



South Central Los Angeles
Regional Center
for persons with developmental disabilities, inc.

SOUTH CENTRAL LOS ANGELES REGIONAL CENTER
Remote Zoom Meeting
MINUTES OF THE BOARD OF DIRECTORS MEETING
September 27th, 2022
7:00pm – 9:00pm

President, Jesus Murillo, opened the **September 27th, 2022, Board of Directors Meeting** with roll call:

Members Present:

Ana Da Silva	Illona Hendrick	Mireya Romero
Ascary Navarro	Jesus Murillo	Sherita Rogers
Ashlei Sullivan	Magali Ochoa	Raul Munoz
Cynthia Torres	Diana Huerta	Lauren Black

Members Excused:

Wanda Cathran

Staff Present:

Cherylle Mallinson	Jenice Turner
Deanna Corbin	Kiara Lopez
Dexter Henderson	Tami Summerville
Jesse Rocha	Rosmery Pena
Kyla Lee	Adriana Aviles
Maricel Cruzat	Odulia Juarez
Sarai Cruz	Desiree Boykin

Public Present:

Caycee Ricketts – AAC Member
Sofia Cervantes – State Council on Developmental Disabilities Advocate
Edna Robles
Malcolm Harris
Sherry Kidd

i. General

Rosmery Pena opened the September 27, 2022, Board of Directors meeting with a welcome to SCLARC's board and general public. Rosmery introduced herself as the new Executive Assistant and the replacement for Deanna Corbin as the board liaison.

A. Call to Order

The meeting was called to order at 7:00 PM by President Jesus Murillo by taking roll.

- B.** SCLARC's Board of Directors started by wishing Deanna Corbin, former Executive Assistant, a thank you for her hard work and dedication over the years as SCLARC's Board Liaison and wished her farewell as she transitioned to another role within the organization. Board Member Ascary Navarro, personally thanked Ms. Corbin and wished her well and good luck in her new position.

C. Public Input

Sofia Cervantes, State Council Advocate – informed the board that State Council and the L.A Offices will provide statewide orientation trainings in both English and Spanish for the Self-Determination program. Ms. Cervantes also announced that the State Council Office will be creating a Law contest in where the winner would participate by implementing changes alongside State Council.

Board Action:

- D. To approve SCLARC Board Minutes of July 26th, 2022, with Corrections to Remove Devon Rios from the minutes and note that Kiara Lopez, Chief Advancement Officer, was to be invited back for the September 27th, BOD meeting was noted. There was also a correction mentioned that language was inserted on page 5 of the July minutes under Item C - Performance Contract the 2023 Public Meeting Notice.**

M/S/C: R. Munoz/ M. Ochoa/ Unanimous

ii. Board Member Reports

A. Executive Committee Report – Jesus Murillo, President

Jesus Murillo reported that the Executive Committee met and interviewed the nominated boards member after the Training and Recruitment Committee’s recommendations. Mr. Murillo presented Caycee Ricketts, Sherry Kidd, and Malcolm Harris as the three individuals nominated to take seats on the board of directors.

President Murillo gave each nominee an opportunity to introduce themselves and give a brief bio prior to the board giving a motion.

Board Action:

To approve New Board Members: Caycee Ricketts, Sherry Kidd, and Malcolm Harris to SCLARC Board of Directors.

M/S/C: A DaSilva; A Navarro; Unanimous

Mr. Henderson commended the Recruitment and Training Committee for doing an excellent job at finding the three nominated board members. Mr. Henderson also thanked the three individuals who have signed up for the next three-year term. Mr. Murillo also thanked the committee for a job well done.

Supportive Services Committee – Raul Munoz (Co-Chair Wanda Cathran)

Raul Munoz reported on the Supportive Services Committee meeting of August 2022.

- Convene the board meetings in person.
- To review any additional services including those with waivers that may be expiring or have already expired.
- Receiving updates from DDS regarding guidance as it relates to remote meetings.
- Family Cost Participation Program and the annual family program fee that has been removed from the directives.
- SCLARC’s Family Portal App video is going great and is informative, it will help SCLARC family members to better utilized the app.
- SCLARC’s Performance Contract Update.

