

Alta California Regional Center
Board of Directors Meeting
Thursday, September 26, 2024 – **3:00 P.M.**
Auburn Masonic Hall
956½ Lincoln Way, Auburn 95603
[Registration Link](#)

AGENDA



Call to Order



Introductions – Reading of ACRC’s Mission & Vision



Meeting Our Mission



Training – Self-Determination Program (SDP)



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 7/25/24 [Tab 1]

c. Committee Minutes

1. Board Development [Tab 2]

- Approve Steven Sanchez’s Term of Office

2. CAC [Tab 3]

3. Executive [Tab 4]

- Jackie Armstrong’s COI Mitigation Plan [Tab 5]

4. Finance [Tab 6]



New Business

► a. Finance Committee

1. Monthly Financial Report [Tab 7]

2. Authorize Line of Credit

- b. Committee Updates
 - 1. CAC
 - 2. PAC
- c. President's Report – Dan Lake, President
- d. Executive Director's Report – Lori Banales, Executive Director
- e. ARCA-CAC Report – Amy Lampe, ARCA-CAC Rep.
- f. 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, November 21, 2024 @ 4 p.m.

Alta California Regional Center
Board of Directors Meeting
Thursday, July 25, 2024
Minutes

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

Absent (* excused): Carmen Aguilar*, Steven Sanchez*

Staff: Lori Banales, Iqbal Ahmad, Jennifer Bloom, Thalia Castro-Vega, John Decker, Michelle Duchene, Mechelle Johnson, Tiffany Nunez, Anne Shayler, Faye Tait, Loril Tochterman, Barbara van Ingen, Lisa West

Facilitators: Amy Fulk

Visitors: Steve Andrews, Jaclyn Balanay, Henry Calanchini, Fumiko Calanchini, Nina Calanchini, Eric Ciampa, Tony Duplan, Maureen Fitzgerald, Lisa-Anne Morrison

1. **Call to Order – Reading of ACRC’s Mission & Vision** – The Board of Directors met at 4:00 p.m. on Thursday, July 25, 2024. Mr. Safvi read aloud ACRC’s Mission and Vision.
2. **Meeting Our Mission**
 - ◆ Ms. Banales noted that we recently added “Meeting Our Mission” to the Board meeting agenda to highlight all of the good work that the regional center does for clients and families.
 - ◆ Mr. and Mrs. Calanchini shared that their daughter, Nina, has been a client of ACRC since infancy. Tiffany Nunez, Nina’s Service Coordinator (SC), recently shared that ACRC could fund the social recreation services that Nina was already participating in (horseback riding, gymnastics, etc.). Additionally, Mr. and Mrs. Calanchini are happy to report that Nina will be attending a weeklong, overnight camp in August, and she is excited about it. Ms. Nunez also provided them with information about advocacy resources when they were denied speech therapy by their insurance company. They expressed appreciation to ACRC for making a difference in client’s and family’s lives. They are happy to report that Nina’s confidence level has increased.
 - ◆ Ms. Nunez is also a parent of an ACRC client. She shared that at the time ACRC staff met her son, he was non-verbal and still in diapers. Her son now participates in many community activities and is getting ready to transition to a regular classroom. As a parent, there are so many different aspects to caring for a child with special needs. To have people that understand that and support you is the reason that she is here today.

3. Community Comments/Announcements

- ◆ No comments/announcements were shared.

4. Consent Agenda – By consensus, the following consent agenda items were approved: a) excused absences of Carmen Aguilar and Steven Sanchez; b) regular session Board meeting minutes of June 27, 2024, and May 23, 2024; and c) Board Development Committee (BDC), Client Advisory Committee (CAC), Executive Committee, Finance Committee and Provider Advisory Committee (PAC) minutes.

5. New Business

◆ *Transportation Update*

- Ms. Banales shared that ACRC brought R&D Transportation on as transportation broker to assist with our agency's transportation needs.
- Mr. Decker noted that Title 17 states that a regional center shall classify a vendor as a transportation broker (Service Code 883) if the vendor:
 - Is not the transportation service provider; and
 - Develops routing and time schedules for the transport of consumers to and from their day program;
 - In addition to performing the duties specified above, a transportation broker may:
 - Conduct monitoring and quality assurance activities; and/or
 - Perform safety reviews; and/or
 - Assist the regional center in implementing contracted transportation services.
- In October 2023, ACRC entered into a contract with R&D Transportation. At that time, ACRC had an unmet needs number of 423 individuals seeking transportation services. As of June 2024, that number has gone down to 190. Mr. Decker explained that they are not the same individuals as October 2023. This is an ever-changing group of individuals; as needs are met, new requests are submitted.
- Additionally, R&D Transportation has been assisting ACRC with the final portion of vendorizing new transportation providers. From October 2023 to June 2024, ACRC went from having 36 transportation service providers to 59.
- ACRC is aware that some clients are in the vehicles for extended periods of time based on the routes. This is something that we are working to remedy.
 - We will continue to provide the Board with updates regarding R&D Transportation.
 - If clients/families have issues with transportation, they should contact their SC for assistance. ACRC is able to fund an aide on the transportation route if the SC determines that it is an unmet need.

