

Alta California Regional Center  
Executive Committee Meeting  
Monday, January 12, 2026  
Minutes

**Present:**

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

**Board Members:**

Jackie Armstrong  
Garrett Broadbent

**Visitors:**

Steve Andrews  
Jay Chan  
Dawn Dingman  
Maureen Fitzgerald  
Emily Philbin  
Terri Scheufele  
Benita Shaw

**Absent:** (\* excused)

Steven Sanchez\*, Secretary

**Facilitators:**

Amy Fulk

**Staff:**

Lori Banales, Executive Director  
Iqbal Ahmad, Chief Operating  
Officer  
Jennifer Bloom, Director of Client  
Services  
Tracy Brown, Associate Client Services  
Director  
John Decker, Director of Community  
Services  
Jon Horbaly, IT Support Technician  
Camelia Houston, Director of Intake  
& Clinical Services  
Mechelle Johnson, Director of Client  
Services  
Lisa West, Executive Secretary

The Executive Committee met on Monday, January 12, 2026, at 5:13 p.m. to discuss:  
1) Review/Approve Revised Resource Development Policy; 2) President's Report; and  
3) Executive Director's Report.

**Without objection, Dan Lake made the motion to adopt the Executive Committee meeting minutes of November 10, 2025, as submitted.**

1. ***Review/Approve Revised Resource Development Policy***

- Mr. Decker shared that there are three areas that ACRC is addressing with this revision. He noted that this policy may need to be revised again with additional guidance from the Department of Developmental Services (DDS).
  - The biggest change is adding mutual indemnification language across all of our regional center contracts and vendor agreements.
  - On December 24, 2025, DDS released Guidance on the use of Generative Artificial Intelligence (GenIA). This revision includes requirements for service providers to comply with contractual safeguards regarding data sharing.
  - These revisions cover all service codes except for Service Code 895 – Transportation.

**Without objection, Carmen Aguilar made the motion to recommend to the full Board the approval of the revised Resource Development Policy as presented.**

## 2. ***President's Report***

- Mr. Lake wished everyone a Happy New Year and expressed appreciation for those in attendance today. He was able to attend ACRC's Santa Day on December 19<sup>th</sup>. The event was held at a wonderful venue and was well organized.

## 3. ***Executive Director's Report***

- Last week, the Governor's office released a \$348.9 billion proposed balanced budget for the 2026-27 fiscal year (FY). Rather than extending new proposals, he is proposing fiscal restraint and long-term planning. The developmental services system has an increase of \$2.4 billion for an increased caseload of 18% for a total budget of \$21.1 billion, serving 526,848 individuals statewide. Ms. Banales noted that the proposed budget is simply a placeholder and there will be many hearings and advocacy opportunities prior to the signing of the budget bill. Previous fiscal commitments will continue into out years, affecting the revenue and increasing deficits. Although the Legislative Analyst's Office (LAO) has different projections, Ms. Banales feels confident that our service system will remain whole for this next FY. DDS has not proposed any new initiatives; they will continue with their investment in the Life Outcomes Improvement System (LOIS) and their efforts to increase access to employment. We will continue to have this conversation as we move forward. We must continue to promote a unified message with community partners as we move forward in advocacy.
- The "Fight for Our Health Coalition Rally, Press Conference and Lobby Day" is scheduled for Wednesday, January 14<sup>th</sup>, on the West Steps of the State Capitol. The rally begins at 10 a.m.; gathering at 9:30 a.m.
- Ms. Banales reviewed the "Dashboard Indicators for the Quarter Ending December 31, 2025" and noted the following:
  - We are processing our Early Start Intakes within the required timelines (averaging 41 days in the current quarter).
  - Intake
    - Lanterman Intakes continue to be a challenge. Over the last year, we have moved from 255 to 240 days; we continue to decrease the timeline and move in the right direction.
    - ACRC continues to experience a high number of applicants that have mental health conditions which require additional testing. We continue to increase our vendors to support this challenge. ACRC is also currently hiring more psychologists, as well. This resource issue continues to be a barrier.

- ACRC continues to implement the strategies that have been shared with the Board. Ms. Houston will be sharing more details regarding Intake timelines and process and how our new software program, Atlas, supports our work at the January 22<sup>nd</sup> Board meeting.
- Caseload Ratios
  - Ms. Bloom reminded everyone that these are agency-wide averages.
  - The “Medicaid Waiver” required ratio is 1:62; our ratio is holding steady at 71.
  - For Children “Age 5 and under”, the required ratio is 1:40; our ratio has increased to 1:45.
    - Early Start is the federal program serving infants and toddlers, birth through age 2. In Early Start, families are benefitting from the 1:40 caseload ratio. Our current ratio for this category is 1:30.
    - Early Childhood Units serve children ages 3 through 5 years of age. These units help navigate everything that comes from leaving Early Start and accessing the school systems. These units have time to serve more than 1:40. We are currently at 1:54.
      - DDS has noted that each regional center must look at their own needs related to caseload ratios and Ms. Banales reports we are meeting required compliance metrics with caseloads above 1:40. In an effort to balance workload and to support lower caseloads for Children and Adult Units, resources are being allocated to hire Service Coordinators (SCs) in these units.
  - For “All Others”, the required ratio is 1:66; our ratio has increased to 1:72.
- Human Resources
  - As of December 31<sup>st</sup>, ACRC has 880 employees, with 11 additional employees starting on January 5<sup>th</sup>.
  - ACRC currently has 45 vacancies; 22 backfill and 23 growth positions. In addition to those, we will be posting five additional growth positions shortly.
  - Over the past quarter, 24 employees have termed.
  - We continue to bring on interns to increase awareness of our system.
- Per our contract with DDS, ACRC’s administrative costs (OPS) cannot exceed 15% of our budget; we currently remain at 11%.
- For Targeted Case Management (T19), our expectation for Services Coordinators (SCs) is 400 units per month. In December 2025, the agency averaged 393 T19 units per SC. Ms. Johnson noted that we

historically see a dip in these numbers during the holiday season. She is confident that they will rise in the first quarter of 2026.

- Medicaid Waiver
  - ACRC added 100 clients on to this waiver within the last quarter.
  - Melissa Basler retired and Nicholas Bagwell was promoted to Federal Programs Manager at the beginning of December.
- Regarding Special Incident Reports (SIRs), ACRC continues to maintain our goal at hitting 90% on this compliance measure.
- The “Client Demographics” breaks down the status of clients:
  - Status 0 = Diagnosis & Evaluation
  - Status 1 = At Risk Infants 36 months & under
  - Status 2 = Active Client
  - Status U – Provisionally Eligible
    - ACRC strives to move individuals to Status 2 in order to draw down federal dollars.
- At the end of December 2025, ACRC had 619 clients enrolled in the Self-Determination Program (SDP). As of today, that number has increased to 631. Ms. Johnson noted that this number increases every month. ACRC is currently the third highest regional center with the number of individuals on the SD Waiver.
- ACRC purchases services based on the individual needs of the clients. It is important to note that one of the categories of service continues to increase over time – Residential Facilities.

The next Executive Committee meeting is scheduled for **Monday, February 9, 2026**. The meeting adjourned at 5:54 p.m.

Lisa West  
Executive Secretary

cc: ACRC Board of Directors  
Lori Banales