

**AGENDA**  
**INLAND COUNTIES REGIONAL CENTER, INC.**  
**BOARD OF TRUSTEES MEETING**  
**MONDAY, MAY 8, 2023**  
**Immediately Following Annual Board Meeting**  
**Inland Regional Center**  
**Conference Center – Board Room**  
**1425 S. Waterman Avenue**  
**San Bernardino, CA 92408**  
**or Via Live Stream at [Inlandrc.org/live](https://inlandrc.org/live)**

Call to Order/Ms. O'Connell

Minutes of March 13, 2023 Board Meeting/Ms. O'Connell Action

Public Input: Comments limited to 3 minutes per person. Action may not be taken on any item that is not on the Agenda. **In order to protect the rights of our consumers, comments should not include personal consumer information. If you have a specific issue or comment, contact your CSC or email your comments to [Btrustees@inlandrc.org](mailto:Btrustees@inlandrc.org).** You may also submit Public Input Comments electronically via [inlandrc.org/live](https://inlandrc.org/live).

Executive Director's Report/Ms. Johnson Info

Director's Reports/Directors Info

Committee Reports (Written Reports)

- |  |      |
|--|------|
| 1) Another Way/Ms. Gonzales              | Info |
| 2) Executive Committee/Ms. O'Connell     | Info |
| 3) Legislative Committee/Ms. Cummings    | Info |
| 4) Master Trust Committee/Ms. Miller     | Info |
| 5) Vendor Advisory Committee/Ms. Stewart | Info |

Old Business: None

New Business

- |                                 |        |
|---------------------------------|--------|
| 1) Revised Bylaws/Ms. Johnson   | Action |
| 2) \$250,000 Contracts/Mr. Toms | Action |

- 3) Vacation Policy/Mr. Beckett
- 4) Sick Leave Policy/Mr. Beckett

Action  
Action

#### Trustee Input

#### Executive Session

- 1) Legal Matters (In accordance with Welfare & Institutions Code Section 4663(a)(5)
- 2) Employee Salaries and Benefits (In accordance with Welfare & Institutions Code Section 4663(a)(3)

Next Meeting Date: July 10, 2023

**MINUTES OF MARCH 13, 2023**  
**Inland Counties Regional Center, Inc.**  
**Board of Trustee Meeting**

**BOARD PRESENT VIA CONFERENCE CALL:** Jay Connor; Carmela Garnica; Theodore Leonard; Eric Naranjo; Maureen O'Connell; Rene Rojo; Gizelle Siojo; Teri Smith; Joshua Souder, April Stewart

**BOARD MEMBERS ABSENT:** Kiana Buffington; Alicia Lara; Briseida Ramirez

**BOARD FACILITATOR:** Robyn Souder

**DIRECTORS PRESENT VIA CONFERENCE CALL:** Steve Beckett; Kurtis Franklin; Eric Hamler; Lavinia Johnson; Don Meza; Merissa Steuwer; Vince Toms

**STAFF PRESENT VIA CONFERENCE CALL:** Ben Cheng; Reyliisa Zalameda

**GUEST PRESENT VIA CONFERENCE CALL:** Carlos Davis and Michelle Gu, Glass Onion

**RECORDING SECRETARY:** Sandra Guzman

**CALL TO ORDER:** Meeting was called to order by Ms. O'Connell at 5:00 pm.

**MINUTES OF JANUARY 9, 2023 BOARD MEETING:** 1. Motion made to approve the minutes of the January 9, 2023 Board Meeting as presented M/S/C Naranjo/Rojo.

**PUBLIC INPUT:** NONE

**EXECUTIVE DIRECTOR'S REPORT:** Ms. Johnson welcomed Michelle Gu and Carlos Davis from Harrington Group, CPA auditors and reported the following: 1. As of January of January 31, 2023, IRC serves 48,254 consumers. 2. IRC currently employs 919 staff of which 609 are in case management. 3. As of March 1, due to the end of the State of Emergency, our buildings are open to the public. All visitors must have an appointment and be listed on IRC Envoy check in system. We continue to have security guards at both San Bernardino and Riverside locations. We continue with our Hybrid model of remote and office days. We have a new swipe in badge system for all IRC staff and as soon as the Board Member's badges are printed, Sandra will contact you. You will have to pick them up in person as we cannot mail them to you. 4. The Check-In self-assessment, vaccination requirement and onsite testing have been discontinued effective March 1. 5. Proud to announce and introduce to the Board, Kurtis Franklin the new Director of IT and Administrative Services. Kurtis has been with IRC a little under 20 years. Welcome Kurtis!

**DIRECTOR'S REPORT:** Written reports were submitted. No questions from the Board.

**COMMITTEE REPORTS**

- 1) **ANOTHER WAY:** Ms. Gonzales submitted a written report. There were no questions from the Board.

- 2) **EXECUTIVE COMMITTEE:** The minutes from the January and February 2023 Executive Committee Meetings were submitted in the board packet. No questions from the Board.
- 3) **LEGISLATIVE COMMITTEE:** No Report.
- 4) **MASTER TRUST COMMITTEE:** Ms. Miller submitted a written report. There were no questions from the Board.
- 5) **VENDOR ADVISORY COMMITTEE:** No Report. Fiduciary