◆ *Finance Committee*

Issue: Monthly Financial Update

Discussion and Action: ACRC received our cash advance from the Department of Developmental Services (DDS) on July 17th. This is the fourth year that the agency did not have to utilize our line of credit with U.S. Bank.

Mr. Ahmad should be able to provide the Board with projections for the 2024-25 fiscal year (FY) at the September Finance Committee meeting.

Paul Stroub, with Devant Certified Public Accountants (CPAs), is gearing up to conduct our independent audit report.

• **Information only.**

◆ *Committee Updates*

• CAC

- Mr. Hopkins shared that the CAC met on June 11th and July 9th.
 - At the June meeting, Amanda Parker was nominated for CAC membership. The group also provided additional input on the emergency preparedness communication cards.
 - At the July meeting, Ms. Banales shared highlights of the signed budget for the 2024-25 FY. Shamir Griffin, ACRC's Cultural Diversity Specialist, shared a presentation about diversity and inclusion.

• PAC

- Mr. Broadbent shared that the PAC met on June 13th and July 11th.
 - Back in June, Ms. Bloom shared an update on social recreation services with the committee. There was also a discussion about transportation, from the service providers' perspective; when the broker is working out the route, they do not know the clients and may benefit from learning more with open communication between providers and the broker.
 - The committee is following several bills:
 - AB 3291 (Committee on Human Services) – this bill is aligned with the Coordinated Future Planning initiative.
 - AB 2423 (Mathis) – this bill would require DDS to review and update the rate models every two years.

The hope is that the state could then use this information to make informed decisions.

- The PAC's Vendor Relations Committee is working with ACRC staff about the delay in some providers receiving copies of Purchase of Services (POS).
- The PAC's Communication & Outreach Committee created a Gaggle group, a Listserv, which will allow for broad communication between vendors.
- At the July meeting, Michelle Ramirez, with On My Own, gave a presentation about a newly developed roommate matching app. With grant funding, and feedback from various community partners, On My Own is launching an app now, which will match clients within their own community.
- A newer provider advocacy group, the Capitol Coalition, coordinated the "Mayday Mayday Don't Delay" rally. Members believe that this assisted the legislature in making the decision to only delay the final rate increase by six months instead of a year. The group is moving towards holding a hand out and having positive experiences; not just when there are issues. They will be holding a legislative breakfast in the fall.
- The California Respite Association (CRA) has been advocating for a change to respite rates, which are set below minimum wage.

◆ *President's Report*

- Mr. Lake expressed appreciation to all that are in attendance today.
- The Board's September Retreat/Training will be held in Auburn.

◆ *Executive Director's Report*

- On Wednesday afternoon, Director Nancy Bargmann announced her retirement from DDS. We remain hopeful that she has positioned the state in the right direction and the next Director will follow in her footsteps. Ms. Bargmann is a champion for the developmentally disabled community and listens to stakeholders and regional centers. September 5th will be her last day.
 - Ms. Banales will keep the Board informed as Governor Newsom appoints the next DDS Director. She expressed her own appreciation to Ms. Bargmann for the support over the years.
- ACRC staff had the pleasure of meeting with Dr. Cho and students from South Korea this past Monday. The group visited Meristem, as well.
- Ms. Banales shared the metrics on ACRC's Client and Family Survey:

- In the first quarter, we sent out nearly 8,000 surveys. For the second quarter (April 1 through June 30, 2024), 7,813 surveys were sent out and 1,024 were returned (13% return rate). Statistically, anything over 10% is a great return rate.
- Regarding the Individual Program Plan (IPP) location, in the first quarter 42% preferred virtual meetings. For the second quarter, 37% preferred virtual.
 - Effective July 1st, the trailer bill language states that clients can continue to request a virtual IPP, but they must have been seen in-person within the last 12 months. For Individual Family Service Plans (birth to three years), the child must have been seen in-person within the last six months.
 - It is important that regional centers across the state implement these guidelines similarly. As a result, the Association of Regional Center Agencies (ARCA) has created a "Standards and Practices Committee", which Ms. Banales is a member of, and the hope is for the group to standardize different processes across the 21 regional centers.
- 98% of respondents were "satisfied" or "very satisfied" with their IPP and their SC.
 - ACRC staff will follow up with those individuals who indicated they were not satisfied.
- ACRC's Roseville office had the most responses at 6%, with the least being the South Lake Tahoe office at .3%.
- Respondents' ethnicities were as follows (top 4): White = 39%, Spanish/Latin = 18%, African American = 12%, and 9% declined to specify.
- The largest group of individuals completing the survey are client's mothers, with the next group being clients themselves.
- ACRC's next Community Meeting will be held on August 7th from 11 a.m. to 12 noon. The link for this virtual meeting is posted on our website.
 - Social recreation services will be the topic of discussion.
- Ms. Banales noted that the "ACRC Quarterly Dashboard Indicators for the Quarter Ending June 30, 2024" is included in the Board packet under Tab 7.
 - We continue to track the applicants for Lanterman Intake and review our processes. When Atlas, our new case management system, comes on board, it will assist us in this endeavor. Ms. Banales is working to complete an internal assessment and is keeping DDS up to date on our efforts. The point of contention is the lack of psychologists to complete the assessments that

