



North Los Angeles County Regional Center

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

MEMORANDUM

Date: July 31, 2025

To: **Executive Finance Committee:**
Juan Hernandez, Sharmila Brunjes, Anna Hurst, Leticia Garcia, Curtis Wang

From: Lindsay Granger, Executive Administrative Assistant

Re: Information for the next Executive Committee meeting on
Thursday, July 31, 2025, at 5:00 pm

.....

Attached is information for the next Executive 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/89578881991?pwd=spVjLIS2UpfCwKZJjOGymGPL6ncBKb.1>

Meeting ID: 895 7888 1991

Passcode: 514977

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

Thank you!

c: Angela Pao-Johnson, Executive Director, Evelyn McOmie, Deputy Director, Vini Montague, Chief Financial Officer, Betsy Monahan, Human Resources Director

Attachments

Executive Finance Committee Special Meeting 07.31.25

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EXECUTIVE FINANCE COMMITTEE

Special Meeting: Thursday, July 31, 2025, at 5:00 pm - Virtual

Executive Committee Members: Sharmila Brunjes – President, Juan Hernandez – Vice President, Curtis Wang – Board Secretary, Anna Hurst – Treasurer, Lety Garcia – ARCA Rep.

Staff: Angela Pao-Johnson, Executive Director, Vini Montague, Chief Financial Officer, Betsy Monahan, HR Director, and Lindsay Granger, Exec. Admin.

~AGENDA ~

- I. Call to Order and Introductions (*1 min*)
- II. Committee Member Attendance/Quorum (*1 min*)
- III. Agenda (*1 min*)
 - A. Approval of Agenda for the July 31, 2025, Meeting
- IV. Public Input – Agenda Items (*3 min per person / 3 attendees max*)
- V. Action Items
 - A. Approval of Proposed Board Budget for Fiscal Year 2025-26 – Vini Montague (*5 min*)
 - B. Approval of Enright & Ocheltree, LLP to Conduct the ED Evaluation for Year 1 – Anna Hurst (*5 min*)
 - C. Approval of the Conflict Resolution Plan for Jacquie Colton – Betsy Monahan (*3 min*)
 - D. Approval of the Conflict Resolution Plan for Anna Hurst – Betsy Monahan (*5 min*)
- VI. Board Meeting Agenda Items (*1 min*)
- VII. Announcements / Public Input/Information Items (*3 min per person / 3 attendees max*)
 - A. Next meeting August 28, 2025
 - B. Committee Attendance
- VIII. Adjournment

Please refer to NLACRC's website for the Calendar of Events, which includes a link for the Family Focus Resource Center, for information regarding more support groups, training opportunities, dates, times, and links – www.nlacrc.org



Board of Trustees Budget vs Expenditures
Fiscal Year 2025-2026
Proposed Budget (July 31, 2025)

