

Alta California Regional Center
Board of Directors Meeting
Thursday, November 21, 2024 – **4:00 P.M.**
Please click this link to register for the event:
[Registration Link](#)

AGENDA



Call to Order



National Core Indicators (NCI) Data – Public Meeting



Performance Contract – 2023 End of Year Report



Introductions – Reading of ACRC’s Mission & Vision



Meeting Our Mission



Community Comments/Announcements

(3 minute maximum)



► **Consent Agenda** – *These matters are expected to be routine and non-controversial and are usually approved by a single majority vote without discussion. Items can be removed from the consent agenda to be discussed and considered separately.*

- a. Excused Absences
- b. Regular Session Minutes of 9/26/24 *[Tab 1]*
- c. Committee Minutes
 1. Board Development *[Tab 2]*
 - Approve Kelly Pennington’s Term of Office
 2. CAC *[Tab 3]*
 3. Executive *[Tab 4]*
 4. Finance *[Tab 5]*
 5. PAC *[Tab 6]*



New Business

- ▶ a. New Board Member Applicants – Akkia Pride-Polk and Ceasar Seabron
- ▶ b. Approve 2025 Board Training Plan [Tab 7]
- ▶ c. Approve Delegated Conservatorship Policy [Tab 8]
- ▶ d. Approve Revised Resource Development Policy [Tab 9]
- ▶ e. Finance Committee
 - 1. Monthly Financial Report [Tab 10]
 - 2. Approve OPS Contract – Copiers [Tab 11]
- f. Committee Updates
 - 1. CAC
 - 2. PAC
- g. President’s Report – Dan Lake, President
- h. Executive Director’s Report – Lori Banales, Executive Director
- i. ARCA-CAC Report – Amy Lampe, ARCA-CAC Rep.
- j. ARCA Report – Kelly Pennington, ARCA Rep.



▶ Executive (**CLOSED**) Session

(per W&I Code, Sec. 4663(a)(1),(2),(3),(4),(5))

- a. Legal Issues
- b. Personnel Issues
- c. Real Estate Issues



Announcement of Closed Meeting Discussion



Adjournment

- ▶ Action item

Next meeting is scheduled for Thursday, January 23, 2025 @ 4 p.m.

Alta California Regional Center
Board of Directors Meeting
Thursday, September 26, 2024
Minutes

Present: Jackie Armstrong, Garrett Broadbent, Johnny Deng, Tom Hopkins, Dan Lake, Amy Lampe, Kelly Pennington, Anwar Safvi, Steven Sanchez

Absent (* excused): Carmen Aguilar*, EunMi Cho*

Staff: Lori Banales, Iqbal Ahmad, Jennifer Bloom, Tracy Brown, John Decker, Camelia Houston, Kenisha Hurd, Mechelle Johnson, Melissa Schuessler, Esperanza Zúñiga, Lisa West

Facilitators: Amy Fulk

Visitors: Steve Andrews, Jaclyn Balanay, Taylor Berry, Stephani Crespin, Doug Bonnet, Danielle du Piesanie, Maureen Fitzgerald, Shaniece Hill, Nadder Mirsepassi

1. **Call to Order – Reading of ACRC’s Mission & Vision** – The Board of Directors met at 3:00 p.m. on Thursday, September 26, 2024, at the Auburn Masonic Hall in Auburn. Mr. Broadbent read aloud ACRC’s Mission and Vision.
2. **Meeting Our Mission**
 - ◆ Ms. Banales noted that this part of the Board Meeting’s agenda focuses on partnerships that ACRC is forging in our ten-county catchment area.
 - ◆ Nadder Mirsepassi, father to Sam, expressed appreciation for ACRC’s Self-Determination Program (SDP). About three years ago, Sam transitioned to SDP, and it has been a positive experience, understanding that it is a new program and challenges may arise. Over time, they have had different Service Coordinators (SCs), and each and every one provides support when needed. Compared to traditional services, being able to select services to meet Sam’s person-centered plan is wonderful. Finding services and supports can sometimes be a challenge, but the team works through their options. Sam looks forward to going to work and is taking music lessons.
3. **Training – “Self-Determination Program (SDP)”**
 - Ms. Banales shared that the Board has indicated that they would like to have more information about ACRC’s Self-Determination Program. She introduced Kenisha Hurd, Associate Client Services Director, and Melissa Schuessler, Client Services Manager, who shared a presentation on SDP.
 - As of early September, ACRC has 418 clients participating in this program.
 - Self-Determination is guided by five principles:

- Freedom
- Authority
- Support
- Responsibility
- Confirmation
- The Self Determination Advisory Committee (SDAC) plays an important role in the implementation and oversight of SDP. The committee is comprised of 12 members, six appointed by ACRC and six appointed by the State Council on Developmental Disabilities (SCDD). Their meetings are open to the public.
- ACRC and the SDAC work collaboratively to prioritize the use of SDP implementation funds to meet the needs of participants in ACRC's catchment area.
- Participant Choice Specialist (PCS) positions were created in November 2021 by the Department of Developmental Services (DDS). These positions were limited to three years for each regional center. PCSs are not case carrying and provide support to SCs. In late 2022, ACRC made the decision to move to a specialized unit for SDP clients. The unit consisted of PCSs and SDP SCs. Due to challenges of growth in the program and populating the SDP unit with SCs, this past year, the existing SCs in the SDP unit transitioned to join the existing PCSs, and SDP clients moved back to case management units, assigned by zip code.
- Ms. Schuessler manages ACRC's PCSs. Her team currently consists of seven PCSs, with a plan to hire three more. Positive outcomes with the recent SDP unit restructuring include:
 - Consistency across the agency with implementation of SDP.
 - Training is being provided to all SCs and Managers allowing all clients equal access to SDP.
 - Each unit has an assigned PCS involved and upon request, will receive support within 48 hours of their request.

4. **Community Comments/Announcements**

- ◆ Ms. Crespin shared that SDP has been wonderful for her family, as well. Since individuals change throughout the year, she is hopeful that the process to approve spending plans can be streamlined.
- ◆ Ms. Fitzgerald acknowledged ACRC's work behind the focus of AB 3291. She also expressed concern regarding the Board's closed session topics.

5. **Consent Agenda – By consensus, the following consent agenda items were approved: a) excused absences of Carmen Aguilar; b) regular session Board meeting minutes of July 25, 2024; and c) Board Development Committee (BDC) [approve Steven Sanchez's Term of Office], Client Advisory Committee (CAC), Executive Committee [Jackie Armstrong's COI Mitigation Plan], and Finance Committee minutes.**

6. ***New Business***

◆ *Finance Committee*

Issue 1: Monthly Financial Report

Discussion and Action: Mr. Ahmad noted that the minutes are under Tab 6 and the financial report is under Tab 7 of the Board packet. ACRC's total budget for the 2024-25 fiscal year (FY) is nearly \$900 million, including both Purchase of Services (POS) and Operations (OPS) dollars. The vast majority of the increase in POS is for the last provider increase phase that will be implemented in January 2025. Caseload growth funding is also embedded into this funding.

In September, ACRC deployed a new caseload management system, putting in place policies and procedures as we move forward. This will make our work more efficient. Clients and families will have information more readily available to them, as well.

Mr. Ahmad shared that ACRC met our annual audit requirements for the last FY.

M/S/C (Safvi) To accept the monthly financial report as submitted.

Issue 2: Authorize Line of Credit

Discussion and Action: Each year, the Board must approve the agency's line of credit with U.S. Bank. Mr. Ahmad noted that the line of credit has no fees attached unless ACRC utilizes it, and it is a safety net for our agency to have in place if there are delays in the state's advance at the beginning of the FY.

M/S/C (Pennington) To authorize ACRC's line of credit with U.S. Bank as presented.

◆ *Committee Updates*

• CAC

- Mr. Hopkins shared that the CAC met on September 10th.
 - Ms. Banales asked for the committee's support for AB 3291, which aligns with ACRC's Coordinated Future Planning Initiative.