**OLD BUSINESS:** None

**NEW BUSINESS:**

1. **IRC's FY 21/2022 ANNUAL POS REPORT AND ACTION PLAN:** Mr. Toms reviewed the 2021/22 Purchase of Service disparity data and action plan with the Board. **2. Motion made to approve the 2021/22 POS Report and Action Plan as presented M/S/C Rojo/Souder.** Mr. Toms also wanted to thank CJ Cook and Maria Rodrigues for collecting all the data and putting the report together.
2. **REQUEST TERM EXTENSION FOR VAC REPRESENTATIVES:** Mr. Toms shared that the VAC Committee is trying to prevent losing all season members all at once. By extending some of the terms, it will allow seasoned members to stay and bring in new members. It will also give each vendor category time to develop and execute a transition plan. The Membership Committee would like to request approval for the following extensions: April Stewart for an additional 2 year and remain as VAC Chair; Felicia Arnold for an additional 2 year and remain as Co-Chair; Ruth Goodsell for a second 2 year term and remain as Membership Committee Chair; Lynn De Anda and Johana Caicedo for an additional 2 year term; Kedra Creer, Michelle Clark, Doug McKown and Audrey Andrade who's first term expires and requesting a second 2 year term. **3. Motion made to approve the extension as presented M/S/C Connor/Souder.**
3. **INSURANCE RENEWAL EFFECTIVE 3-15-2023:** Ms. Steuwer stated that it is time to renew IRC's General, Cyber, Umbrella, Fiduciary and Directors & Officers insurance. Last year's cost was almost \$700,000. This year we are looking at a 26% increase due to an increase in staffing and overall insurance market. IRC is currently in negotiating stages and is requesting the Board to approve \$850,000 for 2023-24 insurance needs and coverage. **4. Motion made to approve \$850,000 for insurance needs and coverage for fiscal year 2023-24 M/S/C Souder/Rojo.**
4. **IRC AND MASTER TRUST FINANCIAL AUDITS:** Mr. Carlos Davis of Harrington Group reviewed the financial audits for Inland Counties Regional Center, Inc., and Master Trust of California. The year ended June 30, 2022, financial statements of Inland Counties Regional Center and Master Trust of California were audited in accordance with auditing standards generally accepted in the United States of America. Both financial statements received unmodified opinions. **5. Motion made to accept the audits for Inland Counties Regional Center and Master Trust of California as presented M/S/C Rojo/Souder.**

**TRUSTEE INPUT:**

Mr. Leonard announced that he passed his behind the wheel exam and now has a driver's license. He highly recommends the Indio DMV, they really go above and beyond and really work with you.

Ms. O'Connell announced the next Board Meeting is scheduled for May 8, 2023.

Ms. O'Connell adjourned the meeting at 6:01 p.m. to go into Executive Session. Executive Session was called to order at 6:04 p.m.

The Board reconvened at 6:14 p.m. No action was taken during Executive Session.

Ms. O'Connell adjourned the meeting at 6:15 p.m.

Sincerely,

Alicia Lara  
Board Secretary

Sandra Guzman  
Assistant Secretary

MOTIONS FOR THE MARCH 13, 2023 BOARD OF TRUSTEES MEETING:

1. Motion made to approve the minutes of the January 9, 2023 Board Meeting as presented M/S/C Naranjo/Rojo.
2. Motion made to approve the 2021/22 POS Report and Action Plan as presented M/S/C Rojo/Souder.
3. 3. Motion made to approve the extension as presented M/S/C Connor/Souder.
4. 4. Motion made to approve \$850,000 for insurance needs and coverage for fiscal year 2023-24 M/S/C Souder/Rojo.
5. 5. Motion made to accept the audits for Inland Counties Regional Center and Master Trust of California as presented M/S/C Rojo/Souder.
- 6.

## Director Adult Services Report

May 2023

Respectfully submitted by Don Meza

**Adult Services Team Update:** The adult services team has worked remotely since the state of emergency was declared by Governor Newsom on 3/04/2020. The case management teams have been completing in-person visits with consumers in a conscientious and safe manner. The focus of in-person visits has been for consumers residing in Board and Care and Specialized Facilities, in Skilled Nursing Facilities, and for independent consumers with Supported Living services. In Adult services there are currently 13 teams with approximately 210 service coordinators that cover the two-county catchment. We are expanding the teams with new staff which will result in smaller caseload ratios for the CSCs. As growth continues, the Senior consumers team will be split into two units, one serving San Bernardino County and the other serving Riverside County effective July 2023.

**Federal Programs/Medicaid Waiver (MW):** A Federal Programs audit will be conducted at IRC in October 2023. The MW team has begun preparing to accommodate a fully virtual audit. The audit will be completed jointly by DDS and the Department of Health Services (DHS). They will review consumer documentation and interview staff, consumers, and vendors.

As of March 2023, IRC serves 15,662 active Medicaid Waiver consumers and 117 consumers on the "Self Determination Waiver". The Waiver team is actively adding cases to the program with help and support from case management. The goal is to add 500 to 600 more cases by June 30, 2023. The review process and reaccreditation of Waiver cases continues to be challenging in the current remote working model. Regardless of the challenges of COVID 19, the MW staff continues to add "Institutional Deeming" cases. The Waiver team staff plan to work closely with Early Start and Pre-School Age Teams to encourage consumer/family participation in Institutional Deeming. They will provide support and training to these two teams. DDS will continue to provide the accounting of 1915i cases directly to CMS.

**Consumers returning to Work and Programs (post-COVID) :** Adult consumers continue to return to daily activities through "traditional" services. The overall situation has been challenging due to several factors, primary of which is that the programs themselves are having difficulty finding staff. Some programs have not been able to return to a full-time schedule due to this issue. The state of emergency has been lifted effective 2/28/2023. This may create additional stress and challenges for the programs serving our consumers since the consumers will need to return to a traditional service delivery model like what they had before COVID. The consumers maintain the option, if requested, to continue receiving remote services until 12/31/2023. Regardless, we will continue to work with our consumers and offer them appropriate options.





