

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