for DDS inspection for a period of three years following contract termination.
- B. Contractor also agrees to discipline employees who intentionally violate any provisions of this Agreement, including up to termination of employment.

16. Audits, Inspection and Enforcement

From time to time, DDS may inspect the facilities, systems, information security controls, books and records of Contractor to monitor compliance with this Agreement. Contractor shall promptly remedy any violation of any provision of this

Agreement and shall certify the same to the DDS Privacy Officer in writing. The fact that DDS inspects, or fails to inspect, or has the right to inspect, Contractor's facilities, systems and procedures does not relieve Contractor of its responsibility to comply with this Agreement, nor does DDS's:

- A. Failure to detect; or
- B. Detection, but failure to notify Contractor or require Contractor's remediation of any unsatisfactory practices, constitute acceptance of such practice or a waiver of DDS enforcement rights under this Agreement.

If Contractor is the subject of an audit, compliance review, or complaint investigation by the Secretary or the Office of Civil Rights, U.S. Department of Health and Human Services, that is related to the performance of its obligations pursuant to this Agreement, Contractor shall notify DDS and provide DDS with a copy of any PHI or electronic PHI that Contractor provides to the Secretary or the Office of Civil Rights concurrently with providing such PHI or electronic PHI to the Secretary. Contractor is responsible for any civil or criminal penalties assessed due to an audit or investigation of Contractor in accordance with 42 USC § 17934(c).

17. Obligations of DDS

- A. **Notice of Privacy Practices.** DDS shall provide Contractor with the Notice of Privacy Practices that DDS produces in accordance with 45 CFR § 164.520, as well as any changes to such notice. Visit www.dds.ca.gov to view the most current Notice of Privacy Practices:
- B. **Permission by Individuals for Use and Disclosure of PHI.** DDS shall provide Contractor with any changes in, or revocation of, permission by an individual to use or disclose PHI or electronic PHI, if such changes affect the Contractor's permitted or required uses and disclosures.
- C. **Notification of Restrictions.** DDS shall notify Contractor of any restriction to the use or disclosure of PHI that DDS has agreed to in accordance with 45 CFR § 164.522, to the extent that such restriction may affect Contractor's use or disclosure of PHI.
- D. **Requests Conflicting with HIPAA Rules.** DDS shall not request Contractor to use or disclose PHI or electronic in any manner that would not be permissible under HIPAA, HIPAA Regulations, HITECH Act, or any more stringent applicable state law protecting PHI.

18. Miscellaneous

- A. **Disclaimer.** DDS makes no warranty or representation that compliance by Contractor with this Agreement, HITECH Act, HIPAA, or HIPAA Regulations will be adequate or satisfactory for Contractor's own purposes or any information in Contractor's possession or control, or transmitted or received by Contractor, is or

will be secure from unauthorized access, viewing, use, or disclosure. Contractor is solely responsible for all decisions made by Contractor regarding the safeguarding of PHI.

- B. **Amendment.** The parties acknowledge that federal and state laws relating to electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the HIPAA Regulations, and other applicable laws relating to the security or privacy of PHI and/or electronic PHI. Upon DDS's request Contractor agrees to promptly enter into negotiations with DDS concerning an amendment to this Agreement embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the HIPAA Regulations or other applicable laws. If informal attempts to negotiate are unsuccessful, DDS may move to terminate this Agreement in accordance with the Lanterman Act in the event:
- 1) Contractor does not promptly enter into negotiations to amend this Agreement when requested by DDS pursuant to this Section, or
 - 2) Contractor does not enter into an amendment providing assurances regarding the safeguarding of PHI that DDS deems sufficient to satisfy the standards and requirements of HIPAA, the HITECH Act, and the HIPAA Regulations.
- C. **Assistance in Litigation or Administrative Proceedings.** Contractor shall make available to DDS, at no cost to DDS, its employees, subcontractors and/or agents to testify as witnesses, or otherwise, in the event litigation or administrative proceedings are commenced against DDS, its officers or employees, based upon a claimed violation of HIPAA, HIPAA Regulations, HITECH Act or any more stringent applicable state law protecting PHI, which involve the inactions or actions by Contractor. This provision does not apply where Contractor or its subcontractor, employee or agent is a named adverse party to DDS.
- D. **No Third-Party Beneficiaries.** Nothing express or implied in the terms and conditions of this Agreement is intended to confer, nor shall anything herein confer, upon any person other than DDS or Contractor and their respective successors or assignees, any rights, remedies, obligations or liabilities whatsoever.
- E. **Interpretation.** The terms and conditions in this Agreement shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the HIPAA Regulations and any more stringent applicable state law protecting PHI. The parties agree that any ambiguity in the terms and conditions of this

Agreement shall be resolved in favor of a meaning that complies and is consistent with HIPAA, the HITECH Act, HIPAA Regulations, and any more stringent applicable state law protecting PHI.

- F. **References.** A reference in the terms and conditions of this Agreement to a section in HIPAA, HIPAA Regulations, and/or HITECH Act means the section currently in effect or as amended.
- G. **Survival.** The respective rights and obligations of Contractor in this Agreement shall survive the termination or expiration of this Agreement.
- H. **No Waiver of Obligations.** No change, waiver or discharge of any liability or obligation hereunder on any one or more occasions shall be deemed a waiver of performance of any continuing or other obligation, or shall prohibit enforcement of any obligation, on any other occasion.

References:

United States Department of Health and Human Services, Office for Civil Rights, Medical Privacy - National Standards to Protect the Privacy of Personal Health Information: <https://www.hhs.gov/hipaa/index.html>

United States Department of Health and Human Services, Centers for Medicare and Medicaid Services – Security Standards
www.cms.hhs.gov/SecurityStandard/

National Institute of Standards and Technology (NIST)
nist.gov/

FEDERAL INFORMATION PROCESSING STANDARDS (FIPS)
csrc.nist.gov/publications/PubsFIPS.html

CONFIDENTIALITY AGREEMENT

North Los Angeles County Regional Center, Inc.

***Required for Release of DDS Data
Per the State Administrative Manual Section (5310)***

Contractor hereby acknowledges that Department of Developmental Services (DDS) records and documents are subject to strict confidentiality requirements imposed by State and Federal laws including, but not limited to, Health Insurance Portability and Accountability Act in Title 42 of the United States Code, Section 1320d *et seq.* and its implementing law and regulations such as the Health Information Technology for Economic and Clinical Health Act of 2009, (Public Law 111-005, Title XIII, Subtitle D, 13400 *et seq.*, Feb. 17, 2009), 45 CFR Parts 160 and 164, Sections 56 and following and 1798.24 through 1798.24b of the California Civil Code; California Welfare and Institutions Code sections 4514, 5328, and 15633 and following; California Penal Code Section 11167.5; and any other applicable State or Federal law pertaining to confidentiality.

Contractor assures that the appropriate provisions of both State and Federal law have been met and further assures that all agents of the organization, including subcontractors and agents, understand that unauthorized use, dissemination or distribution of PHI is a crime and that breaches of confidentiality and security may be subject to civil and criminal penalties by the State or Federal government.

Contractor assures that its agents, including subcontractors, will not use, disseminate or otherwise distribute records or documents containing PHI, either on paper or by electronic means, other than as required in the performance of their duties per this contract.

Contractor agrees that unauthorized use, dissemination or distribution of DDS records, documents or information is grounds for immediate termination of any contracts with the DDS and may subject Contractor to penalties, both civil and criminal.

Signature of Contractor's Authorized Representative

Date: _____

Name/Title (Print)

MEDICAID ENROLLMENT REQUIREMENTS

1. PURPOSE

Regional centers coordinate services for consumers for which federal funding is received from the Centers for Medicare and Medicaid Services, and are therefore required to enroll as a Medicaid provider in a manner mutually agreed upon with the State. This exhibit sets forth the terms and conditions under which the Contractor shall enroll as a Medicaid provider.

2. CONTRACT PRACTICES

For the purposes of this Agreement, Contractor agrees to comply with all Medicaid provider enrollment requirements in accordance with Title 42 Code of Federal Regulations (CFR) Sections 455.104 (a), (b)(1)(2)(3)(4), (c), (d), (e); 455.105, (a), (b), (c); 455.106 (a), (b), (c); 455.410; 431.107 (b)(3); 424.302 (d); 424.304 (a)(1); and 424.535 (d)(1).

3. PROCEDURES FOR ENROLLMENT AND RE-ENROLLMENT

Contractor shall adhere to the following enrollment and re-enrollment assurances and procedures:

- a. Disclosure information required for all members of the Contractor's Board of Directors as well as the Regional Center Executive Director:
 - 1) The name, address, date of birth, and social security number of the board member or Executive Director/Interim Executive Director identified above.
 - 2) If the board member or Executive Director/Interim Executive Director is related to any of the other individuals above (as a spouse, sibling, parent or child).
 - 3) The name of any other enrolled Medicaid provider in which the individual has an ownership or control interest.
 - 4) The name of any "Excluded Individuals", defined as those that have been placed on either the U.S. Department of Health and Human Services Office of Inspectors' General (OIG) List of Excluded Individuals/Entities or the Department of Health Care Services (DHCS) Medi-Cal Suspended and Ineligible Provider List of persons, or individuals and entities that have been convicted of a criminal offense related to involvement in any program under Medicare, Medicaid or the Title XX services program, or meet the criteria included in Title 17, Section 54311(a)(6).

- b. The disclosure information identified in paragraph a. 1) through 4) must be submitted to the State:
 - 1) Upon execution of this contract.
 - 2) Within 35 days of the individuals identified in paragraph a. becoming a member of the Board of Directors or becoming the Regional Center Executive Director/Interim Executive Director.
 - 3) Upon request of the State during revalidation of enrollment requirements every five years or sooner when any of the following circumstances apply:
 - a) A new Taxpayer Identification (ID) Number is issued by the IRS.
 - b) There is a cumulative change of 50 percent or more in the person(s) with an ownership or control interest (executive directors or board members) since the information provided in the last complete application package that was approved for enrollment.
 - c) The two examples above are the most likely circumstances for a regional center to complete a new application, an exhaustive list can be found at Title 22 CCR Section 51000.30.
- c. Individuals that either fail to disclose the required information or meet the "Excluded Individuals" criteria shall be prohibited from serving in the roles identified in paragraph b.

GENERAL TERMS AND CONDITIONS

1. VALIDITY: Contractor is aware of the provisions of Public Contract Code, Sections 10295 and 10335, and acknowledges that this contract is void unless approved by the Department of General Services.
2. AMENDMENT: No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or Agreement not incorporated in the Agreement is binding on any of the parties.
3. ASSIGNMENT: This Agreement is not assignable by the Contractor, either in whole or in part, without the consent of the State in the form of a formal written amendment.
4. AUDIT: Contractor agrees that the awarding department, the Department of General Services, the Bureau of State Audits, federal auditor, any other State agency, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the performance of this Agreement. Contractor agrees to maintain such records for possible audit for a minimum of three (3) years after final payment, unless a longer period of records retention is stipulated. Contractor agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records. Further, Contractor agrees to include a similar right of the State to audit records and interview staff in any subcontract related to performance of this Agreement. (Gov. Code §8546.7, Pub. Contract Code §10115 et seq., CCR Title 2, Section 1896).
5. INDEMNIFICATION: Contractor agrees to indemnify, defend and save harmless the State, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, suppliers, laborers, and any other person, firm or corporation furnishing or supplying work services, materials, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by Contractor in the performance of this Agreement.
6. DISPUTES: Contractor shall continue with the responsibilities under this Agreement during any dispute.
7. TERMINATION FOR CAUSE: The State may terminate this Agreement and be relieved of any payments should the Contractor fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination the State may proceed with the work in any manner deemed proper by the State. All costs to the State shall be deducted from any sum due the Contractor under this Agreement and the balance, if any, shall be paid to the Contractor upon written demand.

8. INDEPENDENT CONTRACTOR: Contractor, and the agents and employees of Contractor, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the State.
9. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor and its subcontractors shall not deny the contract's benefits to any person on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, nor shall they discriminate unlawfully against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. Contractor shall insure that the evaluation and treatment of employees and applicants for employment are free of such discrimination. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12900 et seq.), the regulations promulgated thereunder (Cal. Code Regs., tit. 2, §11000 et seq.), the provisions of Article 9.5, Chapter 1, Part 1, Division 3, Title 2 of the Government Code (Gov. Code §§11135-11139.5), and the regulations or standards adopted by the awarding state agency to implement such article. Contractor shall permit access by representatives of the Department of Fair Employment and Housing and the awarding state agency upon reasonable notice at any time during the normal business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, and all other sources of information and its facilities as said Department or Agency shall require to ascertain compliance with this clause. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement. (See Cal. Code Regs., tit. 2, §11105.)

Contractor shall include the nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under the Agreement.

10. CERTIFICATION CLAUSES: The CONTRACTOR CERTIFICATION CLAUSES contained in Exhibit I are made a part of this Agreement and attached hereto.
11. TIMELINESS: Time is of the essence in this Agreement.
12. COMPENSATION: The consideration to be paid Contractor, as provided herein, shall be in compensation for all of Contractor's expenses incurred in the performance hereof, including travel, per diem, and taxes, unless otherwise expressly so provided.

13. GOVERNING LAW: This contract is governed by and shall be interpreted in accordance with the laws of the State of California.
14. CHILD SUPPORT COMPLIANCE ACT: For any Agreement in excess of \$100,000, the contractor acknowledges in accordance with Public Contract Code 7110, that:
- a. The contractor recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement, including, but not limited to, disclosure of information and compliance with earnings assignment orders, as provided in Chapter 8 (commencing with section 5200) of Part 5 of Division 9 of the Family Code; and
 - b. The contractor, to the best of its knowledge is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.
15. UNENFORCEABLE PROVISION: In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement have force and effect and shall not be affected thereby.