# **Inland Regional Center Children & Preschool Services**

## **May 08, 2023 IRC Board of Trustees Report**

Submitted by Felipe J. Garcia IRC Director of Children and Transition Services

Greetings s of May 01, 2023, we currently have 14,678 cases under School Age and Pre-School services. School Age units have 11,101 and Pre-School units have 3,577 cases. We continue to hire replacements as soon as possible to ensure that consumers have a Consumer Services Coordinator (CSC).

### **Preschool Units**

As mentioned in earlier reports, there are 4 units under the Director of School Age and Transition which serve the pre-school caseloads. The age groups are 3-6 years of age. Hiring is a priority for the four Program Managers who oversee the Pre-School Units and have been interviewing on an ongoing basis. We continue to hire in an effort to meet the established requirements of 1:40 cases per Consumer Services Coordinator (CSC). It has been challenging to hire staff as in most fields, we are all competing for staff. We continue to have interest from existing school age CSC's in serving our Pre-School age children. We are slowly moving existing staff from School Age Units to Pre-School units; however, we also must replace staff that are moving, so that can take some time. Existing School Age CSC's are continuing to assist the Pre-School units with case coverage until we are able to hire enough Pre-School CSC's to meet the established ratios.

### **School Age Units**

As a result of the newly developed Pre-School Units, we have had to restructure our existing School Age Units who will now serve ages 6-16. The most important change will be that we will go from having 9 School Age units to 8 units. This is necessary due to the movement of cases from School Age to Preschool Units. The Director of School Age and Transition met with groups of two units at a time to discuss the reason for the restructuring and answered questions regarding caseload movement and growth. The CSC's provided insight into the difficulties they are facing regarding meeting timelines and the case coverage needs. As a result of these meetings, the Director of School Age and Transition will meet quarterly with representatives from each unit. The goal is to have open communication with the Director of School and Transition and continue to address the areas needing attention presented by the CSC's. The restructuring will take effect on Friday May 5<sup>th</sup>.



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*Community Services*

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**Board of Trustees Quarterly Report - Respectfully Submitted by Vince Toms**

**May of 2023**

The Department of Developmental Services (DDS) has now rolled back all the Covid-19 State of Emergency orders, to include the special incident reporting requirements. The only methods that remain in place are the allowance of remote services for very specific services, namely the day programs and the resulting 2023 Transportation Rate Model. Both are dependent upon each other and have a sunset date for the end of the calendar year. It remains to be seen how the day programs will be treated, as some have been more successful than others in securing appropriate staffing levels. It must be noted that all day programs and just about all vendors are still extremely limited due to the lack of staff.

DDS created the Quality Incentive Program (QIP) which was implemented in September of 2022. There are six overarching focus areas that are being developed and implemented on a flow basis. As of this writing one is complete, three are in process and in various stages of either development or completion and two are still pending from DDS. The intent is to improve client outcomes, vendor performance and service quality. Vendors meeting or exceeding DDS measures will be eligible for incentive payments. The following are the six focus areas:

Adult Residential Facilities for People with Special Health Care Needs (ARFPSHN) Prevention and Wellness, Employment, Early Intervention, Workforce Capacity, Service Access and Informed Choice and Satisfaction.

The Resource and Development Unit continues to work on eight new vendors that will assist us in providing integrated social recreation opportunities. A snapshot of each is as follows:

1. Autism Society of the Inland Empire - \$98K
  - a. They will partner with IRC to recruit, train, and develop more programs and providers and assist with the understanding of the regional center system and vendorization process.
2. Behavior Highway and PAWS 4 Success - \$43K
  - a. They will work with clients aged 5-25 who would like to increase their social skills. They will use ABA principles and practices in conjunction with service animals.
3. Chasing 7 Dreams - \$75K
  - a. They will create a camp with integrated social opportunities for those aged 3-21.
4. City of San Bernardino - \$156K
  - a. They will use the funding to modify their parks and recreations department options and programs, as well as facilities to support clients. They will also offer transportation options and adaptive assistance.

5. Corona/Norco YMCA - \$105K
  - a. They will use the funds to open integrated camp options for clients, as well as some financial assistance. They will also vendor a music program.
6. Desert Recreation District - \$68K
  - a. They will expand their current adaptive recreation programs and train staff on I/DD clients and needs. They will also fund memberships to a variety of programs.
7. Girl Scouts - \$47K
  - a. They will create a disability awareness program and train their aides on I/DD clients and needs. Another goal is to create more integrated troops for our clients to participate in.
8. Self-Determined Futures, LLC. - \$50K
  - a. They will develop and provide education and outreach on peer and mentor training for the I/DD community. They plan on developing and providing social skills classes, community information events and parent training.



**Intake, Early Start, Clinical Services and  
The Early Start Family Resource Network  
REPORT  
March-April 2023  
Submitted by Treva Webster,  
Director Intake, Early Start, and Clinical Services**

## **EARLY START**

In the last board report I noted: “The task of hiring the 43 new Service Coordinators that are needed to reach a 1:40 caseload ratio here at IRC may appear daunting in this current labor market. However, we are optimistically confident that the work we in do in Early Start, and our IRC work environment (and benefits) will draw the type of people that are passionate about serving children and families in our community.”

During the March, 2023 Job Fair, Early Start Program Managers interviewed and hired 7 individuals—five for Service Coordination and two for clerical positions to help with the heavy caseloads and extremely busy schedules. We continue to interview and hire the most qualified individuals who will work with our little clients and their families to achieve the outcomes identified through assessment and the IFSP process.

If you know of individuals who you think would be a good fit for the heavy yet rewarding job of working with children (ages 0 through 2) and families, please refer them to our website so they can apply!

