



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**  
**July 25<sup>th</sup>, 2023**  
**7:00pm – 9:00pm**

Vice President, Cynthia Torres, opened the **July 25<sup>th</sup>, 2023, Board of Directors Meeting** via Zoom with roll call:

**Members Present:**

Cynthia Torres  
Ascary Navarro  
Lauren Black  
Illona Hendrick  
Raul Muñoz  
Sherita Rogers  
Nadia Guajardo

Shavon Spiller  
Mireya Romero  
Sherry Kidd  
Magali Ochoa  
Caycee Ricketts  
Luz Curiel  
Malcolm Harris

**Members and Staff:**

Jesus Murillo, Dexter Henderson

**Staff Present:**

Kyla Lee  
Jenice Turner  
Kiara Lopez  
Maricel Cruzat  
Desiree Boykin  
Wendy Castillo  
Sarai Cruz

Maria Figueroa  
Sirlisa Evans  
Armando Sanchez  
Kristy Brown  
Jesse Rocha  
Cherylle Mallinson

**Public Present:**

Renard Stanford – Treasure /Co-Chair of Advocate Advisory Committee  
Cynthia Rivera – Participant Choice Specialist

***I. General***

Kristy Brown opened the July 25<sup>th</sup>, 2023, Board of Directors meeting with a welcome to SCLARC's board and the general public.

**A. Call to Order**

The meeting was called to order at 7:00pm by Vice President Cynthia Torres by taking roll.

**B. Public Input**

**C. Board Action:** To approve SCLARC Board of Directors Special meeting minutes of May 23<sup>rd</sup>, 2023.  
M/S/C: M. Ochoa / S. Kidd / Unanimous

***I. Board Member Reports***

**A. Executive Committee Report – Cynthia Torres, Vice President**

Vice President Cynthia Torres will be giving a brief report since Jesus Murillo is not available today. The Executive Committee meeting was held on June 20<sup>th</sup>, 2023, at 6pm.

- Notably, the committee approved the D2 allocation for fiscal year 2022-2023 and preliminary allocation for fiscal year 2023-2024. Approval was also provided for a line of credit from City National Bank.
- On July 6<sup>th</sup>, 2023, there was a meeting with DDS. The following issues were raised regarding the Board compliance with statutory composition criteria regarding Hispanic, legal and consumer representation. on the board. Also, board training plan for 2022 and the training plan for 2023 were discussed, as well as the agency response to complaints from potential vendors during the vendorization process.
- The committee also agreed to postpone for some time-in January 2024 our South Gate Community engagement meeting until January in order to resolve a number Logistical building related concerns. Plans for a retreat in September 2023 were also discussed. Direction was given to the Executive Directors regarding the proposal presentations planned for the meeting.
- The recent orientation for the two new Board Members took place on 23<sup>rd</sup>, 2023. In the coming meetings, there will be a presentation on NCI, (National Core Indicators) at one of this year's Board meetings. POS (Purchase of Service) and Caseload Ratio meetings are scheduled for 2024. Ana De Silva introduced recommendations for new Board Members, with interviews scheduled. Cynthia Torres mentioned the Board currently has one available seat, and two more seats will open in November. Further consumer interviews are planned, and the Chair of The Recruitment Committee has three applicants lined up.

Lastly, the committee discussed the Performance Evaluation for Mr. Henderson, and other agency accomplishments. Once the board president returns, the evaluation will be revisited with the entire board.

**B. Supportive Services Committee – Raul Munoz**

- Reported that the committee did not meet in June due but will meet on August 14<sup>th</sup>, 2023, from 6pm-7pm. Also, there were no new recruits to join the committee, and if there are any Board Members interested in learning more about the Supportive Services Committee, please reach out at any moment.

