



**Board of Directors Meeting Agenda**  
**Tuesday, September 24, 2024**  
**6:00 – 7:30 p.m.**

Kern Regional Center, 3200 N. Sillect Ave., Bakersfield CA 93308  
 Malibu Room

General Business			
1. Call to Order and Introductions		Tracey Mensch, President	6:00 – 6:05 p.m.
2. Review and Approve Agenda	Action	Tracey Mensch, President	6:05 – 6:07 p.m.
3. Review and Approve August 27, 2024 Board Minutes (Att. 1)	Action	Tracey Mensch, President	6:07 – 6:10 p.m.
4. Appoint Board Member, Tracey Mensch, for second term	Action	Tracey Mensch, President	6:10 – 6:15 p.m.
5. Appoint Board Member, Carlos Isidoro, for second term	Action	Tracey Mensch, President	6:15 – 6:20 p.m.
6. Request to Waive RFP Requirements for Development of an 055 Community-Based Day Program and Transportation (Att. 2)	Action	Lynn Clark, Interim Director of Community Services	6:20 – 6:25 p.m.
7. Approve the Implementation of a CAC Subcommittee (Att. 3)	Action	Tracey Mensch, President	6:25 – 6:30 p.m.
8. Standardized Person-Centered Individual Program Plan (IPP) Presentation	Info	Ernie Cruz, Deputy Director of Community Services Division, Department of Developmental Services (DDS) Shannon Lueck, KRC Training & Information Manager	6:30 – 7:00 p.m.
9. Public Input	Info		7:00 – 7:05 p.m.
Reports			
10. Board President’s Report	Info	Tracey Mensch, President	7:05 – 7:10 p.m.
11. Executive Director’s Report	Info.	Enrique Roman, Interim Executive Director	7:10 – 7:20 p.m.
12. Financial Reports a. POS Report for July 2024 (Att. 4) b. Operations Report for July 2024 (Att. 5)	Info.	Tom Wolfgram, CFO	7:20 – 7:25 p.m.
13. Vendor Advisory Committee Report	Info.	Tamerla Prince, VAC Representative	7:25 – 7:30 p.m.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/89833310469?pwd=dk5zeERwekdmaXZIdVBmbFdHbHpwUT09>

**Webinar ID: 898 3331 0469 Passcode: 106717**

**Dial-In Number: (213) 338-8477**

**The next KRC Board of Directors meeting is October 22, 2024, 6:00 – 7:30 PM**

# Attachment 1



**Kern Regional Center  
Board of Directors Meeting  
August 27, 2024**

*This meeting was conducted as a hybrid meeting at Kern Regional Center, 3300 N. Sillect Ave., Bakersfield, California in the Malibu Room and using remote teleconferencing technology provided by Zoom.*

**Board of Directors Present:**

Ana Alonso, Vice President; Fernando Fermin, Treasurer; Ryan Jones, Board Member; Tracey Mensch, President; Tamerla Prince, Vendor Advisory Representative; Donald Tobias, Board Member; Mark Tolentino, Board Member; Martin Vasquez, Secretary; Simon Verdugo, Board Member; Ruth Watterson, Board Member. A quorum (10) was established.

**Board of Directors Absent:**

Carlos Isidoro, Board Member

**Kern Regional Center Staff Present:**

Rachele Berglund, Legal Advisor; Aseneth Casanova, Program Manager; Lynn Clark, Interim Director of Community Services; Tomas Cubias, Assistant Director, Service Access & Equity; Sarah Fechner, Program Manager; Yesenia Mackie, Assistant Director, Client Services; Cindy Martinez, Service Coordinator; Lori Molhook RN; Karey Morris, HR Manager; Darlene Pankey, Executive Assistant; Enrique Roman, Interim Executive Director; Eduardo Soriano, IT; Omelia Trigueros, Assistant Director, Client Services; Tom Wolfgram, CFO

**Attendees:**

Chris Bullard; Cindy Cox, support person for Board Member, Donald Tobias; Debbie Escobar, ED, All-in-1 Care; Lisa Jo Gage, Shine Bright Social Services; Jill Green; Matthew LaGrand; Karina Landeros, 24-Hour Home Care; John Noriega, support person for Board Member, Simon Verdugo; Edwin Pineda, DDS; Christina Rockwell, Dignified Independent Facilitators; Mitzi Villalon; Sandra Van Scotter, SDP Advisory Committee; Manuel Velasquez; 661-205-8347 (no name)

**Interpreters:** Nidya Madrigal-Navia, Spanish; Tera Thrasher, ASL; Scott Barlow, ASL

**CALL TO ORDER:** Tracey Mensch, President, called the meeting to order at 6:07 p.m. and introductions were made.

**AGENDA APPROVAL:** President Mensch asked for a motion to approve the agenda:

Moved by Watterson and seconded by Verdugo to:

**Accept the agenda for today's meeting, August 27, 2024.**

PASSED: 10

**APPROVAL OF MINUTES:** President Mensch asked for a motion to approve the minutes of the board meeting held on July 30, 2024.