CONTRACTOR CERTIFICATION CLAUSES

CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor Name (Printed)	Federal ID Number
By (Authorized Signature)	
Printed Name and Title of Person Signing	
Date Executed	Executed in County of

CONTRACTOR CERTIFICATION CLAUSES

1. STATEMENT OF COMPLIANCE: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)
2. DRUG-FREE WORKPLACE REQUIREMENTS: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:
 - a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
 - b. Establish a Drug-Free Awareness Program to inform employees about
 - 1) the dangers of drug abuse in the workplace
 - 2) the person's or organization's policy of maintaining a drug-free workplace
 - 3) any available counseling, rehabilitation and employee assistance programs; and
 - 4) penalties that may be imposed upon employees for drug abuse violations
 - c. Every employee who works on the proposed Agreement will
 - 1) receive a copy of the company's drug-free workplace policy statement; and
 - 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the two years period immediately preceding execution of the contract because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)
4. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.
5. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.
6. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

- 1) No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
- 2) No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

- 1) For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.
- 2) For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION AND INSURANCE: Contractor shall maintain insurance coverage for the entire period of this contract that will protect the financial assets provided to Contractor from the State to fulfill the terms and obligations of this contract. Insurance coverage shall include, but not be limited to: workers' compensation insurance; non-owned automobile insurance including personal injury and property damage; property insurance including personal injury, supplies, equipment and other property furnished by or acquired under or allocatable to this contract; employment practices liability insurance to cover discrimination complaints and other similar employment claims; and, Directors', Trustees' and Officers' liability insurance. Contractor shall maintain Fidelity Bonding.

Contractor shall immediately notify the State, in writing, when Contractor is unable to obtain any of the required insurance coverage or any of the required policies are cancelled. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)
4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.
5. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.

North Los Angeles County Regional Center
Report on New Vendorizations
FY2024-2025, Q3: 01/01/2025 - 03/31/2025

Count	Approval Letter Signed	Vendor Name	Vendor #	Service Code	Service Description	Residential Service Level	Area Served			Effective Date
							SFV	SCV	AV	
1	1/9/2025	Center for Autism and Related Disorders	PL2401	24	Insurance Reimbursement	n/a	X			1/1/2025
2	1/9/2025	Center for Autism and Related Disorders	PL2402	48	Insurance Reimbursement	n/a	X			1/1/2025
3	1/15/2025	Carson Psychological Testing	PL2376	56	Clinical Psychologist	n/a	X	X	X	1/1/2025
4	3/3/2025	Meliora Wellness Center	PL2391	56	Clinical Psychologist	n/a	X	X	X	1/1/2025
5	3/4/2025	Scott, Dr. Maria	PL2389	56	Clinical Psychologist	n/a	X	X	X	2/1/2025
6	3/4/2025	Sunlight Psychological Services, Inc.	PL2404	56	Clinical Psychologist	n/a	X	X	X	2/1/2025
7	1/23/2025	Wheldon Psychological Services, Inc.	PL2384	56	Clinical Psychologist	n/a	X	X	X	1/1/2025
8	3/3/2025	Sister Care Inc.	PL2373	62	Personal Assistance	n/a	X	X		2/1/2025
9	1/24/2025	BuildAbility	PL2341	63	Communities Activities Support	n/a	X			11/1/2024
10	3/27/2025	Dreamy Speech Therapy	PL2338	116	Early Start Specialized Therapeutic Services	n/a	X			11/1/2024
11	3/12/2025	Druz, Viktoria BS, MPT, DPT	PL2392	116	Early Start Specialized Therapeutic Services	n/a	X			1/1/2025
12	3/19/2025	Listen Before You Speak Speech Therapy	PL2393	116	Early Start Specialized Therapeutic Services	n/a			X	3/1/2025
13	3/5/2025	SG Speech Therapy, Inc.	PL2326	116	Early Start Specialized Therapeutic Services	n/a	X			2/1/2025
14	2/2/2025	Assurance Family Services	HL1122	520	Independent Living Services	n/a	X	X	X	1/1/2025
15	9/12/2024	E-SOL	HL1115	525	Social Recreation Program (DDS rate)	n/a	X			10/1/2024
16	3/11/2025	Compass Center, Inc.	PL2367	605	Adaptive Skills Training	n/a		X		1/1/2025
17	3/11/2025	Creative Minds, ADP, Inc.	PL2297	605	Adaptive Skills Training	n/a	X			11/1/2024
18	3/27/2025	Aclan Behavioral Services	PL2408	612	Behavior Analyst	n/a	X	X	X	3/1/2025
19	4/3/2025	Behavioral Learning Center	PL2407	616	Behavior Management Technician	n/a	X	X		1/1/2025
20	3/11/2025	All Access Communication	PL2355	707	Speech Pathology	n/a	X			11/1/2024
21	3/5/2025	ComfortCare Medical	PL2378	725	Durable Medical Equipment	n/a	X	X	X	1/1/2025
22	3/8/2025	Zana Speciality Pharmacy	PL2380	765	Pharmaceutical Services	n/a	X	X	X	1/1/2025
23	1/30/2025	KM Speech Therapy LLC	HL1110	805	Infant Development Program	n/a		X		1/1/2025
24	3/6/2025	Lehrhoff & Associates	HL1150	805	Infant Development Program	n/a	X			2/1/2025
25	2/21/2025	Charitable Home Health, Inc.	HL1132	854	Home Health Agency	n/a	X			1/1/2025
26	9/13/2024	Bella Vida Home Care	HL1101	862	In-Home Respite Services Agency (DDS rate)	n/a	X	X	X	11/1/2024
27	3/26/2025	Full Circle Respite Services	HL1152	862	In-Home Respite Services Agency	n/a	X	X	X	3/1/2025
28	3/17/2025	Advancement for Behavioral & Educational Development and Intervention	HL1136	880	Transportation - Additional Component (PL1904-055)	n/a	X			1/1/2025
29	3/11/2025	Access One Homecare Services Inc.	PL2329	896	Supported Living Services	n/a	X	X	X	11/1/2024
30	1/24/2025	Divine Future Inc. - V	HL1140	915	Adult Residential Facility	level 6			X	1/1/2025
31	1/24/2025	G&C Adult Residential Facility, Inc. - Mayall Home	HL1154	915	Adult Residential Facility	level 7	X			1/25/2025
32	3/17/2025	Harmony Living	HL1153	915	Adult Residential Facility	level 4	X			3/1/2025
33	3/12/2025	Torres Adult Residential Facility	HL1148	915	Adult Residential Facility	level 2	X			2/1/2025
34	1/28/2025	FTBP Opportunities Home for Children	HL1146	920	Children's Residential Facility	level 6			X	1/1/2025
35	2/13/2025	Excellence Community Rehabilitation Program	PL2390	956	Coordinated Career Pathways	n/a			X	1/1/2025
36	3/7/2025	The Adult Skills Center	PL2388	956	Coordinated Career Pathways	n/a	X	X	X	1/1/2025

NORTH LOS ANGELES COUNTY REGIONAL CENTER FINANCIAL REPORT-MONTHLY RECAP FISCAL YEAR 2024-2025 January 2025						
BUDGET CATEGORY	Projected Annual A-1 Allocation	Month Exp	Y-T-D Expenditures	Projected Annual Expenditures	Projected Annual Surplus/(Deficit)	Percent Under(Over) Budget
Operations						
Salaries & Benefits	\$89,899,070	\$5,356,465	\$40,478,252	\$89,899,070	\$0	0.00%
Operating Expenses	\$18,277,424	\$1,407,595	\$9,565,664	\$18,277,424	\$0	0.00%
Subtotal OPS General	\$108,176,494	\$6,764,060	\$50,043,916	\$108,176,494	\$0	0.00%
Salaries & Benefits - CPP Regular	\$287,675	\$90,913	\$540,190	\$287,675	\$0	0.00%
Operating Expenses - CPP Regular	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS CPP Regular	\$287,675	\$90,913	\$540,190	\$287,675	\$0	0.00%
Salaries & Benefits - DC Closure/Ongoing Workload	\$211,140	\$51,616	\$346,364	\$211,140	\$0	0.00%
Operating Expenses - DC Closure/Ongoing Workload	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS DC Closure/Ongoing Workload	\$211,140	\$51,616	\$346,364	\$211,140	\$0	0.00%
Family Resource Center (FRC)	\$207,187	\$0	\$0	\$207,187	\$0	0.00%
Self Determination Program (SDP) Participant Supports	\$131,333	\$0	\$1,206	\$131,333	\$0	0.00%
Social Recreation Projects	\$0	\$0	\$0	\$0	\$0	0.00%
Services Access & Equity (Disparities)	\$106,714	\$0	\$0	\$106,714	\$0	0.00%
Language Access & Cultural Competency	\$1,067,816	\$86,823	\$591,071	\$1,067,816	\$0	0.00%
Subtotal OPS Projects	\$1,513,050	\$86,823	\$592,277	\$1,513,050	\$0	0.00%
Total Operations:	\$110,188,359	\$6,993,412	\$51,522,747	\$110,188,359	\$0	0.00%
Purchase of Services						
Purchase of Services ("POS") (General, HCBS & ICF/SPA)	\$992,777,449	\$88,953,601	\$513,769,303	\$995,509,141	(\$2,731,692)	-0.28%
CPP Regular and DC Closure/Ongoing Workload	\$100,000	\$234	\$234	\$100,000	\$0	0.00%
Total Purchase of Services:	\$992,877,449	\$88,953,835	\$513,769,537	\$995,609,141	(\$2,731,692)	-0.28%
Total NLACRC Budget:	\$1,103,065,808	\$95,947,247	\$565,292,284	\$1,105,797,500	(\$2,731,692)	-0.25%

NORTH LOS ANGELES COUNTY REGIONAL CENTER
FISCAL YEAR 2024-2025
January 2025

TOTAL BUDGET SOURCES FISCAL YEAR 2024-2025	
Prelim from DDS for OPS	\$64,623,482
A-1 from DDS for OPS, Projects, and CRDP/CPP	\$44,814,433
A-2 from DDS for OPS, Projects, and CRDP/CPP	
A-3 from DDS for OPS, Projects, and CRDP/CPP	
A-4 from DDS for OPS, Projects, and CRDP/CPP	
A-5 from DDS for OPS, Projects, and CRDP/CPP	
A-6 from DDS for OPS, Projects, and CRDP/CPP	
Prelim from DDS for POS	\$728,145,974
A-1 from DDS for POS and POS-CRDP/CPP	\$251,231,475
A-2 from DDS for POS-CRDP/CPP	
A-3 from DDS for POS-CRDP/CPP	
A-4 from DDS for POS-CRDP/CPP	
A-5 from DDS for POS-CRDP/CPP	
A-6 from DDS for POS-CRDP/CPP/HCBSW	
Subtotal - Total Budget received from DDS	\$1,088,815,364
Projected Revenue	750,444
Subtotal - Projected Revenue Operations	\$750,444
Projected ICF/SPA Transportation/Day Program Revenue	\$13,500,000
Subtotal - Projected Revenue Purchase of Services	\$13,500,000
Total Budget	\$1,103,065,808

OPERATIONS BUDGET SOURCES FISCAL YEAR 2024-2025	
GENERAL OPERATIONS (Excludes Projects, CPP Regular, CRDP/CPP)	
Preliminary, General Operations (OPS)	\$64,623,482
A-1, OPS Allocation	\$19,343,762
Reduce Caseload Ratio for Children through Age 5 (1:40)	\$14,588,309
Reduce Other Caseload Ratios	\$8,870,497
A-2, OPS Allocation	
A-3, OPS Allocation	
A-4, OPS Allocation	
A-5, OPS Allocation	
Total General OPS	107,426,050
Projected Interest Income	\$150,000
Projected Other Income	\$470,444
Projected ICF/SPA Admin Fee	\$130,000
Total Other Revenue	\$750,444
TOTAL GENERAL OPS	\$108,176,494
Preliminary, Community Resource Development Plan ("CRDP") /Community Placement Plan ("CPP")	\$0
A-1, OPS CRDP/CPP	\$287,675
A-2, OPS CRDP/CPP	\$0
Total CRDP/CPP Regular	\$287,675
Preliminary, Developmental Center ("DC") Closure/Ongoing Workload	\$0
A-1, OPS DC Closure/Ongoing Workload	\$211,140
A-2, OPS DC Closure/Ongoing Workload	\$0
Total CPP DC Closure/Ongoing Workload	\$211,140
Family Resource Center ("FRC")	\$207,187
SDP Participant Supports	\$131,333
Services Access & Equity (Disparities)	\$106,714
Language Access & Cultural	\$1,067,816
Total OPS PROJECTS	\$1,513,050
Total Operations Budget	\$110,188,359