| Description | | Proposed Budget 7/31/25 | YTD Expenses | Budget Remaining | % of Budget Utilized |
|--|---|-------------------------------|------------------|----------------------|-------------------------|
| BOARD RECRUITMENT | | | | | |
| | Board & Vendor Advisor Committee Member Recruitment (advertising, Chamber memberships, social media, etc) | \$ 5,845.00 | | \$ 5,845.00 | 0.00% |
| BOARD SUPPORTS & MEETING SUPPLIES | | | | | |
| | Board Member Support to Participate in Meeting & Events (overnight mailing, supplies, etc.) | \$ 2,000.00 | | \$ 2,000.00 | 0.00% |
| | Board Meeting Supplies (nameplates, office supplies, etc.) | \$ 1,000.00 | \$ 58.86 | \$ 941.14 | 5.89% |
| | Roberts Rules Book for New Members | \$ 300.00 | \$ 14.70 | \$ 285.30 | 4.90% |
| | Transportation/Mileage Reimbursement for Board Members to Attend In-Person Meetings | \$ 2,000.00 | | \$ 2,000.00 | 0.00% |
| | Child Care/Attendant Care Support for Board Members to Attend Meetings | \$ 12,000.00 | | \$ 12,000.00 | 0.00% |
| | Food & Beverage for In-Person Board & Committee Meetings (4 board + 10 VAC = 14 x \$700) | \$ 9,800.00 | | \$ 9,800.00 | 0.00% |
| EVENTS & ACTIVITIES | | | | | |
| | Board Retreat (NLA office, 2 meeting days - meals) | \$ 5,000.00 | | \$ 5,000.00 | 0.00% |
| | Board Dinner | \$ 15,000.00 | | \$ 15,000.00 | 0.00% |
| | Consumer Advisory Committee Holiday Party (Dec 2025) | \$ 750.00 | | \$ 750.00 | 0.00% |
| | Consumer Advisory Committee Potluck Party (July 2025) | \$ 58.30 | \$ 58.30 | \$ - | 100.00% |
| | ARCA Academy Sponsorship | \$ 5,000.00 | | \$ 5,000.00 | 0.00% |
| | ARCA Academy Attendance (Nov 2025, Sacramento - airfare, hotel, meals, transportation, etc.) | \$ 12,000.00 | | \$ 12,000.00 | 0.00% |
| | ARCA Meetings, Conferences, & Activities (ARCA Delegate, 10 meetings - airfare, hotel, meals, transportation, etc.) | \$ 9,500.00 | | \$ 9,500.00 | 0.00% |
| | Legislative Events: Grassroots | \$ 5,000.00 | | \$ 5,000.00 | 0.00% |
| | Legislative Consultant (Legucator) | \$ - | | \$ - | |
| SOFTWARE & TRAININGS | | | | | |
| | Software: Roberts Rules Made Simple | \$ 800.00 | | \$ 800.00 | 0.00% |
| | Software: Board Support Software (OnBoard or Boardable) | \$ 8,000.00 | | \$ 8,000.00 | 0.00% |
| | Training: Parliamentary Training (Robert Duitman) | \$ 500.00 | | \$ 500.00 | 0.00% |
| | Training: Leadership, Board Advocacy, Board Effectiveness, Ambassadorship | \$ 1,000.00 | | \$ 1,000.00 | 0.00% |
| LEGAL & CONSULTANTS | | | | | |
| | Consultant: Executive Director Evaluation Model (3-Year Contract: 1. \$9840, 2. \$4890, 3. \$4890) | \$ 19,620.00 | | \$ 19,620.00 | 0.00% |
| | Legal: Executive Director Evaluation Process (Enright & Ocheltree) | \$ 11,000.00 | | \$ 11,000.00 | 0.00% |
| | Consultant: Parliamentary/Governance Coach | \$ 25,000.00 | | \$ 25,000.00 | 0.00% |
| | Legal: Attend Board & Committee Meetings, Board Policies (Enright & Ocheltree) | \$ 150,000.00 | | \$ 150,000.00 | 0.00% |
| COMMUNITY SPONSORSHIPS | | | | | |
| | Sponsorships | \$ - | | \$ - | |
| Total Board Expenses | | \$ 301,173.30 | \$ 131.86 | \$ 301,041.44 | 0.04% |

NOTIFICATION OF CONFLICT OF INTEREST
AND
SUBMISSION OF CONFLICT RESOLUTION PLAN

JACQUIE COLTON - NLACRC BOARD MEMBER
NORTH LOS ANGELES COUNTY REGIONAL CENTER

I. Law Governing Conflicts of Interest

The prohibition against Regional Center employee or board member conflicts of interest has its origin in section 4626 of the Welfare & Institutions Code. Subsection (d) of said section 4626 provides: "The department shall ensure that no regional center employee or board member has a conflict of interest with an entity that receives regional center funding. "

That general prohibition is explained in more detail in Title 17 of the California Code of Regulations, section 54520 "Positions Creating Conflicts of Interests for Regional Center Governing Board Members and Executive Directors," which provides in pertinent part:

- (a) A conflict of interest exists when a regional center governing board member... or family member of such person is any of the following for a business entity, entity, or provider as defined in section 54505 of these regulations... :

- (1) a governing board member
- (2) a board committee member
- (3) a director
- (4) an officer
- (5) an owner
- (6) a partner
- (7) a shareholder
- (8) a trustee
- (9) an agent
- (10) an employee
- (11) a contractor
- (12) a consultant
- (13) a person who holds any position of management
- (14) a person who has decision or policy making authority.
(Emphasis added.)

Section 54505 states that: "Business Entity, Entity or Provider" means any individual or business venture from whom or from which the regional center purchases, obtains or secures goods or services to conduct its operations."

Further, Section 54533 states:

- (a) When a present or potential conflict of interest is identified for a regional center board member, executive director, employee, contractor, agent, or consultant, the present or potential conflict shall be either eliminated or mitigated and managed through a Conflict Resolution Plan, or the individual shall resign his or her position with the regional center or regional center governing board.