- Amy McCreary, ACRC's Clinical Services Manager, gave a presentation entitled "An Overview of Dual Diagnosis and Mental Health Resources."
- Committee members shared information about the various advocacy meetings that they attended.
- PAC
 - Mr. Broadbent shared that the PAC did not meet this month.
- ◆ *President's Report*
 - Mr. Lake expressed appreciation for everyone that attended today's training, along with the efforts of Ms. Banales, Ms. West and Ms. Pennington for today's planning.
 - He also wanted to thank Mr. Broadbent, Dr. Cho, Dr. Deng, Ms. Pennington and Ms. Banales for attending the Association of Regional Center Agencies (ARCA) Academy in San Bernardino earlier this month.
- ◆ *Executive Director's Report*
 - Ms. Banales is proud that ACRC is on the eve of opening the first Group Home for Children with Special Health Care Needs (GHCSHN) in the state. A video was shared highlighting the home's features. Two children served by ACRC, who currently reside in subacute facilities, will be moving into this home, meeting our commitment to serve children in their home communities.
 - Pictures of ACRC's new Sacramento Office site was shared.
 - Ms. Banales has started speaking with local authorities to increase public transportation options in the area.
 - As the building census grows, Centene will open the cafeteria, where Ms. Banales sees a great opportunity for competitive integrated employment (CIE).
 - ACRC plans to make visiting this new site as convenient and welcoming as possible.
 - ACRC's November Board meeting will include the year-end Performance Contract Data report, as well as the annual NCI Data Meeting.
- ◆ *ARCA-CAC Rep. Report*
 - The next meeting is scheduled for tomorrow, September 27th, from 11 a.m. to 12 noon via Zoom. They will be discussing the Housing Symposium that is scheduled for February 2025.
- ◆ *ARCA Delegate Report.*
 - As mentioned earlier, an ARCA Academy, for regional center Board

members, was held in early September in San Bernadino.

- The next ARCA delegate meeting will be held on Thursday, October 17th, in San Diego.

7. **Closed Session** – At 4:23 p.m. the Board adjourned to closed session to discuss personnel issues.

8. **Announcement of Closed Meeting Discussion** - At 4:38 p.m. the Board reconvened in open session following a closed session in which personnel issues were discussed.

9. **Adjournment**

The meeting adjourned at 4:38 p.m.

Lisa West
Executive Secretary

cc: Lori Banales

Alta California Regional Center
Board Development Committee Meeting
Tuesday, November 12, 2024
Minutes

Present:

Kelly Pennington, Chair
Carmen Aguilar
Jackie Armstrong
Garrett Broadbent
Amy Lampe
Steven Sanchez

Absent: (* excused)
EunMi Cho*

Visitors:

Steve Andrews
Maureen Fitzgerald
Karen Young

Board Members:

Tom Hopkins

Staff:

Lori Banales, Executive Director
Iqbal Ahmad, Chief Operating Officer
Jennifer Bloom, Director of Client Services
John Decker, Director of Community Services
Michelle Duchene, Community Services & Supports Manager
Camelia Houston, Director of Intake & Clinical Services
Mechelle Johnson, Director of Client Services
Lisa West, Executive Secretary

The Board Development Committee (BDC) met on Tuesday, November 12, 2024, at 4:00 p.m. to discuss: 1) Board Member's Term of Office; and 2) Approve 2025 Board Training Plan.

Without objection, Kelly Pennington made the motion to adopt the Board Development Committee meeting minutes of October 15, 2024 as submitted.

1. ***Board Member's Term of Office***

- Ms. Pennington noted that her two-year Board term is expiring in December. This item is to approve her next three-year term.

M/S/C (Lampe) To recommend to the full Board the approval of Kelly Pennington's next three-year term. (one abstention)

2. ***Approve 2025 Board Training Plan***

- Ms. Pennington noted that this training plan includes the one suggestion from last month's committee meeting. It will be sent to the Department of Developmental Services (DDS) in December for their approval. As the Board has done in years past, we will add additional training as needed.

Without objection, Jackie Armstrong made the motion to recommend to the full Board the approval of the 2025 Board Training Plan as presented.

The next Board Development Committee's meeting is scheduled for **Monday, January 13, 2025**. The meeting adjourned at 4:05 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Lori Banales

Alta California Regional Center
Board Development Committee Meeting
Tuesday, October 15, 2024
Minutes

Present:

Kelly Pennington, Chair
Jackie Armstrong
Garrett Broadbent
Dan Lake
Amy Lampe

Absent: (* excused)

Carmen Aguilar*
EunMi Cho*
Steven Sanchez*

Board Members:

Tom Hopkins
Anwar Safvi

Visitors:

Steve Andrews
Maureen Fitzgerald

Staff:

Lori Banales, Executive Director
Iqbal Ahmad, Chief Operating Officer
Jennifer Bloom, Director of Client
Services
John Decker, Director of Community
Services
Mechelle Johnson, Director of Client
Services
Lisa West, Executive Secretary

The Board Development Committee (BDC) met on Tuesday, October 15, 2024, at 4:01 p.m. to discuss the 2025 Board Training Plan.

Without objection, Kelly Pennington made the motion to adopt the Board Development Committee meeting minutes of September 9, 2024 as submitted.

1. ***Discuss 2025 Board Training Plan***

- Ms. Pennington expressed appreciation to the Board members that were able to attend the September training. Please keep in mind what you might want to add to the 2025 Board Training Plan.
 - Request to have a review of the Board's financial responsibilities.
 - An email will be sent out to Board members requesting input.

The next Board Development Committee's meeting is scheduled for **Tuesday, November 12, 2024**. The meeting adjourned at 4:05 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Lori Banales

Alta California Regional Center
Client Advisory Committee Meeting
Tuesday, November 12, 2024
Minutes

Present:

Amy Lampe, Chair
Tom Hopkins, Design. Dir.
Lisa Cooley
Tiffany Johnson
Jacie Oakley
Amanda Parker
Steven Sanchez
Kimberly Terrell
Karen Young

Absent: (* excused)

Patty Wallace*

Facilitators:

Amy Fulk

Visitors:

Robert Levy
Jemel Williams


Staff:

Lori Banales, Executive Director
Jennifer Bloom, Director of Client
Services
John Decker, Director of Community
Services
Camelia Houston, Director of Intake
& Clinical Services
Mechelle Johnson, Director of Client
Services
Reyva Johnson, Client Advocate
David Lopez, Client Advocate
Jacob Miller, Client Advocate
Johnny Xiong, Associate Client Services
Director
Lisa West, Executive Secretary

The Client Advisory Committee (CAC) met on Tuesday, November 12, 2024, at 2:00 p.m. to discuss: 1) Message from Lori; 2) "Staying Positive!"; 3) Updates; and 4) Public Comments/Announcements. All present provided self-introductions.

Without objection, Amy Lampe made the motion to adopt the CAC meeting minutes of October 8, 2024, as submitted.

1. ***Message from Lori***

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- Lori noted that last year, we looked at objectives that this committee could work on as it relates to Alta's Strategic Plan's focus areas – (1) Client and Family Support, (2) Employment, (3) Housing and (4) Community Inclusion and Engagement.
 - This past year, committee members made a housing video, which is shared at various meetings throughout our catchment area and is posted on Alta's website.
 - John shared that the impact of the housing video is heartfelt. He shows the video prior to his housing presentations at various meetings/conferences.
 - John plans to speak with members of the DDS-CAC to see if they would like to add their stories, as well.

- Alta has completed our second housing development – The Heights off of Stockton Blvd.
- The Department of Developmental Services (DDS) has awarded Alta two more housing projects – one at Sutter Park and another in the City of Davis (set asides for the elderly).
 - John expressed appreciation to CAC members who make sure that people with developmental disabilities are included in new housing projects like these.
- As it relates to employment, Alta is advocating for service providers to hire direct support professionals (DSPs) to support clients. There is a lot that this committee can still do to promote competitive integrated employment (CIE).
- The CAC established a workgroup for Supported Decision-Making (SDM). Alta is assisting clients, in a workshop setting, to develop their own plans. Participants are able to complete all of the necessary paperwork that is required for this process.
- The State of California is promoting the person-centered thinking model, focusing on client’s hopes and dreams. CAC members are encouraged to consider what this committee might want to work on to support the person-centered thinking initiative.
 - Alta’s Client Advocates have completed 90 hours each of training to become certified trainers. They are working to make this training as accessible as possible – it is about learning self-advocacy skills and looking ahead to one’s future.
 - If you are interested in creating your own person-centered plan, please connect with Lisa W., so that Jacob or Reyva can reach out to you.
- Between now and January, Lori would like committee members to think about other areas that this committee can touch. Alta looks to this committee for input – your voice is important.