are needed. ACRC's Community Services Department continues to emergency vendor interested individuals as we move forward. The assessment hopefully will highlight pressure points in our system for us to address.

- The Lanterman Act Intake timeline numbers jumped significantly from the last quarter. The metrics were set at the identified 120-day timeline. We have since corrected this data point and increased the timeline in this report.
- Progress made regarding ACRC's 1:40 caseloads for children ages 5 and under, last quarter we were at 1:53, and we are currently at 1:47.
- Our agency hired 231 employees over the last six months; 43 within the last quarter. We also continue to grow our interns.
- It is an ACRC standard for SCs to complete at least 400 Title 19 units per month. Ms. Johnson explained that a Title 19 unit documents an activity in 15-minute intervals. Title 19 notes monitor SC's activities and generate federal dollars for our statewide service system. It is also important that the case record remains updated so that anyone servicing the client/family has an up-to-date record. Client Services Managers (CSMs) have the responsibility to identify any barriers and help provide SCs with the coaching and support to meet the 400 units.
- ACRC was trending lower on two-day transmissions of Special Incident Reports (SIRs) to DDS. We are reassigning additional staff to assist with this process.
 - To clarify, this is what ACRC can control. We cannot control when we are notified of an incident.
- 1,699 clients utilized social recreation services from June 2022 to June 2024.
 - 1,098 were clients ranging in age from 3 to 12 years old, with the oldest client being 80.
 - County utilization: 89 clients from El Dorado; 138 from Placer; 1,263 from Sacramento; and 174 from Yolo.
 - 1,505 clients speak English; 132 speak Spanish; and 31 speak Russian.

The majority of the clients participating in social recreation activities live with their families. Participation is growing and ACRC's Community Services Department is continually vrending new providers. More information about social recreation services will be shared at ACRC's Community Meeting on August 7th.

- Kristine Gamberg is ACRC's Individuals with Disabilities Education Act (IDEA) Specialist; we refer to her as ACRC's Education Support

Manager. She and Tara Cawthon-Argerich, ACRC's Special Education Specialist, have been holding weekly clinics where SCs can drop in to ask how they can support clients/families on their caseloads. Ms. Gamberg and Ms. Cawthon-Argerich may also attend IPP meetings.

- They are holding monthly Teams trainings for SCs on specific topics. They plan to compile all of the questions that have been brought forward and will hold a Q&A session, as well.
- They will be hosting quarterly workshops for clients and families.
 - "Turning 3" is the topic for the September 19th workshop.
 - "Understanding Special Education: The IEP Process and IEP Document" is the topic for the December 5th workshop.
 - They are working to determine topics for the March and June 2025 workshops.
- Mr. Decker shared the presentation entitled "Supporting Affordable Housing Development" that he provided at the Legislative Briefing on June 28, 2024.
- ACRC will be holding Supported Decision-Making (SDM) training from 1 to 2:30 p.m. on September 17th for clients and families, and on October 15th for community members. Ms. Johnson explained that SDM is a less restrictive option to conservatorship. More information can be found on ACRC's website.

◆ *ARCA-CAC Rep. Report*

- The group is holding an in-person meeting tomorrow at the Springhill Suites in Natomas from 11 a.m. to 12 noon.

◆ *ARCA Delegate Report*

- ARCA met in June and Officers were elected for the 2024-25 FY.
 - Ms. Pennington was elected the ARCA Delegates Chair.
- ARCA's next Board and committee meetings will be meeting in August in Costa Mesa.

6. **Closed Session** – At 5:46 p.m. the Board adjourned to closed session to discuss legal issues.

7. **Announcement of Closed Meeting Discussion** - At 5:58 p.m. the Board reconvened in open session following a closed session in which legal issues were discussed.

8. **Adjournment**

The meeting adjourned at 5:58 p.m.