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

NORTH LOS ANGELES COUNTY REGIONAL CENTER CONSOLIDATED LINE ITEM REPORT FISCAL YEAR 2024-2025 January 2025						
	Projected Annual A-1 Allocation	Net Month	Expended Y-T-D	Projected Remaining Expenses	Proj Annual Expenses	Projected Surplus/ (Deficit)
PURCHASE OF SERVICE						
POS (General)						
3.2 Out of Home	182,869,606	15,429,139	94,429,867	88,955,070	183,384,937	(515,331)
4.3 Day Programs	132,337,234	9,410,985	66,346,515	66,318,698	132,665,212	(327,978)
4.3 Habilitation Programs	6,750,887	509,660	3,312,485	3,455,663	6,768,149	(17,262)
5.4 Transportation	43,880,763	3,681,491	22,474,539	21,529,501	44,004,039	(123,276)
6.5 Other Services	626,938,959	59,922,327	327,205,897	301,480,906	628,686,803	(1,747,844)
Total POS (General):	992,777,449	88,953,601	513,769,303	481,739,838	995,509,141	(2,731,692)
CRDP & CPP						
CRDP & CPP Placements	100,000	234	234	99,766	100,000	0
CRDP & CPP Assessments	0	0	0	0	0	0
CRDP & CPP Start Up	0	0	0	0	0	0
Deflection CRDP & CPP	0	0	0	0	0	0
Total CRDP & CPP:	100,000	234	234	99,766	100,000	0
HCBS Compliance Funding	0	0	0	0	0	0
Total HCBS:	0	0	0	0	0	0
Total Purchase of Service:	992,877,449	88,953,835	513,769,537	481,839,604	995,609,141	(2,731,692)
OPERATIONS						
25010 Salaries/Benefits	89,897,885	5,493,768	41,274,973	48,622,913	89,897,885	0
25010 Tuition Reimbursement Program	0	0	0	0	0	0
25020 Temporary Staffing Agencies	500,000	5,227	89,833	410,167	500,000	0
25020 PRMT & CalPERS UAL Deposits	0	0	0	0	0	0
Total Salaries/Benefits:	90,397,885	5,498,994	41,364,806	49,033,079	90,397,885	0
OPERATING EXPENSE						
30010 Equipment Rental	213,466	679	129,736	83,731	213,466	0
30020 Equipment Maint	65,000	99	61,570	3,430	65,000	0
30030 Facility Rent	6,952,027	1,037,770	4,605,028	2,346,998	6,952,027	0
30040 Facility.Maint. AV	100,410	1,269	49,317	51,093	100,410	0
30041 Facility Maint. SFV	368,858	7,584	57,997	310,861	368,858	0
30042 Facility Maint. SCV	81,615	192	6,685	74,930	81,615	0
30050 Communication	1,022,912	36,907	697,641	325,271	1,022,912	0
30060 General Office Exp	355,000	22,316	144,171	210,829	355,000	0
30070 Printing	32,508	2,223	9,718	22,790	32,508	0
30080 Insurance	886,181	0	865,449	20,732	886,181	0
30090 Utilities	190,631	8,165	47,126	143,505	190,631	0
30100 Data Processing	316,973	35,998	114,267	202,706	316,973	0
30110 Data Proc. Maint	186,500	3,891	68,623	117,877	186,500	0
30120 Interest Expense	90,587	2,034	17,670	72,917	90,587	0
30130 Bank Fees	233,138	19,198	28,681	204,457	233,138	0
30140 Legal Fees	786,000	78,558	189,933	596,067	786,000	0
30150 Board of Trustees Exp	101,500	989	33,850	67,650	101,500	0
30151 ARCA Dues	171,765	0	0	171,765	171,765	0
30160 Accounting Fees	107,550	2,667	2,672	104,878	107,550	0
30170 Equipment Purchases	1,776,209	47,537	671,280	1,104,929	1,776,209	0
30180 Contr/Consult-Adm	2,084,249	25,984	1,231,940	852,308	2,084,249	0
30220 Mileage/Travel	358,436	21,469	198,357	160,079	358,436	0
30240 General Expenses	1,654,506	52,068	333,954	1,320,552	1,654,506	0
30240 ABX2-1	141,404	0	0	141,404	141,404	0
Total Operating Expenses:	18,277,424	1,407,595	9,565,664	8,711,760	18,277,424	0
Total Operations:	108,675,309	6,906,590	50,930,470	57,744,839	108,675,309	0
Total Gross Budget :	1,101,552,758	95,860,424	564,700,007	539,584,443	1,104,284,450	(2,731,692)
OPS Projects:	1,513,050	86,823	592,277	920,773	1,513,050	0
Total Gross Budget with Projects:	1,103,065,808	95,947,247	565,292,284	540,505,216	1,105,797,500	(2,731,692)

NORTH LOS ANGELES COUNTY REGIONAL CENTER GENERAL OPERATIONS (OPS) and PURCHASE OF SERVICES (POS) LINE ITEM REPORT FISCAL YEAR 2024-2025 January 2025						
	Projected Annual A-1 Allocation	Net Month	Expended Y-T-D	Projected Remaining Expenses	Projected Annual Expenses	Projected Surplus / (Deficit)
PURCHASE OF SERVICE						
POS (General)						
3.2 Out of Home	182,869,606.11	15,429,138.58	94,429,867.24	88,955,070	183,384,937	(515,331)
4.3 Day Programs	132,337,233.95	9,410,984.60	66,346,514.68	66,318,698	132,665,212	(327,978)
4.3 Habilitation Programs	6,750,886.65	509,660.33	3,312,485.21	3,455,663	6,768,149	(17,262)
5.4 Transportation	43,880,763.25	3,681,490.82	22,474,538.90	21,529,501	44,004,039	(123,276)
6.5 Other Services	626,938,959.04	59,922,326.66	327,205,897.05	301,480,906	628,686,803	(1,747,844)
Total POS (General):	992,777,449.00	88,953,600.99	513,769,303.08	481,739,838	995,509,141	(2,731,692)
OPERATIONS						
25010 Salaries/Benefits	89,399,070.22	5,351,238.29	40,388,418.79	49,010,651	89,399,070	0
25010 Tuition Reimbursement Program	-	-	-	0	0	0
25020 Temporary Staffing Agencies	500,000.00	5,226.75	89,833.37	410,167	500,000	0
25020 PRMT & CalPERS UAL Deposits	-	-	-	0	0	0
Total Salaries:	89,899,070.22	5,356,465.04	40,478,252.16	49,420,818	89,899,070	0
OPERATING EXPENSE						
30010 Equipment Rental	213,466.34	678.82	129,735.74	83,731	213,466	0
30020 Equipment Maint	65,000.00	99.00	61,570.41	3,430	65,000	0
30030 Facility Rental	6,952,026.71	1,037,770.03	4,605,028.44	2,346,998	6,952,027	0
30040 Facility Maint. AV	100,410.00	1,269.21	49,317.02	51,093	100,410	0
30041 Facility Maint. SFV	368,858.00	7,583.74	57,997.30	310,861	368,858	0
30042 Facility Maint. SCV	81,615.00	191.52	6,684.52	74,930	81,615	0
30050 Communication	1,022,911.93	36,906.88	697,640.54	325,271	1,022,912	0
30060 General Office Exp	355,000.00	22,315.91	144,170.98	210,829	355,000	0
30070 Printing	32,508.00	2,222.95	9,718.33	22,790	32,508	0
30080 Insurance	886,181.00	-	865,449.37	20,732	886,181	0
30090 Utilities	190,630.77	8,164.67	47,125.59	143,505	190,631	0
30100 Data Processing	316,973.00	35,997.56	114,267.46	202,706	316,973	0
30110 Data Proc. Maint	186,500.00	3,891.41	68,623.41	117,877	186,500	0
30120 Interest Expense	90,587.00	2,033.52	17,669.67	72,917	90,587	0
30130 Bank Fees	233,138.00	19,198.36	28,680.85	204,457	233,138	0
30140 Legal Fees	786,000.00	78,557.50	189,932.60	596,067	786,000	0
30150 Board of Trustees Exp	101,500.00	989.43	33,849.65	67,650	101,500	0
30151 ARCA Dues	171,765.00	-	-	171,765	171,765	0
30160 Accounting Fees	107,550.00	2,667.00	2,672.00	104,878	107,550	0
30170 Equipment Purchases & Software	1,776,208.71	47,537.34	671,279.52	1,104,929	1,776,209	0
30180 Contr/Consult	2,084,248.78	25,983.96	1,231,940.47	852,308	2,084,249	0
30220 Mileage/Travel	358,436.00	21,468.75	198,356.60	160,079	358,436	0
30240 General Expenses	1,654,505.87	52,067.62	333,953.56	1,320,552	1,654,506	0
30240 ABX2-1 Admin	141,404.00	-	-	141,404	141,404	0
Total Operating Expenses:	18,277,424.11	1,407,595.18	9,565,664.03	8,711,760	18,277,424	0
Total Operations:	108,176,494.33	6,764,060.22	50,043,916.19	58,132,578	108,176,494	0
Gross Budget:	1,100,953,943	95,717,661	563,813,219.27	539,872,416	1,103,685,635	(2,731,692)
% of Budget:	100.00%	8.69%	51.21%	49.04%	100.25%	-0.25%

NORTH LOS ANGELES COUNTY REGIONAL CENTER Community Resource Development Plan ("CRDP") & Community Placement Plan ("CPP") Line Item Report Regular CPP FISCAL YEAR 2024-2025 January 2025						
	Projected Annual A-1 Allocation	Net Month	Expended Y-T-D	Projected Remaining Expenses	Projected Annual Expenses	Projected Surplus/(Deficit)
PURCHASE OF SERVICE						
CPP Regular						
CPP Placements	100,000	234	234	99,766	100,000	0
CPP Assessments	0	0	0	0	0	0
CPP Start Up	0	0	0	0	0	0
Deflection CPP	0	0	0	0	0	0
Total CPP Regular:	100,000	234	234	99,766	100,000	0
OPERATIONS						
25010 Salaries/Benefits	287,675	90,913	540,190	(252,515)	287,675	0
Total Salaries:	287,675	90,913	540,190	(252,515)	287,675	0
OPERATING EXPENSE						
30010 Equipment Rental	0	0	0	0	0	0
30020 Equipment Maint	0	0	0	0	0	0
30030 Facility Rental	0	0	0	0	0	0
30040 Facility Maint. AV	0	0	0	0	0	0
30041 Facility Maint. SFV	0	0	0	0	0	0
30042 Facility Maint. SCV	0	0	0	0	0	0
30050 Communication	0	0	0	0	0	0
30060 General Office Exp	0	0	0	0	0	0
30070 Printing	0	0	0	0	0	0
30080 Insurance	0	0	0	0	0	0
30090 Utilities	0	0	0	0	0	0
30100 Data Processing	0	0	0	0	0	0
30110 Data Proc. Maint	0	0	0	0	0	0
30120 Interest Expense	0	0	0	0	0	0
30130 Bank Fees	0	0	0	0	0	0
30140 Legal Fees	0	0	0	0	0	0
30150 Board of Trustees Exp	0	0	0	0	0	0
30151 ARCA Dues	0	0	0	0	0	0
30160 Accounting Fees	0	0	0	0	0	0
30170 Equipment Purchases	0	0	0	0	0	0
30180 Contr/Consult CPP	0	0	0	0	0	0
30220 Mileage/Travel	0	0	0	0	0	0
30240 General Expenses	0	0	0	0	0	0
Total Operating Expenses:	0	0	0	0	0	0
Total Operations:	287,675	90,913	540,190	(252,515)	287,675	0
Gross Budget:	387,675	91,147	540,423	(152,748)	387,675	0

NORTH LOS ANGELES COUNTY REGIONAL CENTER Community Resource Development Plan ("CRDP") & Community Placement Plan ("CPP") Line Item Report Developmental Center ("DC") Closure/Ongoing Workload FISCAL YEAR 2024-2025 January 2025						
	Projected Annual A-1 Allocation	Net Month	Expended Y-T-D	Projected Remaining Expenses	Projected Annual Expenses	Projected Surplus/(Deficit)
PURCHASE OF SERVICE						
CRDP/CPP						
CRDP & CPP Placements	0	0	0	0	0	0
CRDP & CPP Assessments	0			0	0	0
CRDP & CPP Start Up	0			0	0	0
Deflection CRDP & CPP	0			0	0	0
Total CRDP/CPP:	0	0	0	0	0	0
OPERATIONS						
25010 Salaries/Benefits	211,140	51,616	346,364	(135,224)	211,140	0
Total Salaries:	211,140	51,616	346,364	(135,224)	211,140	0
OPERATING EXPENSE						
30010 Equipment Rental	0	0	0	0	0	0
30020 Equipment Maint	0	0	0	0	0	0
30030 Facility Rental	0	0	0	0	0	0
30040 Facility Maint. AV	0	0	0	0	0	0
30041 Facility Maint. SFV	0	0	0	0	0	0
30042 Facility Maint. SCV	0	0	0	0	0	0
30050 Communication	0	0	0	0	0	0
30060 General Office Exp	0	0	0	0	0	0
30070 Printing	0	0	0	0	0	0
30080 Insurance	0	0	0	0	0	0
30090 Utilities	0	0	0	0	0	0
30100 Data Processing	0	0	0	0	0	0
30110 Data Proc. Maint	0	0	0	0	0	0
30120 Interest Expense	0	0	0	0	0	0
30130 Bank Fees	0	0	0	0	0	0
30140 Legal Fees	0	0	0	0	0	0
30150 Board of Trustees Exp	0	0	0	0	0	0
30151 ARCA Dues	0	0	0	0	0	0
30160 Accounting Fees	0	0	0	0	0	0
30170 Equipment Purchases	0	0	0	0	0	0
30180 Contr/Consult CPP	0	0	0	0	0	0
30220 Mileage/Travel	0	0	0	0	0	0
30240 General Expenses	0	0	0	0	0	0
Total Operating Expenses:	0	0	0	0	0	0
Total Operations:	211,140	51,616	346,364	(135,224)	211,140	0
Gross Budget:	211,140	51,616	346,364	(135,224)	211,140	0
% of Budget:	100.00%	24.45%	164.04%	-64.04%	100.00%	0.00%

NORTH LOS ANGELES COUNTY REGIONAL CENTER

Operations ("OPS") Project Line Item Report

FISCAL YEAR 2024-2025

January 2025

	Projected Annual A-1 Allocation	EXPENDED MONTH	EXPENDED Y-T-D	BALANCE REMAINING	PROJECTED EXPENDITURES	SURPLUS/ (DEFICIT)
Family Resource Center ("FRC")	\$207,187	\$0	\$0	\$207,187	\$207,187	\$0
Self Determination Program ("SDP") Participant Support	\$131,333	\$0	\$1,206	\$130,127	\$131,333	\$0
Social Recreation Projects	\$0	\$0	\$0	\$0	\$0	\$0
Services Access & Equity (Disparities)	\$106,714	\$0	\$0	\$106,714	\$106,714	\$0
Language Access & Cultural Competency	\$1,067,816	\$86,823	\$591,071	\$476,745	\$1,067,816	\$0
TOTAL:	\$1,513,050	\$86,823	\$592,277	\$920,773	\$1,513,050	\$0