2. ***"Staying Positive!"***



- The Peer Advocacy Network (PAN) is urging self-advocates to share their stories. Telling personal stories can be a powerful form of advocacy.
 - Amy L. shared her life story.

3. ***Updates***

◆ PAN

- The group met today and started planning for the March 2025 Regional Meeting. Members reviewed the topics that were suggested at the last Regional Meeting and decided on the following:
 - Microenterprises
 - Employment
 - Life stories from people about their jobs



- ◆ ARCA-CAC
 - The next meeting is scheduled for December 13th from 10 to 11 a.m.
 - They will be holding an Affordable Housing Symposium on February 5, 2025.
- ◆ DDS-CAC
 - The group met earlier today and will also be meeting tomorrow November 13th, from 10 a.m. to noon.

4. **Public Comments/Announcement**



- Robert went to Washington D.C. and shared a presentation on healthy relationships. The MIND Institute is also working on a "Transition to Adulthood Toolkit," utilizing a two-and-a-half-year grant.
- The next Master Plan for Developmental Services Committee meeting is scheduled for Wednesday, December 11th, from 10 a.m. to 3:30 p.m. via Zoom.
 - Interested individuals can find more information posted on the California Health & Human Services Agency's website.
- At next Thursday's Board meeting, Alta will be holding the National Core Indicators (NCI) Data public meeting and sharing the 2023 Performance Contract End of Year Report – registration is required.

The next CAC meeting is scheduled for **Tuesday, January 14, 2025**. The meeting adjourned at 2:47 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Lori Banales

Alta California Regional Center
Client Advisory Committee Meeting
Tuesday, October 8, 2024
Minutes

Present:

Amy Lampe, Chair
Tom Hopkins, Design. Dir.
Lisa Cooley
Tiffany Johnson
Jacie Oakley
Amanda Parker
Kimberly Terrell
Patty Wallace
Karen Young

Absent: (* excused)

Steven Sanchez*

Visitors:

Kelsey Handcock
Robert Levy
Jemel Williams

Facilitators:

Amy Fulk


Staff:

Lori Banales, Executive Director
John Decker, Director of Community
Services
Camelia Houston, Director of Intake
& Clinical Services
Mechelle Johnson, Director of Client
Services
Reyva Johnson, Client Advocate
David Lopez, Client Advocate
Jacob Miller, Client Advocate
Lisa West, Executive Secretary

The Client Advisory Committee (CAC) met on Tuesday, October 8, 2024, at 2:00 p.m. to discuss: 1) Message from Lori; 2) "Voting Rights"; 3) Updates; and 4) Public Comments/Announcements. All present provided self-introductions.

Without objection, Amy Lampe made the motion to adopt the CAC meeting minutes of September 10, 2024, as submitted.

1. ***Message from Lori***

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- As many of you may already know, Alta is moving its Sacramento office in March 2025. Our new office will be located on E Commerce Way, between Arena Blvd. and Del Paso Blvd., off I-5 (by the old ARCO Arena).
 - The "I AM ABLE Disability Job Fair" will be held tomorrow from 11 a.m. to 3 p.m. at the SAFE Credit Union Convention Center, located at 1400 J Street, Hall A, in Sacramento. Lori hopes that this will become an annual event – last year's job fair was well attended.
 - The flyer has been widely shared and will be emailed out to committee members.
 - Mechelle provided a brief overview of the draft Delegated Conservatorship Policy that will be brought before the Board's Executive Committee next Tuesday. Last July, the Department of Developmental Services (DDS) issued a Directive that requires all regional centers to have a Board approved policy in place by November 28th. This draft has been posted on

Alta's website and Lisa W. emailed the draft to committee members – input is welcome.

- Lori noted that this policy is specific to clients that are DDS conserved.

2. "Voting Rights"



- Kelsey Handcock, with Disability Rights California, shared a presentation about voting rights.
 - People vote to make a change, set an example or they care about the issue(s).
 - Regional Centers can help clients register to vote.
 - It's important that clients decide for themselves how they wish to vote – make informed decisions.

3. Updates



- ◆ Peer Advocacy Network (PAN)
 - The group met today and reviewed the evaluations from the September 28th Regional Meeting.
- ◆ Alta Board
 - Alta's Board of Directors met on September 26th in Auburn.
 - During the "Meeting Our Mission" segment, a father shared his family's experience with the Self-Determination Program (SDP). His son is thriving, and he expressed his appreciation to Alta staff for their support. It has been a positive experience.
 - The Board received a presentation on SDP and approved the financial report and the agency's line of credit with U.S. Bank.
 - Lori shared information about Alta's new Sacramento office site.
 - Alta's November Board meeting will include the year-end Performance Contract Data report, as well as the annual NCI Data Meeting.
- ◆ ARCA-CAC
 - The next meeting is scheduled for November 1st, from 11 a.m. to 12 noon.
- ◆ DDS-CAC
 - The next meeting is scheduled for November 14th & 15th, from 10 a.m. to noon.

4. Public Comments/Announcement



- Karen shared that Easter Seals is holding their Haunted House at 1670 Sierra Avenue, Suite 401, in Yuba City. Daytime hours are October 28th – 30th, from 10:30 a.m. to 12 noon. Evening hours are October 26th – 31st, from 6 to 9 p.m. Admission is \$5 and this event is family friendly.

- Alta is holding a Supported Decision-Making (SDM) Training for the community on October 15th, from 1 to 2:30 p.m. via Zoom. More information can be found on the agency's website.
 - Mechelle expressed appreciation to Amy L., as well as Alta's three Client Advocates, for helping with the training for Alta staff and clients/families.
 - Workshops are ongoing.
- Robert shared that the Statewide Self-Advocacy Network (SSAN) invites you to celebrate National Disability Employment Awareness Month (NDEAM) by attending an Employment Webinar entitled "Access to Good Jobs for People with Disabilities: Resources and Supports for the Future" on October 29th, from 2 to 4 p.m. Interested individuals must register for this free event by accessing the State Council on Developmental Disabilities (SCDD) website.

The next CAC meeting is scheduled for **Tuesday, November 12, 2024**.
The meeting adjourned at 3:13 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Lori Banales

Alta California Regional Center
Executive Committee Meeting
Tuesday, November 12, 2024
Minutes

Present:

Kelly Pennington, Vice President &
ARCA Rep
Steven Sanchez, Secretary
Amy Lampe, ARCA-CAC Rep
Carmen Aguilar, Member-at-Large

Board Members:

Jackie Armstrong
Garrett Broadbent
Tom Hopkins

Visitors:

Steve Andrews
Maureen Fitzgerald
Karen Young

Absent: (* excused)

Dan Lake*, President
Anwar Safvi*, Finance Comm. Chair

Staff:

Lori Banales, Executive Director
Iqbal Ahmad, Chief Operating
Officer
Jennifer Bloom, Director of Client
Services
John Decker, Director of Community
Services
Michelle Duchene, Community Services
& Supports Manager
Camelia Houston, Director of Intake &
Clinical Services
Mechelle Johnson, Director of Client
Services
Lisa West, Executive Secretary

The Executive Committee met on Tuesday, November 12, 2024, at 4:15 p.m. to discuss: 1) Approve Delegated Conservatorship Policy; 2) Approve Updated Resource Development Policy; 3) President's Report; and 4) Executive Director's Report.

Without objection, Kelly Pennington made the motion to adopt the Executive Committee meeting minutes of October 15, 2024, as submitted.