Moved by Tolentino and seconded by Vasquez to:

**Approve the Kern Regional Center Board of Directors Meeting Minutes for July 30, 2024, amended with clarification of who abstained on the motion at the bottom of page 2 which were be Mark Tolentino and Tamerla Prince.**

PASSED: 10

**PUBLIC COMMENTS**

- Matthew David LaGrand was a KRC Board Member in 2013. He would like to apply to be a board member again. Matthew will be contacted about the application process.

- Cindy Marquez, KRC Service Coordinator, spoke about this year's Thanksgiving Basket effort. This is an annual voluntary effort, providing food baskets to our KRC clients in need. Last year, \$10,000 was raised and 240 baskets and gift cards were distributed. Anyone willing to help in this year's effort, please contact Cindy Marquez at KRC.
- Sandra Van Scotter, a parent to an adult person served by Kern Regional Center in the Self-Determination program, a direct service provider to other Self-Determination program participants, and a co-chairperson on the local volunteer SDP Advisory Committee to Kern Regional Center read a comment to the board. Ms. Van Scotter made clear that this was her personal public comment and that no other members of the local SDP Advisory Committee have contributed or collaborated with this public comment. A transcript was provided by Ms. Van Scotter to the Executive Assistant before her comment to the Board. The transcript is attached to these minutes and will be distributed to the board members electronically per request by board member, Mark Tolentino.
- Debbie Escobar, Executive Director, for All-in-1 Care, shared that she recently had the opportunity to attend the two-day workshop for Person-Center Thinking. As a retired special Education Director, she has attended hundreds of trainings and she can say that this was one of the top three that she has ever attended. She would like to have this course, at some point, possibly brought to the schools as it is very applicable for special education teachers.

#### **EXECUTIVE DIRECTOR REPORT**

Enrique Roman, interim Executive Director brought the report.

- Mr. Roman thanked the Board of Directors for his appointment as the interim Executive Director during the recruitment process of the Executive Director position. It is his pleasure to serve in this position. Mr. Roman will also oversee the vacant Director of Client Services position, working directly with Yesenia Mackie, Omelia Trigueros, Kristine Khuu, and Lulu Calvillo, all assistant directors in Client Services. While Mr. Roman is interim Executive Director, Lynn Clark has been appointed the interim Director of Community Services.
- The provider rate implementation was not approved for July 2024, however, the legislature and the Governor has compromised, agreeing to implement the rate increase on January 1, 2025. DDS is making adjustments to the worksheets used to implement the last phase of the rate and will issue several directives to guide the regional centers on how to process that last phase of the implementation. This will be an ongoing process through January and KRC will be working with the vendors to make this a successful implementation.
- DDS has set a goal to standardize several processes within the regional center system, one of those being the IPP. A new IPP template, based on person-centered-thinking principles, was proudly piloted by KRC and has now been approved by DDS to be implemented by the entire State beginning January 1, 2025. The IPP template will be presented by Ernie Cruz and Shannon Lueck at the board meeting of September 24, 2024. The next process that DDS looking to standardize is the intake process.
- KRC was also one of six regional centers volunteered to pilot a new position, Chief Equity Officer. This position will review regional center processes and explore ways to make our services more accessible to our clients and community. We are looking forward to having this position at KRC so that we can begin to eliminate barriers and effectively promote access of our system. This position is posted and KRC is actively recruiting.

- Earlier in September, through a collaboration of key stakeholders, a successful backpack drive was conducted that benefited KRC clients. KRC partnered with Positive Purpose and Aviana (who donated backpacks), and a donation was received from the Developmental Services Support Foundation (DSSF) for supplies. Through the volunteer efforts of many folks assembling backpacks, over 500 backpacks were donated to our clients for back to school.

### **FINANCIAL REPORT**

Tom Wolfgram, CFO, provided the Financial Report for Purchase of Services and Operations as of June 30, 2024.

#### **Purchase of Services**

Total spent for month ending June 30, 2024: \$10,063,385

YTD: \$260,062,301

This year's performance is comparable to last year. There are approximately \$4 Million in unbilled services. The vendors have up to 2 more years to bill, so expenditures may increase somewhat.

#### **Operations Report**

Total expenses for month ending June 30, 2024: \$3,499,814

YTD: \$32,283,352

2023-24 expenses from the Bakersfield building expansion are still pending, so these expenses are still to be paid.

The Purchase of Services and Operations Reports for the month of June 2024 are attached to these minutes.

### **FACILITIES CONSTRUCTION TIMELINE**

Proposed move-in date for the new building in Bishop is September 9. The proposed date for Bakersfield to move into the Atrium building is September 29. The timeline is attached to these minutes.

### **VENDOR ADVISORY COMMITTEE**

Tamerla Prince reported.

