

Alta California Regional Center
Board of Directors Meeting
Thursday, May 25, 2023
Minutes

Present: Jackie Armstrong, Johnny Deng, Dan Lake, Amy Lampe, Kelly Pennington, Michelle Ramirez, Michelle Rewerts, Anwar Safvi, Steven Sanchez, Retha Seabron, Yang Sun

Absent (* excused): Carmen Aguilar*, Patty Wallace

Staff: Lori Banales, Iqbal Ahmad, Jennifer Bloom, Tracy Brown, John Decker, Camelia Houston, Mechelle Johnson, Faye Tait, Johnny Xiong, Lisa West

Facilitators: Amy Fulk

Visitors: Steven Andrews, Jaclyn Balanay, Garrett Broadbent, Maureen Fitzgerald, Kazuya Nakasone

1. **Call to Order – Reading of ACRC’s Mission & Vision** – The Board of Directors met at 3:05 p.m. on Thursday, May 25, 2023. Ms. Armstrong read aloud ACRC’s Mission and Vision.
2. **Community Comments/Announcements**
 - ◆ No comments/announcements were shared.
3. **Consent Agenda – By consensus, the following consent agenda items were approved: a) regular session Board meeting minutes of March 23, 2023; and b) Board Development Committee (BDC) [approve Dan Lake’s and Amy Lampe’s Terms of Office], Client Advisory Committee (CAC), Executive Committee [approve 2023-24 FY Board Meeting and Board Committee Meeting Schedules], Finance Committee and Provider Advisory Committee (PAC) minutes.**
4. **New Business**
 - ◆ *Approve Slate of Officers and ARCA Representatives for 2023-24 FY*
 - Mr. Lake shared that the Slate of Officers and the Association of Regional Center Agencies (ARCA) Representatives for the 2023-24 fiscal year (FY) is as follows:
 - President – Dan Lake
 - Vice President – Kelly Pennington
 - Secretary – Michelle Rewerts
 - Treasurer – Anwar Safvi
 - ARCA Delegate – Kelly Pennington
 - Alternate ARCA Delegate – Dan Lake
 - ARCA-CAC Delegate – Amy Lampe

- Alternate ARCA-CAC Delegate – Steven Sanchez

M/S/C (Armstrong) To approve the Slate of Officers and ARCA Representatives for the 2023-24 FY as presented.

- ◆ *Approve OPS Contract for Regional Center Performance Measure: Cultural Humility Training*
 - Ms. Banales noted that under Tab 9 of the Board packet there is a summary of the Operations (OPS) contract. Per ACRC's bylaws, any OPS contract over \$100,000 must have Board approval.
 - The CircleUp Education contract totals \$183,069. CircleUp is standardizing this training across several regional centers, with input from local focus groups. This training is part of the Department of Developmental Services (DDS) regional center performance measures.
 - As part of this performance measure, ACRC will submit the curriculum to DDS, who must grant approval.
 - Amy Westling, the Association of Regional Center Agencies (ARCA's) Executive Director, has advocated for possible funding assistance from DDS for regional centers on this performance measure.
 - The two-hour trainings, across multiple days, will be held quarterly. Elements of the training modules will be added to our Learning Management System (LMS) to allow for future reference by new staff.

M/S/C (Safvi) To approve the OPS Contract for \$183,069 for the CircleUp Cultural Diversity/Humility Training as presented.

- ◆ *Finance Committee*
Issue 1: Monthly Financial Report

Discussion and Action: The Finance Committee met on May 8th and is recommending acceptance of the March 31, 2023 financial report.

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

Issue 2: Approve Independent Audit Firm

Discussion and Action: The Finance Committee is recommending approval of Devant, CPAs as ACRC's independent auditor for the FY ending June 30, 2023.

M/S/C (Pennington) To approve Devant, CPAs for the 2023 FY independent audit.

Issue 3: Contracts of \$250,000 and above – Woodland Multi-Family Housing Project

Discussion and Action: The Finance Committee is recommending approval of the start-up contract for the Woodland Phase II Apartments.

M/S/C (Rewerts) To approve the Woodland Multi-Family Housing Project contract as presented.

◆ *Committee Updates*

- CAC
 - Ms. Lampe shared that the CAC met on May 9th.
 - The group will be holding their first “Meet & Greet” on September 12th, prior to the CAC meeting.
 - Ms. Banales shared that the first meeting to discuss the development of Supported Decision-Making (SDM) training for ACRC staff, clients/families and community partners will be held on May 24th. Volunteers from the CAC are invited to this in-person meeting at ACRC’s Sacramento office.
 - A small workgroup was formed to assist ACRC staff in updating the Client Friendly Individual Program Plan (IPP) signature page that is still being used today.
 - CAC members shared updates from various advocacy meetings that they attend.
- PAC
 - Ms. Ramirez shared that the PAC met on May 11th.
 - ACRC staff provided a presentation on the Health & Safety Waiver process.
 - Service providers have the right to advocate for a higher rate for special circumstances in order to support clients.
 - The updated PAC’s Standing Rules were approved. Having members attend meetings in-person provides an opportunity to network.
 - Service providers will have an opportunity to offer bilingual pay to direct support professionals (DSPs) for up to two different languages. DDS will be issuing additional guidance on this stipend soon.
 - Two regional centers are piloting a project which will pay DSPs up to \$1,000 for watching approved videos by December 31, 2023.

- The Vendor Relations Committee has been working with Mr. Decker and ACRC's Community Services & Supports Department in creating a one-page guide/roadmap for service providers so that they know who to contact in Community Services if they have any questions.

◆ *President's Report*

- Mr. Lake expressed appreciation to Board members who attended today's *Robert's Rules of Order* training. At the June BDC meeting, we will begin discussing the Board's September Retreat.