***The next SSC meeting will be held on the second Monday of August, August 14th, from 6:00pm to 7:00pm.***

**C. Vendor Advisory Committee – Illona Hendrick**

- On July 12<sup>th</sup>, 2023, there was a discussion about fiscal rollover process for 2023-2024, vendors raising insurance concerns, vendorization process and a partnership for receiving information from the fiscal department. Mr. Henderson has suggested that a meeting be held in August 2023 to further discuss the concerns raised.
- Vendors were concerned about the service code 055. Which is sundowning and seeking to work with the Community Support unit in terms of transitioning into another service code. In which it will allow adjustments or change some information within their program design. Board Members are welcome to attend the conference call to understand the concerns. Lastly, the next VAC meeting will be held on the second Wednesday of September, September 13<sup>th</sup>, at 10:00am.

**D. Advocate Advisory Committee – Renard Stanford**

- AAC provided a brief update on their June 26<sup>th</sup>, 2023, meeting. Each member spoke about their memorable moments as a kid, teenager, and adult. Then he gave a history of certain holidays. The AAC members ended their discussion by each telling their stories. These topics presented plenty of laughter for everyone.

**E. Self-Determination – Jenice Turner**

- The Self-Determination Advisory Committee meeting was held on July 12<sup>th</sup>, 2023, in person at SCLARC. Currently 89 individuals are enrolled in the Self Determination Program.
- On June 30<sup>th</sup>, DDS provided an extension of the initial person-centered plan and pre-enrollment transition support directive until December 31<sup>st</sup>, 2032. During this period, individuals can access funding for initial person-centered planning and transition support, with a maximum of \$2,500 available through purchase reimbursement service code 024 or vendor-provided planning services. An additional choice offers up to \$1,000 for initial planning services via services code 024, coupled with up to 40 hours of self-directed support using service code 099, currently open for pre-enrollment transition. The second option is the only option that will be available as of January 1<sup>st</sup>, 2024.
- The committee was presented with an overview by Cynthia Rivera regarding Self Determination allocations for fiscal year 2021, amounting to \$89,260.01. These funds were allocated for a range of items including interpretation services, meeting and training expenses, resources fair venue and supplies, printing and translation of the Self Determination guidebook, as well as investments in equipment and technology such as a committee logo, projector with a screen, microphones, and stands.
- Furthermore, the committee underwent training led by Aveana, focusing on financial management services expectations during the transition phase into the self Determination program and subsequent enrollment. Flexibility was emphasized as the committee now offers hybrid, in-person, and Zoom meeting options for future committee meetings. It's important to highlight that the Self Determination Committee operates under the Bagley King Law, with remote meeting flexibility ending on June 30<sup>th</sup>, 2023. For their upcoming meeting on September 13<sup>th</sup>, a hybrid model will be available, enabling both in-person attendance and remote participation at SCLARC. A directive from DDS on July 20<sup>th</sup> extended the allowance for remote committee meeting until October 31<sup>st</sup>, 2023.

***The next Self-Determination Committee meeting will be held on Wednesday, September 13<sup>th</sup>, 2023, from 6:00pm–8:00pm.***

**F. Training / Recruitment Committee – Ana DaSilva**

- The committee highlighted that most seats on the board have been achieved. Ms. DaSilva, indicate upcoming interviews are scheduled.

**G. Finance Committee – Lauren Black**

On July 20<sup>th</sup>, 2023, The Finance Committee minutes for the previous meeting on May 16<sup>th</sup>, 2022, were approved with zero corrections.

- Furthermore, Kyla Lee provided a comprehensive update encompassing a financial statement review for June 30<sup>th</sup>, 2023, and significant facets of the 2023-2024 DDS budget. The committee also reviewed annual line of credit renewal loan document for SCLARC, which is slated for presentation to the Board for formal ratification.
- Additionally, Ms. Lee provided overview of the DDS contract allocation, for the fiscal year 2022-2023 and the preliminary allocation for the fiscal year 2023-2024, both of which garnered Executive Committee approval and will subsequently be reported to the Board for ratification.