1. Approve Delegated Conservatorship Policy

- Ms. Banales noted that this draft policy has been shared with the Board's Executive Committee, the Client Advisory Committee (CAC), and the Provider Advisory Committee (PAC). It has also been posted on ACRC's website for public comment and has been shared with the Department of Developmental Services (DDS).
- Ms. Johnson noted the duties of the Legal Services Specialist have been added to the policy, which separates their role from the Service Coordinator's (SC's), negating the conflict of interest.

Without objection, Kelly Pennington made the motion to recommend to the full Board the approval of the Delegated Conservatorship Policy as presented.

2. Approve Update Resource Development Policy

- Ms. Banales noted that ACRC's Board initially approved this policy in 2010, then it was revised in 2013 and again in 2021.
- Mr. Decker noted that the purpose of this revision is to bring ACRC up to industry standards and make sure that we are consistently applying this expectation to all vendorizations. Service providers are familiar with the required insurance coverages.
 - We plan to discuss this with the PAC on Thursday and at "Coffee with Community Services" on Friday.
 - This revision codifies our agency's standard practice. Transparency is key prior to individuals applying for vendorization.

Without objection, Amy Lampe made the motion to recommend to the full Board the approval of the updated Resource Development Policy as presented.

3. President's Report

- Ms. Pennington expressed appreciation to those in attendance today.

4. Executive Director's Report

- Ms. Banales shared that ACRC's Executive Committee will be reviewing the agency's quarterly dashboards moving forward. The "ACRC Quarterly Dashboard Indicators for the Quarter Ending September 30, 2024" were sent to everyone prior to this meeting.
 - We have contracted with an outside individual who is starting an assessment of our Intake process. The strategies that we are implementing seem to be working as the timelines for determining eligibility are trending down. The transition to Atlas will hopefully assist, as well.
 - ACRC has a variety of positions posted for our agency. At the end of the year, as we start to go into the holiday season, we normally show a dip in our hiring efforts.
 - We just posted positions for a growth unit to help support and drive the caseload ratios down for our Early Childhood units (3-5-year-olds).
 - We are well within the required threshold of 15% for administrative costs; currently at 10%.
 - ACRC has a requirement that SCs complete a minimum of 400 Targeted Case Management (TCM) units per month (a TCM equates to 15 minutes). TCMs maintain the client's record and staff understand the importance of this.
 - Ms. Banales continues to be amazed with our Federal Programs Unit and the amount of federal dollars that the number of ACRC clients that are enrolled in the Medicaid Waiver draws down for the state. ACRC has the second highest number of participants on the waiver, while we stand at the fourth largest regional center across the state.

- The 45-day comment period ends tomorrow for the proposed changes to the Special Incident Reports (SIRs) regulations, which will help clarify and standardize reporting across the state.
- The number of individuals with autism has increased by 1,600 from the previous year. Clients with an intellectual disability have increased by 104, while those with Cerebral Palsy have decreased by five.
- Client gender continues to be one third female compared to two thirds male.
- ACRC staff continue our outreach efforts across our ten-county catchment area, making sure clients have the services and supports that they need in place.

5. **Closed Session** – at 4:45 p.m. the Executive Committee adjourned to executive session in order to discuss legal issues.

6. **Announcement of Closed Meeting Discussion** – at 4:58 p.m. the Executive Committee reconvened in open session following a closed session in which legal issues were discussed.

The next Executive Committee meeting is scheduled for **Monday, January 13, 2025**. The meeting adjourned at 4:58 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Lori Banales

Alta California Regional Center
Executive Committee Meeting
Tuesday, October 15, 2024
Minutes

Present:

Dan Lake, President
Kelly Pennington, Vice President &
ARCA Rep
Anwar Safvi, Finance Comm. Chair
Amy Lampe, ARCA-CAC Rep
Carmen Aguilar, Member-at-Large

Absent: (* excused)

Steven Sanchez*, Secretary

Visitors:

Steve Andrews
Maureen Fitzgerald
Yasmin Herrera-Vilchez

Board Members:

Johnny Deng

Staff:

Lori Banales, Executive Director
Iqbal Ahmad, Chief Operating
Officer
Jennifer Bloom, Director of Client
Services
John Decker, Director of Community
Services
Mechelle Johnson, Director of Client
Services
Faye Tait, Associate Client Services
Director
Lisa West, Executive Secretary

The Executive Committee met on Tuesday, October 15, 2024, at 4:11 p.m. to discuss: 1) Delegated Conservatorship Policy; 2) President's Report; and 3) Executive Director's Report.

Without objection, Dan Lake made the motion to adopt the Executive Committee meeting minutes of September 9, 2024, as submitted.

1. Delegated Conservatorship Policy

- Ms. Banales shared that the Department of Developmental Services (DDS) released a Directive in July of this year noting that regional centers needed to bifurcate the duties of the Service Coordinator (SC) and the delegate conservator. Public comment will be accepted through the first week of November and we will bring the final version of this policy to this committee at the November 12th meeting.
- Ms. Johnson noted that this policy only affects DDS conserved clients. She reviewed the draft policy with those present. Part of the delegate conservator's role is to look at what services might be put in place so that the conservatorship can be reassessed in future years. Separating this role from the SC's negates the conflict of interest.
- This draft has been reviewed at the Client Advisory Committee (CAC) and Provider Advisory Committee (PAC) meetings and preliminarily reviewed by the department.
- Ms. Johnson clarified that ACRC will be hiring another Legal Services Specialist, and we will advocate for funding for this position.

- Ms. Banales shared that each regional center can operate differently on how they manage DDS conserved clients. Many of these individuals came to ACRC through the depopulation of developmental centers. ACRC staff are currently reviewing the DDS conservatorships to see if they are appropriate. A few years ago, Ms. Banales made the choice to have these clients served on one caseload.
 - It is important to note that the number of DDS conserved clients has gone down over the years. ACRC is pushing forward the Supported Decision-Making (SDM) initiative as a least restrictive option to consider. Ms. Banales sees this caseload reducing further after consideration of needs and options.

2. **President's Report**

- Mr. Lake expressed appreciation to everyone who is attending these committee meetings on a Tuesday.

3. **Executive Director's Report**

- Ms. Banales noted that ACRC attended PRIDE's second Annual "I AM ABLE" Job Fair at the Convention Center last week. There were 600+ individuals that pre-registered to attend and approximately 1,000 individuals showed up. The amount of enthusiasm and work that went into this was felt throughout the center.
- ACRC wrote a letter of support for Sacramento County Office of Education's (SCOE's) application for the California Center for Inclusive College (CCIC) grant. They want to support clients in our area and across the state in establishing Centers for Excellence on college campuses.

4. **Closed Session** – at 4:27 p.m. the Executive Committee adjourned to executive session in order to discuss legal issues.

5. **Announcement of Closed Meeting Discussion** – at 4:39 p.m. the Executive Committee reconvened in open session following a closed session in which legal issues were discussed.

The next Executive Committee meeting is scheduled for **Tuesday, November 12, 2024**. The meeting adjourned at 4:39 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Lori Banales

Alta California Regional Center
Finance Committee Meeting
Tuesday, November 12, 2024
Minutes

Present:

Tom Hopkins
Kelly Pennington

Absent: (* excused)

Anwar Safvi*, Chair
Johnny Deng*

Board Members:

Carmen Aguilar
Jackie Armstrong
Garrett Broadbent
Amy Lampe
Steven Sanchez

Staff:

Lori Banales, Executive Director
Iqbal Ahmad, Chief Operating Officer
Jennifer Bloom, Director of Client Services
John Decker, Director of Community Services
Michelle Duchene, Community Services & Supports Manager
Camelia Houston, Director of Intake & Clinical Services
Mechelle Johnson, Director of Client Services
Lisa West, Executive Secretary

Visitors:

Steve Andrews
Maureen Fitzgerald
Karen Young

The Finance Committee met on Tuesday, November 12, 2024, at 4:05 p.m. to discuss the Monthly Financial Report.