Lisa West
Executive Secretary

cc: Lori Banales

Alta California Regional Center
Board Development Committee Meeting
Monday, September 9, 2024
Minutes

Present:

Kelly Pennington, Chair
Carmen Aguilar
EunMi Cho
Dan Lake
Amy Lampe

Absent: (* excused)

Jackie Armstrong*
Garrett Broadbent*
Steven Sanchez*

Board Members:

Johnny Deng
Anwar Safvi

Facilitators:

Amy Fulk

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
Camelia Houston, Director of Intake
& Clinical Services
Mechelle Johnson, Director of Client
Services
Lisa West, Executive Secretary

The Board Development Committee (BDC) met on Monday, September 9, 2024, at 4:00 p.m. to discuss Board Member's Term of Office.

**Ms. Pennington shared that the ARCA Academy Training for Board members that was held last weekend in San Bernardino was well attended and informative. She is looking forward to holding another one next year in Sacramento.*

Without objection, Kelly Pennington made the motion to adopt the Board Development Committee meeting minutes of July 8, 2024 as submitted.

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

- Ms. Pennington noted that Steven Sanchez's two-year Board term is expiring in November. Due to the timing of our meetings, we will move forward at the September Board meeting.

Without objection, Dan Lake made the motion to recommend to the full Board the approval of Steven Sanchez's next five-year term.

The next Board Development Committee's meeting is scheduled for **Tuesday, October 15, 2024**. The meeting adjourned at 4:04 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Lori Banales

Alta California Regional Center
Client Advisory Committee Meeting
Tuesday, September 10, 2024
Minutes

Present:

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

Absent: (* excused)

Lisa Cooley*
Steven Sanchez*

Visitors:

Robert Levy
Ruben Medina
Ashley Robertson
Jemel Williams
Joseph Wilson

Facilitators:

Amy Fulk

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
Amy McCreary, Clinical Services Manager
Jacob Miller, Client Advocate
Lisa West, Executive Secretary

The Client Advisory Committee (CAC) met on Tuesday, September 10, 2024, at 2:00 p.m. to discuss: 1) Message from Lori; 2) "An Overview of Dual Diagnosis and Mental Health Resources"; 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 July 9, 2024, as submitted.

1. ***Message from Lori***



- Lori shared that Governor Newsom has several bills on his desk; he will either sign or veto them by September 30th. We are hoping to have the CAC's support for AB 3291, which aligns with Alta's Coordinated Future Planning Initiative. We want to thoughtfully consider the options for clients who live with their older parents. If this bill becomes law, regional centers will be required to start these conversations with clients 22 years and older. Lori and John met with Tony Anderson, the Associate Director of the Association of Regional Center Agencies (ARCA), who shared that support can be shared through the Governor's website at www.gov.ca.gov.
 - More information will be shared within the next few days.



2. "An Overview of Dual Diagnosis and Mental Health Resources"

- Amy McCreary, Alta's Clinical Services Manager, shared a presentation about dual diagnosis and mental health resources.
 - Who does Alta serve?
Individuals with Intellectual/Developmental Disability (I/DD), cerebral palsy, epilepsy, autism, and 5th category (diagnosed prior to the age of 18).
 - What is Dual Diagnosis?
A person who has I/DD and has a mental health condition at the same time.
 - What are mental health conditions?
These can affect mood, thinking and behavior (e.g., schizophrenia, bipolar, depressions, anxiety, eating disorders, obsessive-compulsive disorder, and trauma disorders).
 - What can help?
Medications, talk therapy, outpatient part day/full day, and hospital/out of home help.
 - Where can someone find help?
Private insurance, Medi-Cal, County Mental Health, and privately funded interventions/services.
 - Why is it hard to get mental health services?
Not understanding how to start the process, not knowing what services there are, someone might not be able to talk with a therapist, and services are voluntary (not everyone is ready to get help).
 - How does Alta help?
Find therapists that understand dual diagnosis, make changes to services so more people can get them, add new services to an Individual Program Plan (IPP), work with others that can talk when Alta is closed, Service Coordinators (SCs) can help find these services, and access the resource guides by County (these are posted on Alta's website).
 - What if there is an emergency?
Call a first responder! (911 – someone needs help RIGHT AWAY because someone is hurt or in danger; 988 – someone is thinking about hurting themselves; County Mobile Crisis Support Teams – not all counties have this).


3. Updates

- ◆ Peer Advocacy Network (PAN)
 - The group met today to finalize the plan for the September 28th Regional Meeting, which will be held at the Wyndham Hotel in Sacramento from 10 a.m. to 2:30 p.m.



