



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
January 24th, 2023
7:00pm – 9:00pm

President, Jesus Murillo, opened the **January 24th, 2023, Board of Directors Meeting** with roll call:

Members Present:

Jesus Murillo	Magali Ochoa
Cynthia Torres	Sherry Kidd
Ascary Navarro	Caycee Ricketts
Lauren Black	Sherita Rogers
Illona Hendrick	Luz Curiel
Raul Munoz	

Members Excused:

Ana DaSilva, Diana Huerta, Mireya Romero, Malcolm Harris

Staff Present:

Dexter Henderson	Maricel Cruzat
Kyla Lee	Tami Summerville
Karmell Walker	Desiree Boykin
Jesse Rocha	Wendy Castillo
Jenice Turner	Sarai Cruz
Cherylle Mallinson	Armando Sanchez
Kiara Lopez	

Public Present:

Sofia Cervantes- State Council on Developmental Disabilities Advocate

i. General

Adriana Aviles opened the January 24th, 2023, Board of Directors meeting with a welcome to SCLARC's board and general public. Adriana introduced herself as the Administrative Assistant and board liaison for that night.

A. Call to Order

The meeting was called to order at 7:04pm by President Jesus Murillo by taking roll.

B. Public Input

Board Member, Magali Ochoa brought to the board and executive teams' attention that she would like to speak about the policies for personal assistance. Dexter Henderson requested for Ms. Ochoa to provide with more clarification and can be talked about another time.

Board Action:

- C. To approve SCLARC Board Minutes of November 15th, 2022, with Amendments on the Performance Contract line 20 as DDS is recommending for the age group, that instead of it saying 0 to 3, it says 0 to 2.**

M/S/C: M. Ochoa / L. Black / Unanimous

D. To approve SCLARC Board of Directors Special meeting minutes of December 13th, 2022.

M/S/C: S. Kidd / C. Torres / Unanimous

ii. Board Member Reports

A. Executive Committee Report – Jesus Murillo, President

Jesus Murillo reported that the Executive Committee did not meet in the month of December, only had a non-official discussion and some of the items will be discussed by Mr. Henderson at the end of this meeting.

B. Supportive Services Committee – Raul Munoz

Raul Munoz reported brief highlights about December's SSC meeting.

- Director of Community Services and Family Support, Cherylle Mallinson gave update on SCLARC's Performance contract for the year 2021-2022.
- Ms. Mallinson also reported on the number of clients being served by the regional center, in which she provided demographics to the clients living situation.
- Mr. Munoz mentions that SCLARC has been following various contracts with the Department of Developmental Services in 2020, and after those services they have been increasing since then.
- Director of Adult Services, Jesse Rocha spoke on Lanterman case management updates and legislation that SCLARC has been following from DDS, such as remote services that have been extended in certain areas like IPP meetings and other participant services.

The next SSC meeting will be held on the second Monday of February from 6:00pm to 7:30pm.

C. Vendor Advisory Committee – Illona Hendrick

Illona Hendrick reported the following brief highlights.

- The VAC did not meet in December, but they were working with the community supports and leadership as they have been transitioning into home and community-based services.
- They did have a meeting for the month of January and mentioned that they are having different committees that will speak and submit information for the vendors so they can all stay updated on all different areas so they can be in compliance with all the changes that have been coming down.
- They are preparing for February 23rd as the VAC will be hosting an in-person Vendor fair for SCLARC Service Coordinators at the Los Angeles Convention Center from 1:00pm to 4:00pm. This will be used for the Service Coordinators and Leadership to be more informed with the types of services they provide.

President Murillo asks Ms. Hendrick if this will be the first Vendor Fair at the Convention center since the pandemic and she concluded that it will indeed be the first time since the pandemic and VAC is making sure they are following all the correct Covid protocols so that it can go smoothly. Lastly, Ms. Hendrick extends the invitation to Mr. Henderson and the rest of the board.

D. Advocate Advisory Committee – Caycee Ricketts

Ms. Caycee Ricketts, president of AAC provided a brief update on the December 19th, 2022, AAC meeting.