II. Potential Conflict of Jacquie Colton

Jacquie Colton is a Board Member at North Los Angeles County Regional Center (hereinafter "NLACRC" or "the Regional Center"). NLACRC Executive Director Angela Pao-Johnson confirms that Jacquie Colton is a productive and valued member of the Board of Trustees. Attached as **Exhibit A** is Jacquie Colton's completed Conflict of Interest Reporting Statement. As part of the Conflict Resolution Plan, she will remain in her position on the Board of Trustees.

Jacquie Colton has a potential financial interest in Regional Center operations by virtue of her role as an LVN for ASAP Home Health, a NLACRC provider; Ms. Colton is employed with ASAP Home Health, a vendor of North Los Angeles County Regional Center. This creates a direct conflict for Ms. Colton as defined by regulation. This document constitutes a disclosure of this conflict, a Conflict Resolution Plan to mitigate any adverse consequences from this relationship, and a request for approval of the Conflict Resolution Plan by DDS.

In short, this Conflict Resolution Plan will have Jacquie Colton remain in her position on the NLACRC Board of Trustees but limit her actions as a board member so that she in no way participates in any role whatsoever regarding ASAP Home Health or any other vendor who provides respite, personal assistance and daycare services.

III. Facts

The plan of action proposed herein is designed to eliminate any adverse consequences from the conflict. To better understand how the plan will eliminate any adverse consequences, this request will first provide the facts regarding Ms. Colton's duties and responsibilities as a board member and her roles with ASAP Home Health.

A. Jacquie Colton 's Duties as Board Member

As a board member, Jacquie Colton regularly meets with other board members of NLACRC to create policy for the operation of the regional center. Policy is developed through recommendations from board committees and the Executive Director. Direct operation is delegated to the Executive Director who is hired by the board. Staff recommendations for policy initiation or modification go the Executive Director, who, in turn, refers them to the board and/or an appropriate board committee. A copy of the Board Member Responsibilities is attached as **Exhibit B**.

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

1. Attendance, either virtual or in-person, at monthly Board of Trustees meetings, usually held on the second Wednesday of each month at 6:30 p.m.
2. Membership and attendance on one (1) or more board committees.
3. Board participation and advocacy will be focused on systems issues; issues regarding an individual consumer, family or program will be directed to the Executive Director's Office.
4. Identification of any potential conflict of interest as identified in Welfare and Institutions Code, Sections 4626 and 4627 during the board member's term on the board will be reported to the Executive Administrative Assistant to the board.

5. Completion of the Conflict-of-Interest Statement annually and MediCal Provider Enrollment Form as applicable due to the regional center's funding and contract with the State of California, Department of Developmental Services.
6. Completion of a W-9 form by board members who seek reimbursement for childcare or personal care services under the Board Member Support policy.
7. Adherence to the board's Code of Conduct.
8. Attendance at the annual board orientation for all newly seated board members.
9. Participation in board-coordinated trainings and the annual board retreat.
10. Visitation to NLACRC-vendored programs is expected in order that board members may be informed about the developmental disabilities service system. Programs include a wide variety of residential and day programs as well as those providers who deliver a specific service (e.g. school setting or transportation).
11. Exercise such other powers and perform such other duties as may be prescribed by the Board of Trustees and the NLACRC Bylaws.

B. Jacquie Colton's Duties at ASAP Home Health

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

1. In home respite services
2. Personal assistance
3. Daycare services

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

IV. Conflict Resolution Plan

The Regional Center and its Executive Director, Angela Pao-Johnson, have concluded that Jacquie Colton provides great value to the Board of NLACRC. After consideration of the totality of the circumstances and a careful review of the facts, the Executive Director believes it is in the best interests of the Regional Center to create and implement a Conflict Resolution Plan to eliminate any adverse consequences from this relationship and seek approval of this plan by DDS.

Initially, the first step in the Conflict Resolution Plan is to allow Ms. Colton to remain in her position on the Board of Trustees, but to cease any activity or action that might in any way impact ASAP Home Health. This will eliminate any instance in which Ms. Colton would have to vote, give her opinion, analyze, assess the performance of, or take action for or against ASAP Home Health, and would eliminate any possible action by Ms. Colton to recommend ASAP Home Health or other similar available respite, personal assistance and daycare vendors.