- They reviewed the five Life Story presentations that were submitted by Chapter members. There will also be a presentation on Judy Heumann.
- All self-advocates are welcome to attend – the cost is \$5, which includes lunch. Please rsvp to sli.peeradvocacy@gmail.com.
- ◆ Alta Board
 - Alta's Board of Directors met on July 25th.
 - The Board was given an update on transportation.
 - Lori shared the second quarter data from Alta's Client and Family Survey.
 - The group reviewed Alta's Dashboard for the Quarter Ending June 30, 2024.
- ◆ ARCA-CAC
 - The group is planning a Housing Symposium for February 2025.
 - The next meeting is scheduled for September 17th, from 9:30 a.m. to 1:30 p.m.
- ◆ DDS-CAC
 - The next meeting is scheduled for November 14th & 15th, from 10 a.m. to noon.

4. **Public Comments/Announcement**

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- Joseph shared information about the Community Living Fund Grant, that is available to individuals within Sacramento, Yolo, Placer and El Dorado Counties, who live under the 300% poverty level. These grants (up to \$5,000) can be used to make modifications to homes so that clients can stay independent.
 - The 38th Annual Supported Life Conference "Empowering Independence: Innovation is at the Heart" is scheduled for October 17th & 18th, at the Wyndham Sacramento Hotel. Anyone interested in attending should contact their SC.
 - Mechelle shared that there is a Supported Decision-Making (SDM) virtual training for clients/families scheduled for next Tuesday, from 1 to 2:30 p.m. Alta has over 100 individuals registered.
 - She expressed appreciation to the CAC members who are assisting with this training.
 - David noted that Alta's Client Advocates are attending transportation meetings across our ten-county catchment area. They would like to ask for volunteers from various Chapters to attend these meetings, as well. It is important for counties to understand the need for transportation that is accessible to individuals with disabilities. The only way we can make a change is to show up and advocate.
 - Amy and Karen plan to attend the Yuba-Sutter Transit Meeting because there are plans to increase prices.

- Robert shared that the California Foundation for Independent Living Centers (CFILC) is hosting a Webinar on Friday, October 4th, at 1 p.m. This webinar will provide information about the ten Propositions that are on the California ballots. Interested individuals can register at [Webinar Registration - Zoom](#).

The next CAC meeting is scheduled for **Tuesday, October 8, 2024**. The meeting adjourned at 2:58 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Lori Banales

Alta California Regional Center
Executive Committee Meeting
Monday, September 9, 2024
Minutes

Present:

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

Absent: (* excused)

Steven Sanchez*, Secretary
Carmen Aguilar, Member-at-Large

Board Members:

EunMi Cho
Johnny Deng

Facilitator:

Amy Fulk

Visitors:

Steve Andrews
Maureen Fitzgerald
Peter Mendoza

Staff:

Lori Banales, Executive Director
Iqbal Ahmad, Chief Operating
Officer
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
Lisa West, Executive Secretary

The Executive Committee met on Monday, September 9, 2024, at 4:28 p.m. to discuss: 1) President's Report; and 2) Executive Director's Report.

Without objection, Dan Lake made the motion to adopt the Executive Committee meeting minutes of July 8, 2024, as submitted.

1. *President's Report*

- Mr. Lake expressed appreciation for Ms. Pennington's work in making the ARCA Academy Training a success this past weekend.
- ACRC was required to resubmit Ms. Armstrong's Conflict of Interest Mitigation Plan to the State Council on Developmental Disabilities (SCDD) and the Department of Developmental Services (DDS). He noted that it is identical to last year's and will be included in the September Board packet.

2. *Executive Director's Report*

- Ms. Banales reiterated that Ms. Pennington was tremendous at the ARCA Academy, helping delegates feel comfortable and welcome.
- She acknowledged the amount of work that Mr. Ahmad's team has put into lifting ACRC's new case management system. Atlas went live last Thursday and although there are a few bumps in the road, we have systems in place to make sure that questions are answered. The intuitiveness of Atlas will be great for our agency, as well as our community.

- As of Friday, September 6th, Nancy Bargmann retired as Director of the Department of Developmental Services (DDS), and Brian Winfield has retired from his position as Chief Deputy Director. Michi Gates has transitioned into the Chief Deputy Director's position, and Mr. Winfield will be back in January 2025 working on special projects. Pete Cervinka has been named Acting Director of DDS and attended the ARCA Academy this past last weekend. Dr. Mark Ghaly, Secretary of California's Health & Human Services Agency (DHHS), has announced his resignation effective at the end of the month and Kim Johnson has been named the Interim Director for DHHS. Ms. Banales remains hopeful that these transitions will be smooth.
- She is happy to announce the signing of the lease for ACRC's new Sacramento office location – we are looking forward to a spring move in.
- Today, ACRC hosted a legislative tour, where participants learned about subminimum wage transition to Competitive Integrated Employment (CIE), housing supports, and affordable housing set aside units. ACRC staff shines bright when hosting legislative staffers, the Legislative Analyst's Office (LAO), etc. As our agency sits here in the Capitol, it remains our charge, our responsibility and our pleasure.