- They spoke on Employment, how to be safe in the community, access, gratefulness.
- AAC Treasurer Renard asked the AAC members what their holiday plans were.
- AAC members discussed what they like and remember about their 2022. Treasurer Renard also asked the AAC members what topics would interest them to be discussed in 2023.
- Desiree Boykin gave the SSAN report to the AAC members, the presentations were MOU revised, employment, remembering a loved one, Bagley Keen Act and SSAN Annual Report.
- They voted on new officers: SSAN Chair Charles Nutt, SSAN Vice Chair Nicole Patterson, and SSAN Rebecca Donabed.

The AAC meeting will be held on the fourth Monday February 27, 2023, at 10:00am via Zoom.

E. Self-Determination – Jenice Turner

Jenice Turner informed the Board that the Self-Determination Advisory Committee meeting will be held on March 8th, 2023 and will provide any updates on past committee meeting during the Staff reports section.

F. Training / Recruitment Committee – Cynthia Torres

Vice President, Cynthia Torres covered reporting of the Training and Recruitment Committee on behalf of Ms. DaSilva as she was excused from this board meeting.

- Ms. Torres mentioned that they have not had any full recruitment committees but had a busy November interviewing new candidates and candidates who were up for consideration for the extension of an extra year of term.
- They had an interview on November 2nd, with Ascary Navarro. On November 18th they had an interview with both, Sherita Rogers, and Wanda Cathran. On November 28th they met with new applicant, now Board Member Luz Curiel. All board members were approved and recommended for the EC to be considered for a seat on the board. Of the 4, 3 accepted.
- Lastly, Ms. Torres extended the invitation any board members, and also to the community by informing that they are still accepting applications for Board member, application can be found on the SCLARC website.

Next Recruitment & Training Committee meeting will be held on March 13th, 2023.

G. Finance Committee – Lauren Black

Ms. Black gave a brief overview of the Finance Committee, which was held on January 18th, 2023.

- The Finance Committee minutes for previous meeting on November 9th, 2022, were approved.
- Committee welcome Sherry Kidd to the Finance Committee.
- Committee also discussed the proposed CPA firms, RFP process and CPA interview selection interview dates in which they agreed on future interview dates.

- Ms. Black mentioned that SCLARC and the Harrington Group will work this year one last time as we have to change internal auditors every 5 years.
- CFO, Kyla Lee reported on current Harrington draft report for the fiscal year 2021 and 2022.
- Updates was given on the Vendor rate study and increases. Next rate increase for vendors is scheduled for the month of January 2023. In which Vendors will have another 25% increase which brings them to a total of a 50% increase. They are about to start processing these by end of the month and rates will be uploaded in order for vendors to be able to bill for January services.
- Ms. Lee also gave an update on SCLARC'S IT infrastructure as the IT department continues to make progress on the risk assessment recommendations. Also reviewed the Finance committee goals and reiterated the goals on record, no new goals were added.
- Ms. Lee gave an overview of the Administration departments to open position and staffing hires; they were able to identify a new fiscal assistant which is a growth position to the administration department. Last update from Lee to the committee was that SCLAC will be opening back up to the public on February 6th and will proceed with Covid precautions.

Next Finance Committee meeting will be held on March 15th, 2023.

i. Staff Reports

A. Budget Update and Finance Report – Kyla Lee

CFO, Kyla Lee presented to the Board the statement of financial position.

- For the November Financial statements, Ms. Lee informs that from January through November, SCLARC had roughly 67 million dollars in the bank compared to this time last year.
- Informs that our allocation was much larger this year, in line 28 column B shows roughly 36 million dollars in liabilities which are for the people that we owe money to at the end of that month.

Ms. Lee moves onto the statement of activities:

- On Line 10, column C shows the allocations for our operations and have received 57 million dollars, so far 17 million of it has been spent which is about 30% of the allocation.
- Line 44 it talks about the overall allocation by various categories; line 40 has 39 million for deallocation for operations, 70 million on D1, on FRC received two hundred thousand and four hundred twenty-eight thousand on POS dollars.