The second part of the plan is to insulate Ms. Colton from any involvement whatsoever with the generic type of provider like ASAP Home Health. She would recuse herself from participation in any vote regarding, drafting, planning, or discussion of rules, policies, or restrictions that would impact ASAP Home Health and all other respite, personal assistance vendors. Any duties that potentially relate to ASAP Home Health or generic policies applicable to such a vendor represent a small portion of the valuable duties she performs on behalf of the Regional Center, and these duties can be easily delegated to other Regional Center board members. Like other board members, Ms. Colton develops policy through recommendations

from the Executive Director, and thus works with numerous vendors on a variety of services.

Further, as the Conflict Resolution Plan details below, when any matter arises regarding ASAP Home Health respite, personal assistance and daycare vendors, she will agree not to be involved in the discussion of the matter, the presentation of options to the Board, or the decision or vote on such matter. NLACRC will require Ms. Colton to abstain from discussion with, or involvement in the matter, and require the other board members to take all such actions, including appropriate description of options, recommendations, analysis and ultimate decision and vote.

The Regional Center and Jacquie Colton suggested Conflict Resolution Plan for this conflict of interest is as follows:

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

involving ASAP Home Health and other respite, personal assistance and daycare vendors.


12. The NLACRC Board of Trustees will be informed about this Plan of Action, and they will be informed of the need to ensure that Ms. Colton has no involvement whatsoever in any action or business whatsoever involving or affecting ASAP Home Health and other respite, personal assistance and daycare vendors.
13. These restrictions only apply to ASAP Home Health and policies impacting other respite, personal assistance and daycare vendors. The bulk of Ms. Colton's duties regarding a vast array of other Board issues and other vendors will remain unchanged, unless the Board work would in any way impact ASAP Home Health. This amounts to a reassignment of a small portion of her duties and will not reduce the value and productivity that Jacquie Colton provides to the NLACRC Board.
14. In the event the board member changes to a different respite agency during the course of her term, each provision of this plan shall apply to with regard to the new agency for the duration of the trustee's term on the board.
15. NLACRC has received approval from its Board of Trustees regarding this Conflict Resolution Plan.


Request Approval of Conflict Resolution Plan

For the reasons provided above, and in accordance with the Conflict Resolution Plan set forth above, North Los Angeles County Regional Center hereby requests that DDS approve the Conflict Resolution Plan in this matter.

Respectfully submitted,

By: 
Jacquie Colton, NLACRC Board Member
Date:

By: 
Sharmila Brunjes, Board of Trustees President, NLACRC
Date:

By: 
Angela Pao-Johnson, Executive Director, NLACRC
Date:

Reset Form

CONFLICT OF INTEREST REPORTING STATEMENT

DS 6016 (Rev. 08/2013)

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

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

Please answer the following questions to the best of your knowledge. If you find a question requires further explanation and/or there is not enough space to thoroughly answer the question, please attach as many additional sheets as necessary, and refer to the question number next to your answer. If the regional center identifies a conflict involving you, it will be required to prepare a conflict resolution plan. Some relevant definitions have been provided in the footnotes to assist you in responding to this statement.

You are required to file this Reporting Statement within 30 days of beginning your employment with the regional center or from the date that you are appointed to the regional center board or advisory committee board. You are then required to file an annual Reporting Statement by August 1st of every year while you remain employed with the regional center or while you are a member of the regional center board or advisory committee board. You must also file a Reporting Statement within 30 days of any change in your status that could result in a conflict of interest. Circumstances that can constitute a change in your status that can require you to file an updated Reporting Statement are described below in footnote one.

A. INFORMATION OF REPORTING INDIVIDUAL

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

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

Reporting Status: ☒ Annual ☐ New Appointment (date): _____
☐ Change of Status¹

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

1. Please list your job title and describe your job duties at the regional center.

Board member

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

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

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

I work at ASAP Home Health as a LVN. ASAP services my son's respite hours

3. Do you or a family member own or hold a position³ in an entity or organization that is a regional center provider or contractor? ☒ yes ☐ no -- If yes, provide the name of the entity or organization, describe what services it provides for the regional center or regional center consumers, and describe your or your family member's financial interest.

I work at ASAP Home Health who services my son's respite hours

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

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

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

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

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

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

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

As a NLACRC board member, I will be responsible for approving contracts over \$250,000.