The next Executive Committee meeting is scheduled for **Tuesday, October 15, 2024**. The meeting adjourned at 4:38 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Lori Banales



August 12, 2024

Nancy Bargmann, Director
Department of Developmental Services
P.O. Box 944202
Sacramento, CA 94244-2020

Re: Request for Approval of Conflict Resolution Plan – Jackie Armstrong

Dear Ms. Bargmann,

This letter is to present a request by the Board of Directors of Alta California Regional Center (ACRC) and Lori Banales, ACRC's Executive Director, pursuant to Section 54533 of Title 17, California Code of Regulations, for approval of its Conflict Resolution Plan regarding a potential conflict of interest for ACRC Board member Jackie Armstrong.

Enclosed please find the following as part of the request:

1. A copy of Ms. Armstrong's Conflict of Interest Reporting Statement;
2. A Summary of Law and Regulation Relating to Governing Board Conflicts of Interest;
3. A Request for Approval of Proposed Conflict Resolution Plan; and
4. A Proposed Conflict Resolution Plan.

This Request and supporting documentation are also being served upon the Sacramento Regional Office of the State Council on Developmental Disabilities as required by Title 17.

Thank you for considering this request. We look forward to hearing from you soon in this regard.

Sincerely,

A handwritten signature in blue ink that reads "Lori Banales". The signature is written in a cursive, flowing style.

Lori Banales
Executive Director

Enclosures

cc: State Council on Developmental Disabilities

**Summary of Law and Regulation
Relating to Governing Board Member Conflicts of Interest**

Welfare and Institutions Code section 4626 sets forth the prohibition against Regional Center governing board members having a conflict of interest.

Welfare and Institutions Code section 4626(b)(3) provides: "(b) In order to prevent potential conflicts of interest, a member of a governing board or member of the program policy committee of a regional center shall not be any of the following: . . . (3) Except as otherwise provided in subdivision (h) of Section 4622, an employee or member of the governing board of any entity from which the regional center purchases consumer services.

Welfare and Institutions Code section 4626(k) provides that "If a potential or present conflict of interest is identified for a regional center employee that cannot be eliminated, the regional center shall, within 30 days of receipt of the statement, submit to the department a copy of the conflict-of-interest statement and a plan that proposes mitigation measures, including timeframes and actions the regional center or the employee, or both, will take to mitigate the conflict of interest."

California Code of Regulations, Title 17, Section 50300, contains the Department's conflict of interest code.

California Code of Regulations, Title 17, Section 54000, et seq., sets forth the standards and procedures regarding regional center conflicts of interest.

California Code of Regulations, Title 17, Section 54525, provides: "(a) The regional center governing board or executive director shall not allow the regional center to refer a consumer to any business entity, entity or provider in which a board member or executive director has a conflict of interest as set forth in these regulations, unless the board member or executive director has eliminated the conflict of interest or obtained an approved Conflict Resolution Plan prior to the referral. (b) No regional center governing board member or executive director who has a conflict of interest shall continue to serve as a board member or executive director in violation of these provisions, unless the individual has eliminated the conflict of interest or obtained an approved Conflict Resolution Plan. This subdivision does not apply to the extent it is permitted by Welfare and Institutions Code sections 4622 and 4626.

California Code of Regulations, Title 17, Section 54533, describes the procedure for obtaining an approved Conflict Resolution Plan.

Request for Approval of Conflict Resolution Plan

ACRC respectfully requests the Department approve the enclosed Conflict Resolution Plan to allow Ms. Armstrong to continue in her role as a member of ACRC's Board of Directors should the Department determine that Ms. Armstrong has a potential or present conflict of interest for the following reasons:

1. Ms. Armstrong is an ACRC client.
2. Ms. Armstrong was elected to ACRC's Board of Directors on January 28, 2021.
3. Ms. Armstrong's Board membership helps meet the requirements of W&I Code section 4622(c) and (e).
4. Ms. Armstrong works 12½ hours per week as an administrative assistant for Progressive Employment Concepts; she has been employed there since March 2, 2022. Progressive Employment Concepts is an entity from which ACRC purchases consumer services; and
5. Ms. Armstrong does not have any financial interest in or decision-making authority related to her employment by Progressive Employment Concepts.