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

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

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

NORTH LOS ANGELES COUNTY REGIONAL CENTER FINANCIAL REPORT-MONTHLY RECAP FISCAL YEAR 2024-2025 February 2025						
BUDGET CATEGORY	Projected Annual A-2 Allocation	Month Exp	Y-T-D Expenditures	Projected Annual Expenditures	Projected Annual Surplus/(Deficit)	Percent Under(Over) Budget
Operations						
Salaries & Benefits	\$90,328,301	\$5,507,375	\$45,985,627	\$90,328,301	\$0	0.00%
Operating Expenses	\$18,293,294	\$1,268,137	\$10,833,801	\$18,293,294	\$0	0.00%
Subtotal OPS General	\$108,621,596	\$6,775,511	\$56,819,428	\$108,621,596	\$0	0.00%
Salaries & Benefits - CPP Regular	\$575,350	\$81,374	\$621,564	\$575,350	\$0	0.00%
Operating Expenses - CPP Regular	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS CPP Regular	\$575,350	\$81,374	\$621,564	\$575,350	\$0	0.00%
Salaries & Benefits - DC Closure/Ongoing Workload	\$422,280	\$50,427	\$396,791	\$422,280	\$0	0.00%
Operating Expenses - DC Closure/Ongoing Workload	\$0	\$0	\$0	\$0	\$0	0.00%
Subtotal OPS DC Closure/Ongoing Workload	\$422,280	\$50,427	\$396,791	\$422,280	\$0	0.00%
Family Resource Center (FRC)	\$207,187	\$93,202	\$93,202	\$207,187	\$0	0.00%
Self Determination Program (SDP) Participant Supports	\$131,333	\$0	\$1,206	\$131,333	\$0	0.00%
Social Recreation Projects	\$0	\$0	\$0	\$0	\$0	0.00%
Services Access & Equity (Disparities)	\$106,714	\$0	\$0	\$106,714	\$0	0.00%
Language Access & Cultural Competency	\$1,067,816	\$91,277	\$682,348	\$1,067,816	\$0	0.00%
Subtotal OPS Projects	\$1,513,050	\$184,479	\$776,756	\$1,513,050	\$0	0.00%
Total Operations:	\$111,132,276	\$7,091,792	\$58,614,539	\$111,132,276	\$0	0.00%
Purchase of Services						
Purchase of Services ("POS") (General, HCBS & ICF/SPA)	\$1,024,528,279	\$96,150,944	\$609,920,247	\$1,015,098,222	\$9,430,057	0.92%
CPP Regular and DC Closure/Ongoing Workload	\$2,960,000	\$12,409	\$12,643	\$2,960,000	\$0	0.00%
Total Purchase of Services:	\$1,027,488,279	\$96,163,353	\$609,932,890	\$1,018,058,222	\$9,430,057	0.92%
Total NLACRC Budget:	\$1,138,620,555	\$103,255,145	\$668,547,429	\$1,129,190,498	\$9,430,057	0.83%

NORTH LOS ANGELES COUNTY REGIONAL CENTER
FISCAL YEAR 2024-2025
February 2025

TOTAL BUDGET SOURCES FISCAL YEAR 2024-2025	
Prelim from DDS for OPS	\$64,623,482
A-1 from DDS for OPS, Projects, and CRDP/CPP	\$44,814,433
A-2 from DDS for OPS, Projects, and CRDP/CPP	\$876,537
A-3 from DDS for OPS, Projects, and CRDP/CPP	
A-4 from DDS for OPS, Projects, and CRDP/CPP	
A-5 from DDS for OPS, Projects, and CRDP/CPP	
A-6 from DDS for OPS, Projects, and CRDP/CPP	
Prelim from DDS for POS	\$728,145,974
A-1 from DDS for POS and POS-CRDP/CPP	\$251,231,475
A-2 from DDS for POS-CRDP/CPP	\$34,610,830
A-3 from DDS for POS-CRDP/CPP	
A-4 from DDS for POS-CRDP/CPP	
A-5 from DDS for POS-CRDP/CPP	
A-6 from DDS for POS-CRDP/CPP/HCBSW	
Subtotal - Total Budget received from DDS	\$1,124,302,731
Projected Revenue	817,824
Subtotal - Projected Revenue Operations	\$817,824
Projected ICF/SPA Transportation/Day Program Revenue	\$13,500,000
Subtotal - Projected Revenue Purchase of Services	\$13,500,000
Total Budget	\$1,138,620,555

OPERATIONS BUDGET SOURCES FISCAL YEAR 2024-2025	
GENERAL OPERATIONS (Excludes Projects, CPP Regular, CRDP/CPP)	
Preliminary, General Operations (OPS)	\$64,623,482
A-1, OPS Allocation	\$19,343,762
Reduce Caseload Ratio for Children through Age 5 (1:40)	\$14,588,309
Reduce Other Caseload Ratios	\$8,870,497
A-2, OPS Allocation	\$377,722
A-3, OPS Allocation	
A-4, OPS Allocation	
A-5, OPS Allocation	
Total General OPS	107,803,772
Projected Interest Income	\$150,000
Projected Other Income	\$537,824
Projected ICF/SPA Admin Fee	\$130,000
Total Other Revenue	\$817,824
TOTAL GENERAL OPS	\$108,621,596
Preliminary, Community Resource Development Plan ("CRDP") /Community Placement Plan ("CPP")	\$0
A-1, OPS CRDP/CPP	\$287,675
A-2, OPS CRDP/CPP	\$287,675
Total CRDP/CPP Regular	\$575,350
Preliminary, Developmental Center ("DC") Closure/Ongoing Workload	\$0
A-1, OPS DC Closure/Ongoing Workload	\$211,140
A-2, OPS DC Closure/Ongoing Workload	\$211,140
Total CPP DC Closure/Ongoing Workload	\$422,280
Family Resource Center ("FRC")	\$207,187
SDP Participant Supports	\$131,333
Services Access & Equity (Disparities)	\$106,714
Language Access & Cultural	\$1,067,816
Total OPS PROJECTS	\$1,513,050
Total Operations Budget	\$111,132,276

PURCHASE OF SERVICES (POS) BUDGET SOURCES FISCAL YEAR 2024-2025	
POS (CPP-POS Regular, CRDP/CPP)	
Preliminary, POS	\$728,145,974
A-1, POS Allocation	\$251,231,475
A-2, POS Allocation	\$34,610,830
A-3, POS Allocation	\$0
A-4, POS Allocation	\$0
Total General POS Allocation	\$1,013,988,279
ADD:	
Projected ICF SPA Revenue	\$13,500,000
Total Budget, General POS	\$1,027,488,279

NORTH LOS ANGELES COUNTY REGIONAL CENTER CONSOLIDATED LINE ITEM REPORT FISCAL YEAR 2024-2025 February 2025						
	Projected Annual A-2 Allocation	Net Month	Expended Y-T-D	Projected Remaining Expenses	Proj Annual Expenses	Projected Surplus/ (Deficit)
PURCHASE OF SERVICE						
POS (General)						
3.2 Out of Home	183,856,787	15,462,174	109,892,041	72,245,338	182,137,379	1,719,408
4.3 Day Programs	134,309,635	14,561,975	80,908,490	52,155,305	133,063,794	1,245,841
4.3 Habilitation Programs	6,756,430	438,030	3,750,515	2,927,995	6,678,510	77,919
5.4 Transportation	43,609,683	3,563,787	26,038,326	17,159,765	43,198,092	411,592
6.5 Other Services	655,168,952	62,124,978	389,330,875	259,862,780	649,193,655	5,975,297
Total POS (General):	1,023,701,487	96,150,944	609,920,247	404,351,183	1,014,271,430	9,430,057
CRDP & CPP						
CRDP & CPP Placements	100,000	12,409	12,643	87,357	100,000	0
CRDP & CPP Assessments	0	0	0	0	0	0
CRDP & CPP Start Up	2,860,000	0	0	2,860,000	2,860,000	0
Deflection CRDP & CPP	0	0	0	0	0	0
Total CRDP & CPP:	2,960,000	12,409	12,643	2,947,357	2,960,000	0
HCBS Compliance Funding	826,792	0	0	826,792	826,792	0
Total HCBS:	826,792	0	0	826,792	826,792	0
Total Purchase of Service:	1,027,488,279	96,163,353	609,932,890	408,125,333	1,018,058,222	9,430,057
OPERATIONS						
25010 Salaries/Benefits	90,825,931	5,576,265	46,851,238	43,974,693	90,825,931	0
25010 Tuition Reimbursement Program	0	0	0	0	0	0
25020 Temporary Staffing Agencies	500,000	62,911	152,744	347,256	500,000	0
25020 PRMT & CalPERS UAL Deposits	0	0	0	0	0	0
Total Salaries/Benefits:	91,325,931	5,639,176	47,003,982	44,321,949	91,325,931	0
OPERATING EXPENSE						
30010 Equipment Rental	213,466	21,152	150,888	62,579	213,466	0
30020 Equipment Maint	65,000	0	61,570	3,430	65,000	0
30030 Facility Rent	6,952,027	523,387	5,128,415	1,823,612	6,952,027	0
30040 Facility.Maint. AV	100,410	7,847	57,164	43,246	100,410	0
30041 Facility Maint. SFV	368,858	18,998	76,996	291,862	368,858	0
30042 Facility Maint. SCV	81,615	3,737	10,422	71,193	81,615	0
30050 Communication	1,022,912	36,950	734,591	288,321	1,022,912	0
30060 General Office Exp	355,000	54,404	198,575	156,425	355,000	0
30070 Printing	32,508	149	9,868	22,640	32,508	0
30080 Insurance	887,051	1,602	867,051	20,000	887,051	0
30090 Utilities	190,631	8,926	56,051	134,579	190,631	0
30100 Data Processing	316,973	25,635	139,902	177,071	316,973	0
30110 Data Proc. Maint	186,500	2,859	71,482	115,018	186,500	0
30120 Interest Expense	90,587	1,983	19,653	70,934	90,587	0
30130 Bank Fees	233,138	75,053	103,734	129,404	233,138	0
30140 Legal Fees	801,000	292,583	482,515	318,485	801,000	0
30150 Board of Trustees Exp	101,500	2,198	36,048	65,452	101,500	0
30151 ARCA Dues	171,765	0	0	171,765	171,765	0
30160 Accounting Fees	107,550	1,778	4,450	103,100	107,550	0
30170 Equipment Purchases	1,776,209	31,493	702,772	1,073,436	1,776,209	0
30180 Contr/Consult-Adm	2,084,249	41,404	1,273,345	810,904	2,084,249	0
30220 Mileage/Travel	358,436	31,379	229,736	128,700	358,436	0
30240 General Expenses	1,654,506	84,619	418,573	1,235,933	1,654,506	0
30240 ABX2-1	141,404	0	0	141,404	141,404	0
Total Operating Expenses:	18,293,294	1,268,137	10,833,801	7,459,494	18,293,294	0
Total Operations:	109,619,226	6,907,313	57,837,783	51,781,443	109,619,226	0
Total Gross Budget :	1,137,107,505	103,070,666	667,770,672	459,906,776	1,127,677,448	9,430,057
OPS Projects:	1,513,050	184,479	776,756	736,294	1,513,050	0
Total Gross Budget with Projects:	1,138,620,555	103,255,145	668,547,429	460,643,069	1,129,190,498	9,430,057

NORTH LOS ANGELES COUNTY REGIONAL CENTER GENERAL OPERATIONS (OPS) and PURCHASE OF SERVICES (POS) LINE ITEM REPORT FISCAL YEAR 2024-2025 February 2025						
	Projected Annual A-2 Allocation	Net Month	Expended Y-T-D	Projected Remaining Expenses	Projected Annual Expenses	Projected Surplus / (Deficit)
PURCHASE OF SERVICE						
POS (General)						
3.2 Out of Home	183,856,787.07	15,462,173.71	109,892,040.95	72,245,338	182,137,379	1,719,408
4.3 Day Programs	134,309,635.09	14,561,975.06	80,908,489.74	52,155,305	133,063,794	1,245,841
4.3 Habilitation Programs	6,756,429.81	438,030.11	3,750,515.32	2,927,995	6,678,510	77,919
5.4 Transportation	43,609,683.35	3,563,787.27	26,038,326.17	17,159,765	43,198,092	411,592
6.5 Other Services	655,168,951.68	62,124,977.78	389,330,874.83	259,862,780	649,193,655	5,975,297
Total POS (General):	1,023,701,487.00	96,150,943.93	609,920,247.01	404,351,183	1,014,271,430	9,430,057
OPERATIONS						
25010 Salaries/Benefits	89,828,301.14	5,444,464.03	45,832,882.82	43,995,418	89,828,301	0
25010 Tuition Reimbursement Program	-	-	-	0	0	0
25020 Temporary Staffing Agencies	500,000.00	62,910.59	152,743.96	347,256	500,000	0
25020 PRMT & CalPERS UAL Deposits	-	-	-	0	0	0
Total Salaries:	90,328,301.14	5,507,374.62	45,985,626.78	44,342,674	90,328,301	0
OPERATING EXPENSE						
30010 Equipment Rental	213,466.34	21,151.83	150,887.57	62,579	213,466	0
30020 Equipment Maint	65,000.00	-	61,570.41	3,430	65,000	0
30030 Facility Rental	6,952,026.71	523,386.60	5,128,415.04	1,823,612	6,952,027	0
30040 Facility Maint. AV	100,410.00	7,846.88	57,163.90	43,246	100,410	0
30041 Facility Maint. SFV	368,858.00	18,998.44	76,995.74	291,862	368,858	0
30042 Facility Maint. SCV	81,615.00	3,737.33	10,421.85	71,193	81,615	0
30050 Communication	1,022,911.93	36,950.18	734,590.72	288,321	1,022,912	0
30060 General Office Exp	355,000.00	54,404.47	198,575.45	156,425	355,000	0
30070 Printing	32,508.00	149.26	9,867.59	22,640	32,508	0
30080 Insurance	887,051.37	1,602.00	867,051.37	20,000	887,051	0
30090 Utilities	190,630.77	8,925.84	56,051.43	134,579	190,631	0
30100 Data Processing	316,973.00	25,635.00	139,902.46	177,071	316,973	0
30110 Data Proc. Maint	186,500.00	2,858.52	71,481.93	115,018	186,500	0
30120 Interest Expense	90,587.00	1,983.01	19,652.68	70,934	90,587	0
30130 Bank Fees	233,138.00	75,053.42	103,734.27	129,404	233,138	0
30140 Legal Fees	801,000.00	292,582.65	482,515.25	318,485	801,000	0
30150 Board of Trustees Exp	101,500.00	2,197.88	36,047.53	65,452	101,500	0
30151 ARCA Dues	171,765.00	-	-	171,765	171,765	0
30160 Accounting Fees	107,550.00	1,777.56	4,449.56	103,100	107,550	0
30170 Equipment Purchases & Software	1,776,208.71	31,492.97	702,772.49	1,073,436	1,776,209	0
30180 Contr/Consult	2,084,248.78	41,404.46	1,273,344.93	810,904	2,084,249	0
30220 Mileage/Travel	358,436.00	31,379.10	229,735.70	128,700	358,436	0
30240 General Expenses	1,654,505.87	84,619.29	418,572.85	1,235,933	1,654,506	0
30240 ABX2-1 Admin	141,404.00	-	-	141,404	141,404	0
Total Operating Expenses:	18,293,294.48	1,268,136.69	10,833,800.72	7,459,494	18,293,294	0
Total Operations:	108,621,595.62	6,775,511.31	56,819,427.50	51,802,168	108,621,596	0
Gross Budget:	1,132,323,083	102,926,455	666,739,674.51	456,153,351	1,122,893,026	9,430,057
% of Budget:	100.00%	9.09%	58.88%	40.28%	99.17%	0.83%