The first Phase of our Early Start Restructure (necessary to accommodate additional staff required to meet the caseload ratios), has begun. With a total of eight Early Start Program Managers with individual responsibilities spread across two large counties we aspire to fairly redistribute service coordinators to the appropriate units (zip codes) with the least disruption to the continuity of service coordination for the families we serve.

## **INTAKE**

After reviewing the efficiency of processes of the Early Start (ES) and Lanterman Intake units and considering the significant increase in Intake Applicants for both ES and Lanterman programs, we designed and began working on a restructure plan that we believe will eventually streamline the intake process for all age groups.

The IRC Intake restructure started with a change of the established organization model of Intake. Mary Joseph Bacon, previously Intake Program Manager, was promoted to Senior Program Manager of Intake and we will hire two managers to work with Mary to help IRC clients realize shorter timelines through the intake process—both Early Start and Lanterman Intake, and divided by county.

The Transfer of clients from and to other Regional Centers continue to keep the Transfer Coordinators busy and focused. When clients move to other Regional Center catchment areas, the timelines must be respected so the clients don't have a gap in needed services and case management. There are many challenges with transfer cases, but one is the current (and hopefully temporary) backlog of psych assessment appointments for those transfer clients for whom eligibility determination has not yet been finalized.

## **CLINICAL SERVICES**

As noted before, there is a statewide lack of trained Clinical Psychologists who work in or with the Regional Center system causing a backlog in the assessment process. However, assessments are not the only responsibilities that the IRC Clinical Services Unit has. The Clinical Services team is comprised of nurses, psychologists, consulting pharmacologists, psychiatrists, lawyers, dental professionals, nutritionists, as well as OT and PT professionals. All of this unit is supported by two dedicated support staff and overseen by the Program Manager, Wasima Alvi.



## CURRENT PRIORITIES

- Continuing Atlas improvements
- Hiring vacancies in IT
- Supporting IRC staff



## DIVISION MANAGERS

**Case Control**  
Denise Adame

**Communications**  
Sandra Guzman

**Information Technology**  
Vacant

**Facilities, Office Services &  
Procurement**  
Gabriel Ortiz

# IT AND ADMIN SERVICES

## ADMINISTRATIVE SERVICES

The Administrative Services Division continues to do what we do best: supporting IRC and IRC staff. We continue to shift our focus from “working with COVID” to “post-COVID” work, which means accommodating more in-person meetings, assessments, and foot traffic. More IRC staff are also being welcomed back to the office for things like in-person unit meetings, staff training, and increased face time with their coworkers. The Administrative Services Division will continue to provide direct support for this shift in greater on-site traffic.

## INFORMATION TECHNOLOGY

The Inland Regional Center Information Technology Department is continuing to focus our efforts on our Atlas case management system. The project team and development team continue to work on bugs and will continue to add features requested by IRC. Our goal is to make the best possible case management application for IRC staff and our clients.

IT has 2 current vacancies in helpdesk and 1 vacancy for the IT Manager. The first two are set to begin recruitment in May. We look forward to filling these vacancies with the best IT staff we can get to ensure we provide the best possible tech support to IRC staff.

Respectfully Submitted by Kurtis Franklin, Director of IT and Administrative Services





# Inland Regional Center Transition Services & Specialty Services

## May 2023 IRC Board of Trustees Report

Submitted by: Eric Hamler IRC Assistant Director of Transition Services and Specialty Services

### **Enhanced Service Coordinator Unit:**

Inland Regional Center (IRC) has formed a new unit to provide coordination of services at a 1 to 40 coordinator to consumer ratio for clients in underserved communities with low or no purchased services (POS). This unit is called the Enhanced Service Coordination (ESC) Unit. This is an option for our low to no POS clients who live in underserved communities. This unit was developed to fulfill the enhanced service coordination mandate from DDS which is "intended to improve service access and delivery" by providing clients with "focused support and increased service coordination." The uniqueness of enhanced service coordination includes the consideration of cultural, linguistic, systemic, and societal barriers and implementation of best practices to reduce such barriers through a service access and equity lens. The Program Manager of this unit is Lilliana Garnica. Ms. Garnica currently has 294 consumers enrolled in this program. 9 out of the 10 positions have been filled. Ms. Garnica provided a training presentation on the ESC unit IRC's Service Access and Equity (SAE) Conference on April 19, 2023.

### **Self Determination Program:**

We have a total of 160 Self-Determination cases. Alejandra Rivera has been promoted from Participant Choice Specialist to a Program Manager who will oversee Self Determination, Individuals with Disabilities Education Act (IDEA) and the Systems of Care position. Our participant Choice Specialists (PCS) have been assisting in expanding awareness of self-determination service options through efforts to identify concerns and barriers to enrollment, reduce identified barriers and by providing information and training to consumers, families, IRC staff and providers about self-determination options. The PCs continue to collaborate closely with the local volunteer advisory committee (LVAC) to support implementation of the Self-Determination Program. The PCS provided a training presentation on Self-Determination at the IRC's Service Access and Equity (SAE) Conference. Ms. Rivera also provided a training presentation on Self-Determination for SAE CBO Training on April 19, 2023.

### **Systems-Care Coordinator:**

IRC's Systems of Care Coordinator is Rosalba Martinez. Ms. Martinez has been continuously collaborating with our partners to meet the needs of children and youth in foster care who have experienced severe trauma. IRC has Interagency Child, Youth and Family Services Memorandum of Understanding (MOU) with Riverside and San Bernardino Counties. These agreements outline the various local entities (required partners and collaborative partners) establishment of shared interagency responsibility, engagement, and resource allocation. Our systems of care coordinator participate in all required meetings, provide support to IRC's staff, and updates our partners on cases in addition to reporting data to DDS.