Proposed Conflict Resolution Plan

ACRC's proposal to resolve this potential or present conflict of interest is as follows:

1. As a governing ACRC Board member, Ms. Armstrong will not participate in any discussion or vote on any matter involving Progressive Employment Concepts.
2. ACRC's Board of Directors and ACRC's Executive Management staff will be informed of this Conflict Resolution Plan and will be informed of the need to ensure that as a Board member, Ms. Armstrong does not participate in any discussion or vote on any matter relating to Progressive Employment Concepts.
3. ACRC's Board of Directors has been informed of and has approved the submission of this Proposed Conflict Resolution Plan.
4. ACRC's Board of Directors will be responsible for ensuring that the provisions contained in this Conflict Resolution Plan are applied and monitored.

I have reviewed the above document and attest to its accuracy and truthfulness.

I will follow the plan as described.



Jackie Armstrong

8-12-24

Date

Alta California Regional Center
Finance Committee Meeting
Monday, September 9, 2024
Minutes

Present:

Anwar Safvi, Chair
Johnny Deng
Dan Lake
Kelly Pennington

Visitors:

Steve Andrews
Maureen Fitzgerald
Peter Mendoza

Absent: (* excused)

Tom Hopkins*

Board Members:

Carmen Aguilar
Jackie Armstrong
EunMi Cho
Amy Lampe

Facilitators:

Amy Fulk

Staff:

Lori Banales, Executive Director
Iqbal Ahmad, Chief Operating Officer
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
Lisa West, Executive Secretary

The Finance Committee met on Monday, September 9, 2024, at 4:04 p.m. to discuss: 1) Monthly Financial Report; 2) Authorize Line of Credit; 3) Review DDS Vendor Audit Requirements for Current FY; and 4) Review Annual Vendor Audit Report for 2023-24 FY.

Without objection, Anwar Safvi made the motion to adopt the Finance Committee meeting minutes of July 8, 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 July 31, 2024 financial report indicates that with one month or 8.3% of the fiscal year (FY) elapsed, ACRC has expended 6.6% of Purchase of Services (POS) and 7.8% of Operations (OPS).

We received our preliminary and A-1 allocation from the Department of Developmental Services (DDS), which represents 97 to 99% of the fiscal year funding. ACRC received a 7% increase from the prior year in both POS and OPS. The vast majority of this increase is related to the Burns & Associates Rate Study. Mr. Ahmad believes DDS will be implementing the last 25% increase to the rate model, inclusive of the 10% incentive, in phases beginning in January 2025.

ACRC is expected to spend our allocation in full.

During the September 2023 Board meeting, the Board approved consolidating efficiencies throughout the agency. ACRC also has costs related to this building and our upcoming move to the new Sacramento office site in March 2025.

ACRC currently has 740 employees, and our average staff tenure is six and a half years. We continually have individuals becoming eligible for services.

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

2. *Authorize Line of Credit*

Issue: The committee needs to authorize the agency's line of credit with U.S. Bank.

Discussion and Action: Each year, ACRC renews our \$25 million line of credit with U.S. Bank. It serves as a backup if the State's budget is delayed, and the regional center does not receive its first cash allocation.

U.S. Bank does not charge any loan fees, but the line of credit does have an interest rate of 2% plus the LIBOR (London Interbank Offered Rate) rate, which changes based on the market.

Mr. Ahmad noted that ACRC has not had to utilize this line of credit over the last few years.

Without objection, Dan Lake made the motion to recommend to the full Board the authorization of the \$25 million line of credit with U.S. Bank as presented.

3. *Review DDS Vendor Audit Report*

Issue: The committee will review the DDS' vendor audit requirements for the current FY.

Discussion and Action: Under the DDS Directive, ACRC was notified that we are required to conduct 17 vendor audits in the 2024-25 FY. These audits consist of billing audits, cost verification and/or staffing audits and Early Start audits. Staff will conduct extra billing audits to complete the required 17.

- **Information only.**

4. *Review Annual Vendor Audit Report for 2023-24 FY*

Issue: The committee will review the DDS' annual vendor audit report from the previous FY.

Discussion and Action: Mr. Ahmad shared a summary of the ACRC audits that were completed in the 2023-24 FY. Of the 17 audits that were conducted, seven of them had findings, some of which were financial. He reviewed the details of the recoveries; two vendors are on a payment plan.

Mr. Ahmad is hopeful that we will collect the remaining funds this current FY.

- **Information only.**

The next Finance Committee meeting is scheduled for **Tuesday, October 15, 2024**. The meeting adjourned at 4:28 p.m.