NORTH LOS ANGELES COUNTY REGIONAL CENTER Community Resource Development Plan ("CRDP") & Community Placement Plan ("CPP") Line Item Report Regular CPP FISCAL YEAR 2024-2025 February 2025						
	Projected Annual A-2 Allocation	Net Month	Expended Y-T-D	Projected Remaining Expenses	Projected Annual Expenses	Projected Surplus/(Deficit)
PURCHASE OF SERVICE						
CPP Regular						
CPP Placements	100,000	12,409	12,643	87,357	100,000	0
CPP Assessments	0	0	0	0	0	0
CPP Start Up	2,860,000	0	0	2,860,000	2,860,000	0
Deflection CPP	0	0	0	0	0	0
Total CPP Regular:	2,960,000	12,409	12,643	2,947,357	2,960,000	0
OPERATIONS						
25010 Salaries/Benefits	575,350	81,374	621,564	(46,214)	575,350	0
Total Salaries:	575,350	81,374	621,564	(46,214)	575,350	0
OPERATING EXPENSE						
30010 Equipment Rental	0	0	0	0	0	0
30020 Equipment Maint	0	0	0	0	0	0
30030 Facility Rental	0	0	0	0	0	0
30040 Facility Maint. AV	0	0	0	0	0	0
30041 Facility Maint. SFV	0	0	0	0	0	0
30042 Facility Maint. SCV	0	0	0	0	0	0
30050 Communication	0	0	0	0	0	0
30060 General Office Exp	0	0	0	0	0	0
30070 Printing	0	0	0	0	0	0
30080 Insurance	0	0	0	0	0	0
30090 Utilities	0	0	0	0	0	0
30100 Data Processing	0	0	0	0	0	0
30110 Data Proc. Maint	0	0	0	0	0	0
30120 Interest Expense	0	0	0	0	0	0
30130 Bank Fees	0	0	0	0	0	0
30140 Legal Fees	0	0	0	0	0	0
30150 Board of Trustees Exp	0	0	0	0	0	0
30151 ARCA Dues	0	0	0	0	0	0
30160 Accounting Fees	0	0	0	0	0	0
30170 Equipment Purchases	0	0	0	0	0	0
30180 Contr/Consult CPP	0	0	0	0	0	0
30220 Mileage/Travel	0	0	0	0	0	0
30240 General Expenses	0	0	0	0	0	0
Total Operating Expenses:	0	0	0	0	0	0
Total Operations:	575,350	81,374	621,564	(46,214)	575,350	0
Gross Budget:	3,535,350	93,783	634,207	2,901,143	3,535,350	0

NORTH LOS ANGELES COUNTY REGIONAL CENTER Community Resource Development Plan ("CRDP") & Community Placement Plan ("CPP") Line Item Report Developmental Center ("DC") Closure/Ongoing Workload FISCAL YEAR 2024-2025 February 2025						
	Projected Annual A-2 Allocation	Net Month	Expended Y-T-D	Projected Remaining Expenses	Projected Annual Expenses	Projected Surplus/(Deficit)
PURCHASE OF SERVICE						
CRDP/CPP						
CRDP & CPP Placements	0	0	0	0	0	0
CRDP & CPP Assessments	0			0	0	0
CRDP & CPP Start Up	0			0	0	0
Deflection CRDP & CPP	0			0	0	0
Total CRDP/CPP:	0	0	0	0	0	0
OPERATIONS						
25010 Salaries/Benefits	422,280	50,427	396,791	25,489	422,280	0
Total Salaries:	422,280	50,427	396,791	25,489	422,280	0
OPERATING EXPENSE						
30010 Equipment Rental	0	0	0	0	0	0
30020 Equipment Maint	0	0	0	0	0	0
30030 Facility Rental	0	0	0	0	0	0
30040 Facility Maint. AV	0	0	0	0	0	0
30041 Facility Maint. SFV	0	0	0	0	0	0
30042 Facility Maint. SCV	0	0	0	0	0	0
30050 Communication	0	0	0	0	0	0
30060 General Office Exp	0	0	0	0	0	0
30070 Printing	0	0	0	0	0	0
30080 Insurance	0	0	0	0	0	0
30090 Utilities	0	0	0	0	0	0
30100 Data Processing	0	0	0	0	0	0
30110 Data Proc. Maint	0	0	0	0	0	0
30120 Interest Expense	0	0	0	0	0	0
30130 Bank Fees	0	0	0	0	0	0
30140 Legal Fees	0	0	0	0	0	0
30150 Board of Trustees Exp	0	0	0	0	0	0
30151 ARCA Dues	0	0	0	0	0	0
30160 Accounting Fees	0	0	0	0	0	0
30170 Equipment Purchases	0	0	0	0	0	0
30180 Contr/Consult CPP	0	0	0	0	0	0
30220 Mileage/Travel	0	0	0	0	0	0
30240 General Expenses	0	0	0	0	0	0
Total Operating Expenses:	0	0	0	0	0	0
Total Operations:	422,280	50,427	396,791	25,489	422,280	0
Gross Budget:	422,280	50,427	396,791	25,489	422,280	0
% of Budget:	100.00%	11.94%	93.96%	6.04%	100.00%	0.00%

NORTH LOS ANGELES COUNTY REGIONAL CENTER

Operations ("OPS") Project Line Item Report

FISCAL YEAR 2024-2025

February 2025

	Projected Annual A-2 Allocation	EXPENDED MONTH	EXPENDED Y-T-D	BALANCE REMAINING	PROJECTED EXPENDITURES	SURPLUS/ (DEFICIT)
Family Resource Center ("FRC")	\$207,187	\$93,202	\$93,202	\$113,985	\$207,187	\$0
Self Determination Program ("SDP") Participant Support	\$131,333	\$0	\$1,206	\$130,127	\$131,333	\$0
Social Recreation Projects	\$0	\$0	\$0	\$0	\$0	\$0
Services Access & Equity (Disparities)	\$106,714	\$0	\$0	\$106,714	\$106,714	\$0
Language Access & Cultural Competency	\$1,067,816	\$91,277	\$682,348	\$385,468	\$1,067,816	\$0
TOTAL:	\$1,513,050	\$184,479	\$776,756	\$736,294	\$1,513,050	\$0

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

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

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

NORTH LOS ANGELES COUNTY REGIONAL CENTER
Purchase of Services ("POS") Project Line Item Report
FISCAL YEAR 2024-2025
February 2025

	Projected Annual A-2 Allocation	EXPENDED MONTH	EXPENDED Y-T-D	BALANCE REMAINING	PROJECTED EXPENDITURES	SURPLUS/ (DEFICIT)
HCBS Provider Funding for Compliance Activities	\$826,792	\$0	\$0	\$826,792	\$826,792	\$0
TOTAL:	\$826,792	\$0	\$0	\$826,792	\$826,792	\$0

Home and Community-Based Services ("HCBS") Compliance Funding: The HCBS Rules require that programs funded through Medicaid (called Medi-Cal in California) provide individuals with disabilities full access to the benefits of community living and offer services and supports in settings that are integrated in the community. This could include opportunities to seek employment in competitive and integrated settings, control personal resources, and engage in the community to the same degree as individuals who do not receive regional center services. The HCBS rules focus on the nature and quality of the individuals' experience and not just the setting where the services are delivered.

North Los Angeles County Regional Center
Administrative vs. Direct Allocation Report - Consolidated
Fiscal Year 2024-2025 (January 2025 Service Month as of February 21, 2025 State Claim)

	Current Month		
Description	Administrative Operating Expenses	Direct Operating Expenses	Total Operating Expenses
Salaries & Wages	559,543.53	3,776,510.29	4,336,053.82
Benefits **	132,016.44	1,037,504.13	1,169,520.57
Tuition Reimbursement Program	(6,580.00)	0.00	(6,580.00)
	0.00	0.00	0.00
Subtotal Salaries & Benefits	684,979.97	4,814,014.42	5,498,994.39
Salaries & Benefits Allocation	12.5%	87.5%	100.0%
Equipment Rental	(15,947.92)	16,626.74	678.82
Equipment Maintenance	99.00	Not Allowable	99.00
Facility Rent	57,060.57	980,709.46	1,037,770.03
Facility Maintenance-AV	1,269.21	Not Allowable	1,269.21
Facility Maintenance-Van Nuys	7,583.74	Not Allowable	7,583.74
Facility Maintenance-SCV	191.52	Not Allowable	191.52
Communication	3,094.28	33,812.60	36,906.88
General Office Expenses	1,899.86	20,416.05	22,315.91
Printing	0.00	2,222.95	2,222.95
Insurance	0.00	0.00	0.00
Insurance-Deductible	0.00	0.00	0.00
Utilities-AV	735.15	7,429.52	8,164.67
Data Processing-Payroll Fees	35,997.56	Not Allowable	35,997.56
Data Processing-Outside Svcs	0.00	Not Allowable	0.00
Data Processing-Misc	0.00	Not Allowable	0.00
Data Processing Maint.	3,891.41	Not Allowable	3,891.41
Interest Expense	2,033.52	0.00	2,033.52
Bank Fees	26.70	0.00	26.70
Bank Fees-PRMT	19,171.66	0.00	19,171.66
Legal Fees	23,350.78	55,206.72	78,557.50
Legal Fees-Insurance Deductible	0.00	0.00	0.00
Brd. of Director Exp.	989.43	0.00	989.43
ARCA Dues	0.00	0.00	0.00
Accounting Fees	2,667.00	0.00	2,667.00
Equipment Purchases	99.20	1,069.21	1,168.41
Software and Licenses	2,548.13	27,465.19	30,013.32
Equipment - AV Loan Principle Payments	0.00	16,355.61	16,355.61
Contractor/Consultant	8,678.59	17,305.37	25,983.96
Contr./Consult.: FFRC Library	0.00	0.00	0.00
Contr./Consult.: CPP	0.00	0.00	0.00
Mileage	765.74	15,823.43	16,589.17
Travel	2,769.62	2,109.96	4,879.58
General Expenses	13,900.99	38,166.63	52,067.62
General Expenses-Remodel AV	0.00	0.00	0.00
General Expenses-Remodel SCV	0.00	0.00	0.00
General Expenses-Remodel SFV	0.00	0.00	0.00
ABX2-1 Admin Expenses	0.00	0.00	0.00
ARPA Social Recreation Project	0.00	0.00	0.00
Equity/Disparity Projects	0.00	0.00	0.00
CalFRESH Project	0.00	0.00	0.00
Restricted: Language Access & Cultural Comp	0.00	86,822.81	86,822.81
Restricted: SDP-Participants Support	0.00	0.00	0.00
Subtotal Operating Expenses	172,875.74	1,321,542.25	1,494,417.99
Operating Expenses Allocation	11.6%	88.4%	100.0%
Total Salaries & Operating Expenses	857,855.71	6,135,556.67	6,993,412.38
Salaries & Operating Exp. Allocation	12.3%	87.7%	100.0%
Project Funds: Family Resource Center	0.00	0.00	0.00
Income Not from DDS (i.e. Interest)	(105,898.54)	0.00	(105,898.54)
Total Expenses Less Other Income	751,957.17	6,135,556.67	6,887,513.84
Total Expenses Admin vs Direct Allocation	10.92%	89.08%	100.00%

YTD		
Administrative Operating Expenses	Direct Operating Expenses	Total Operating Expenses
3,970,943.90	27,665,541.85	31,636,485.75
1,095,041.88	8,633,278.3	9,728,320.17
0.00	0.00	0.00
0.00	0.00	0.00
5,065,985.78	36,298,820.14	41,364,805.92
12.2%	87.8%	100.0%
9,880.21	119,855.53	129,735.74
61,570.41	Not Allowable	61,570.41
250,950.00	4,354,078.44	4,605,028.44
49,317.02	Not Allowable	49,317.02
57,997.30	Not Allowable	57,997.30
6,684.52	Not Allowable	6,684.52
49,509.39	648,131.15	697,640.54
9,625.45	134,545.53	144,170.98
519.55	9,198.78	9,718.33
173,728.29	691,721.08	865,449.37
0.00	0.00	0.00
3,781.10	43,344.49	47,125.59
114,267.46	Not Allowable	114,267.46
0.00	Not Allowable	0.00
0.00	Not Allowable	0.00
68,623.41	Not Allowable	68,623.41
17,669.67	0.00	17,669.67
443.11	0.00	443.11
28,237.74	0.00	28,237.74
29,001.36	160,931.24	189,932.60
0.00	0.00	0.00
33,849.65	0.00	33,849.65
0.00	0.00	0.00
2,672.00	0.00	2,672.00
9,848.27	112,857.49	122,705.76
35,389.70	383,740.69	419,130.39
0.00	129,443.37	129,443.37
138,883.36	1,067,525.08	1,206,408.44
0.00	0.00	0.00
0.00	25,532.03	25,532.03
18,137.12	151,315.35	169,452.47
7,785.69	21,118.44	28,904.13
63,679.77	270,273.79	333,953.56
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	591,070.75	591,070.75
0.00	1,206.25	1,206.25
1,242,051.55	8,915,889.48	10,157,941.03
12.2%	87.8%	100.0%
6,308,037.33	45,214,709.62	51,522,746.95
12.2%	87.8%	100.0%
0.00	0.00	0.00
(522,387.18)	0.00	(522,387.18)
5,785,650.15	45,214,709.62	51,000,359.77
11.3%	88.7%	100.0%