### **Transition Units:**

Transition Units serves ages 16-25 years old. 6 Program Managers oversee these programs which are as follows:

- Anthony Duenez-West End Transition
- Angelica Serrano-San Bernardino High Desert Transition
- Robert Garcia-San Bernardino Transition
- Brandie Parhm-Riverside South Transition
- Elizabeth Tagle-Riverside Transition
- Amira Abdelmageed-Riverside East Transition

There is a total of 8,140 cases in all transition units. Our Transition Units are continuing to collaborate with school districts and Special Education Local Plan Areas (SELPA) on providing information about IRC's services for adults that are transitioning out of school and into a pre-vocational or vocational programs per consumer's Individual Program Plans.



Inland Regional Center Board Report  
Submitted by Andrea Gonzales, Another Way Coordinator  
Date: April 27, 2023

To: The Board of Trustees

- I. **Golf Tournament Date: Saturday, September 9<sup>th</sup>, 2023; Mixer, Friday, September 8<sup>th</sup>, 2023, at Omni Rancho Las Palmas.**
  - A. Contract Signed
  - B. Saved the Dates and Email Save the Dates have been distributed.
  - C. Tournament brochures will be going out on May 3<sup>rd</sup>.
  - D. Room rate is \$219 a night for standard rooms, plus applicable fees & taxes.
  - E. Pathways, Inc.; In-Roads; Inland Respite; CA Mentor; IEHP; Redwood Family Care Network (formerly People's Care); Care Rite; Creating a Legacy have either paid or pledged to support tournament. Total committed sponsorships is \$123,000.
  - F. Raffle Prizes have been challenging to obtain, working on reaching out to more local businesses. Online requests have been less responsive.
  - G. Board and Employee rate is \$175 golfer. Dinner is only \$80.
  - H. Banquet will be held on Saturday, September 9<sup>th</sup>, 2023. We are working on a video with Inland Respite that will share the work we do in the community. We will show this video during the banquet.
  - I. A goal this year is to engage golfers who participated in the tournament as part of a sponsorship to become individual monthly donors.
- II. **Weekly Requests for Assistance**
  - A. Requests are slowly picking up. Most of the requests we are receiving have been for rent or utility assistance.
  - B. During FY22-23 Another Way has allocated over \$62,000 to help consumers with rent, utilities, eyeglasses, dental work, appliances, beds, burials, citizenship, and other similar necessities. Most of the support has been allocated for rental assistance.
  - C. Another Way Coordinator continues to present at new-hire and unit meetings.
- III. **Nonprofit Management Certificate**
  - A. Another Way Coordinator is taking an 8-session course to obtain a Nonprofit Management Certificate. Course is funded through Cal Wellness Grant.
  - B. Course training includes:
    - a. Strategic planning and creating sustainable organizations.
    - b. Facilitating strong and engaged boards and volunteer leadership.
    - c. Creating a culture of diversity, equity, and inclusion with cultural sensitivity
    - d. Financial Management and Develop Financial Resources to meet the unique needs of the organization.
    - e. Tools to manage successful teams and engaged staff.
    - f. Legal issues impacting nonprofit HR.

g. Marketing and branding for impact

**IV. Bowling**

- A. Another Way Advisory Committee is discussing hosting Bowling Tournament in July of 2023.
- B. Empire Bowl presented pricing for tournament, and we are seriously considering them for the tournament.
- C. The theme is 1950s.

**V. Toy Drive** – Tentative date is Wednesday, December 6<sup>th</sup>, 2023.

- A. The event will take place at Club Events Center in San Bernardino, pending COVID is not an issue.
- B. Reached out to Casino Morongo for event sponsorship of \$5000.00 and was denied.
- C. As the event draws closer the coordinator will reach out to past sponsors for support.

**VI. Employee Giving Campaign**

- A. 17 staff signed up to give during the Employee Giving Campaign. This resulted in over \$2500 a year in new donations.
- B. Employee Giving Campaign will continue to run throughout the end of the FY and into FY23-24.
- C. The goal is to have 50% of IRC's staff donate to Another Way through Payroll deduction by the end of FY24-25.

**VII. Grants**

Approved	Pending	Denied	Extensions
Annenberg - \$25,000 (general operating)	S. Mark Taper (\$50,000)	The Lawrence Foundation (\$5000)	Cal Wellness thru June 30 <sup>th</sup> , 2023
Carpenter - \$35,000 (general operating)	The Annette Williams Charitable Foundation (\$5,000)	Network for Good (\$5000)	Kaiser thru March of 2023
Stater Brothers - \$2,500 (Safety-Net Program.	Kaiser Riverside/Moreno Valley for Access to Healthcare. (\$25,000)		
	The Chatlos Foundation (\$5,000). New funder and is a bit of a stretch but we are reaching out.		

**INLAND REGIONAL CENTER  
Board of Trustees  
Executive Committee Meeting**

**March 15, 2023**

**4:30 p.m.**

**Notes**

**EXECUTIVE COMMITTEE:** Maureen O'Connell; Alicia Lara, Jay Connor, Joshua Souder

**STAFF/EX OFFICIO:** Lavinia Johnson, Steve Beckett, Merissa Steuwer

**RECORDING SECRETARY:** Sandra Guzman, Executive Assistant

1. Process for Executive Director Evaluation: This year's evaluation will be sent out to all Board Members as a survey. Discussion of timelines was discussed. Survey will go out on or around April 5. It will go out electronically or in the mail. Survey/Eval will need to be returned no later than April 17. Results of survey will be shared with full board in April so that can be presented to Lavinia in May.

**Next Meeting:** April's meeting will be a Lanterman's Executive Closed Session Meeting to go over the Executive Director's Eval.