Without objection, Kelly Pennington made the motion to adopt the Finance Committee meeting minutes of October 15, 2024, as submitted.

1. ***Monthly Financial Report***

Issue: The monthly financial report is reviewed by the Finance Committee prior to presentation to the Board.

Discussion and Action: The September 30, 2024 financial report indicates that with three months or 25% of the fiscal year (FY) elapsed, ACRC has expended 21.8% of Purchase of Services (POS) and 20.7% of Operations (OPS).

Mr. Ahmad noted that with the service provider rate increase and operational expenditures, ACRC will likely utilize the full POS and OPS budgets for the current FY. The Department of Developmental Services (DDS) will be transitioning service providers who have a daily rate to an hourly rate over the course of the calendar year. The last 25% service provider increase will take effect January 1, 2025.

Without objection, Kelly Pennington made the motion to recommend to the full Board the acceptance of the monthly financial report as submitted.

- Mr. Ahmad noted that ACRC will be seeking the Board's approval at the November 21st Board meeting for an OPS Contract for our agency's copiers for the new site starting in March 2025. ACRC's Facilities Department has secured an advantageous offer which will save the agency money over the next five years. Information will be included in the Board packets.

The next Finance Committee meeting is scheduled for **Monday, January 13, 2025**. The meeting adjourned at 4:15 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Lori Banales

Alta California Regional Center
Finance Committee Meeting
Tuesday, October 15, 2024
Minutes

Present:

Anwar Safvi, Chair
Tom Hopkins
Dan Lake
Kelly Pennington

Board Members:

Carmen Aguilar
Jackie Armstrong
Amy Lampe

Visitors:

Steve Andrews
Maureen Fitzgerald
Yasmin Herrera-Vilchez

Absent: (* excused)

Johnny Deng*

Staff:

Lori Banales, Executive Director
Iqbal Ahmad, Chief Operating Officer
Jennifer Bloom, Director of Client Services
John Decker, Director of Community Services
Mechelle Johnson, Director of Client Services
Faye Tait, Associate Client Services Director
Lisa West, Executive Secretary

The Finance Committee met on Tuesday, October 15, 2024, at 4:05 p.m. to discuss the Monthly Financial Report.

Without objection, Anwar Safvi made the motion to adopt the Finance Committee meeting minutes of September 9, 2024, as submitted.

1. ***Monthly Financial Report***

Issue: The monthly financial report is reviewed by the Finance Committee prior to presentation to the Board.

Discussion and Action: The August 31, 2024 financial report indicates that with two months or 16.7% of the fiscal year (FY) elapsed, ACRC has expended 14.2% of Purchase of Services (POS) and 14.6% of Operations (OPS).

In a recent meeting, the Department of Developmental Services (DDS) shared that they updated all of the service provider's benchmark rates to accommodate for wage growth due to the increase in California's minimum wage. These updated rates are effective retroactively to July 1, 2024. Any increases received separately for minimum wage or sick leave should be added on after the calculation of the updated benchmark rate. Mr. Ahmad noted that ACRC still has a \$20 million buffer, and this extra payment will be advantageous to service providers.

Without objection, Dan Lake made the motion to recommend to the full Board the acceptance of the monthly financial report as submitted.

The next Finance Committee meeting is scheduled for **Tuesday, November 12, 2024**. The meeting adjourned at 4:11 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Lori Banales

Alta California Regional Center
Provider Advisory Committee Meeting
Thursday, October 10, 2024
Minutes

Present:

Lindsey Dyba, Futures Explored,
Inc., Chair
Garrett Broadbent, Creative
Living Options, Co-Chair &
Design. Dir.
James Astorga, F&A Astorga
Care Home
Janet Brandon, A.I.M. &
Associates
Eric Ciampa, UCP of Sacramento
Andrea Croom, InAlliance
Bonnie Douglas, Turning Point
Jacquie Foss, STEP
Kate Halecky, Southside
Unlimited
Joe Jaquez, EGACTION
Christa McClure, Tri-County
Respite Care Service
Laleh Sharpe, Maxim Healthcare
Services
Yvonne Soto, DDSO
Carole Watilo, Progressive
Employment

Absent: (* excused)

Michelle Ramirez*, On My Own
Antonio Ranit, Antelope Hills
Manor

Visitors

Stephanie Berberich
Mirela Bere
Lisa Cappellari
Michael Hayes
Yasmin Herrera-Vilchez
Melissa Hix

Erica Horn
Dawn Horwath
Jenny Jones
Jay Kolvoord
Leticia Leon
Susana Magana
Jen Roney
Rennie Saltzman
Jasmine Vollenweider
Michelle Wild

Staff:

Lori Banales, Executive Director
Iqbal Ahmad, Chief Operating
Officer
Michelle Duchene, Community
Services & Supports Manager
Jordan Eller, Specialized Services
Manager
Hubert Enriquez, Emergency
Response Coordinator
Camelia Houston, Director of Intake &
Clinical Services
Mechelle Johnson, Director of Client
Services
Michael Mercado, Community
Services Specialist
Carly Moorman, Client Employment
Specialist
Helen Neri, Community Services &
Supports Manager
Jason Scantlebury, LEAD Community
Services Specialist
Norma Vidaurreta, LEAD Community
Services Specialist
Lisa West, Executive Secretary

The Provider Advisory Committee (PAC) met on Thursday, October 10, 2024, at 9:31 a.m. to discuss: 1) Disaster Communication Cards; 2) Board Update

3) Executive Director's Report; 4) ACRC Vendor Forum Representative Updates; and 5) Announcements/Comments. All present provided self-introductions.

Without objection, Garrett Broadbent made the motion to approve the Provider Advisory Committee meeting minutes of July 11, 2024, as submitted.

**agenda was revised due to time*

1. **Disaster Communication Cards**

- Hubert Enriquez, ACRC's Emergency Response Coordinator, and Michael Mercado, ACRC's Community Services Specialist, shared the disaster communications cards that were developed to assist clients in communicating with shelter staff, first responders, etc. The hope is that these cards will assist individuals who may not be able to verbally communicate their needs in the event of an emergency.
 - Feedback was gathered from ACRC's Client Advisory Committee (CAC).
 - Suggestion was made to have a deaf client review them, since there are many icons on these cards, and deaf clients are used to signing.
 - Mr. Enriquez clarified that these cards should not take the place of interpreters in an emergency situation.
 - Suggestion was made to share these cards with the Office of Emergency Services (OES).
 - These cards have been translated into several different languages and will be posted on ACRC's website, both on the Deaf and Hard of Hearing Information page and the Emergency Preparedness page – they will be downloadable as a pdf.
- ACRC plans to host workshops where clients can come into the office and fill out their own cards.

2. **Board Report**

- Mr. Broadbent expressed appreciation to ACRC for their hard work and assistance with AB 3291.
- ACRC's Board of Directors held their annual retreat in Auburn. Tony Anderson, Associate Director of the Association of Regional Center Agencies (ARCA), shared the advocacy efforts in the early 1960's.
- During the Board meeting, a father shared his son's story in the Self-Determination Program (SDP). ACRC staff also provided a presentation on SDP.
- ACRC's budget for the 2024-25 fiscal year (FY) is nearly \$900 million, which includes the provider rate increase that goes into effect on January 1, 2025.