Lastly, Ms. Lee goes on to report on PEP:

- This document gets reported and sent out monthly to DDS as it projects the amount of expenses, we think we are going to spend on the POS side.
- Ms. Lee goes on to show the report and informs that the activity can be seen all the way through November.

Ms. Lee finishes her presentation by asking if there are any questions. **Board Member** Ascary Navarro asks what are some things that the finance committee has felt that have worked well in 2022 and what are the goals in terms of 2023. Ms. Lee redirects that question to Mr. Murillo and Ms. Black to respond as they are in the committee, Mr. Murillo responded that SCLARC has been growing day by day and because of that our budget has increased significantly. Ms. Black adds to Mr. Murillo's response saying that one of the foals is to continue to increase board member participation and those engage within the Finance committee, she goes on to address everyone in the meeting and mentions that if anyone is interested in attending the Finance committee meetings, as they would love for you to all be engaged and learn more about what they do in the committee.

B. SCLARC General Department Updates Regarding:

i. *i. Updates on staff growth and recruitment projections:*

HR Director and Legal compliance Officer, Karmell Walker starts the presentation by thanking the board to share on this update with them and the public.

- Ms. Walker goes on to point out that across the country jobs are dealing with hiring and retention. SCLARC is finding it a challenge to find willing and qualified candidates as well as retaining them. There are too many open positions and not enough workers. Ms. Walker mentions that SCLARC has restructured the salary bands agency-wide and have updated the telecommuting policy for current and incoming staff, implemented multiple new hire and employee referral incentives.
- Ms. Walker moves on to speak about the Job Fair SCLARC continues to have, and about sharing our job fair flyer all throughout social media sites, MS. Walker informs the board that we held the first job fair in August of 2022 at the Southgate location. Based on its success we have decided to host job fairs monthly since then except for November.
- In 2021 we hired 35 individual's agency-wide and in 2022 we have hired 86, this shows that growth staff wise is continuing to climb. We are currently at 393 employees and this time last year we had 368 employees.
- Ms. Walker now presents the new hire incentive we have had out for several months, the idea is to stand out as an employer on job sites and get the attention of job seekers, we are offering those hired 3 months of paid health benefits and one-thousand five hundred dollars sign on bonus. The only stipulation is that they pass their 6-month probationary period, so far 6 new hires that been paid out on this sign on bonus, we currently have 65 employees who are coming through the pipelines who will be eligible upon completion of their probation as well.
- Ms. Walker moves on to the employee referral incentive, employees who refer a candidate who passed their background check and reference check is hired on, will receive a found hundred dollars as referral payment. We had close to 40 employees reap the benefit with this incentive by making successful referrals to the agency.
- HR continues to work hard and making our employees sage with regards of covid precautions. These past two years we have implemented mandatory covid testing for all staff prior to returning to work after major holiday breaks. We continue to have mandatory weekly Covid testing for exempted employees that have chosen to require weekly testing as other agencies have discontinued it. Another precaution is having self-checking temperature stations strategically placed in areas where staff must walk through and have their temperature automatically taken. If it reads higher than normal as temperature, It alerts the employee and alerts HR as well.

Ms. Walker finishes her presentation with mentioning that we continue to have professional deep cleaning and asks if anyone has any questions. **Board Member Raul Munoz** begins to give kudos to Ms. Walker and her department for providing us with all the updates and thanks the team for all the measures that SCLARC has been taking to attract good talent, he asks if there is a space that has been created for employees to express any concerns they may have and Ms. Walker informs Mr. Munoz and everyone that we continue to hold monthly General Staff meetings where employees are mandated to attend and which they have the opportunity to voice concerns in the chat or out loud and we reply to them right there and provide with answers for them as best as we can. **Board Member Sherry Kidd** has a follow up question and compliments the regional center for the hard work they have been putting in. Ms. Kidd asks if the regional center is looking at different alternatives to offer more hybrid options or more at home options to get top choice of employees, Ms. Walker informs Ms. Kidd

that we have revamped the telecommunications policy so there is an option of doing part of the work remotely but there is a criteria to be met with that. **Board Member** Sherita Rogers questioned the retention of long-term employees and what were the incentives that were provided to them, if there were any. Ms. Walker answers that the same incentives can be eligible for them. We have also revamped the salary schedule that help individuals who were coming into the agency, came in at a higher rate than what was previously stated, and which would make some of them cap out because they have been here for so long and reached the top of the scale. Some of the incentives and programs that have been mentioned in the meeting also applies to them.

i ii. Fair Hearing changes:

Fair Hearings & Governmental affairs Manager, Tami Summerville provided the following updates.