North Los Angeles County Regional Center
Administrative vs. Direct Allocation Report - Consolidated
Fiscal Year 2024-2025 (February 2025 Service Month as of March 21, 2025 State Claim)

	Current Month		
Description	Administrative Operating Expenses	Direct Operating Expenses	Total Operating Expenses
Salaries & Wages	616,547.95	3,868,997.29	4,485,545.24
Benefits **	141,865.52	1,011,765.14	1,153,630.66
Tuition Reimbursement Program	0.00	0.00	0.00
	0.00	0.00	0.00
Subtotal Salaries & Benefits	758,413.47	4,880,762.43	5,639,175.90
Salaries & Benefits Allocation	13.4%	86.6%	100.0%
Equipment Rental	1,567.22	19,584.61	21,151.83
Equipment Maintenance	0.00	Not Allowable	0.00
Facility Rent	28,602.52	494,784.08	523,386.60
Facility Maintenance-AV	7,846.88	Not Allowable	7,846.88
Facility Maintenance-Van Nuys	18,998.44	Not Allowable	18,998.44
Facility Maintenance-SCV	3,737.33	Not Allowable	3,737.33
Communication	3,097.67	33,852.51	36,950.18
General Office Expenses	3,603.75	50,800.72	54,404.47
Printing	12.67	136.59	149.26
Insurance	0.00	1,602.00	1,602.00
Insurance-Deductible	0.00	0.00	0.00
Utilities-AV	673.84	8,252.00	8,925.84
Data Processing-Payroll Fees	25,635.00	Not Allowable	25,635.00
Data Processing-Outside Svcs	0.00	Not Allowable	0.00
Data Processing-Misc	0.00	Not Allowable	0.00
Data Processing Maint.	2,858.52	Not Allowable	2,858.52
Interest Expense	1,983.01	0.00	1,983.01
Bank Fees	0.78	0.00	0.78
Bank Fees-PRMT	75,052.64	0.00	75,052.64
Legal Fees	183,189.01	19,295.56	202,484.57
Legal Fees-Insurance Deductible	11,770.90	78,327.18	90,098.08
Brd. of Director Exp.	2,197.88	0.00	2,197.88
ARCA Dues	0.00	0.00	0.00
Accounting Fees	1,777.56	0.00	1,777.56
Equipment Purchases	111.54	1,202.24	1,313.78
Software and Licenses	1,169.34	12,603.73	13,773.07
Equipment - AV Loan Principle Payments	0.00	16,406.12	16,406.12
Contractor/Consultant	1,835.04	11,861.30	13,696.34
Contr./Consult.: FFRC Library	0.00	0.00	0.00
Contr./Consult.: CPP	0.00	27,708.12	27,708.12
Mileage	(2,706.63)	26,984.96	24,278.33
Travel	3,736.21	3,364.56	7,100.77
General Expenses	10,995.74	73,623.55	84,619.29
General Expenses-Remodel AV	0.00	0.00	0.00
General Expenses-Remodel SCV	0.00	0.00	0.00
General Expenses-Remodel SFV	0.00	0.00	0.00
ABX2-1 Admin Expenses	0.00	0.00	0.00
ARPA Social Recreation Project	0.00	0.00	0.00
Equity/Disparity Projects	0.00	0.00	0.00
CalFRESH Project	0.00	0.00	0.00
Restricted: Language Access & Cultural Comp	0.00	91,276.98	91,276.98
Restricted: SDP-Participants Support	0.00	0.00	0.00
Subtotal Operating Expenses	387,746.86	971,666.81	1,359,413.67
Operating Expenses Allocation	28.5%	71.5%	100.0%
Total Salaries & Operating Expenses	1,146,160.33	5,852,429.24	6,998,589.57
Salaries & Operating Exp. Allocation	16.4%	83.6%	100.0%
Project Funds: Family Resource Center	0.00	0.00	0.00
Income Not from DDS (i.e. Interest)	(97,052.59)	0.00	(97,052.59)
Total Expenses Less Other Income	1,049,107.74	5,852,429.24	6,901,536.98
Total Expenses Admin vs Direct Allocation	15.20%	84.80%	100.00%

YTD		
Administrative Operating Expenses	Direct Operating Expenses	Total Operating Expenses
4,587,491.85	31,534,539.14	36,122,030.99
1,236,907.40	9,645,043.4	10,881,950.83
0.00	0.00	0.00
0.00	0.00	0.00
5,824,399.25	41,179,582.57	47,003,981.82
12.4%	87.6%	100.0%
11,447.43	139,440.14	150,887.57
61,570.41	Not Allowable	61,570.41
279,552.52	4,848,862.52	5,128,415.04
57,163.90	Not Allowable	57,163.90
76,995.74	Not Allowable	76,995.74
10,421.85	Not Allowable	10,421.85
52,607.06	681,983.66	734,590.72
13,229.20	185,346.25	198,575.45
532.22	9,335.37	9,867.59
173,728.29	693,323.08	867,051.37
0.00	0.00	0.00
4,454.94	51,596.49	56,051.43
139,902.46	Not Allowable	139,902.46
0.00	Not Allowable	0.00
0.00	Not Allowable	0.00
71,481.93	Not Allowable	71,481.93
19,652.68	0.00	19,652.68
443.89	0.00	443.89
103,290.38	0.00	103,290.38
212,190.37	180,226.80	392,417.17
11,770.90	78,327.18	90,098.08
36,047.53	0.00	36,047.53
0.00	0.00	0.00
4,449.56	0.00	4,449.56
9,959.81	114,059.73	124,019.54
36,559.04	396,344.42	432,903.46
0.00	145,849.49	145,849.49
140,718.40	1,079,386.38	1,220,104.78
0.00	0.00	0.00
0.00	53,240.15	53,240.15
15,430.49	178,300.31	193,730.80
11,521.90	24,483.00	36,004.90
74,675.51	343,897.34	418,572.85
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	0.00	0.00
0.00	682,347.73	682,347.73
0.00	1,206.25	1,206.25
1,629,798.41	9,887,556.29	11,517,354.70
14.2%	85.8%	100.0%
7,454,197.66	51,067,138.86	58,521,336.52
12.7%	87.3%	100.0%
0.00	0.00	0.00
(619,439.77)	0.00	(619,439.77)
6,834,757.89	51,067,138.86	57,901,896.75
11.8%	88.2%	100.0%

Summary of Vendors with Outstanding Authorization Issues

**Vendors with Outstanding Authorization Issues
As of January 31, 2025**

Fiscal Year	Unique Vendor	No. of O/S Auth's
Prior to FY22	5	7
FY22	2	3
FY23	6	8
FY24	7	9
FY25	7	12
	27	39

Change from January 31, 2025 to March 31, 2025

New Vendors	New Auths	Resolved Vendors	Resolved Auths
0	0	-2	-4
0	0	-1	-2
4	4	-7	-7
5	5	-5	-5
17	34	-8	-12
26	43	-23	-30

**Vendors with Outstanding Authorization Issues
As of March 31, 2025**

Fiscal Yr	Unique Vendor Numbers	No. of O/S Auth's
Prior to FY22	3	3
FY22	1	1
FY23	3	5
FY24	7	9
FY25	16	34
	30	52

**Summary of Invoice Payment Processing Timeline for FY2025 Authorizations
Payments through February 2025 State Claim (03/21/2025)**

Service Month	Avg Work Days Between Invoice Generated & Submitted by Vendor	Avg Work Days Between Invoice Submitted by Vendor & Paid by NLACRC	# of Invoices Generated >30 Days After Service Month	% of Invoices Generated >30 Days After Service Month
07/2024	17.40	17.04	624	28%
08/2024	16.64	17.68	565	26%
09/2024	15.44	17.03	403	19%
10/2024	11.98	17.68	382	20%
11/2024	13.15	15.84	278	15%
12/2024	13.11	15.36	168	10%
01/2025	6.88	12.92	26	2%
02/2025	4.44	14.22	0	0%
03/2025				
04/2025				
05/2025				
06/2025				
FY2025 Averages	12.38	15.97	306	15%

Summary of FY2025 Authorization Processing Timeline

Service Month	# of FY2025 Authorizations Generated >20 Days After Start Date	Total # of Authorizations Generated Per Service Month	% of FY2025 Authorizations Generated >20 After Start Date
07/2024	4,967	62,397	8%
08/2024	1,750	6,476	27%
09/2024	1,462	6,396	23%
10/2024	1,125	6,414	18%
11/2024	769	5,794	13%
12/2024	827	5,723	14%
01/2025	969	6,095	16%
02/2025	819	6,091	13%
03/2025	259	6,444	4%
04/2025	0	2,890	0%
05/2025	0	232	0%
06/2025	0	109	0%
FY2025 Averages	1,079	9,588	11%

North Los Angeles County Regional Center

FY25

Quarterly Human Resources Report

Quarter FY25	Hold	New Hires	Promotions	Separations	Turnover Rate
1st Quarter	34	53	9	16	2.08%
2nd Quarter	12	55	9	19	2.43%
3rd Quarter	10	48	13	18	2.10%
4th Quarter	0	0	0	0	0.00%

Total		156	31	53	6.68%
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Quarter FY25	Separation Reasons	Totals
Jul - Sep	Retire	0
	School	0
	Relocation	2
	Personal	11
	Other	3
Oct - Dec	Retire	2
	School	0
	Relocation	0
	Personal	16
	Other	1
Jan - Mar	Retire	1
	School	0
	Relocation	0
	Personal	15
	Other	2
Apr - Jun	Retire	0
	School	0
	Relocation	0
	Personal	0
	Other	0

HUMAN RESOURCES REPORT

	CSC Vacancies	CSC Growth Positions	Open Other Positions:	Total Open Positions Vacant	Positions on Hold	Positions Filled	FY24/25 Auth Positions	% Filled	New Hires Started in the month	Separations in the Month	Feb '25 - Turnover Rate
All Locations	54	65	41	160	10	815	985	82.74%	11	8	0.98%
SFV	25	43	35	103	10	569	682	83.43%	8	4	
AV	23	18	4	45	0	169	214	78.97%	2	4	
SCV	6	4	2	12	0	77	89	86.52%	1	0	

CSC Vacancies

54

Location	Pos #	CSCs	Department/ Location	Open as of Date
SFV	30	OD SPECIALIST	OD (FORMERLY A5)	7/10/2023
SFV	243	CSC	ADULT 5	9/10/2023
SFV	351	CSC	SCHOOL AGE 5	9/14/2023
AV	74	CSC	AV ADULT 1	10/23/2023
AV	361	CSC	AV ADULT 1	10/23/2023
SFV	149	CSC	SCHOOL AGE 3	10/23/2023
SFV	233	CSC	SCHOOL AGE 4	11/6/2023
AV	76	CSC	AV TRANSITION 2	1/1/2024
AV	487	CSC	AV SCHOOL AGE 2	2/26/2024
SFV	528	CSC - MW	SCHOOL AGE 8	3/8/2024
SFV	375	CSC	EARLY START 2	3/14/2024
AV	279	CSC	AV TRANSITION 2	4/3/2024
SFV	338	CSC	EARLY START 3	5/3/2024
AV	83	CSC	AV TRANSITION 1	5/20/2024
AV	188	CSC	AV TRANSITION 2	5/20/2024
AV	295	CSC	AV TRANSITION 2	5/20/2024
AV	428	CSC	AV TRANSITION 2	5/20/2024
AV	465	CSC	AV TRANSITION 2	5/20/2024
AV	572	CSC	AV TRANSITION 2	5/20/2024
SFV	463	CSC	ADULT 1	5/20/2024
SFV	519	CSC - MW	ADULT 8	5/20/2024
AV	198	CSC	AV TRANSITION 2	6/3/2024
SFV	136	CSC	TRANSITION 3	6/17/2024
SFV	358	CSC	ADULT 6	6/17/2024
SFV	458	CSC	EARLY START 3	6/28/2024
SCV	245	CSC	SCV ADULT	7/1/2024
SFV	160	CSC	SCHOOL AGE 5	7/2/2024
AV	507	CSC	AV SCHOOL AGE 2	7/3/2024
SFV	461	CSC	SCHOOL AGE 4	8/12/2024
AV	334	CSC	AV SCHOOL AGE 1	8/13/2024
AV	586	CSC	AV SCHOOL AGE 1	9/9/2024
AV	75	CSC	AV EARLY START 3	10/7/2024
AV	84	CSC	AV ADULT 1	10/15/2024
AV	82	CSC	AV EARLY START 3	10/21/2024
SCV	114	CSC	SCV EARLY START	11/22/2024
AV	482	CSC	AV TRANSITION 1	12/1/2024
AV	535	CSC - MW	AV ADULT 3	12/2/2024
SFV	154	CSC	SCHOOL AGE 3	12/16/2024
SFV	594	CSC	ADULT 7	12/31/2024
SFV	142	CSC	TRANSITION 2	1/2/2025
SFV	380	CSC	TRANSITION 1	1/2/2025
SFV	394	CSC	SCHOOL AGE 4	1/2/2025
SFV	139	CSC	SCHOOL AGE 6	1/3/2025
AV	483	CSC	AV SCHOOL AGE 2	1/10/2025
AV	981	CSC - INTAKE	ES - INTAKE	1/14/2025
SCV	982	CSC - INTAKE	SCV - ES INTAKE	1/14/2025
SCV	255	CSC	SCV SCHOOL AGE 1	1/27/2025
SFV	184	CSC	ADULT 4	1/30/2025
SFV	187	CSC	SCHOOL AGE 4	1/31/2025
SFV	193	CSC	ADULT 5	2/10/2025
AV	73	CSC	AV ADULT 1	2/14/2025
SFV	462	CSC	ADULT 8	2/21/2025
SCV	100	CSC	SCV ADULT	2/24/2025
SCV	113	SELF-DET SPEC	CON SRV - SELF-DET	2/24/2025