- Concluding the presentation, Ms. Lee summarized CID invoice as reviewed by the Executive Committee, providing other additional updates. She informed the committee about the completion of SCLARC's DDS annual audit, awaiting the pending draft audit report from DDS. Kyla also conveyed information regarding the fiscal year, rollover of purchase of service authorizations encountering any issues.
- Additionally, MIS (Management Information System) updates were presented. First, the ongoing testing and final stages of the agency-wide implementation of the Microsoft Exchange Upgrade were highlighted. Secondly, the completion of network installation and network firewall upgrades were completed, resulting in improved information exchange both internally and externally. To conclude, it was mentioned that the IT manager is set to participate in the upcoming Finance Committee meeting to provide an update regarding the MIS initiative.

***Next Finance Committee meeting will be held on September 20<sup>th</sup>, 2023.***

## ***II. Staff Reports***

### **A. Budget Update and Finance Report – Kyla Lee CFO**

- D2 allocations for fiscal year 2022-2023, increasing the contract balance to 609,502,727.
- The D2 allocation includes 2.8 million for the OPS budget and 18 million for the POS budget.

Ms. Lee requested Board approval for the D2 allocation for fiscal year 2022-2023.

#### **Board Action:**

**To approve the ratification of the D2 allocation for the fiscal year 2022-2023**

**M/S/C: M. Lauren Black / Ana DaSilva**

**Abstained: Illona Hendrick**

- The current allocation pertains to on going fiscal year's E preliminary, initiated on July 1<sup>st</sup>, 2023, with a sum of \$479,563,500 approximately 41 million allocated for operations and an additional 437 million designated for purchase of services, collectively constituting the initial allocation. Furthermore, cash advances, totaling nearly 120 million dollars, were also secured through three installments of 40 million dollars each.

Ms. Lee requested the Board's approval of the E Preliminary allocation for the fiscal year 2023-2024.

#### **Board Action:**

**To approve the E Preliminary allocation for the fiscal year 2023-2024**

**M/S/C: M. Lauren Black / Mireya Romero**

**Abstained: Illona Hendrick**

- Addressing the line of credit renewal with City National Bank, the agency requires 50 million dollars be advanced to SCLARC to address potential cash flow issues or late DDS payments. A motion is requested for approval, noting that the line of credit has not been accessed in the last two years and serves as a safety net.

Ms. Lee requested the Board approve the line of credit with the City National Bank of 50 million dollars.

#### **Board Action:**

**To approve the ratification bank advancement loan of credit**

**M/S/C: M. Lauren Black / Sherry Kidd**

**Abstained: Illona Hendrick**

- The ratification of the invoice paid to CID Community Impact Development. This pertains to the fiscal year ending 2021-2022, where the lease agreement encompasses a common area maintenance expense covering operational cost for the site, including security, utilities, and maintenance. In case of exceeding the base operating cost in the lease agreement, SCLARC is responsible for the difference. For this fiscal year, the excess amounted to \$ 622,778. This invoice aligns with the past year's patterns, reflecting a consistent average. This situation arises due to the likely understated nature of the operating base in the lease agreement, necessitating this additional payment annually.

Ms. Lee is requesting the Board's consideration for the approval of the Community Impact of Development Invoice.