3. **Executive Director's Report**

- Ms. Banales shared that ACRC will be moving our Sacramento office to Natomas in March 2025. We now have 750 staff, and our Sacramento office is ever expanding. If ACRC were to stay at the Harvard site, we would soon have to lease space from the adjacent building.
 - At the Centene site, ACRC will occupy one and a half floors in the south building, with a lobby on the first floor. The building is located between Arena Blvd. and Del Paso Blvd. off I-5.
 - She has already had discussions with county supervisors and SacRT regarding transportation options for clients/families.
 - Ms. Banales noted that the building has a coffee shop and a large cafeteria, where she sees great opportunities for competitive integrated employment (CIE).
- Ms. Duchene shared a presentation entitled "Updates: Rate Reform, Quality Incentive Program (QIP) & Provider Directory, and DSP Internship Overview", which will be emailed to those in attendance.
 - Information for the January 2025 rate reform implementation is being released in a series of directives over the coming month.
 - The Quality Incentive Program (QIP) Directive was released on September 23, 2024, and outlines the steps service providers need to take in order to earn the quality incentive portion of the reimbursement rate from January 1, 2025 through June 30, 2026. The Department of Developmental Services (DDS) will provide regional centers with guidance on how to issue these payments.
 - The Provider Directory is expected to launch the week of October 21st.
 - The Direct Service Professionals (DSP) Internship Program is a paid, three-month, on-the-job training program that provides individualized, entry-level training and practical work experience for people interested in becoming a DSP.
 - ACRC is currently in Step 1 – Service Providers must contact their regional center's designated DSP Internship email address (DSPInternship@altaregional.org).
 - Mr. Broadbent's, Ms. Ramirez's and Mr. Ciampa's agencies participated in the pilot of this program.
 - Creative Living Options found that this program took a lot of coordination for location and personalities. They have hired one and a half people.
 - UCP had to develop their own procedures for working with interns. They made offers to two people; one hire was successful.
- Yesterday, Ms. Moorman attended PRIDE's second annual "I AM ABLE Disability Job Fair" at the SAFE Credit Union Convention Center. There were over 40 employers seeking applicants and the event was well attended. ACRC has asked PRIDE to share its data once it's compiled.

- The DSP Collaborative has launched its social media platforms. Ms. Moorman is currently interviewing DSPs to highlight. The group also added searchable tabs to the DSP website.
 - Any service provider that has loaded their information onto the website will need to go in and update their profile to add the searchable tabs. An email will be sent out next week with directions.
- Ms. Eller noted that ACRC has learned about a sexual assault training that is available to service providers who support clients who are victims. VALOR was awarded a grant through the Office on Violence Against Women (OVW), who partnered with the Arc, and developed this training specific to survivors.
 - Priscilla Klassen, Project Coordinator Valor, will be invited to an upcoming "Coffee with Community Services" so that she can share more information on this topic.
- On July 31st, DDS issued a Directive that requires all regional centers to have a Board approved Delegated Conservatorship Policy in place by November 28th. Ms. Johnson shared that this policy separates the Service Coordinator's (SC's) job and the delegated conservatorship role, therefore reducing the conflict of interest.
 - This policy is for those clients that are DDS conserved.
 - The draft policy is posted on ACRC's website and will also be emailed out to PAC members – input is welcome.

4. ***ACRC Vendor Forum Representative Updates***

- Community Care Licensing (CCL) Regulations Discussion
 - Because there has been conflicting information about this, Ms. Duchene will forward the presentation that was shared at the recent Adult Day & Employment vendor forum to Ms. West for distribution.
 - Ms. Dyba will invite Stephenie Doub, CCL's Regional Manager, Sacramento South Regional Office, to the November PAC meeting to discuss this issue further.
- The Adult Day & Employment vendor forum was held on September 3rd.
 - The group discussed Special Incident Reports (SIRs) and the difference between special and shared incidents.
 - They reviewed online services for day programs.
 - The group received a presentation on Deaf and Hard of Hearing Resources.
 - Ms. Doub, with CCL, attended the vendor forum and shared that if a service provider is serving a client that requires care and supervision, then the site needs to be licensed.
 - Some providers have an addendum in place that states that as long as the client has an aide, who can provide the care and supervision, and the aide is not employed by the provider, then having that client attend the day program is allowed.

- The group was given an update on Home and Community-Based Services (HCBS).
- They were given a Quality Assurance & Compliance Unit summary.
- The group discussed Coordinated Career Pathways
- The Residential vendor forum was held on September 17th.
 - Ms. Vidaurreta shared information about the Health and Safety Waiver.
 - The group was given an update on HCBS, the Quality Assurance & Compliance Unit summary, and the Deaf and Hard of Hearing Resources presentation.
 - They discussed Service Code 109 Program Design addendums and the Service Provider Directory.
- The ILS vendor forum is scheduled for October 15th, from 10 to 11 a.m.

5. ***Announcements/Comments***

- Due to time constraints, Ms. Dyba asked that "PAC Committee Reports" be shared via email.
- Today is Ms. Foss' last PAC meeting as a member, although she will continue to attend when she is available. She joined the PAC in 1996.
- Ms. Foss met with DDS to discuss the ratio/wage issue for Independent Living Services (ILS) and respite.
 - Mr. Ciampa also has a meeting with the department on Monday.
- Ms. Johnson shared that ACRC is holding a virtual Supported Decision-Making (SDM) Community Training on Tuesday, October 15th, from 1 to 2:30 p.m. Information is posted on our agency's website.
- Please send any suggested agenda items to Ms. Dyba for the November meeting.

The next PAC meeting is scheduled for **Thursday, November 14, 2024**. The meeting adjourned at 11:27 a.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Lori Banales

2025 BOARD OF DIRECTORS TRAINING PLAN

Regional Center: Alta California Regional Center

INSTRUCTIONS: Regional center shall annually submit to the Department by December 15th, a proposed comprehensive Board of Directors' training plan for the next calendar year. Complete all required information for the required training topics as listed. Rows may be added to include additional training topics.

Date	Training Topic	Frequency	Length of Training	Name, Affiliation and Qualifications of Individual or Entity Providing Training
	Review of Board Governance (i.e., board members' role and responsibilities)	Annually		
	Conflict of Interest	Annually		
	Whistleblower Policies (i.e., State and regional center)	Annually		
	Board members' role in implementing Whistleblower Policies	Annually		
	Linguistic and Cultural Competency	Annually		
	Board's Financial Responsibilities			

This Board of Directors Training Plan was reviewed by (right click in signature box and select sign):

X _____
Executive Director

X _____
Board President



ACRC Policy

Delegated Conservatorship

Introduction

Alta California Regional Center (ACRC) values the health, safety and wellbeing of individuals with developmental disabilities, and we are committed to upholding the rights, dignity and autonomy of all individuals, including those who are conserved by the Director of the Department of Developmental Services (DDS) (“DDS-conserved clients”).

Legal Background

Conservatorship of individuals with developmental disabilities by DDS is authorized by California Health and Safety (H&S) Code Section 416. Pursuant to H&S Code section 416.19, when DDS is appointed conservator of an individual with a developmental disability, DDS delegates the day-to-day conservatorship authority to the regional center that is serving the conservatee. This is known as “delegated conservatorship.”

Purpose

This policy is intended to provide ACRC board members, employees, individuals served and their families, community partners, and members of the broader community information about how ACRC will mitigate conflicts of interest that may arise when ACRC is the designee for a client to whom it is also providing service coordination, and the steps any client or their legal representative can take to request assistance if they are dissatisfied with ACRC’s performance in carrying out its responsibilities as designee.

Mitigating Potential Conflicts of Interest

To mitigate potential conflicts of interest when ACRC is the designee for a client to whom it is also providing service coordination, ACRC has instituted a separation between its service coordination functions for the client and the delegated conservator responsibilities.

- The day-to-day conservatorship duties shall be carried out by the **Legal Services Specialist** and overseen by ACRC's **Legal Services Manager**.
- The client's assigned ACRC Service Coordinator will be responsible for service coordination only. None of the day-to-day conservatorship duties may be taken by the client's assigned ACRC Service Coordinator, or any co-worker in their case management unit, or by the Client Services Manager supervising the employees in that unit.
- ACRC will present this policy to conservatees on an annual basis.