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

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

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

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

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


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


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

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

B. ATTESTATION

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

Signature  Date 07/10/2025

| | |
|--|---|
| INTERNAL USE ONLY | |
| Date this Statement was received by Reviewer: <u>7/10/2025</u> | |
| The reporting individual <input checked="" type="checkbox"/> does <input type="checkbox"/> does not have a <input checked="" type="checkbox"/> present <input type="checkbox"/> potential conflict of interest | |
| Signature of Designated Reviewer <u></u> | Date Review Completed <u>7-10-2025</u> |

Board Member Responsibilities

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

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

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

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

ANNA HURST - NLACRC BOARD MEMBER AND TREASURER
NORTH LOS ANGELES COUNTY REGIONAL CENTER

I. Law Governing Conflicts of Interest

The prohibition against Regional Center employee or board member conflicts of interest has its origin in section 4626 of the Welfare & Institutions Code. Subsection (d) of said section 4626 provides: "The department shall ensure that no regional center employee or board member has a conflict of interest with an entity that receives regional center funding. "

That general prohibition is explained in more detail in Title 17 of the California Code of Regulations, section 54520 "Positions Creating Conflicts of Interests for Regional Center Governing Board Members and Executive Directors," which provides in pertinent part:

(a) A conflict of interest exists when a regional center governing board member... or family member of such person is any of the following for a business entity, entity, or provider as defined in section 54505 of these regulations... :

- (1) a governing board member
- (2) a board committee member
- (3) a director
- (4) an officer
- (5) an owner
- (6) a partner
- (7) a shareholder
- (8) a trustee
- (9) an agent
- (10) an employee
- (11) a contractor
- (12) a consultant
- (13) a person who holds any position of management
- (14) a person who has decision or policy making authority.
(Emphasis added.)

Section 54505 states that: "Business Entity, Entity or Provider" means any individual or business venture from whom or from which the regional center purchases, obtains or secures goods or services to conduct its operations."

Further, Section 54533 states:

- (a) When a present or potential conflict of interest is identified for a regional center board member, executive director, employee, contractor, agent, or consultant, the present or potential conflict shall be either eliminated or mitigated and managed through a Conflict Resolution Plan, or the individual shall resign his or her position with the regional center or regional center governing board.

II. Potential Conflict of Anna Hurst

Anna Hurst is a Board Member at North Los Angeles County Regional Center (hereinafter "NLACRC" or "the Regional Center"), and she serves as the Board Treasurer. As such, she participates in both the Executive Finance and Post-Retirement Medical Trust committees. NLACRC Executive Director Angela Pao-Johnson confirms that Ms. Hurst is a productive and valued member of the Board of Trustees. Attached as **Exhibit A** is Ms. Hurst's completed Conflict of Interest Reporting Statement. As part of the Conflict Resolution Plan, she will remain in her position on the Board of Trustees.

Anna Hurst has a potential financial interest in Regional Center operations by virtue of her father being contracted as a respite provider with Right Choice In-Home Health Care LLC (hereinafter "Right Choice"), a vendor of North Los Angeles County Regional Center. This creates a direct conflict for Ms. Hurst as defined by regulation. This document constitutes a disclosure of this conflict, a Conflict Resolution Plan to mitigate any adverse consequences from this relationship, and a request for approval of the Conflict Resolution Plan by DDS.

In short, this Conflict Resolution Plan will have Ms. Hurst remain in her position on the NLACRC Board of Trustees, Board Treasurer, but limit her actions as a board member and board officer so that she in no way participates in any role whatsoever regarding Right Choice or any other vendor who provides respite, personal assistance, independent living services, supported living services, money management and purchase reimbursement services.

III. Facts

The plan of action proposed herein is designed to eliminate any adverse consequences from the conflict. To better understand how the plan will eliminate any adverse consequences, this request will first provide the facts regarding Ms. Hurst's duties and responsibilities as the Board Treasurer and her family member's role in providing respite based on their employment with Right Choice.

A. Ms. Hurst 's Duties as Board Member

As a board member, Ms. Hurst regularly meets with other board members of NLACRC to create policy for the operation of the regional center. Policy is developed through recommendations from board committees and the Executive Director. Direct operation is delegated to the Executive Director who is hired by the board. Staff recommendations for policy initiation or modification go the Executive Director, who, in turn, refers them to the board and/or an appropriate board committee. A copy of the Board Member Responsibilities is attached as **Exhibit B**.