**Board Action:**

**To approve the ratification of the Community Impact Development Invoice totally \$622,778**

**M/S/C: M. Lauren Black / Magali Ochoa**

**Abstained: Illona Hendrick**

- In discussing the financial update, the focus shifted to the financial statements for the period ending June 30, 2023. First, the statement of financial position is discussed. To this notably, the cash account balance stood at around \$51 million, indicating a positive increase from the previous year's balance of \$46 million, showing a notable change of \$3.6 million. Additionally, attention was drawn to accounts payable, where outstanding invoices amounted to roughly \$32 million owed to vendors and others. Comparatively, the same period in the prior year reflected higher figures of \$33 million, revealing a decrease of \$723,000.
- Next, the statement of activities was overviewed. This fiscal year-end demonstrates a robust cash position, maintaining healthy balances in line with DDS payments schedules. The allocation for Ops of 59 million dollars saw an expenditure of \$42,000,772. Anticipated spending of \$16,000,659 is projected to maximize the allocation, of \$59,000,431. The received \$609,000,302 perfectly matches the approved allocation of D2. Year-to-date POS spending is at \$490 million, with a projected \$33 million more in pipeline and that would bring us up to \$524 million.
- Our final schedule, known as the PO Expenditure Projection (PEP), involves sending a monthly report to the state to estimate our upcoming POS expenses. The projection, around 463 million, is formulated by considering late bills, trends, and other factors. It's a routine practice across regional centers, serving to predict our fiscal year-end status for tracking purposes.

Ms. Lee requested the approval for the June 30<sup>th</sup>, 2023, financial statements.

**Board Action:**

**To approve June 30<sup>th</sup>, 2023, SCLARC Financial Statements**

**M/S/C: M. Lauren Black / Sherita Rogers**

**Abstained: Illona Hendrick**

- Kyla Lee provided an update on the recently passed 2023-2024 State budget on behalf of Mr. Henderson. The DDS budget has increased to 1.4 billion, with plans to serve 420,927 individuals in the current fiscal year. Notably, two new developments on the POS side include coordinated Family Services Support and focus on compliance with HCBS requirements.

**B. Department Updates – Cherylle Mallinson / Raul Munos- Director of Community Services**

- The Board was presented with the draft Performance Contract for the forthcoming year, 2024, which will be publicized 30 days before the meeting. The draft concerns the 2024 public performance contract is slated for

late August to early September. The finalized contract will be submitted for approval in September’s Board meeting. The presentation revolves around the previous year, 2022.

- To add, Raul expressed that SCLARC Board mission is to provide specific expertise that brings value to organization. Welfare code 4629 is finding a strategy to assist the public’s diverse language, ethnic communities and the regional centers are planning to provide improvement in certain areas. Performing contract year end 2022, SCLARC served 20,620 consumers. In 2022, residential living exhibited robust success, with 11,494 children living at home (99.76% of those served), including 7,000 in family homes, 577 benefiting from supported living services, reducing the count of those in a larger facilities. From 0.5% to 0.3% notwithstanding, there was a regrettable increase in court-mandated placements and significant delays in two projects.

**C. SCLARC’s Family Portal App presentation by Jesse Rocha – Director of Adult Services**

- The presentation demonstrated the basic functions of the Family Portal app. The presentation was demonstrated by George Romero, the Case Management and Smart Chart Support Coordinator at SCLARC. The purpose of the presentation is to better assist families to connect and communicate successfully with our Regional Center. The app is intended to improve communication with the regional center staff and provide access to case file, authorized services, and another way to update the case file.

***Next workshop is October 19<sup>th</sup>,2023 2pm-3:30pm (RSVP by October 13<sup>th</sup>,2023)***

**D. Community Focus Group – Kiara Lopez – Chief Advancement Officer**

- SCLARC is conducting five focus groups under a language access grant, aiming to gather insights on services accessibility and community challenges related to SCLARC’s programs.
- The Self Determination Program is scheduled for August 8<sup>th</sup> ,2023, 10am-12pm, at the Los Angeles Office auditorium, while the 16<sup>th</sup> annual golf tournament is set for August 20<sup>th</sup>, 2023, 4pm-7pm, as highlighted.

**Adjournment:**

Vice President, Cynthia Torres, adjourned the July 25<sup>th</sup>, 2023, Board of Directors Meeting at 8:40pm.

**Next Meeting:** The next SCLARC Board of Directors meeting will be held September 26<sup>th</sup>, 2023, via Zoom at 7:00pm.

**Submitted by:**

\_\_\_\_\_  
 Ingrid Oliva  
 Administrative Secretary

\_\_\_\_\_  
Date

**Approved by:**

\_\_\_\_\_  
 Ascary Navarro  
 Board Secretary

\_\_\_\_\_  
Date