Designee Responsibilities

Legal Service Specialist, under the direction and supervision of the Legal Services Manager, shall:

- Meet with the conservatee in person at a minimum quarterly (This is separate from any quarterly review meeting that the conservatee's assigned ACRC Service Coordinator may be required to hold with the conservatee.)
- Support the conservatee's participation at all IPP meetings and any other meetings, as requested by the conservatee.
- Attend all IPP meetings and consider, at each, if there are services and/or natural supports that will assist the conservatee in becoming more independent, increasing their decision-making abilities, or exploring alternatives to conservatorship. Maximize the conservatee's autonomy and support the conservatee in making their own decisions.
- Make decisions on behalf of the conservatee only: (1) when necessary; (2) after considering the conservatee's wishes and desires; (3) after discussion with the conservatee's planning team) and (4) only in areas in which the court has granted the conservatorship powers.
- Timely inform the conservatee about all decisions the Legal Services Specialist makes on their behalf,
- Complete DDS's monthly reporting tool to report any changes which impact the conservatee's health, safety or well-being, and changes to their services or service needs.
- Complete and provide to DDS the required biennial comprehensive person-centered assessment of the conservatee's needs, including the need for conservatorship, alternative decision-making options, services needed to increase the conservatee's decision-making abilities, and any proposed changes to the conservatorship powers.
- Monitor and timely address with the appropriate ACRC staff or individuals outside ACRC any concerns about the conservatee's health, safety and well-being, violations of their rights, their satisfaction with their current services and living arrangement, and their need for additional or different services. Legal Services Specialist shall also support the conservatee in raising any concerns they may have.

- Assist the conservatee in resolving any concerns they may have about the conservatorship or their regional center services by informing them of the process to request assistance from the Department and/or referring them to other resources who may be able to assist them.

Participate in all necessary conservatorship hearings related to ACRC delegate conservatorships and arrange for the attendance of the conservatee whenever necessary.

Qualifications and Training of the Legal Services Specialist:

At minimum, the Legal Services Specialist will have a Bachelor's degree in any field, a social, behavioral, or life science, or special education, five years of experience working with people with developmental disabilities, and three years of experience in rights assurance, or legal or regulatory compliance.

The Legal Services Specialist will be required to receive additional training including, but not limited, on the following topics:

- Probate and LPS Conservatorship
- Alternatives to Conservatorship Including Supported Decision Making
- DDS Conservatorship Nomination Process
- Regional Center Clients' Rights
- Coordinated Future Planning
- Person-Centered Planning Facilitation Skills
- Training(s) facilitated by DDS for Individuals under DDS Conservatorship

Process for Requesting Assistance from DDS:

A conservatee or their legal representative who is dissatisfied with a regional center's performance in carrying out its delegated conservatorship responsibilities may request assistance from the DDS in resolving their concerns through:

- DDS's Ombudsperson at: Ombudsperson@dds.ca.gov
or (877) 658-9731
- DDS's Conservatorship Liaison Office at: ddsconservatorship@dds.ca.gov
or (833) 421-0061

Note: The legal representative of a delegate conservatee is the Legal Services Specialist or any licensed attorney retained to represent the conservatee.

**Alta California Regional Center
RESOURCE DEVELOPMENT POLICY**

Board Approved: November 18, 2010
Effective Date: January 1, 2011
Revised/Board Approved: March 28, 2013
Effective Date: April 1, 2013
Revised/Board Approved: November 18, 2021
Effective Date: November 18, 2021
Revised/Board Approved: *
Effective Date: January 1, 2025

Alta California Regional Center (ACRC) desires to develop resources to serve its clients. All funds utilized for the development or start-up of services and supports must be necessary for the establishment of new resources for the direct benefit of ACRC clients.

ACRC seeks to reach industry standards and best practices related to insurance coverage policies to protect the vendors' interests; as well as the interests of ACRC and the individuals ACRC serves. In order to transact business with ACRC, vendors must satisfy the insurance requirements noted in ACRC's **Vendor Insurance Requirement Listing** and provide verification of coverage. Each vendor shall, at its own expense, carry and maintain the required minimum insurance to fully protect both the vendor and ACRC from all liability, losses, claims, demands, damages, judgements, legal expenses, and/or costs of any nature for arising out of the performance of vendor's ongoing operations.

It is the policy of ACRC to require a Request for Proposal (RFP) for all development of resources* with an estimated annual expenditure in excess of \$250,000 as well as for any project where Start-Up Funds will be provided by ACRC. ACRC may also require an RFP for resource development where the estimated annual expenditure is less than \$250,000 if, in the discretion of the Executive Director or designee, determine that the use of an RFP will result in the creation of better resources for clients.

ACRC may use POS funds as Start-Up for developing new community resources to protect the clients' health and safety or because of other extraordinary circumstances, and the Department of Developmental Services (DDS) has granted prior written authorization.

All start-up funds shall be supported by a contract that shall include, but is not limited to the following:

- sufficient detail and measurable performance expectations and results
- disbursement requirements
- maintenance of accounting records
- language on a fair and equitable recovery of start-up funds should the provider cease to provide services to clients within a specified period of time

ACRC will issue Requests for Proposal (RFP) based upon the need for services and supports as assessed by the Regional Center. The RFPs will:

- be posted on the website
- provide instructions for the process, including timelines, submissions, evaluation, and selection
- specifications for the disbursement of start-up monies
- instructions to the provider to maintain accounting and other records to document the use of these monies

* Community Resource Development Plan (CRDP) – Multi-Family Housing development proposals

- No RFP will be required when start-up funding for multi-family housing development is available through the CRDP.
 - Pursuant to California Welfare and Institutions Code Sections 4418.25 and 4679, regional center requests to DDS for CRDP multi-family housing funding must result from a need identified by the CRDP stakeholder process. Awards for multi-family housing development proposals may only be for those entities identified in ACRC’s CRDP request to DDS and approved by DDS.
- Prior to submission to DDS, the proposed multi-family housing development will be presented to the board of directors for their review.

Exceptions to the policy:

Exceptions must be approved by the Executive Director and will only be granted in extraordinary circumstances and must be in accordance with all applicable laws and regulations.

Enclosure: ACRC’s Vendor Insurance Requirement Listing

Alta California's Regional Center's Vendor Insurance Requirement Listing

Coverage	Requirement	Details/Values
General Liability	Each Occurrence	\$1,000,000
	General Aggregate Limit	\$3,000,000
	<i>*Should not have any limitations to abuse/molestation/harassment/malpractice</i>	
Auto Liability	Combined single limit	\$1,000,000
Professional Liability	Each Occurrence	\$1,000,000
	General Aggregate Limit	\$3,000,000
	<i>*Should not have any limitations to abuse/molestation/harassment/malpractice</i>	
Workers Compensation & Employers Liability	Each Occurrence	\$1,000,000
	Each Employee Limit	\$1,000,000

Other Certificate of Insurance (COI) Requirements:	
Additional Insured Entities noted on policy:	Alta California Regional Center
Please send Insurance Certificates to:	<p>Mailing Address: Alta California Regional Center ATTN: Community Services Department 2241 Harvard Street, Suite 100 Sacramento, CA 95815</p> <p>Email: providers@altaregional.org</p>

Covering Service Codes:

8, 15, 17, 25, 28, 34, 48, 55, 56, 58, 62, 63, 72, 73, 74, 77, 83, 90, 91, 93, 94, 96, 101, 102, 103, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 315, 316, 317, 475, 490, 491, 505, 510, 515, 520, 525, 605, 610, 612, 613, 615, 616, 620, 625, 630, 635, 645, 650, 670, 672, 674, 676, 678, 680, 691, 692, 693, 694, 702, 710, 715, 720, 741, 742, 743, 744, 745, 750, 765, 775, 780, 785, 790, 793, 800, 805, 810, 850, 851, 854, 855, 856, 858, 860, 862, 868, 869, 875, 880, 882, 883, 885, 890, 894, 896, 904, 905, 910, 915, 920, 925, 930, 935, 940, 950, 952, 954.