◆ *Executive Director's Report*

- Ms. Banales noted that the "Dashboard Indicators for the Quarter Ending March 31, 2023" is under Tab 12 of the Board packet.
 - The statewide service system is being inundated with individuals that want to be assessed for eligibility. ACRC has been approved, through the 637 Waiver process, to assist with obtaining more clinicians to assist with the Intake process.
 - Ms. Houston shared that ACRC's Intake numbers have increased over time. Mid-pandemic, ACRC had 127 Intakes per month. The number jumped to 174 in 2022, and in April 2023, we were at 199 per month.
 - Intake Specialist's caseloads are extremely high and we have asked for assistance from other staff, offering overtime.
 - In October 2022, ACRC was receiving 75 slots from our vendored psychologists. Since the approval of the 637 Waiver, we are now receiving 150 slots per month.
 - Ms. Bloom shared that similar trends are happening with Early Start. In 2022, we had 346 Intakes per month and we are on track for this year, as well. ACRC has a high demand for our vendored providers to provide assessments to determine eligibility for Early Start and then subsequently, ongoing services. We are pursuing the 637 Waiver in order to waive the minimum wage rate for Occupational Therapy (OT), Physical Therapy (PT) and Speech Therapy; May 29th is the deadline to receive public comments.
 - Ms. Bloom noted that in-person services are critical for infants and toddlers.
 - This year, ACRC had funding allocated to assist with lowering our caseloads, focusing on birth to five-year old's. The May Revise includes a deallocation for our regional center's OPS budget, but additional funding will be included in the 2023-24 FY's budget.

- ACRC is focusing our attention on growing the 1:40 caseloads. We will pull clients, ages three to five, from the three to 17 caseloads. In order to achieve the 1:40 caseloads in Early Start, ACRC will need to hire approximately 28 Service Coordinators (SCs), which equates to two additional Children's units. Ms. Banales shared that we are gradually moving forward with this plan.
- ACRC continues to grow as an organization – we currently have 40 vacancies.
 - We have attracted interested individuals to our agency with our "Refer A Friend" program. We continue to attend job fairs throughout our catchment area, as well.
 - The Disability Industry Career Expo that was held in Sacramento on May 3rd was successful. The next one will be held on June 15th in Valley Mountain Regional Center's (VMRC's) catchment area.
 - ACRC is implementing the Tuition Reimbursement Program, which will focus on retention.
 - We have also created the Associate SC position, focusing on Juniors and Seniors in college. These individuals will be hired for up to 25 hours per week and assist units with various tasks (non-case carrying SCs).
 - We will be tracking the data as these programs unfold.
- We have added 110 clients to the Medicaid Waiver since the last report.
- ACRC has hired temp staff to assist with the Special Incident Reporting (SIR).
 - Ms. Banales noted that DDS has not standardized this process across regional centers. The department is working on unified guidance on this process since there have been revisions to the law.
- The three to five-year old's caseloads are reflected on this dashboard so that the Board can note ACRC's progress as we build the 1:40 caseloads that were discussed earlier.
- The "All Other Services" has been expanded to reflect the higher dollar amount services that our clients receive.
- The Self-Determination Program (SDP) section has been expanded to reflect the number of clients in the program, as well as the dollars expended. As of May 5th, ACRC has 241 clients enrolled in SDP, with over 120 clients in the process of "flipping the switch".
 - The Self-Determination Advisory Committee (SDAC) meets every other month, with two evening meetings.

- ACRC meets monthly with DDS to review Directives and discuss the program.
- Internal meetings are held weekly for staff to discuss budgets, etc.
- Financial Management Services (FMS) meetings are held quarterly. The April 26th Directive increases FMS rates, which will hopefully attract new providers, since FMS resources remain an issue across the state.
- The State's Senate Subcommittee #3 met today and the modernization of the core staffing formula is not being moved forward.
- AB 1147 has changed; this proposed bill would affect regional center OPS and Boards.
 - We are continuing to watch this bill closely.
- Ms. Banales shared at the last meeting that ACRC put together a workgroup to develop a training on Support Decision-Making (SDM). The group includes representatives from the State Council on Developmental Disabilities (SCDD) and the CAC, as well as ACRC staff, who are working to build a protocol to promote this option to clients/families.
- In 2016, ACRC hosted a visitor from Japan who wanted to learn more about our statewide system so that they could bring information back to their country. Mr. Nakasone, a Licensed Practical Nurse (LPN), has been visiting our agency this week to do the same.
- The Board has requested updates on open and closed programs since the last Board meeting. The following are newly vended services:
 - Geriatric Facility (1)
 - FMS Fiscal/Employer Agent (1)
 - Independent Living Services [ILS] (1)
 - Translator (1)
 - Adult Day Health Center (1)
 - Speech Pathology (2)
 - Pharmaceutical Services (1)
 - Transportation Company (1)
 - Supported Living Services [SLS] (1)
 - Adult Residential Facility (2)
- Closed vendors:
 - Geriatric Facility (2)
 - Specialized Residential Facility (2)
 - ILS (1)
 - Transportation Company (1)

◆ *ARCA Delegate Report*

- Ms. Pennington noted that the ARCA Board will meet on June 16th.

5. **Closed Session** – At 4:19 p.m. the Board adjourned to closed session to discuss legal and personnel issues.

6. **Announcement of Closed Meeting Discussion** - At 4:59 p.m. the Board reconvened in open session following a closed session in which legal and personnel issues were discussed.

7. **Adjournment**

The meeting adjourned at 4:59 p.m.

Lisa West
Executive Secretary

cc: Lori Banales