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

1. Attendance, either virtual or in-person, at monthly Board of Trustees meetings, usually held on the second Wednesday of each month at 6:30 p.m.
2. Membership and attendance on one (1) or more board committees.

3. Board participation and advocacy will be focused on systems issues; issues regarding an individual consumer, family or program will be directed to the Executive Director's Office.
4. Identification of any potential conflict of interest as identified in Welfare and Institutions Code, Sections 4626 and 4627 during the board member's term on the board will be reported to the Executive Administrative Assistant to the board.
5. Completion of the Conflict-of-Interest Statement annually and MediCal Provider Enrollment Form as applicable due to the regional center's funding and contract with the State of California, Department of Developmental Services.
6. Completion of a W-9 form by board members who seek reimbursement for childcare or personal care services under the Board Member Support policy.
7. Adherence to the board's Code of Conduct.
8. Attendance at the annual board orientation for all newly seated board members.
9. Participation in board-coordinated trainings and the annual board retreat.
10. Visitation to NLACRC-vendored programs is expected in order that board members may be informed about the developmental disabilities service system. Programs include a wide variety of residential and day programs as well as those providers who deliver a specific service (e.g. school setting or transportation).
11. Exercise such other powers and perform such other duties as may be prescribed by the Board of Trustees and the bylaws.

B. Ms. Hurst's Duties as Board Treasurer

The office of Board Treasurer is established in Article V, Section 8 of the bylaws of North Los Angeles County Regional Center. The Board Treasurer shall be a member of the Board of Trustees and elected by the Board of Trustees. The term of office shall be one (1) year with no limitation on the number of terms. A copy of the Board Treasurer Responsibilities is attached as **Exhibit C**. The Board Treasurer participates as a committee member of the Post-Retirement Medical Trust and Executive Finance Committees.

The Board Treasurer shall:

1. Review and report on the Regional Center contract with the Department and the preliminary allocation.
2. Oversee and report on the fiscal status of the Regional Center:
 - a. Review all financial reports and the financial status of the Regional Center.
 - b. Review all audits to assure conformity with accepted practices and contractual requirements.
 - c. Review the initiation of changes to bank accounts, tax returns, and other ongoing corporate financial transactions.
 - d. Participate in the quarterly meetings of the Post-Retirement Medical Trust Committee.
 - e. Exercise such other powers and perform such duties as may be prescribed by

the Board or the NLACRC Bylaws.

C. Ms. Hurst's Family Member's Duties at Right Choice

Right Choice is a service provider to NLACRC that provides the following services:

1. In-home respite services
2. Personal assistance
3. Independent Living services
4. Supported Living services
5. Money management
6. Purchase Reimbursement services

As a respite worker of Right Choice, Ms. Hurst's father provides respite services.

Conflict Resolution Plan

The Regional Center and its Executive Director, Angela Pao-Johnson, have concluded that Ms. Hurst provides great value to the NLACRC Board. After consideration of the totality of the circumstances and a careful review of the facts, the Executive Director believes it is in the best interests of the Regional Center to create and implement a Conflict Resolution Plan to eliminate any adverse consequences from this relationship and seek approval of this plan by DDS.

Initially, the first step in the Conflict Resolution Plan is to allow Ms. Hurst to remain in her position on the Board of Trustees, but to cease any activity or action that might in any way impact Right Choice. This will eliminate any instance in which Ms. Hurst would have to vote, give her opinion, analyze, assess the performance of, or take action for or against Right Choice, and would eliminate any possible action by Ms. Hurst to recommend Right Choice or other similar available respite, personal assistance, independent living services, supported living services, money management and purchase reimbursement services .

The second part of the plan is to insulate Ms. Hurst from any involvement whatsoever with the generic type of provider like Right Choice. She would recuse herself from participation in any vote regarding, drafting, planning, or discussion of rules, policies, or restrictions that would impact Right Choice and all other respite, personal assistance, independent living services, supported living services, money management and purchase reimbursement services vendors. Any duties that potentially relate to Right Choice or generic policies applicable to such a vendor represent a small portion of the valuable duties she performs on behalf of the Regional Center, and these duties can be easily delegated to other Regional Center board members. Like other board members, Ms. Hurst develops policy through recommendations from the Executive Director, and thus works with numerous vendors on a variety of services.