Lisa West
Executive Secretary

cc: ACRC Board of Directors
Lori Banales

**Alta California Regional Center
Financial Report 2024-25 Fiscal Year
July 31, 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:	8.3%
Percent of POS Expended	6.6%
Percent of OPS Expended	7.8%

Purchase of Services (POS)	Current	Year-to-	Projected Expenditures Aug-Jun	Actual YTD + Projected Minimum	Actual YTD + Projected Maximum	Surplus (Unallocated) Minimum	Surplus (Unallocated) Maximum
	Month	Date					
Out of Home	\$17,272,520	\$17,272,520		\$750,000,000	\$750,000,000	\$39,593,894	\$39,593,894
Day Programs	\$6,878,108	\$6,878,108				\$0	\$0
Transportation	\$4,943,785	\$4,943,785					
Respite	\$3,396,362	\$3,396,362					
Behavior Intervention	\$86,918	\$86,918					
Community Integration Training	\$4,266,624	\$4,266,624					
Supported Living Services	\$9,488,352	\$9,488,352					
Other Services	\$5,664,982	\$5,664,982					
Total POS	\$51,997,651	\$51,997,651	\$648,002,349	\$750,000,000	\$750,000,000	\$39,593,894	\$39,593,894
Comm. Placement Plan (CPP)	\$252,802	\$252,802	\$142,311	\$395,113	\$395,113	\$0	\$0
Total POS & CPP	\$52,250,453	\$52,250,453	\$648,144,660	\$750,395,113	\$750,395,113	\$39,593,894	\$39,593,894

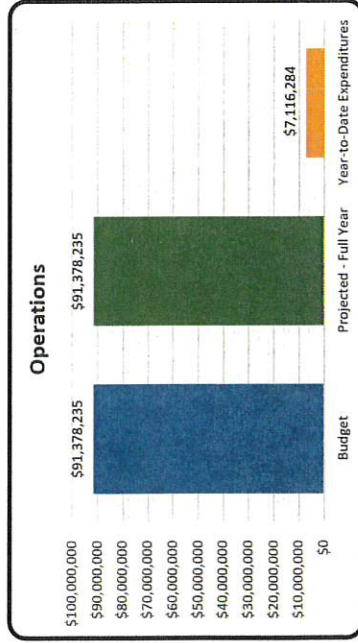
Operations (OPS)	Current	Year-to-	Projected Expenditures Aug-Jun	Actual YTD + Projected
	Month	Date		
Salary & Benefits	\$5,306,098	\$5,306,098		
Equipment	\$21,268	\$21,268		
Facility Rent and Maintenance	\$638,691	\$638,691		
Communication	\$57,818	\$57,818		
Insurance	\$680,946	\$680,946		
Information Technology	\$88,631	\$88,631		
Legal Fees	\$10,831	\$10,831		
Board Expenses	\$250	\$250		
Accounting Fees	\$0	\$0		
Professional Services	\$95,826	\$95,826		
Staff Mileage	\$49,878	\$49,878		
ARCA Dues	\$138,107	\$138,107		
General Expenses	\$33,126	\$33,126		
Other Income	(\$4,818)	(\$4,818)		
Interest Income	(\$369)	(\$369)		
Total OPS	\$ 7,116,284	\$ 7,116,284	\$84,261,951	\$91,378,235
Grand Total	\$ 59,366,737	\$ 59,366,737		

**Alta California Regional Center
Financial Report 2024-25 Fiscal Year
July 31, 2024**

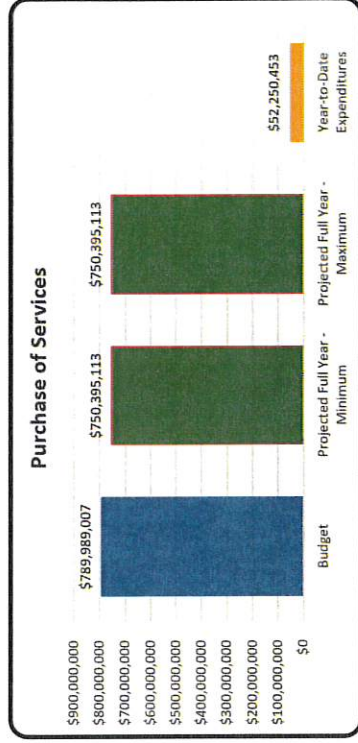
Budget/Allocation Detail:	OPS	POS	CPP	Total
Preliminary Allocation	\$55,314,886	\$614,599,267		\$669,914,153
1st amendment	\$36,063,349	\$174,994,627	\$395,113	\$211,453,089
2nd amendment				\$0
3rd amendment				\$0
4th amendment				\$0
Total Allocation	\$91,378,235	\$789,593,894	\$395,113	\$881,367,242

Notes:

This report represents payments made through July 31, 2024, or 1 month of the 2024-25 fiscal year. Purchase of Service (POS) expenditures were approx \$52.2 million and Operations (OPS) expenditures were approx \$7.1 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 orging 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 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 Year-to-Date Expenditures



Indicates Projected Expenditures are less than or equal to budget
Indicates Projected Expenditures are greater than the budget