

Alta California Regional Center  
Executive Committee Meeting  
Monday, November 10, 2025  
Minutes

**Present:**

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

**Board Members:**

Jackie Armstrong  
Garrett Broadbent  
EunMi Cho  
Johnny Deng  
Tom Hopkins  
Akkia Pride-Polk

**Facilitators:**

Amy Fulk  
Naomi Smith

**Visitors:**

Loretta Duncan-Fowler  
Maureen Fitzgerald  
Terri Scheufele

**Staff:**

Lori Banales, Executive Director  
Iqbal Ahmad, Chief Operating  
Officer  
Jennifer Bloom, Director of Client  
Services  
Kenisha Hurd, Associate Client Services  
Director  
Mechelle Johnson, Director of Client  
Services  
Jeff Nguyen, IT Specialist  
Faye Tait, Associate Client Services  
Director  
Lisa West, Executive Secretary

The Executive Committee met on Monday, November 10, 2025, at 5:21 p.m. to discuss: 1) President's Report; and 2) Executive Director's Report.

**Without objection, Dan Lake made the motion to adopt the Executive Committee meeting minutes of September 8, 2025, as submitted.**

**1. President's Report**

- Mr. Lake expressed appreciation for those in attendance today.
- He also acknowledged the Board members that attended the October 18<sup>th</sup> Board Retreat and expressed appreciation to Ms. Banales, Ms. West and Ms. Pennington for their efforts in making it an informative day.
- If Board members are interested in attending the Association of Regional Center Agencies (ARCA) Academy this Saturday, November 15<sup>th</sup>, there are still openings and ACRC is hosting.

**2. Executive Director's Report**

- Ms. Banales shared that there will be two public meetings at the November 20<sup>th</sup> Board meeting: National Core Indicators (NCI) and the Year End Performance Contract.
- ACRC has hosted several Listening Sessions. Last month, we partnered with the State Council on Developmental Disabilities (SCDD) and focused on the

African American community. On October 23<sup>rd</sup>, we held a session focused on Cerebral Palsy (CP), which was a suggestion that came from the Purchase of Service (POS) Data meetings in March. Another Listening Session is scheduled for Tuesday, November 18<sup>th</sup>, from 5:30 to 6:30 p.m., for aging clients and their caregivers – registration is required.

- Ms. Banales noted that Coordinated Future Planning was codified in statute and ACRC is currently focusing on clients ages 40 to 59. Ms. Johnson noted that Alzheimer's and Dementia can appear in that age range. We continue our efforts with those clients aged 60 and over, as well.
- Ms. Banales and Mr. Ahmad were invited to attend the California Black Chamber of Commerce Economic Business Summit 2025 on Friday evening, where they were presented with the President's Award. ACRC was recognized as a partner in the community.
- Ms. Banales reviewed the "Dashboard Indicators for the Quarter Ending September 30, 2025" and noted the following:
  - We are processing our Early Start Intakes within the required timelines (averaging 39 days in the current quarter).
  - Intake
    - We now have 40 Intake Specialists in the department.
    - A total of 1,551 applications were received in the last three months.
    - 623 eligibility determinations were completed this quarter.
    - ACRC has 42 vendoried psychologists, including four new ones since July 2025.
    - We are mindful that people coming to our doors need assistance. Per the Department of Developmental Services (DDS) Directive from September 18, 2025, staff offer information about behavior services through Managed Care Plans, or Fee-for-Service Medi-Cal, along with a number of other generic resources that are available.
  - Caseload Ratios
    - For Medicaid Waiver caseloads, we are at 71 for the current quarter, down from 73 for the previous quarter. The required caseload ratio is 62:1.
    - For children age 5 and under, we are at 41 for the current quarter, down from 43 for the previous quarter. The required caseload ratio is 40:1.
    - For "All Others," we are at 68 for the current quarter, down from 70 for the previous quarter. The required caseload is 66:1.
  - Human Resources
    - The prior quarter, ACRC had 830 employees, with the current quarter at 854. As of today, we have 877 employees.
    - Ms. Banales is delighted with the outcomes from our Human Resources Department, working with Management to bring on new staff; 255 new employees over the last 12 months.

- We continue participating in job fairs throughout our catchment area and have interns from various colleges.
- ACRC currently has 17 vacancies; 15 backfills and two growth positions.
- Per the contract with DDS, ACRC's administrative costs (OPS) cannot exceed 15% of our budget; we currently are at 11%.
- For Targeted Case Management (T19), our expectation for Services Coordinators (SCs) is 400 units per month. In September 2025, the agency averaged 454 T19 units per SC.
  - Ms. Johnson clarified that a T19 unit is in 15 minute increments and SCs complete these to document their case management activity.
  - We are trending in the right direction, while working on several initiatives, including timely completion of Individual Program Plans (IPPs).
- Medicaid Waiver
  - Although ACRC is the fourth largest regional center, we rank second in the number of clients on the Medicaid Waiver.
  - Last week, ACRC sent our response to the recent DDS Medicaid Waiver audit.
    - Record reviews – 97%
    - T19 – 99% in compliance
    - Nursing Home Reform Review – 100%
    - Quarterly Face-to-Face Monitoring – 74%
    - Self Determination Program (SDP) – 67%
      - We need to improve and underscore the "Why" we need to do this.
    - IPP amendment and signature pages – 87%
- Ms. Banales noted that the DDS reportable Special Incident Reports (SIRs) are trending up – 682 (previous quarter) to 709 (current quarter).
  - We continue to have measures in place to make sure we remain compliant.
- ACRC currently has 656 provisionally eligible clients (Status U) – those children (up through the age of 5) who do not meet criteria for Early Start or Lanterman.
- ACRC's client count continues to grow at an exponential rate – 6% rate.
- We currently have 608 clients enrolled in SDP. Participant Directed Services (PDS) continues to grow, as well.
- The number of individuals diagnosed with autism spectrum disorder (ASD) continues to grow.
- Mr. Ahmad noted that the per capita expense for services purchased for clients is significantly higher due to the rate increases.
  - Ms. Banales welcomes suggested revisions to this document.

- Mr. Lake noted that the Executive Committee met in closed session prior to the open session Board committee meetings to discuss real estate and legal issues.

The next Executive Committee meeting is scheduled for **Monday, January 12, 2026**.  
The meeting adjourned at 6:02 p.m.

Lisa West  
Executive Secretary

cc: ACRC Board of Directors  
Lori Banales