**BOARD OF TRUSTEES REPORT, RESPECTFULLY SUBMITTED BY LAURA MILLER  
May 8, 2023**

Cash Assets March 31, 2023	\$22,169,953.76
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COMMITTEE MEMBERS

Tom Cosand, Drew Cutler, Bob McGuire, Debra Mannon, Stephen May,  
Evan Page, Jack Padilla, and Steve Spears

OPERATIONS

The Master Trust Committee meeting takes place the second Tuesday of each month. In May of 2023, it was rescheduled to May 2, 2023. This change was necessary so the Master Trust team could travel to Nashville, the second week of May, to attend the HWA International Conference. HWA is the software company for our accounting and case management software. We are excited to attend workshops and learn how we can better use the software to automate our processing. Networking with other special needs trust offices gives us the opportunity to see how they structure and manage their day-to-day operations.

In March of 2023 the annual statements for 2022 were mailed to the beneficiaries. Our software system generates these statements and scans them to the digital imaging files in one quick transaction. These same reports were provided to the tax preparer for tax filing in March.

ACCESS

In February and March of 2023, 188 distribution requests were processed totaling \$190,918.69. Requests included; appliances, association dues, attendant services, bus pass, cable bills, car, cell phone bills, church camp, cleaning services, clothing, companion services, electronics, entertainment, estate recovery claim, gym membership, home repairs, horseback riding lessons, hygiene products, incontinence supplies, landscape services, legal fees, medical/dental expenses not covered by insurance, quarterly taxes, pest control, pool maintenance, pre-need burial, rent, salon services, storage fees, utilities, vacations, vehicle insurance, vehicle registration, and vehicle repairs.

All requests must be submitted electronically. The link to request funds is on our website at [www.mastertrustofcalifornia.com/resources](http://www.mastertrustofcalifornia.com/resources).







# INLAND REGIONAL CENTER

*...valuing independence, inclusion and empowerment*

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Telephone: (909) 890-3000

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## MEMORANDUM

**To:** Lavinia Johnson

**Date:** March 16, 2023

**From:** Steven K. Beckett

**Re:** Amendment of Bylaws Re Extension of VAC Members Terms

At the Board meeting on March 13, 2023, the Board approved the request of the Vendor Advisory Committee (VAC) for an additional 2-year term for certain members of the VAC. It appears that the request would result in some VAC members serving more than two consecutive terms, which would be a violation of the Bylaws. Therefore, I am proposing that ARTICLE VIII, Section 5 of the Bylaws be amended as follows (new language in red):

### **ARTICLE VIII - COMMITTEES**

#### **Section 5. VENDOR ADVISORY COMMITTEE.**

The Vendor Advisory Committee (VAC) shall be composed of a wide variety of persons representing the various categories of providers from which the Corporation purchases consumer services. The VAC shall provide advice, guidance, recommendations, and technical assistance to the Board in order to assist the Corporation in carrying out its regional center mandated functions. The Executive Committee shall confirm the chairperson of the VAC. The VAC does not have the authority to act on behalf of the Board. Members of the VAC serve a term of two (2) years and may not exceed two (2) consecutive terms. The Board may, due to extraordinary circumstances as determined by the Board in its sole discretion, allow VAC members to serve three (3) consecutive terms, if the Board determines it is in the best interests of the Corporation and the VAC to do so. The VAC shall designate one of its members to serve as a member of the Board.

This can be presented at the May 8, 2023 Board meeting and request that the Board approve it retroactively to March 13, 2023.



Svc Code	Vendor Name	Vendor Number
17	CBEM	PJ5093
56	Elysian Speech and Language Therapy	PJ5156
56	Charlotte Singleton	PJ5195
56	Angelika Robinson	PJ4600
56	Rady Children's Hospital SD	PJ5062
56	Julie Yang	PJ4284
56	Joanne Ford	PJ5220
56	Pediatric Diagnostics	PJ5277
94	Game Gen	PJ5253
94	Options For All (E&CO)	PJ4741
94	The Media Lab	PJ5302
113	Kaiser Specialized- Serrano (People's Care)	HJ0889
113	Kaiser Specialized- Ofelia (People's Care)	HJ0936
113	Kaiser Specialized- Ivanpah (People's Care)	HJ0938
113	Kaiser Specialized- Merlot (People's Care)	HJ0948
113	Kaiser Specialized- Viaggio (People's Care)	HJ0962
113	Kaiser Specialized- Jordan (People's Care)	HJ0963
113	Kaiser Specialized- Elisabeth (People's Care)	HJ2507
113	Kaiser Specialized- Perignon (People's Care)	HJ2524
113	People's Care- Tradewinds	HJ2743
113	People's Care- Lupine	HJ2628
113	People's Care- Orangecrest Villa	HJ2971
113	Benson House	H62591
113	Benson House 6	HJ0363
113	Benson House 7	HJ0663
113	Benson House 9	HJ0710
113	Benson House 10	HJ0711
113	Benson House 11	HJ0713
113	Benson House 12	HJ0712
113	CPES- Baxter (Ca Mentor)	HJ2561
113	CPES- Joshua (Ca Mentor)	HJ2562
113	CPES- Muir Mtn (Ca Mentor)	HJ2563
113	CPES- Skyland (Ca Mentor)	HJ2564
113	West Coast Care Providers- Velasco Home	HJ3115
113	AVALON RANCH RESIDENTIAL	HJ3045