- Goals for 2023:
 - More community outreach
 - Lobbying elected officials
 - More Onboarding with New Members
- Lastly, Kiara Lopez gave an update on SCLARC's Connections Program.

The SSC meeting is held the second Monday of every other month at 6:00 pm via virtual invitation.

B. Vendor Advisory Committee – Illona Hendrick

Illona Hendricks reported a great and fun meeting in August 2022.

The VAC sub-committees that were created to help identify specific issues, submitted information regarding day program services and developing a committee in terms of information and planning for the individuals we serve with person centered planning. The subcommittee is also looking into more training for our vendors.

Vendors are also excited with the outreach subcommittee. This committee has been able to distribute a save the date for our vendor fair. The location has been secured at the LA Convention Center and it will take place, February 23, 2023. The fair will be an in-person fair. The vendors are excited and looking forward to sharing their businesses and information on the services they provide as well as meeting the service coordinators old and new in February.

Vendors have been trying to get some clarity on what to do in the event you may come across someone with monkey pox. Who should be boosted with the new Pfizer vaccine? A very informational PowerPoint presentation was given regarding Monkey Pox, and it was extremely helpful to our vendors to be able to have this information and ask questions about different variances.

The VAC is also excited to let the board know that they are moving into the direction to hopefully create a platform or question and answer opportunity for vendors in terms of the self-determination. There seems to be a lot of confusion with some of the vendors in terms of being able to either provide services or not. Vendors feel that hopefully, with the support of our Leadership, that we could get information to the vendors so they can better support individual that are choosing to be part of the self-determination program.

The VAC meets the second Wednesday of every month at 10:00am via virtual invitation.

C. Advocate Advisory Committee – Ascary Navarro

Ms. Caycee Ricketts, president of AAC, with the support of Desiree Boykin, provided a brief update of the August 22, 2022, AAC meeting.

- Desiree mentioned that the AAC is celebrating 10 years and thanked President Caycee Ricketts and Treasurer Renard Stanford for being part of the AAC.
- President Caycee Ricketts did a quiz asking AAC members about the beginning of the AAC.

- Advocates from ECLARC and NLARC Congratulated the AAC members and committee for 14 years of Self-Advocacy. In attendance were nine advocates, three family members and two SCLARC Staff.
- The September AAC meeting took place September 26th, 2022, and the meeting topic was on "Dating". It goes on to mention that some AAC members expressed their experiences including Self Advocates from the west side who were participating in this discussion. In attendance, there were also nine advocates, three family members and two SCLARC Staff.

The AAC meeting is held on the fourth Monday of each month at 10:00am via virtual invitation.

D. Self-Determination – Jenice Turner

Jenice Turner gave an overview of the Self-Determination Local Advisory Committee meeting held on September 14, 2022.

SCLARC started off with a report in which mentions they currently have had 66 individuals enrolled in the Self-Determination program, it is scheduled to begin as of October 1st,2022. They continue to hold monthly orientations that alternate in English and Spanish. Upcoming orientations are scheduled for October 18th, from 9:30am-1:30pm in Spanish and after that, is November 16th, 2022, from 1:00pm-5:00pm, in English. The orientations are continued to be via Zoom, Ms. Turner goes on to inform that additional information on orientations or to sign up, can be found on SelfDetermination@sclarc.org.

The committee also had a brief overview of the FMS services and the role of the FMS. A presentation was provided by Sofia Cervantes of the State Council.

Other items on the agenda included:

- Meeting frequency changing to quarterly meetings.
- Vote for prior self-determination and local advisory committee meeting minutes.
- Frequency of future meetings and formations of subcommittees, which committee did not form unfortunately so they were not able to vote on those agenda items.

The next Self-Determination Advisory meeting will continue to be held virtually on November 9, 2022, 6:00pm - 8:00pm

E. Training/ Recruitment Committee – Ana DaSilva

The Recruitment and Training Committee did not meet in the month of August nor in the month of September but was able to interview 3 of the candidates that were approved today.

Ms. Da Silva gave more context regarding to a question about the Board's demographic and if there is any Hispanic involvement, she went on to inform that there are currently 7 Hispanic board members and 5 African American board members, 2 of which will be turning out in October. Ms. Da Silva goes on to say that they have not received no more than 3 applications in the last 4 months, and it has been difficult receiving applications. She used this time to encourage applications from anyone who is interested in becoming a Board Member as they are actively looking to welcome new members and hopes to hear from new applicants.