CSC Growth Positions

65

Location	Pos #	CSCs	Department/ Location	Open as of Date
AV	854	CSC	AV EARLY START 2	2/16/2023
SCV	789	CSC	SCV SCHOOL AGE 2	2/16/2023
SCV	838	CSC	SCV EARLY START 2	2/16/2023
SFV	733	CSC	ADULT 9	2/16/2023
SFV	743	CSC	TRANSITION 4	2/16/2023
SFV	745	CSC	TRANSITION 4	2/16/2023
SFV	748	CSC	TRANSITION 4	2/16/2023
SFV	792	CSC	ADULT 10	2/16/2023
SFV	793	CSC	ADULT 6	2/16/2023
SFV	797	CSC	ADULT 10	2/16/2023
SFV	807	CSC	ADULT 5	2/16/2023
AV	858	CSC	SA - PROV ELIG	4/1/2023
SFV	862	CSC	ADULT 11	6/23/2023
SFV	866	FLOATER SPEC	CASE MANAGEMENT	7/31/2023
SFV	37	OD SPECIALIST	OD (FORMER TRAN 2)	8/31/2023
AV	915	CSC	AV ADULT 4	9/11/2023
AV	917	CSC	AV ADULT 4	9/11/2023
AV	782	CSC	AV SCHOOL AGE 3	11/20/2023
AV	606	CSC	AV ADULT 2	12/4/2023
AV	944	CSC	AV TRANSITION 3	3/1/2024
SCV	841	CSC	SCV EARLY START 2	4/24/2024
AV	608	CSC	AV TRANSITION 2	5/20/2024
AV	662	CSC	AV TRANSITION 2	5/20/2024
SFV	658	CSC	ADULT 1	5/23/2024
SFV	62	CSC	ADULT 2	6/3/2024
AV	776	CSC	AV SCHOOL AGE 3	9/9/2024
AV	781	CSC	AV SCHOOL AGE 3	9/27/2024
SCV	857	CSC	SA - PROV ELIG	9/30/2024
AV	943	CSC	AV TRANSITION 3	9/30/2024
SFV	103	CSC	TRANSITION 1	10/21/2024
AV	913	CSC	AV ADULT 4	11/20/2024
SFV	730	CSC	ADULT 9	11/22/2024
SFV	641	CSC - INTAKE	CLIN SRVCS - INTAKE	12/2/2024
AV	939	CSC	AV TRANSITION 3	12/6/2024
AV	777	CSC	AV SCHOOL AGE 3	12/10/2024
SFV	810	CSC	ADULT 1	12/16/2024
SFV	522	CSC - MW	ADULT 2	1/13/2025
SFV	601	CSC	TRANSITION 1	1/30/2025
SFV	987	CSC	SCHOOL AGE 1	2/7/2025
SFV	988	CSC	SCHOOL AGE 1	2/7/2025
SFV	989	CSC	SCHOOL AGE 1	2/7/2025
SFV	990	CSC	SCHOOL AGE 1	2/7/2025
SFV	991	CSC	SCHOOL AGE 1	2/7/2025
SFV	992	CSC	SCHOOL AGE 1	2/7/2025
SFV	993	CSC	SCHOOL AGE 1	2/7/2025
SFV	994	CSC	SCHOOL AGE 1	2/7/2025
SFV	995	CSC	SCHOOL AGE 1	2/7/2025
SFV	996	CSC	SCHOOL AGE 1	2/7/2025
SFV	997	CSC	SCHOOL AGE 1	2/7/2025
SFV	999	CSC	SCHOOL AGE 2	2/7/2025
SFV	1000	CSC	SCHOOL AGE 2	2/7/2025
SFV	1001	CSC	SCHOOL AGE 2	2/7/2025
SFV	1002	CSC	SCHOOL AGE 2	2/7/2025
SFV	1003	CSC	SCHOOL AGE 2	2/7/2025
SFV	1004	CSC	SCHOOL AGE 2	2/7/2025
SFV	1005	CSC	SCHOOL AGE 2	2/7/2025
SFV	1006	CSC	SCHOOL AGE 2	2/7/2025
SFV	1007	CSC	SCHOOL AGE 2	2/7/2025
SFV	1008	CSC	SCHOOL AGE 2	2/7/2025
SFV	1009	CSC	SCHOOL AGE 2	2/7/2025
SFV	520	CSC	ADULT 1	2/10/2025
AV	916	CSC	AV ADULT 4	2/13/2025
AV	845	CSC	AV EARLY START 3	2/20/2025
AV	197	CSC	AV ADULT 2	2/21/2025
SFV	805	CSC	ADULT 11	2/28/2025

FY24/25 Authorized Positions	Positions Added Based on FY 24/25 Growth
985	24

Open Other Positions:

41

Location	Pos #	All Other Positions	Department/ Location	Open as of Date
AV	883	LEAD TRAINER CSC	SCHOOL AGE	7/11/2023
AV	884	LEAD TRAINER CSC	ADULT 1	7/11/2023
SFV	886	LEAD TRAINER CSC	TRANSITION 1	7/11/2023
SFV	889	LEAD TRAINER CSC	EARLY START	7/11/2023
SFV	569	HR SPECIALIST 1	HUMAN RESOURCES	10/4/2023
SFV	863	COMM SERV SPEC - PERF QA SPEC	COMMUNITY SERVICES 2	10/5/2023
SFV	925	VENDOR COORD	COMMUNITY SERVICES 1	10/5/2023
SFV	544	PSYCH SERV SUP	CLIN SERVICES - PSYCH	12/4/2023
SFV	11	ACCOUNTANT JR	ACCTG - AUDITS & REV	12/31/2023
AV	345	AGING ADULT SPECIALIST	AV - CONSUMER SERVICES	1/1/2024
SCV	626	OFFICE ASSISTANT II	FACILITIES	7/1/2024
SFV	961	DENTAL CONSULTANT	CLINICAL SERVICES	7/30/2024
SFV	887	LEAD TRAINER CSC	SCHOOL AGE	8/12/2024
SFV	965	SOCIAL RECREATION SPECIALIST	CASE MANAGEMENT	10/17/2024
SFV	967	OFFICE ASSISTANT II	CONTRACT ADMIN 1	10/17/2024
SFV	219	CONSUMER SERVICES DIRECTOR	CONSUMER SERVICES 1	11/8/2024
SFV	270	ACCOUNTANT	ACCOUNTING - REVENUES	12/2/2024
SFV	968	DATA ANALYST-QI AUDITOR	QA/CHANGE MANAGEMENT	12/2/2024
SFV	969	CHANGE MNGMENT PROJ MNGR	QA/CHANGE MANAGEMENT	12/2/2024
SFV	45	VENDOR COORDINATOR	COMM SERVS 1 - DEVEL/QA	12/16/2024
SFV	971	TRAINING MANAGER	TRAINING & INFORMATION	12/16/2024
AV	975	HR GENERALIST	HUMAN RESOURCES	12/18/2024
SCV	973	HR GENERALIST	HUMAN RESOURCES	12/18/2024
SFV	974	OFFICE ASSISTANT II	CLIN SERVICES - INTAKE	12/20/2024
SFV	976	ASSISTANT CONTROLLER	ACCOUNTING	12/20/2024
SFV	977	TRAINING SPECIALIST	QA/CHANGE MANAGEMENT	12/20/2024
SFV	978	TRAINING SPECIALIST	QA/CHANGE MANAGEMENT	12/20/2024
SFV	979	CHANGE MNGMENT PROJ MNGR	QA/CHANGE MANAGEMENT	12/20/2024
SFV	369	ACCOUNTING SPECIALIST	ACCTG - ACCTS PAYABLE 1	12/24/2024
SFV	980	INTAKE ASSOCIATE	CLIN SERVICES - INTAKE	12/27/2024
SFV	449	BEHAVIORAL CONSULTANT	CLIN SRVCS - BEHAVIORAL	12/30/2024
SFV	670	ACCOUNTING SPECIALIST	ACCTG - ACCTS PAYABLE 1	1/13/2025
SFV	983	CHANGE MNGMENT PROJ MNGR	QA/CHANGE MANAGEMENT	2/3/2025
SFV	984	ADMINISTRATIVE ASSISTANT	QUALITY IMPROVEMENT	2/5/2025
SFV	985	DIRECTOR OF PRIV & COMP	CONTRACT ADMIN	2/6/2025
SFV	986	CONSUMER SERVICES SUP	SCHOOL AGE 1	2/7/2025
SFV	998	CONSUMER SERVICES SUP	SCHOOL AGE 2	2/7/2025
SFV	1010	QUALITY IMPROVEMENT SUP	QUALITY IMPROVEMENT	2/11/2025
SFV	548	CONTROLLER	ACCTG - OPERATIONS	2/14/2025
SFV	398	PSYCHOLOGIST	CLINICAL SERVICES	2/18/2025
SFV	65	OFFICE ASSISTANT II	CLIN SRVCS - INTAKE SUP	2/24/2025

Positions on Hold

10

Location	Pos #	Hold Positions	Dept/ Location	Hold as of Date
SFV	25	TECH SUPPORT ENGINEER	IT	4/25/2022
SFV	701	LEAD RISK ASSESS SPEC	RISK ASSESSMENT	7/29/2022
SFV	8	DIRECTOR OF FINANCE	ACCOUNTING I	8/29/2022
SFV	647	ACCOUNTANT JR	ACCOUNTING	9/23/2022
SFV	720	HEALTH AND SAFETY SPEC	ADMIN - CONSUM SERV	12/22/2022
SFV	904	IT TRAINING SPEC II	IT	7/31/2023
SFV	918	JUDICIAL/FORENS SPEC	ADULT 3 - CPP	9/11/2023
SFV	468	IT SPECIALIST II	IT	1/15/2024
SFV	242	HR SUPERVISOR	HUMAN RESOURCES	2/12/2024
SFV	451	ACCOUNTING SPECIALIST	ACCTG - REVENUES	4/22/2024

New Hires Started in the month

11

Location	Pos #	Position	Hire Date
SCV	611	CSC	2/10/2025
AV	573	CSC	2/10/2025
SFV	300	CSC	2/10/2025
SFV	614	OFFICE ASSISTANT II	2/10/2025
SFV	140	CSC	2/10/2025
AV	587	CSC	2/10/2025
SFV	818	CSC	2/24/2025
SFV	809	CSC	2/24/2025
SFV	938	CSC	2/24/2025
SFV	155	CSC	2/24/2025
SFV	861	CSC	2/24/2025

Separations in the Month

8

Location	Pos #	Position	Separation Reason	Term Month
SFV	548	CONTROLLER	PERSONAL	2/14/2025
AV	73	CSC	RETIREMENT	2/14/2025
AV	197	CSC	PERSONAL	2/21/2025
AV	845	CSC	PERSONAL	2/20/2025
SFV	462	CSC	PERSONAL	2/21/2025
SFV	398	PSYCHOLOGIST	CONTRACT ENDED	2/18/2025
SFV	805	CSC	PERSONAL	2/28/2025
AV	916	CSC	PERSONAL	2/13/2025

HUMAN RESOURCES REPORT

	CSC Vacancies	CSC Growth Positions	Open Other Positions:	Total Open Positions Vacant	Positions on Hold	Positions Filled	FY24/25 Auth Positions	% Filled	New Hires Started in the month	Separations in the Month	Mar '25 - Turnover Rate
All Locations	44	56	60	160	10	838	1008	83.13%	29	6	0.72%
SFV	22	37	51	110	10	585	705	82.98%	18	4	
AV	18	17	6	41	0	173	214	80.84%	7	2	
SCV	4	2	3	9	0	80	89	89.89%	4	0	

CSC Vacancies

44

Location	Pos #	CSCs	Department/ Location	Open as of Date
SFV	30	OD SPECIALIST	OD (FORMERLY A5)	7/10/2023
SFV	351	CSC	SCHOOL AGE 5	9/14/2023
SFV	149	CSC	SCHOOL AGE 3	10/23/2023
SFV	233	CSC	SCHOOL AGE 4	11/6/2023
AV	76	CSC	AV TRANSITION 2	1/1/2024
AV	487	CSC	AV SCHOOL AGE 2	2/26/2024
SFV	528	CSC - MW	SCHOOL AGE 8	3/8/2024
SFV	375	CSC	EARLY START 2	3/14/2024
AV	279	CSC	AV TRANSITION 2	4/3/2024
SFV	338	CSC	EARLY START 3	5/3/2024
AV	83	CSC	AV TRANSITION 1	5/20/2024
AV	188	CSC	AV TRANSITION 2	5/20/2024
AV	295	CSC	AV TRANSITION 2	5/20/2024
AV	428	CSC	AV TRANSITION 2	5/20/2024
AV	465	CSC	AV TRANSITION 2	5/20/2024
AV	572	CSC	AV TRANSITION 2	5/20/2024
SFV	463	CSC	ADULT 1	5/20/2024
SFV	519	CSC - MW	ADULT 8	5/20/2024
AV	198	CSC	AV TRANSITION 2	6/3/2024
SFV	136	CSC	TRANSITION 3	6/17/2024
SFV	358	CSC	ADULT 6	6/17/2024
SCV	245	CSC	SCV ADULT	7/1/2024
AV	507	CSC	AV SCHOOL AGE 2	7/3/2024
AV	334	CSC	AV SCHOOL AGE 1	8/13/2024
AV	586	CSC	AV SCHOOL AGE 1	9/9/2024
AV	75	CSC	AV EARLY START 3	10/7/2024
AV	84	CSC	AV ADULT 1	10/15/2024
AV	82	CSC	AV EARLY START 3	10/21/2024
SCV	114	CSC	SCV EARLY START	11/22/2024
AV	535	CSC - MW	AV ADULT 3	12/2/2024
SFV	373	CSC	TRANSITION 3	12/24/2024
SFV	594	CSC	ADULT 7	12/31/2024
SFV	142	CSC	TRANSITION 2	1/2/2025
SFV	380	CSC	TRANSITION 1	1/2/2025
SCV	982	CSC - INTAKE	SCV - ES INTAKE	1/14/2025
SFV	184	CSC	ADULT 4	1/30/2025
SFV	187	CSC	SCHOOL AGE 4	1/31/2025
SFV	193	CSC	ADULT 5	2/10/2025
AV	73	CSC	AV ADULT 1	2/14/2025
SFV	462	CSC	ADULT 8	2/21/2025
SCV	441	CSC	SCV SCHOOL AGE 1	3/10/2025
SFV	146	CSC	SCHOOL AGE 3	3/10/2025
SFV	327	CSC	TRANSITION 3	3/20/2025
SFV	178	CSC	ADULT 7	3/24/2025