113	Ability Pathways/ Jones Division	HJ2556
113	KHEESA'S FAMILY HOME (Lori Carden)	HJ3004
113	XAVIER FAMILY HOME (Lori Carden)	HJ0835
113	NEW DISCOVERY RESIDENTIAL -Union	HJ0860
113	NEW DISCOVERY RESIDENTIAL- Ave. H	HJ0862
113	Treatment and Development- Koa	HJ0362
113	Treatment and Development- Kona	HJ0577
113	Treatment and Development- Kalia	HJ0800
113	Treatment and Development- Hana	HJ2751
113	Treatment and Development- Hilo	HJ2819
113	CHATEAU BATTISTE (ARFPSHN)	HJ2587
113	CASA COLINA (PADUA) Apple Valley	HJ0288
113	PADUA VILLAGE, INC. Lucerne Valley	HJ0108
113	ANITA CARE CENTER (Laygos)	HJ3071
113	ASHLEY CARE CENTER (Laygos)	HJ2898
113	VISTA CARE CENTER (Laygos)	HJ2752
113	SUP- Chicago Home	HJ0995
785	Collaborative Psychology	PJ5233
785	Collaborative Psychology	PJ5234
904	Independent Options	HJ3109
904	Golden State Residential Adult Program	HJ3164

## EMPLOYEE BENEFITS AND SERVICES

### 311 VACATION POLICY AND PROCEDURES

1. Full-time, regular employees, whose usual and customary schedule is to work 40 hours per week, will accrue vacation as follows:
  - a. For employees who have worked at IRC for less than 5 years, they can earn up to 120 hours (3 work weeks) of vacation per year. Vacation will accrue at the rate of 0.05769 hours of vacation for every hour worked during a pay period, which equals 4.6154 hours per pay period if the employee has worked 80 hours during the pay period. Vacation begins to accrue on the employee's first day of employment, but the employee is not eligible to use accrued vacation until they have worked at IRC for at least 13 weeks.
  - b. For employees who have worked at IRC for at least 5 years but less than 10 years, they can earn up to 160 hours (4 work weeks) of vacation per year. Vacation will accrue at the rate of 0.07692 hours of vacation for every hour worked during a pay period, which equals 6.1538 hours per pay period if the employee has worked 80 hours during the pay period.
  - c. For employees who have worked at IRC for at least 10 years, they can earn up to 200 hours (5 work weeks) of vacation per year. Vacation will accrue at the rate of 0.09615 hours of vacation for every hour worked during a pay period, which equals 7.6923 hours per pay period if the employee has worked 80 hours during the pay period.
  - d. The maximum amount of vacation that can be accrued is 240 hours.
  - e. When an employee has accrued 240 hours, they cannot accrue more vacation until their unused vacation accrual is below 240 hours.
  - f. Upon separation/termination of employment, the employee will be paid for any unused vacation accrual.
2. Part-time, regular employees, whose usual and customary schedule is to work at least 30 hours per week, will accrue vacation based on the actual number of hours worked. For example, for a usual and customary schedule of 30 hours per week:
  - a. For employees who have worked at IRC for less than 5 years, they can earn up to 90 hours (3 work weeks) of vacation per year. Vacation will accrue at the rate of 0.05769 hours of vacation for every hour worked during a pay period, which equals 3.4615 hours per pay period if the employee has worked 60 hours during the pay period. Vacation begins to accrue on the employee's first day of employment, but the employee is not eligible to use accrued vacation until they have worked at IRC for at least 13 weeks.
  - b. For employees who have worked at IRC for at least 5 years but less than 10 years, they can earn up to 120 hours (4 work weeks) of vacation per year. Vacation will accrue at the rate of 0.07692 hours of vacation for every hour worked during a pay period, which equals 4.6154 hours per pay period if the employee has worked 60 hours during the pay period.
  - c. For employees who have worked at IRC for at least 10 years, they can earn up to 150 hours (5 work weeks) of vacation per year. Vacation will accrue at the rate of 0.09615 hours of vacation for every hour worked during a pay period, which equals 5.7692 hours per pay period if the employee has worked 60 hours during the pay period.
  - d. The maximum amount of vacation that can be accrued is 240 hours.
  - e. When an employee has accrued 240 hours, they cannot accrue more vacation until their unused vacation accrual is below 240 hours.
  - f. Upon separation/termination of employment, the employee will be paid for any unused vacation accrual.

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3. All other part-time employees, whose usual and customary schedule is to work less than 30 hours per week, or who have a variable schedule and work on average less than 30 hours per week, are not entitled to earn any vacation and do not accrue any vacation hours.
4. Vacation cannot be used before it is accrued.
5. Vacation cannot be used in amounts of less than 15 minutes. Employees taking a full day of vacation will be charged according to the number of hours they were regularly scheduled to work that day, i.e., 9 hours on a 9-hour day and 8 hours on an 8-hour day.
6. An employee must be actively working or on a paid leave in order to accrue vacation time. Vacation is not accrued during unpaid leaves of absence or other periods of inactive service. Agency holidays and jury duty are considered to be active work days in this situation.
7. Employees who are separating/terminating their employment with IRC do not accrue additional vacation time after their last day of actively working. Agency holidays and jury duty are not considered to be active work days in this situation.
8. Employees wanting to use accrued vacation time should submit their request to their manager for approval 30 days in advance of the date the vacation is to start or, if a 30-day advance notice isn't possible, then as soon as possible once the employee becomes aware of the need to use vacation time. Managers shall endeavor to respond to the request within 3 working days. IRC reserves the right, in its sole discretion, to deny any request for vacation that is submitted less than 30 days in advance or if granting the request would be detrimental to the operations of IRC.
9. An employee who requests vacation, or upon their return from vacation, shall provide any documents or information required by the Human Resources or Payroll Departments.
10. Vacation may be used when an employee's sick leave has been exhausted. Employees wanting to do so shall provide any documents or information required by the Human Resources or Payroll Departments.