E. Finance Committee – Lauren Black

Ms. Black gave a brief overview of the Finance Committee, which was held on September 21, 2022, in that meeting, the minutes for the July 20, 2022, Finance meeting was approved. The following updates were done by Kyla Lee and went over financial statements as of August 31, 2022. Kyla Lee also reported the current DDS Allocation for the FY 2022-2023 which is the series D-1 contract allocation which will be presented to the board for approval later.

Ms. Black mentioned the following general updates from the meeting:

- Update on the Vendor Rate study and increases Community Support Services and Administrative Department are increasing the rates of the missing Vendors who did not receive their first increases.
- DDS accelerated the next rate increase for January 20, 2023.
- Kyla Lee provided an update on SCLARC's IT Infrastructure as well as its multi-authentication implementation, so staff were to log in to SCLARC's system without an authentication app and the token cards that were implemented as fraud verification methods. New system now requires an authentication number as well as a second verification method.
- SCLARC installed a new HVAC Split system in the basement due to the servers overheating.
- FY 21-22 External Audit which will be starting this November 2022 with the Harrington Group, informed the committee that the RFPs have been completed and will be sent to new auditors by this November. Hoping to have responses on a 30 to 45 days turnaround period as this is Harrington Group's last year with SCLARC.
- Provided overview on the Administration department's new Open positions and Staff hiring, including brining Deanna Corbin as the new Facility and Purchasing Supervisor.

The next Finance committee meeting will be held on November 9, 2022

i. Staff Reports

A. Budget Update and Finance Report – Kyla Lee

Kyla Lee presented to the Board the financial statements for August 31, 2022, starting off with the statement of financial position, currently it shows to have 37 million in cash in the bank while this time last year they had 32 million which is an increase of roughly 4.7 million.

- For the accounts payable, on line 28, column B shows a 33 million in AP, as of August this time last year it was 28 million, difference of 4.9 or 5 million which means they have a strong cash position. It was mentioned to the Finance committee that they did not have to borrow from their line of credit as they transitioned to the new fiscal year and are in outstanding position with cash flow.
- Next schedule is with statement of activities, will focus on the first 2 months of fiscal activities in which started in July and August of 2022. Line 10 column C shows that they have received in allocation 57 million of that they have spent 7.5 million or 13% year to date. They are projecting to spend the balance of the 49 million that will get them to their 57, year to date.
- Line 21 column C, shows that their POS has been allocated so far 531 million year to date, they have spent 58 million or 11% and are projected to spend that 388 million that will get them to that 446 million, Ms. Lee goes on to mention that they have potentially may have a surplus of 85

million that sits there and that is because they are new into their fiscal year, as they begin spending and go along, it will be projected as to how they will spend those dollars on the POS. Usually on the first quarter of their fiscal year their spending starts to ramp up so as they move forward in the upcoming months, that number will decrease.

- Line 44 column C on their Prelim and their D-1, they have received 57 million in Operations. FRC is 200,000, CPP OPS is 428,000, POS Dollars is 531 million, CPP-POS is 100,000 which brings them to 589,486,706 for their allocation so far this year from their Pre-Lim through their D-1. Last year which ended June 30, 2021, their total allocation was 571 million, so they have increased so far by roughly 18 million in their Allocation from DDS.
- For PIP, which their Controller completes each month, and they submit to DDS along with all the other regional centers. Ms. Lee explains this is how DDS tracks what they are going to spend on. She goes on to mention that they are anticipating on the high side that they will spend 446 million in which needs to be submitted, this is embedded into their financial statements. They look at services being rendered, and they come up with that number and submit it to DDS.
- Moving on with D-1 allocation in which Ms. Lee tells the board that they will have to approve this allocation so that when they get their contract amendment, they can have Mr. Murillo sign it and get it back to DDS. They received allocation dollars because many of these items rolled over from the prior year and they are creating initiatives that are continuing to fund what they started.
 - For line 27, this is the Performance incentive which is to reduce their case load ratios they received 3.8 million.
 - For line 28, for case load ratios for children 0- to 5-year-old, they received another 2.8 million which totals 6.7 million roughly, they are working internally with their directors to work on projections on the number of service coordinators they need to reduce the case load ratios and then have it compare it to the dollars they received. Ms. Lee mentions she has a feeling that they will fall short but at least they have gotten some dollars to hire more staff to help reduce the case load ratios for this coming year.
- For the POS Schedule, there were a couple of big-ticket items that they received that is worth pointing out. One of them being the service provider rate reform, which can be found on line 49 column D, they received 26 million- almost 27 million and this is a response to their rate increase for their providers, this will help with the increases that will be given in January and the ones that she wrote over from last year as well. Total allocation so far for this year is 529 million.