Alta California's Regional Center's Vendor Insurance Requirement Listing - 895

Coverage	Requirement	Details/Values
General Liability	Each Occurrence General Aggregate Limit <i>*Should not have any limitations to abuse/molestation/harassment/malpractice</i>	\$3,000,000 \$5,000,000
Auto Liability	Combined single limit	\$5,000,000
Professional Liability	Each Occurrence General Aggregate Limit <i>*Should not have any limitations to abuse/molestation/harassment/malpractice</i>	\$3,000,000 \$5,000,000
Workers Compensation & Employers Liability	Each Occurrence Each Employee Limit	\$1,000,000 \$1,000,000

Other Certificate of Insurance (COI) Requirements:	
Additional Insured Entities noted on policy:	Alta California Regional Center
Please send Insurance Certificates to:	<p>Mailing Address: Alta California Regional Center ATTN: Community Services Department 2241 Harvard Street, Suite 100 Sacramento, CA 95815</p> <p>Email: providers@altaregional.org</p>

**Alta California Regional Center
Financial Report 2024-25 Fiscal Year
September 30, 2024**

PURPOSE: Review of monthly financial report by service category and contract allocation to ensure expenditures are inline with expectations and projections.
REQUESTED ACTION: Motion to Accept by Finance Comm/Full BODs (Motion/Second/Commit to Accept) - The Board formally accepts the monthly financial report as submitted.

Percent of Year Elapsed:	25.0%
Percent of POS Expended	21.8%
Percent of OPS Expended	20.7%

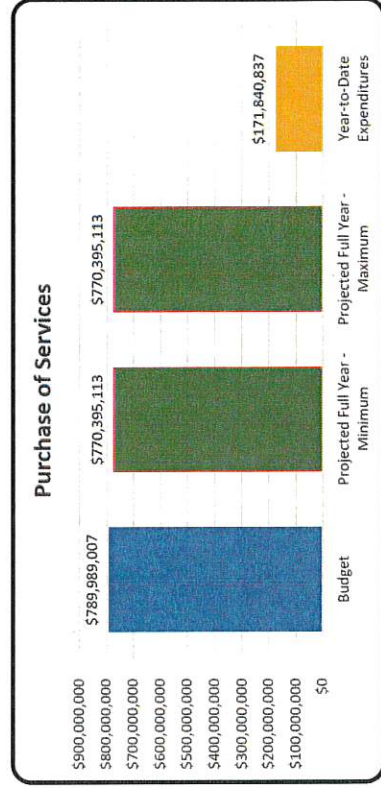
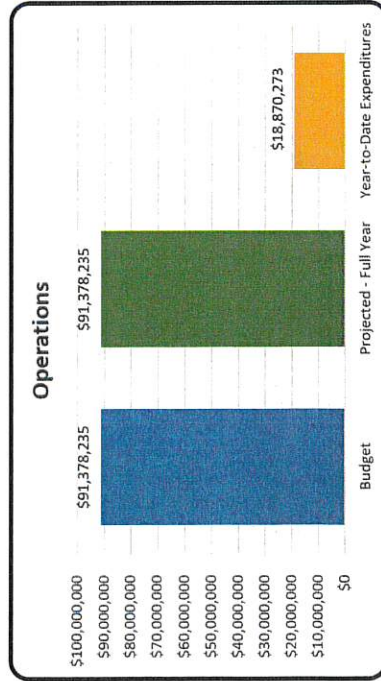
Purchase of Services (POS)	Current Month	Year-to-Date	Projected Expenditures		Actual YTD + Projected		Surplus (Unallocated)	
			Oct-Jun Minimum	Oct-Jun Maximum	Minimum	Maximum	Minimum	Maximum
Out of Home	\$17,485,177	\$52,173,360						
Day Programs	\$7,923,787	\$23,471,056						
Transportation	\$5,393,011	\$15,658,185						
Respite	\$6,884,972	\$13,265,152						
Behavior Intervention	\$89,702	\$286,110						
Community Integration Training	\$4,537,840	\$13,723,225						
Supported Living Services	\$10,040,811	\$32,152,881						
Other Services	\$7,274,056	\$20,692,814						
Total POS	\$59,629,356	\$171,422,783	\$528,577,217	\$598,577,217	\$770,000,000	\$770,000,000	\$19,593,894	\$19,593,894
Comm. Placement Plan (CPP)	(\$89,718)	\$418,054	(\$22,941)	(\$22,941)	\$395,113	\$395,113	\$0	\$0
Total POS & CPP	\$59,539,637	\$171,840,837	\$528,554,276	\$598,554,276	\$770,395,113	\$770,395,113	\$19,593,894	\$19,593,894
Operations (OPS)	Current Month	Year-to-Date	Projected Oct-Jun	Actual YTD + Projected				
Salary & Benefits	\$5,065,809	\$16,089,574						
Equipment	\$13,565	\$71,758						
Facility Rent and Maintenance	\$324,974	\$1,291,722						
Communication	\$53,133	\$152,301						
Insurance	\$0	\$680,946						
Information Technology	\$48,050	\$166,034						
Legal Fees	\$8,488	\$33,165						
Board Expenses	\$4,036	\$4,736						
Accounting Fees	\$0	\$0						
Professional Services	\$61,598	\$228,277						
Staff Mileage	\$56,891	\$160,757						
ARCA Dues	\$0	\$138,107						
General Expenses	\$20,770	\$72,698						
Other Income	(\$3,484)	(\$12,395)						
Interest Income	(\$92,093)	(\$207,407)						
Total OPS	\$ 5,561,735	\$ 18,870,273	\$72,507,962	\$91,378,235				
Grand Total	\$ 65,101,372	\$ 190,711,111						

**Alta California Regional Center
Financial Report 2024-25 Fiscal Year
September 30, 2024**

Budget/Allocation Detail:		OPS	POS	CPP	Total
Preliminary Allocation	\$55,314,886	\$614,599,267			\$669,914,153
1st amendment	\$36,063,349	\$174,994,627	\$395,113		\$211,453,089
2nd amendment					\$0
3rd amendment					\$0
4th amendment					\$0
Total Allocation	\$91,378,235	\$789,593,894	\$395,113		\$881,367,242

Notes:

This report represents payments made through September 30, 2024, or 3 months of the 2024-25 fiscal year. Purchase of Service (POS) expenditures were approx \$59.5 million and Operations (OPS) expenditures were approx \$5.5 million for the month. The allocation is reflected through the A-1 Allocation and represents 97%-99% of the fiscal year funding, the remaining anticipated amounts in further allocations will be mainly in restricted programs or rent allocations. Through the A-1 allocation, our budget reflects our partial approved rent allocation, caseload growth, specialized caseload funding, partial CCP/CRDP funding, funding to support the rate reform implementation, special policy positions, SDP outreach, and Cultural competency focus among other continuing items from previous year. We have set a strong hiring plan for new positions along with targeted funding of our unfunded liabilities, based on an expectation of what our allocation will be. Rising inflation has been in the headlines and we are actively managing our inventory of equipment and also supplies to address any impacts from future supply issues and cost impact; however, inflation has started to taper from a growth perspective, we continue to monitor this. Some key ongoing and support costs will be related to our new case management system and related technological transitions, our new Sacramento headquarters relocation, and rising salaries as more than half staff have growth in their salary scales. We also have consciousness on the current LAO budget projections and anticipation of a budget deficit and are taking measures to ensure we are ready for any adjustments on our end. The current presentation is mainly to show projected expenses and our total allocation through the A1. Much of the new funding is for reduced caseloads in ages 0 to 5 years old. In POS, we project a total budget of approx \$750 million dollars. The main component of POS funding are the provider rate increases that were implemented on April 1, 2022 and will have the last phase implemented in January 2025, this will be the last 25% to the rate model inclusive of the 10% incentive. The burns rate study was also updated to implement Statewide legislative minimum wage increases effective July 2024 that will impact the POS budget. The OPS budget does have expenses that are set to incur later, such as the key costs mentioned along with our audit fees. Overall the CY budget appears healthy for our Regional Center with the economic uncertainty due to weak economic trends, monetary tightening and State budget deficit.



Indicates Budget Amount

Indicates Projected Expenditures are less than or equal to budget

Indicates Year-to-Date Expenditures

Indicates Projected Expenditures are greater than the budget

OPS Contract – Copiers

	Current Monthly Cost	New Monthly Cost
Copiers/Machines	12,113	5,800
Number of Copiers/Scanners	38	25
Avg Monthly Cost Per Device	319	232
Annual Savings	75,760	
5 year term		
Full Service		
No Implementation Costs		
All offices		
Eff Date - Feb 1 or March 1		