- Ms. Summerville goes on to explain the importance of the appeals process.
- When the regional center does an assessment and decide that a person is not eligible for services, the family or the individual may disagree with the decision they have a right to appeal, Ms. Summerville goes on to explain the different ways an individual or their families can appeal.
- Ms. Summerville will be attending a training session and some of the topics that will be conversed about, she shares with the board:
 - Options for resolution during the appeals process.
 - Timelines
 - History of the Department of Developmental Services
 - DDS receipt of appeals mutual consent.
 - Fair Hearings request

ii iii. Self-Determination update on program staff:

Participant choice specialist, Cynthia Rivera provides with an overview of self-determination.

- Who is eligible for Self-Determination?
- Difference between a traditional service vs. what an individual may get when they transition to self-determination.
- How do I get started? Ms. Rivera goes on to inform that we offer monthly orientations here at SCLARC.
- For anyone interested they can register by sending an email as they are currently hosting them via zoom and in hopes to go hybrid.
- Ms. Rivera lastly mentions that there is also a Local Advisory committee that meet every other month, the second Wednesday of the month, next one being March 8, 2023, from 6:00pm to 8:00pm.

Board member Sherry Kidd asks for clarification on the slide where there is a chart that shows the numbers of people in the program currently. **Director of Children services**, Jenice Turner clarifies it for Ms. Kidd that since the program initially rolled out in 2018, there were only two-thousand five hundred individuals across the state allowed to enter the program, and each regional center was allotted a certain number of individuals that could participate, we had a slow start due to it being new. Ms. Kidd followed up and asked if there were numbers similar in terms of percentage wise in other regional centers, Ms. Turner told Ms. Kidd that she will get those numbers and make sure Ms. Kidd receives it.

- Ms. Rivera lastly goes on to share that they have created a newsletter for Self-determination and goes on to tell a story from one of the individuals we support, that due to the help of self-determination he was able to have a full-time job.

iii iv. End of the Year Performance Contract:

Director of Community Services and Family Support, Cherylle Mallinson welcomes Board Member, Raul Munoz to present on the objectives and outcomes presentation for SCLARC’s prior year’s performance contract.

- Regional Center met their goals by the end of 2020
- Measurement of how well started in meeting areas DDS compliance standards
- SCLARCC passing both DDS audit and audit Vendors on both years
- SCLARC participated in the Federal waiver, CDERs and ESRs were updated.
- How well SCLARC did in various areas by end of 2021
- Number of clients that SCLARC has served by the end of 2021.

Ms. Mallinson thanks Mr. Munoz for presenting and requests to President Jesus Murillo to open for public comments if any. No questions asked at this time.

Ms. Mallinson introduces **Employment Specialist**, Wendy Castillo to present Success stories on employment.

- Ms. Castillo goes on to talk about the first employment fair we had with Disney.
- We had 15 individuals who accepted their position with Disney along with any accommodation they may need. They are to begin working in February due to the holidays, we want to make sure we are setting them up for success.

C. Executive Director Report – Dexter Henderson

Mr. Henderson speaks on the following items

- SCLARC will be bringing all our our staff back in February to the public
- Next board meeting will be in March, will be an in-person meeting.
- Conversations on having meetings at our New Southgate office but due to it being small, we are looking to find another location near that location to host a meeting for the community.
- Needs input from Board members to choose a date for the Training engagement in February, a poll will be sent a day after.

Adjournment:

President, Jesus Murillo, adjourned the January 24th, 2023, Board of Directors Meeting at 9:22pm.

Next Meeting:

The next SCLARC Board of Directors meeting will be held March 28th, 2023, via Zoom at 7:00 pm.

Submitted by:

Adriana Aviles
Administrative Secretary

Date

Approved by:

Board Secretary

Date