Executive Director, Dexter Henderson goes on to inform the board that they cannot approve the motion at this moment due not having this document on the agenda, Mr. Henderson requests an emergency meeting with the Executive Committee to approve the D-1 allocation so it can be sent to DDS and once it is approved it can be presented again on the next Board of Director's meeting in where it can be noted that they can move forward. President Mr. Murillo informs that they will table this motion.

Board Action:

President tables the motion to approve the D-1 allocation and an emergency meeting will be created for this.

B. SCLARC General Department Updates Regarding:

i. SCLARC's Functional Organizational Chart:

Mr. Henderson starts off by providing information as to how and why this document was created, it was mainly initiated in a meeting that they had with the Vendor Advisory Committee in which they were asking who is responsible for certain escalations, is there a whistleblower contact, who is responsible for Self-Determination and other issues. They thought it was a promising idea to create a document that can now even be provided to the public. It is broken down by department.

- **Clinical Director Maricel Cruzat** starts the presentation off with an overview of important numbers and corresponding SCLARC's staff various responsibilities within the Clinical Department. Mentions the following:
 - Administrative Secretary, Medicaid Waiver Specialists, School Transition Liaison, Autism Community Liaison, Early Start Intake and their phone numbers, fax number, email addresses, Lanterman Intake that are for applicants ages 3 and above, as well as their Early Start Case Management.
 - Ms. Cruzat goes on to mention that there are various Clinical consultants and specialists who provide support to their case management staff for consultation and specific assessments.
 - Any referrals or requests can be sent to clinicalRequests@sclarc.org and for any after hours issues, you can call the main number 213-744-7000 and a Chief of Case management will answer those calls.
- **Director of Community Services, Cherylle Mallinson** begins with her department's information. Ms. Mallinson informs that her department deal with Vendor coordination, Vendor appeals, Contracts, whistleblower and Vendor complaints.
 - Provides an overview on who to contact when it comes to Vendor appeals, HCBS, insurance, advocacy, employment and FHA.
 - More information regarding Vendor audits, VAC information, and person-centered trainers, SIRs and Deaf & Hard of Hearing information.
- **Director for Adult Services Jesse Rocha** provides with some brief highlights about his department, they provide case management services and support for individuals served by SCLARC ages 22 and older.
 - Important contacts would be Chief of Case Management Teodoro Bilbao who is the department chief who oversees and assist staff and individuals with case management concerns including adult placements and forensically involved. Mr. Rocha also mentions Sharon Dixon as another Chief of Case Management which focuses on special incident reporting, ID teams, conservatorship meetings and case transfers.
 - The enhanced case management program is supervised by Erika Anguiano who oversees five staff who provide intense case management services for 200 individuals who have been determined to have no or low purchase of service expenditures. Currently, a case vote of 40 individuals.
 - If an individual or family has an issue or emergency after hours, they can contact SCLARC's main number and the after-hours team will respond, which are Teodoro Bilbao, Sharon Dixon and Odulia Juarez.
 - For assistance with Self-Determination program for adults, they can contact Adult Participant Choice Specialist, Edna Robles.