## EMPLOYEE BENEFITS AND SERVICES

### 312 SICK LEAVE POLICY AND PROCEDURES

1. Full-time, regular employees, whose usual and customary schedule is to work 40 hours per week and were hired on or after July 1, 2023, will accrue sick leave as follows:
  - a. For employees who have worked at IRC for less than 5 years, they can earn up to 80 hours (2 work weeks) of sick leave per year. Sick leave will accrue at the rate of 0.03846 hours of sick leave for every hour worked during a pay period, which equals 3.077 hours for an 80 hour pay period. Sick leave begins to accrue on the employee's first day of employment, but the employee is not eligible to use accrued sick leave until they have worked at IRC for at least 13 weeks.
  - b. For employees who have worked at IRC for at least 5 years but less than 10 years, they can earn up to 120 hours (3 work weeks) of sick leave per year. Sick leave will accrue at the rate of 0.05769 hours of sick leave for every hour worked during a pay period, which equals 4.6154 hours per pay period if the employee has work 80 hours during the pay period.
  - c. For employees who have worked at IRC for at least 10 years, they can earn up to 160 hours (4 work weeks) of sick leave per year. Sick leave will accrue at the rate of 0.07692 hours of sick leave for every hour worked during a pay period, which equals 6.1538 hours per pay period if the employee has work 80 hours during the pay period.
  - d. The maximum amount of sick leave that can be accrued is 480 hours.
  - e. When an employee has accrued 480 hours, they cannot accrue more sick leave until their unused sick leave accrual is below 480 hours.
  - f. Upon separation/termination of employment, the employee is not eligible to be paid for any unused sick leave accrual.
2. Part-time, regular employees, whose usual and customary schedule is to work at least 30 hours per week and were hired on or after July 1, 2023, will accrue sick leave based on the actual number of hours worked. For example, for a usual and customary schedule of 30 hours per week:
  - a. For employees who have worked at IRC for less than 5 years, they can earn up to 60 hours (2 work weeks) of sick leave per year. Sick leave will accrue at the rate of 0.03846 hours of sick leave for every hour worked during a pay period, which equals 2.3077 hours for a 60 hour pay period. Sick leave begins to accrue on the employee's first day of employment, but the employee is not eligible to use accrued sick leave until they have worked at IRC for at least 13 weeks.
  - b. For employees who have worked at IRC for at least 5 years but less than 10 years, they can earn up to 90 hours (3 work weeks) of sick leave per year. Sick leave will accrue at the rate of 0.05769 hours of sick leave for every hour worked during a pay period, which equals 3.4615 hours for a 60 hour pay period.
  - c. For employees who have worked at IRC for at least 10 years, they can earn up to 120 hours (4 work weeks) of sick leave per year. Sick leave will accrue at the rate of 0.07692 hours of sick leave for every hour worked during a pay period, which equals 4.6154 hours for a 60 hour pay period.
  - d. The maximum amount of sick leave that can be accrued is 480 hours.
  - e. When an employee has accrued 480 hours, they cannot accrue more sick leave until their unused sick leave accrual is below 480 hours.

## EMPLOYEE BENEFITS AND SERVICES

### 312 SICK LEAVE POLICY AND PROCEDURES

- f. Upon separation/termination of employment, the employee is **not** eligible to be paid for any unused sick leave accrual.
3. Full-time, regular employees, whose usual and customary schedule is to work 40 hours per week and were hired on or **before** June 30, 2023, will accrue sick leave as follows:
  - a. Regardless of how long they have worked for IRC, employees can earn up to 96 hours of sick leave per year. Sick leave will accrue at the rate of .04615 hours of sick leave for every hour worked during a pay period, which equals 3.6923 hours per pay period if the employee has worked 80 hours during the pay period. Sick leave begins to accrue on the employee's first day of employment, but the employee is not eligible to use accrued sick leave until they have worked at IRC for at least 13 weeks.
  - b. There is no cap on the amount of sick leave that can be accrued.
  - c. Upon separation/termination of employment, the employee is eligible to be paid for their unused sick leave accrual as set forth in paragraph 18 below.
4. Part-time, regular employees, whose usual and customary schedule is to work at least 30 hours per week and were hired on or **before** June 30, 2023, will accrue sick leave based on the actual number of hours worked. For example, for a usual and customary schedule of 30 hours per week:
  - a. Regardless of how long they have worked for IRC, employees can earn up to 72 hours of sick leave per year. Sick leave will accrue at the rate of .04615 hours of sick leave for every hour worked during a pay period, which equals 2.7692 hours per pay period if the employee has work 60 hours during the pay period. Sick leave begins to accrue on the employee's first day of employment, but the employee is not eligible to use accrued sick leave until they have worked at IRC for at least 13 weeks.
  - b. There is no cap on the amount of sick leave that can be accrued.
  - c. Upon separation/termination of employment, the employee is eligible to be paid for their unused sick leave accrual as set forth in paragraph 18 below.
5. Part-time, regular employees whose usual and customary schedule is to work less than 30 hours per week will accrue sick leave as follows:
  - a. Such employees do **not** accrue sick leave under paragraphs 1 through 4 above.
  - b. Such employees will earn any applicable sick leave pursuant to the eligibility, accrual and use provisions of *Labor Code* § 246, which currently provides for an accrual rate of no less than 1 hour for every 30 hours worked with a minimum accrual of 24 hours by the employee's 120<sup>th</sup> calendar day of employment.
  - c. Any amendment to *Labor Code* § 246 will be applied to any such employees as of the effective date of the amendment.
  - d. The maximum amount of sick leave that can be accrued is 48 hours.
  - e. Sick leave begins to accrue on the employee's first day of employment, but the employee is not eligible to use accrued sick leave until the 90<sup>th</sup> day of their employment with IRC.
  - f. Upon separation/termination of employment, any such employee is **not** eligible to be paid for any unused sick leave accrual.