Further, as the Conflict Resolution Plan details below, when any matter arises with regard to Right Choice respite, personal assistance, independent living services, supported

living services, money management and purchase reimbursement services vendors, she will agree not to be involved in the discussion of the matter, the presentation of options to the Board, or the decision or vote on such matter. NLACRC will require Ms. Hurst to abstain from discussion with, or involvement in the matter, and require the other board members to take all such actions, including appropriate description of options, recommendations, analysis and ultimate decision and vote.

The Regional Center and Ms. Hurst suggested Conflict Resolution Plan for this conflict of interest is as follows:

1. Ms. Hurst will have no interaction as a board member with any matter that might impact Right Choice, and specifically she will recuse herself from any vote on any matter that could impact Right Choice.
2. Ms. Hurst will, in every conceivable manner, cease interacting with the Board on any matter that could conceivably impact Right Choice.
3. Ms. Hurst will not participate as a board member in the consideration, preparation, review, presentation, formulation or approval of any report, plan, opinion, recommendation or action regarding Right Choice or any actions creating policy or approaches that would impact Right Choice and other respite, personal assistance, independent living services, supported living services, money management and purchase reimbursement services vendors.
4. Ms. Hurst will not review or participate as a board member in any discussions, recommendations, or decisions about Purchase of Service (POS) authorizations for Right Choice and other respite, personal assistance, independent living services, supported living services, money management and purchase reimbursement services vendors.
5. Ms. Hurst will not review or in any way participate as a board member in the preparation, consideration, or any follow-up related to Special Incident Reports from or about Right Choice and other respite, personal assistance, independent living services, supported living services, money management and purchase reimbursement services vendors.
6. Ms. Hurst will not create, review, or in any way participate as a board member in any corrective action plans for Right Choice and other respite, personal assistance, independent living services, supported living services, money management and purchase reimbursement services vendors.
7. Ms. Hurst will not participate as a board member in any discussions, recommendations, action, or resolution of any complaints pertaining to Right Choice and other respite, personal assistance, independent living services, supported living services, money management and purchase reimbursement services vendors.
8. Ms. Hurst will take no part as a board member in decisions regarding vendor appeals, or fair hearings involving Right Choice and other respite, personal assistance, independent living services, supported living services, money management and purchase reimbursement services vendors.
9. Ms. Hurst will not as a board member access vendor files or other information the regional center maintains about Right Choice and respite, personal assistance, independent living services, supported living services, money management and purchase reimbursement services vendors, either in electronic or hard copy form.

10. Ms. Hurst shall not participate as a board member in developing, creating, or recommending any POS policies, or other policies, that might apply to Right Choice and other respite, personal assistance, independent living services, supported living services, money management and purchase reimbursement services vendors. Instead, these tasks will become the responsibility of the other board members.
 11. Ms. Hurst will not be involved as a board member in the negotiation, discussion, obligation or commitment of NLACRC to a course of action involving Right Choice and other respite, personal assistance, independent living services, supported living services, money management and purchase reimbursement services vendors.
 12. The NLACRC Board of Trustees will be informed about this Plan of Action, and they will be informed of the need to ensure that Ms. Hurst has no involvement whatsoever in any action or business whatsoever involving or affecting Right Choice and other respite, personal assistance, independent living services, supported living services, money management and purchase reimbursement services vendors.
 13. These restrictions only apply to Right Choice and policies impacting other respite, personal assistance, independent living services, supported living services, money management and purchase reimbursement services vendors. The bulk of Ms. Hurst's duties regarding a vast array of other Board issues and other vendors will remain unchanged, unless the Board work would in any way impact Right Choice. This amounts to a reassignment of a small portion of her duties and will not reduce the value and productivity that Ms. Hurst provides to the NLACRC Board.
 14. In the event Ms. Hurst's family member changes to a different respite agency during the course of her term, each provision of this plan shall apply regarding the new agency for the duration of the trustee's term on the board.
 15. NLACRC has received approval from its Board of Trustees regarding this Conflict Resolution Plan.
-

Request Approval of Conflict Resolution Plan

For the reasons provided above, and in accordance with the Conflict Resolution Plan set forth above, North Los Angeles County Regional Center hereby requests that DDS approve the Conflict Resolution Plan in this matter.