- Lastly, Mr. Rocha shares that the Department of Adult Services Houses which is a specialized services unit made up of forensic service coordinators who serve for both adult and children is overseen by Liu B. Xu and is assisted by Forensic specialists, Paul Martinez, and Jail Liaison Bobby Vargas.
- **Director of Children Services, Jenice Turner** gives a brief explanation on what her department does, it provides case management for ages 3 through 21 years of age.
 - Assisting her is the Chief of Case Management, Odulia Juarez who provides direct oversight of the DCFs cases, Self-Determination, and children at home placements.
 - They have a Special Incident Reporting, Sirlisa Evans as Risk Manager and SIR Specialist Reporting that covers both children and adult.
 - For Self Determination, Specialist Cynthia Rivera who assists individuals wanting additional information on Self-Determination or going through the process of enrolling in the program.
 - Ms. Turner lets the board know that they have a large DCFS population in which are about 317 DCFS involved individuals and 2 liaison that work with their staff and DCFS, who are Program Managers Sheila Armstrong and Andrea Hollis-Shells.
 - For Vendors who are looking for additional assistance related to POS or case injuries, a designated email is vendorHelp@sclarc.org
 - For Individual case, information, and assistance when you cannot reach a service coordinator you can contact CMHelp@sclarc.org or by phone 833-725-2721.
 - Ms. Turner ends with informing that there are currently 6 certified person center thinking trainers who are able to provide training to their staff, vendors, consultants, and families, they will be having upcoming trainings that will be scheduled in the coming month- held via Zoom and in person. Ms. Turner noted that the trainers they have speak both Spanish and English to accommodate their stakeholder groups.
- **CFO, Kyla Lee** shares the following information about her department:
 - Starting with the Controller, Robert Johnson who oversees payroll, Operations portion, Financial Statements, reporting's into DDS on External reporting and manages all audits.
 - Fiscal Manager Hassan Hirsi, who oversees all purchaser services, POS activity, e-billing from calls of Vendors and Service Coordinators, revenue department that deals with their client trust for individuals that they serve such as custodians for Social Security, SSI, SSA.
 - MIS Manager, Yewhala Hailemariam who oversees the IT department.
 - Helpdesk for immediate things and make sure they keep infrastructure in place for the systems, such as firewalls and making sure the agency connects with the South Gate office.
 - Imaging Supervisor, Tamara Roach who oversees SCLARC's electronic storage and does a lot of scanning for their MIS Department, they currently have 6 employees assisting with this for the whole organization.
 - Deanna Corbin who oversees the receptionist area and all logistical items that deal with things going on in the campus such as, delivering mail, purchase supplies, and tending to any maintenance repairs that are scheduled.
 - Ms. Lee concludes that to reach any Whistleblower it would be her and any other Directors within the organization.
- **Chief Advancement Officer, Kiara Lopez** shares what her department pertains to, they deal with special programs including SCLARC Connections, Microsoft Program, Technology Lending Program, Early Start Outreach Coordination, language, access, and cultural competency. They also oversee external community partnerships as wells as donations, management of SCLARC's online presence like social media and the website.

- Early Start Outreach Coordinator, Maria Zapparoli who can be reached for information regarding Early Start eligibility criteria and services in any resource fairs and presentations related to Early Start.
- Connections Supervisor, Erika Bermudez who oversees the SCLARC Connections program and will also be overseeing the 4 staff that will be part of the program that will be doing developmental screening throughout the community for children from birth up to 3 years of age.
- Talent Development and Training Manager, Joseph Velasquez who oversees all of the training for intake for Internal SCLARC Staff and will also be assisting with Orientations for New Hires.
- Mr. Henderson concludes the SCLARC Functional Organization presentation and also mentions that Manager Crystal Smith oversees the McClaney Family Resource Center. Mr. Henderson reiterates how this document can be useful not only internally but also to the board and public.

Board Member Diana Huerta comments and thinks this document is important for the community to have and is very happy about it. Ms. Huerta asks the following:

- When this will be available to the public and will it be provided in different languages to which Mr. Henderson replies that it will be very soon as they are putting some finishing touches on it, and they have not gotten to making it in different languages yet.

Board Member Illona Hendrick also thanked Mr. Henderson for the information created for this document as it will help navigate the system much clearer, also thanking all Directors for sharing their Staff information in certain areas, Mr. Hendrick asked if this will be a hard copy, Mr. Henderson responded with they can certainly do that as an option as well.

