

# ***EASTERN LOS ANGELES REGIONAL CENTER***

1000 S. Fremont Ave. • P.O. Box 7916 • Alhambra, CA 91802-7916  
(626) 299-4700 • FAX (626) 281-1163

## **Minutes ELARC Board of Directors Meeting January 8, 2013 *Approved February 12, 2013***

### **Present:**

Terry Munoz, President  
Pat Gomez, Vice-Chairperson  
Robert Hazard, Treasurer  
Deborah Gallardo  
Jiang Guo  
Theresa Chen  
Marvin Brown  
Armando Villegas, VAC Representative  
Roman Castro, CAC Representative

### **Staff Present:**

Gloria Wong, Executive Director  
Felipe Hernandez, Chief of  
Consumer Services  
Rosalie Estrada, Executive Asst.

### **Absent:**

Joe Utar (excused)  
Elton Lui (excused)  
Felicita Navera, Secretary (excused)

### **Guests:**

Please refer to sign-in sheet

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## **I. Welcome & Roll Call**

The meeting was called to order at 6:15 P.M. by Terry Munoz, President. A quorum was present in order to conduct necessary business.

## **II. Introductions &**

## **III. Opening Round**

The board members introduced themselves and were asked to share a positive experience.

## **IV Community Input**

Dr. Jonathan Chien reported in October of 2012 an ABA conference was held in Beijing and another conference is scheduled in the North East part of China in a few weeks. He also stated attempts are being made to set-up ABA courses in China.

Roman Castro, Chairperson of the Consumer Advisory Committee reported he will be presenting at the Autism Conference in Long Beach. The topic is "Living with Autism in the Adult World and How to Prepare for It". Roman reported the conference will be held at the Grant Event Center and that he will be on the panel.

Prior to the approval of the BOD minutes, the Nominating Committee recommended Roman Castro as a member of the Board of Directors. The nomination was approved and was unanimous. Refer to the notes of the Nominating Committee under the Committee Reports.

## **V. Approval of Board of Directors Meeting Minutes**

### **A. Minutes of November 13, 2012**

There were some minor typographical errors which will be corrected.

***M/S/C (Robert Hazard/Theresa Chen) To approve the Minutes of November 13, 2012 as recorded. Unanimous.***

### **B. Minutes of Executive Session of November 13, 2012**

Gloria Wong reported an Executive Session was held on November 13, 2012. She indicated she had instituted the Board approved motion as of January 2, 2013. The regional center staff hours were increased from the reduced schedule of 74 hrs. to 78 hrs. per pay period.

***M/S/C (Terry Munoz/Deborah Gallardo) To approve the Minutes of Executive Session of November 13, 2012 as recorded. Unanimous.***

## **VI Executive Director's Report**

Gloria opened her report by first wishing the Board of Directors and those present in the audience the very best for 2013, prosperity and good health.

- 1. Fiscal Year 2011-12 SOAR Update**
  - ✓ C-8 Allocation**
  - ✓ Purchase of Services Projection Summary**

Gloria reported seven months into the new fiscal year there is still an outstanding deficit in POS (Purchase of Services) for FY 2011-'12. The C-8 allocation was received from the Department of Developmental Services in the amount of \$2.8 million. There is

still an outstanding allocation of approximately \$527,472. The expectation is that DDS will erase the deficits of all the regional centers before the end of the current fiscal year, by issuing the C-9.. A copy of the C-8 allocation documents were shared with the Board.

2. **Fiscal Year 2012-13**
  - ✓ **Sufficiency of Allocation Report (SOAR)**
  - ✓ **Cash Flow Update**
  - ✓ **Budget Performance Report: Operations**

**SOAR:** At the last meeting Gloria Wong shared with the Board ELARC was in the process of submitting the Sufficiency of Allocation Report (SOAR), a comprehensive analysis of projections of Purchase of Services (POS) costs. The SOAR was submitted to the Department of Developmental Services on November 15, 2013. The SOAR projects a deficit in POS ranging from \$15 million to \$16 million. To date the only allocations received for the current fiscal year were the preliminary allocation as well as the D-1. The D-2 allocation will be a substantial allocation for POS and should be based on the SOAR results. The current SOAR report reflects a slight decrease in the projected deficit ranging from \$14.5 million to \$15 million. The SOAR reflects the previous months expenses. Updated SOARs are provided to DDS on the 10<sup>th</sup> of every month.

The Governor's preliminary budget will be released in a few days and it is possible regional centers will begin to see adjustments to their budgets for the current fiscal year.

Gloria also reported there are 20 out of 21 regional centers projecting a deficit for a total of approximately \$373 million. One regional center is reporting a deficit of \$33 million, nine regional centers report a deficit between \$10 million \$19 million, two are under \$10 million, with one regional center reporting a surplus ranging from \$6 million to \$10 million.

**Cash Flow:** Gloria reported to date ELARC has not had to draw on its \$13 million line of credit with the bank.

**Budget Performance Report:** The Budget Performance Report (for Operations) for FY 2012/13 was distributed and reviewed. Currently ELARC is projecting a deficit of \$667,239. A substantial allocation is outstanding of \$993,178. This allocation minus the \$667,239 deficit will result in a projected \$300,000 surplus. There is a possibility ELARC will lose some money if the projected placements under the CPP are not met. Last fiscal year the regional center lost \$75,000.

### **3. Performance Contract 2013 Approval**

Correspondence dated November 16, 2012 from DDS was received informing ELARC they had reviewed the performance contract for compliance with applicable statutory provisions and DDS performance contract guidelines and have approved the PC as submitted. The PC goes into effect January 1, 2013. A copy of the letter was shared with the Board. As soon as the year end report is received from DDS it will be shared with the Board for their review.