Respectfully submitted,

By: *Anna Hurst*
Anna Hurst (Jul 23, 2025 07:33:14 PDT)
Anna Hurst, Board Treasurer, NLACRC
Date:

By: *Sharmila Brunjes*
Sharmila Brunjes (Jul 22, 2025 18:39:37 PDT)
Sharmila Brunjes, Board of Trustees President, NLACRC
Date:

By: *Angela Pao-Johnson*
Angela Pao-Johnson, Executive Director, NLACRC
Date:

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

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

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

Please answer the following questions to the best of your knowledge. If you find a question requires further explanation and/or there is not enough space to thoroughly answer the question, please attach as many additional sheets as necessary, and refer to the question number next to your answer. If the regional center identifies a conflict involving you, it will be required to prepare a conflict resolution plan. Some relevant definitions have been provided in the footnotes to assist you in responding to this statement.

You are required to file this Reporting Statement within 30 days of beginning your employment with the regional center or from the date that you are appointed to the regional center board or advisory committee board. You are then required to file an annual Reporting Statement by August 1st of every year while you remain employed with the regional center or while you are a member of the regional center board or advisory committee board. You must also file a Reporting Statement within 30 days of any change in your status that could result in a conflict of interest. Circumstances that can constitute a change in your status that can require you to file an updated Reporting Statement are described below in footnote one.

A. INFORMATION OF REPORTING INDIVIDUAL

Name: Anna Carlstone Hurst Regional Center: North LA County

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

Reporting Status: ☒ Annual ☐ New Appointment (date): _____
☐ Change of Status¹

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

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

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

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

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

My father, [REDACTED] is a respite provider for my son. He is contracted through Right Choice.

3. Do you or a family member own or hold a position³ in an entity or organization that is a regional center provider or contractor? ☒ yes ☐ no -- If yes, provide the name of the entity or organization, describe what services it provides for the regional center or regional center consumers, and describe your or your family member's financial interest.

My father, [REDACTED] is a respite provider for my son. He is contracted through Right Choice.

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

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

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

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

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

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

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

As a member of the board of trustees I vote on contracts greater than \$250,000.

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

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

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

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

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

- ☐ Governing Board Member
- ☐ Vendor Advisory on Board
- ☐ Executive Director
- ☐ Employee/Other

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

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

B. ATTESTATION

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

Signature  Date 7/11/2025

INTERNAL USE ONLY

Date this Statement was received by Reviewer: 7/11/2025

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

Signature of Designated Reviewer

Date Review Completed



7-11-2025

Board Member Responsibilities

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

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

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

North Los Angeles County Regional Center
Board of Trustees
Exhibit C – Duties of the Treasurer

The office of treasurer is established in Article V, Section 8 of the bylaws of North Los Angeles County Regional Center. The treasurer shall be a member of the Board of Trustees and elected by the Board of Trustees. The terms of office shall be one (1) year with no limitation on the number of terms.

Section 8. Duties of Treasurer. The Treasurer shall:

- (a) Review and report on the Regional Center contract with the Department and the preliminary allocation.
- (b) Oversee and report on the fiscal status of the Regional Center:
 - (1) Review all financial reports and the financial status of the Regional Center.
 - (2) Review all audits to assure conformity with accepted practices and contractual requirements.
 - (3) Review the initiation of changes to bank accounts, tax returns, and other ongoing corporate financial transactions.
- (c) Participate in the quarterly meetings of the Post-Retirement Medical Trust Committee.
- (d) Exercise such other powers and perform such duties as may be prescribed by the Board or these Bylaws.

Revised : 5/15/2025
Adopted: 6/11/2025

| FY 2024-25 | Jun-25 | Jul-25 | Aug-25 | Sep-25 | Oct-25 | Nov-25 | Dec-25 | Jan-26 | Feb-26 | Mar-26 | Apr-26 | May-25 | Jun-25 | Total Absences | Total Hours |
|-----------------------------|--------|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|----------------|-------------|
| Executive Finance Committee | | Special | | | | | | | | | | | | | |
| Meeting Length | | | | | Dark | | Dark | | | | | | Dark | | |
| Juan Hernandez | P | | | | | | | | | | | | | | 1.00 |
| Sharmila Brunjes | P | | | | | | | | | | | | | 0 | 1.00 |
| Anna Hurst | P | | | | | | | | | | | | | 0 | 1.00 |
| Curtis Wang | P | | | | | | | | | | | | | 0 | 1.00 |
| Leticia Garcia | P | | | | | | | | | | | | | 0 | 1.00 |

Meeting Time 1

1

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)