Board Member Magali Ochoa asked if they could find a way to add the most common services that SCLARC serves so it can be put together for the families, Mr. Henderson and Directors will consider this as an option.

Board Members Ascary Navarro and Ashlei Sullivan also shared their sentiments about how useful and great this document is.

Board Member Sherita Rogers asked the following:

- Will the numbers provided on the presentation will be stationary even if the person who's listed on here no longer works with the organization, can someone still call that position and reach someone? Mr. Henderson responded with Yes, they can still do so.
- Will there be hyperlinks to the numbers and emails on the website? Mr. Henderson inform that there are already some hyperlinks on there, but it is not intended, at least not at this point in terms of having links for every single person that is on it.

President Mr. Murillo thanks Mr. Henderson and the Leadership team for the presentation they have provided and have put together.

C. Executive Director Report – Dexter Henderson

Mr. Henderson speaks on the last issue that relates to the Parliamentary procedure training that they have been tasked with trying to arrange, he would like to have that availability information as so far 8 individuals have not responded. At this point they are just waiting on that information before they have a State

Council confirmation. Board Member Ana Da Silva interjects and mentions that she has spoken to Christopher Royal and about having Sofia Cervantes be part of the training, with that being said due to dates availabilities Ms. Da Silva will be getting in touch with Executive Assistant Rosmery Pena to assist with three new dates.

Board Member Ana Da Silva also had some questions regarding the Board composition, why would it say, “Not met N/A” in the non-Hispanic section and why does it say on the compliance status “Not met” and another one says, “Not applicable”. Mr. Henderson responds with he cannot answer that in terms of why it has an “N/A” on it as this is how they have operated on an ongoing basis. They are committed to that 73% number. The Hispanic/Latino number and what they are saying is based on their calculations as compared to the population that they have served they have not met the threshold and they are only at 62%. DDS believes based on their numbers that it would be 73.9 percent. But now, that they have modified the board, those numbers are going to change that calculation.

ii. Other Matters

Public Input:

Board Member Magali Ochoa brings to the boards attention that there are 4 comments on the chat and asks the board if they can answer them before the meeting is adjourned.

- Mother and active member of Downey Unified School District Amada Reyes, shares that her along with other people has been having difficulties getting in touch with the Service Coordinators and whenever things need to be sent out it usually takes almost 6 months for the Service Coordinators to get back and has even been trying to get certain things out with 3 months in advance due to this issue. President Murillo asks Ms. Reyes the age of her child and escalates this case to Director of Children Services Jenice Turner so the Chief of Case management can reach out to this individual case.
- Sara Martinez has a consumer of 18 years old and unfortunately due to lack of services assistance his son has had some regressions and needs the support for the well-being of the consumer. President Murillo confirmed if the consumer was of age and informed Ms. Martinez that the Chief of Case Management will also be getting in contact with her.
- Blanca Martinez, while her case has been resolved she still wants to make sure other voices are heard regarding the lack of follow up when it comes to Service Coordinators. While she understands there are new hires coming to the agency, she wants to make sure that new Service Coordinators really learn while they are in training because they eventually have a responsibility to assist and approve the services they are needing and the only ones mainly getting affected and suffer from this are their kids. She thanks the board for letting her comment on this.
- Ana Rios is also a mother of an 18-year-old consumer of SCLARC who has been having issues trying to submit her son to the Self-Determination program and this is the second time where they have gotten denied to budget reasons, she is worried that her son won't be able to get the correct services as it keeps getting prolonged. President Murillo informed her that Odulia Juarez will also be getting in contact with them to further assist with her son's case.

State Council on Developmental Disabilities Advocate Sofia Cervantes asks if she can be added to the emergency executive meeting in where the Finance Report that was discussed earlier due to not being added on to the agenda therefore no action was done today for it. Mr. Henderson informs her that she can send a note to request to be added as this would be a closed meeting.

Adjournment:

President, Jesus Murillo, adjourned the September 27th, 2022 Board of Directors Meeting at 9:10 pm.

Next Meeting:

The next SCLARC Board of Directors meeting will be held November 15th, 2022, via Zoom at 7:00 PM.

Submitted by:

Adriana Aviles
Administrative Secretary

Date

Approved by:

Ascary Navarro
Board Secretary

Date