### **4. Lanterman Developmental Center Closure Update**

ELARC continues its efforts to move consumers from the Lanterman Developmental Center to homes which are being developed for this purpose. Two homes are currently fully occupied, three will be ready for occupancy by the end of February, five homes are in the construction phase, and two home are in escrow.

Gloria reported she will schedule a presentation for the Board at the end of the fiscal year or the beginning of the new fiscal year. Presenters will include staff from Community Services and one of our housing coordinators.

### **5. Early Start Program Monitoring Review: February 2013**

Correspondence was received from DDS confirming the dates of the record review/audit for the Early Start program.

A copy of the correspondence was shared with the Board.

### **6. 9/78 Schedule in Effect January 2013**

ELARC staff are very appreciative of the actions taken by the Board of Directors in keeping all staff and returning the hours. The position taken as an agency to safeguard all positions is highly appreciated.

### **7. Training & Events Notice: 2013 1<sup>st</sup> Quarter**

A copy of the Training & Events Notice for ELARC for the first quarter was distributed to the Board for their information.

## **VII Consumer Services Report**

Felipe Hernandez reported the following:

→CYLF (California Youth Leadership Forum) is recruiting juniors and seniors from high school who will be graduating or will have a certificate of completion. The CYLF is recruiting students with disabilities to apply for a scholarship for a five day program in

Sacramento to take place July 22 thru 7/26. The students are housed at Cal State Sacramento. The training curriculum includes teaching them leadership skills and vocational opportunities. Information and the application will be posted on the ELARC website.

→ DDS is bringing individuals who have been out of California back to California (most of whom are school age) emphasizing regional center will need to develop resources locally rather than having to send consumers to other states for residential services. There is one ELARC consumer who has been residing in Utah for approximately one year. Funding for the residential services was provided by ELARC and the school district was paying for the educational component. The ELARC consumer is back in California and is attending a program in the San Fernando Valley. Other regional centers have up to 30 consumers out of State.

→ There is an increased effort to develop additional supported living services (SLS) which assists consumers live independently as is possible in their own apartment or homes. The law/regulations were revamped to provide more oversight by the regional centers in terms of funding and monitor services which are being delivered. SLS was first envisioned quite a few years ago and was going to be a cost saver. SLS has been a big cost factor for most regional centers. The goal was as consumers received the SLS over a period of time the services would be decreased over a period of time. Unfortunately this has not been the case, the cost has been about the same or increased over the years rather than a decrease in the cost.

→ Staff will be attending a half-day Ethics Training on Monday, January 14<sup>th</sup> at the Endowment Center in Los Angeles. This is part two of the training. Input has been received from the Vendor Advisory Committee in terms of issues which will be discussed and concerns that have been expressed in terms of what ethical types of decision making must be made and trying to implement it on a daily basis. All staff are required to attend.

## **VIII Committee Reports**

### **A. Vendor Advisory Committee (Armando Villegas)**

Armando Villegas reported there was no VAC meeting in December. The next meeting is scheduled for January 24<sup>th</sup>. Gloria Wong will be present and will report on financial matters.

The VAC is in the process of developing a schedule for the upcoming meetings.  
Meeting.

### **B. Consumer Advisory Committee (CAC)**

Roman Castro, Chair of the CAC, reported their last meeting was held on November 24<sup>th</sup> and the main focus was the development of their five year plan. As part of the plan

there was discussion regarding outreach activities. The next meeting is scheduled for February 19<sup>th</sup>.

### **C. Family Advisory Committee (Felicitas Navera)**

Since Felicitas Navera was unable to attend this evening Gloria Wong provided a brief report.

There will be no meeting in January and the FAC is attempting to change their schedule which will consist of an alternating agenda; one session will offer a systems update by Gloria Wong and the following month presentations by ELARC staff on subjects of interest to the FRC

### **D. Finance/Personnel Committee (Terry Munoz)**

#### **1. Meeting Scheduled for 1/23/13**

The Finance Committee will be meeting on January 23, 2013. This is the first year ELARC has changed accounting firms according to the law, which states regional centers must change accounting firms every five years. The firm, Lautze and Lautze is located in San Francisco and they will be reviewing the audit financial for fiscal year 2011-'12 and will also be reviewing the draft 990 form. There will be two representatives from the firm present. Additionally Terry Munoz, Bob Hazard and Joe Utar, the Board Finance/Personnel Committee will be in attendance.

The Finance/Personnel Committee will report on the findings and recommendations of the meeting at the February Board of Director's meeting.

### **E. Board Nominating Committee**

Robert Hazard reported both he and Terry Munoz interviewed Roman Castro, consumer, prior to the board meeting and based on the positive interview he highly recommended Ramon be nominated as a member of the ELARC Board of Directors.

**M/S/C (Robert Hazard/Theresa Chen) To nominate Roman Castro as a member of the ELARC Board of Directors. Unanimous.**

Gloria Wong and the Board of Directors welcomed Roman Castro to the Board by all present.

## **IX Misc. Announcements**

Gloria Wong announced there was no need for the Executive Session but would like to schedule an executive session for the February meeting.

Gloria announced Joe Utar will complete his term at the end of January and will be attending the upcoming Finance/Personnel Committee meeting. Additionally Pat Gomez and Marvin Brown will be coming off the Board of Directors in March 2012.

**X      Adjournment**

**M/S/C (Pat Gomez/Marvin Brown) To adjourn the ELARC Board of Directors Meeting at 7:10 P.M. Unanimous.**

**XI      Executive Session - Cancelled**

Respectfully submitted by:

Felicitas Navera, Secretary  
ELARC Board of Directors

Recorded by: Rosalie M. Estrada, Executive Assistant