CSC Growth Positions

56

Location	Pos #	CSCs	Department/ Location	Open as of Date
AV	854	CSC	AV EARLY START 2	2/16/2023
SCV	789	CSC	SCV SCHOOL AGE 2	2/16/2023
SFV	733	CSC	ADULT 9	2/16/2023
SFV	743	CSC	TRANSITION 4	2/16/2023
SFV	745	CSC	TRANSITION 4	2/16/2023
SFV	748	CSC	TRANSITION 4	2/16/2023
SFV	797	CSC	ADULT 10	2/16/2023
SFV	807	CSC	ADULT 5	2/16/2023
AV	858	CSC	SA - PROV ELIG	4/1/2023
SFV	866	FLOATER SPEC	OD UNIT	7/31/2023
SFV	37	OD SPECIALIST	OD (FORMERLY T2)	8/31/2023
AV	917	CSC	AV ADULT 4	9/11/2023
AV	782	CSC	AV SCHOOL AGE 3	11/20/2023
AV	606	CSC	AV ADULT 2	12/4/2023
AV	944	CSC	AV TRANSITION 3	3/1/2024
AV	608	CSC	AV TRANSITION 2	5/20/2024
AV	662	CSC	AV TRANSITION 2	5/20/2024
SFV	658	CSC	ADULT 1	5/23/2024
AV	776	CSC	AV SCHOOL AGE 3	9/9/2024
AV	781	CSC	AV SCHOOL AGE 3	9/27/2024
SCV	857	CSC	SA - PROV ELIG	9/30/2024
SFV	103	CSC	TRANSITION 1	10/21/2024
AV	913	CSC	AV ADULT 4	11/20/2024
AV	777	CSC	AV SCHOOL AGE 3	12/10/2024
SFV	810	CSC	ADULT 1	12/16/2024
SFV	522	CSC - MW	ADULT 2	1/13/2025
SFV	987	CSC	SCHOOL AGE 1	2/7/2025
SFV	988	CSC	SCHOOL AGE 1	2/7/2025
SFV	989	CSC	SCHOOL AGE 1	2/7/2025
SFV	990	CSC	SCHOOL AGE 1	2/7/2025
SFV	991	CSC	SCHOOL AGE 1	2/7/2025
SFV	992	CSC	SCHOOL AGE 1	2/7/2025
SFV	994	CSC	SCHOOL AGE 1	2/7/2025
SFV	995	CSC	SCHOOL AGE 1	2/7/2025
SFV	996	CSC	SCHOOL AGE 1	2/7/2025
SFV	997	CSC	SCHOOL AGE 1	2/7/2025
SFV	1000	CSC	SCHOOL AGE 2	2/7/2025
SFV	1001	CSC	SCHOOL AGE 2	2/7/2025
SFV	1002	CSC	SCHOOL AGE 2	2/7/2025
SFV	1003	CSC	SCHOOL AGE 2	2/7/2025
SFV	1004	CSC	SCHOOL AGE 2	2/7/2025
SFV	1005	CSC	SCHOOL AGE 2	2/7/2025
SFV	1006	CSC	SCHOOL AGE 2	2/7/2025
SFV	1007	CSC	SCHOOL AGE 2	2/7/2025
SFV	1008	CSC	SCHOOL AGE 2	2/7/2025
SFV	1009	CSC	SCHOOL AGE 2	2/7/2025
SFV	520	CSC	ADULT 1	2/10/2025
AV	916	CSC	AV ADULT 4	2/13/2025
AV	845	CSC	AV EARLY START 3	2/20/2025
AV	197	CSC	AV ADULT 2	2/21/2025
SFV	805	CSC	ADULT 11	2/28/2025
SFV	251	CSC	EARLY START 2	3/7/2025
AV	853	CSC	AV EARLY START 3	3/10/2025
AV	778	CSC	AV SCHOOL AGE 3	3/14/2025
SFV	553	CSC	EARLY START 4	3/24/2025
SFV	818	CSC	EARLY START 6	3/28/2025

FY24/25 Authorized Positions	Positions Added Based on FY 24/25 Growth
1008	24

Open Other Positions:

60

Location	Pos #	All Other Positions	Department/ Location	Open as of Date
AV	883	LEAD TRAINER CSC	QI/ CHANGE MANAGEMENT	7/11/2023
AV	884	LEAD TRAINER CSC	QI/ CHANGE MANAGEMENT	7/11/2023
SFV	889	LEAD TRAINER CSC	QI/ CHANGE MANAGEMENT	7/11/2023
SFV	569	HR SPECIALIST I	HUMAN RESOURCES	10/4/2023
SFV	863	COMM SERVICES SPECIALIST	COMMUNITY SERVICES 2	10/5/2023
SFV	925	VENDOR COORDINATOR	COMMUNITY SERVICES 1	10/5/2023
SFV	544	PSYCHOLOGICAL SERVICES SUP	CLIN SERVICES - PSYCH	12/4/2023
SFV	11	ACCOUNTANT JR	ACCOUNTING - REVENUES	12/31/2023
AV	345	AGING ADULT SPECIALIST	AV - CONSUMER SERVICES	1/1/2024
SCV	626	OFFICE ASSISTANT II	FACILITIES	7/1/2024
SFV	961	DENTAL CONSULTANT	CLINICAL SERVICES	7/30/2024
SFV	967	OFFICE ASSISTANT II	CONTRACT ADMIN	10/17/2024
SFV	219	CONSUMER SERVICES DIRECTOR	CONSUMER SERVICES 1	11/8/2024
SFV	270	ACCOUNTANT	ACCOUNTING - REVENUES	12/2/2024
SFV	45	VENDOR COORDINATOR	COMM SERV 1 - DEVEL/QA	12/16/2024
AV	975	HR GENERALIST	HUMAN RESOURCES	12/18/2024
SCV	973	HR GENERALIST	HUMAN RESOURCES	12/18/2024
SFV	976	ASSISTANT CONTROLLER	ACCOUNTING	12/20/2024
SFV	977	TRAINING SPECIALIST	QUALITY IMPROVEMENT	12/20/2024
SFV	978	TRAINING SPECIALIST	QUALITY IMPROVEMENT	12/20/2024
SFV	979	CHANGE MNGMNT PROJ MANAGER	QUALITY IMPROVEMENT	12/20/2024
SFV	369	ACCOUNTING SPECIALIST	ACCOUNTING - ACCTS PAY 1	12/24/2024
SFV	980	INTAKE ASSOCIATE	CLIN SERVICES - INTAKE	12/27/2024
SFV	449	BEHAVIORAL CONSULTANT	CLIN SERVICES - BEHAV	12/30/2024
SFV	983	CHANGE MNGMNT PROJ MANAGER	QUALITY IMPROVEMENT	2/3/2025
SFV	984	ADMINISTRATIVE ASSISTANT	QUALITY IMPROVEMENT	2/5/2025
SFV	986	CONSUMER SERVICES SUP	SCHOOL AGE 1	2/7/2025
SFV	998	CONSUMER SERVICES SUP	SCHOOL AGE 2	2/7/2025
SFV	1010	QI AND OUTCOMES SUPERVISOR	QI/CHANGE MANAGEMENT	2/11/2025
SFV	398	PSYCHOLOGIST	CLINICAL SERVICES	2/18/2025
SCV	113	SELF-DETERM SPECIALIST	CONS SERV - SELF-DETERM	2/24/2025
SFV	1011	RECORDS AND DOCUMENT MGT SUP	RECS & DOC MANAGEMENT	3/3/2025
SFV	578	ADMINISTRATIVE ASSISTANT	ACCOUNTING - OPS	3/7/2025
SFV	1012	ASSOCIATE SC	CASE MANAGEMENT	3/10/2025
SFV	1013	ASSOCIATE SC	SCHOOL AGE	3/10/2025
SFV	1014	ASSOCIATE SC	SCHOOL AGE	3/10/2025
SFV	1015	ASSOCIATE SC	ADULT	3/10/2025
SFV	1016	ASSOCIATE SC	CASE MANAGEMENT	3/10/2025
SFV	1017	ASSOCIATE SC	CASE MANAGEMENT	3/10/2025
SFV	1018	ASSOCIATE SC	CASE MANAGEMENT	3/10/2025
SFV	1019	ASSOCIATE SC	CASE MANAGEMENT	3/10/2025
SFV	1020	ASSOCIATE SC	SCHOOL AGE	3/10/2025
SFV	1021	ASSOCIATE SC	SCHOOL AGE	3/10/2025
SFV	1022	ASSOCIATE SC	ADULT	3/10/2025
SFV	1023	ASSOCIATE SC	ADULT	3/10/2025
SFV	1024	ASSOCIATE SC	CASE MANAGEMENT	3/10/2025
SFV	1025	ASSOCIATE SC	SCHOOL AGE	3/10/2025
SFV	1026	ASSOCIATE SC	SCHOOL AGE	3/10/2025
SFV	1027	ASSOCIATE SC	ADULT	3/10/2025
SFV	1028	ASSOCIATE SC	ADULT	3/10/2025
SFV	1029	ASSOCIATE SC	ADULT	3/10/2025
SFV	1030	ASSOCIATE SC	CASE MANAGEMENT	3/10/2025
SFV	1031	ASSOCIATE SC	CASE MANAGEMENT	3/10/2025
SFV	1032	ASSOCIATE SC	CASE MANAGEMENT	3/10/2025
SFV	1033	ASSOCIATE SC	CASE MANAGEMENT	3/10/2025
SFV	221	CONT ADMIN AND PRIV MANAGER	FINANCE ADMINISTRATION	3/24/2025
SFV	550	TRAINING AND DEV SUPERVISOR	TRAINING & INFO	3/24/2025
SFV	703	OPERATIONS ACCOUNTING SUP	ACCOUNTING - OPS	3/24/2025
AV	561	OFFICE ASSISTANT II	RECS & DOC MANAGEMENT	3/24/2025
AV	643	INTAKE ASSOCIATE - BILINGUAL	AV - INTAKE	3/24/2025

Positions on Hold

10

Location	Pos #	Hold Positions	Dept/ Location	Hold as of Date
SFV	25	TECH SUPPORT ENGINEER	IT	4/25/2022
SFV	701	LEAD RISK ASSESS SPEC	RISK ASSESSMENT	7/29/2022
SFV	8	DIRECTOR OF FINANCE	ACCOUNTING I	8/29/2022
SFV	647	ACCOUNTANT JR	ACCOUNTING	9/23/2022
SFV	720	HEALTH AND SAFETY SPEC	ADMIN - CONSUM SERV	12/22/2022
SFV	904	IT TRAINING SPEC II	IT	7/31/2023
SFV	918	JUDICIAL/FORENS SPEC	ADULT 3 - CPP	9/11/2023
SFV	468	IT SPECIALIST II	IT	1/15/2024
SFV	242	HR SUPERVISOR	HUMAN RESOURCES	2/12/2024
SFV	451	ACCOUNTING SPECIALIST	ACCTG - REVENUES	4/22/2024

New Hires Started in the month

29

Location	Pos #	Position	Hire Date
SFV	458	CSC	3/10/2025
SFV	160	CSC	3/10/2025
SFV	730	CSC	3/10/2025
SFV	139	CSC	3/10/2025
SFV	154	CSC	3/10/2025
AV	943	CSC	3/10/2025
SFV	792	CSC	3/10/2025
SFV	65	OFFICE ASSISTANT II	3/10/2025
SFV	793	CSC	3/10/2025
AV	361	CSC	3/10/2025
SFV	286	CSC	3/10/2025
SCV	461	CSC	3/10/2025
SFV	394	CSC	3/10/2025
SCV	969	CHANGE MAN PRJ MGR	3/10/2025
SFV	993	CSC	3/24/2025
AV	915	CSC	3/24/2025
SCV	100	CSC	3/24/2025
SFV	670	ACCOUNT SPEC	3/24/2025
AV	483	CSC	3/24/2025
SFV	243	CSC	3/24/2025
SFV	601	CSC	3/24/2025
SFV	999	CSC	3/24/2025
SFV	968	DATA ANALYST	3/24/2025
SFV	862	CSC	3/24/2025
SFV	174	CSC	3/24/2025
SCV	838	CSC	3/24/2025
AV	74	CSC	3/24/2025
AV	939	CSC	3/24/2025
AV	482	CSC	3/24/2025

Separations in the Month

6

Location	Pos #	Position	Separation Reason	Term Month
SFV	251	CSC	PERSONAL	3/7/2025
SFV	578	ADMIN ASSISTANT	PERSONAL	3/7/2025
SFV	327	CSC	PERSONAL	3/20/2025
AV	561	OFFICE ASSISTANT II	PERSONAL	3/24/2025
AV	778	CSC	ATTENDANCE	3/14/2025
SFV	818	CSC	PERSONAL	3/28/2025

FY 2024-25	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total Absences	Total Hours
Administrative Affairs	Dark	Dark		Dark		Dark	Dark	P	Dark		Dark	Dark	0	3
Anna Hurst			P		P			P					0	6
Cathy Blin			P		P			P					0	6
Jaklen Keshishyan (VAC Rep)			P		P			P					0	6

Meeting Time

3.00

1.45

3.00

P = Present Ab = Absent

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)