- The Vendor Luncheon is scheduled for November 8 at the Doubletree Hotel. Planning meetings are underway.
- Vendors are asking questions about the article that appeared in the L.A. Times stating that KRC returned unused funds marked for clients. Many vendors want to understand why this has happened. Tamerla is in communication with the Executive Team to discuss and further understand all the factors involved.

With nothing further to discuss, President Mensch adjourned the meeting at 6:58 p.m. The next public Board of Directors meeting will be held on September 24, 2024, at 6:00 p.m.

Respectfully submitted,

Darlene Pankey  
Executive Assistant

# Attachment 2

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**MEMORANDUM**

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**TO:** BOARD OF DIRECTORS, KERN REGIONAL CENTER

**FROM:** LYNN CLARK, INTERIM DIRECTOR OF COMMUNITY SERVICES

**SUBJECT:** WAIVE REQUEST FOR PROPOSAL (RFP) REQUIREMENT FOR DEVELOPMENT OF AN 055 COMMUNITY BASED DAY PROGRAM AND TRANSPORTATION.

APPLICABLE BOARD OF DIRECTOR'S POLICY: USE OF RFPS TO ADDRESS SERVICE NEEDS

**DATE:** SEPTEMBER 6, 2024

Board of Directors,

I present to you today a request to waive the RFP requirement to develop a community-based day program in Mojave, California.

The Adult Skill Center-TASC is currently functioning as a courtesy vendor out of Lancaster. TASC has proposed the development of a community-based Day Program (055) as well as transportation, to be vendored under Kern Regional Center and based out of Mojave Air and Space Port. This program would serve California City, Tehachapi and Mojave.

TASC is not asking for start-up funds for this development. They currently serve 6 individuals from our area through their courtesy vendorization. Moving the services into their own communities will give greater opportunity for community engagement in their home community.

The eastern portion of Kern's catchment area has long been an area of challenge for resource development in both day program and transportation.

KRC requests your approval to waive the RFP requirement to have TASC develop this day program as well as transportation.

Respectfully,



Lynn Clark  
Interim Director of Community Services

KERN REGIONAL CENTER

BOARD OF DIRECTORS

## POLICY

TITLE: Use of RFPs to Address Service NeedsPOLICY NO. C-9

DATE APPROVED: 09/28/21

PAGE 1 OF 2

**PURPOSE:** To provide guidelines under which RFP procedures shall be used.

**POLICY:** Kern Regional Center (KRC) has maintained procedures on the use of Request for Proposals (RFPs) for resource development purposes since 1999. This Board Policy provides guidelines under which KRC shall implement RFP procedures.

1. KRC shall use the RFP process for identified resource development needs under each of the following circumstances (subject to Sections 5 and 6 below):
  - a. Any development where Start Up funds are available;
  - b. When KRC determines that the billings from a vendor are expected to exceed \$500,000 during the first 12 months after the vendor commences providing services; and
  - c. The development of residential facilities.
2. If an applicant delivers an unsolicited proposal for services to KRC, then KRC may vendorize such applicant as long as it meets all applicable Title 17 vendorization requirements. However, per Title 17, KRC has no legal obligation to enter into contracts with any vendor, since vendorization alone does not guarantee utilization of such vendor's services. However, if KRC desires to enter into a contract with a new applicant who has submitted an unsolicited proposal for services, KRC may do so without complying with the RFP process, as long as KRC determines that the billings from such applicant during the first 12 months of service are expected to be less than \$500,000.
3. RFPs shall be posted on the KRC website, shared with other Regional Centers for distribution, sent out to all interest lists via email and circulated using the KRC all provider email lists. The RFP provides specific details on proposal requirements and review processes.
4. This Board Policy and any current RFPs shall be posted and maintained on the KRC website.
5. Under unusual circumstances, when the RFP process has been implemented but has not been successful in adequately identifying vendor resources to meet the need, KRC may contract with a vendor on a case-by-case basis to secure needed resources through direct procurement. KRC may use direct procurement in any of the following circumstances:
  - a. KRC has not identified a qualified vendor through the completion of the RFP process;
  - b. The service need may be for consumer populations considered difficult to serve, which may include but not be limited to consumers exiting from or at risk of entering a State Developmental Center, or for services where resources are scarce; or
  - c. The services to be procured are based on specific KRC contract requirements.



6. If KRC identifies an emergency need for services, such as emergency vendorization under Title 17 Section 54324, KRC may authorize the service without following the RFP process, provided the vendor contract is approved by KRC's Executive Director.

# Attachment 3

# Attachment 3

(Pending-will be included in the final board packet)

# Attachment 4

**KERN REGIONAL CENTER  
PURCHASE OF SERVICE  
FY 2024-2025  
AS OF JULY 31, 2024**

<b>PURCHASE OF SERVICES</b>	<b>07/31/24</b>	<b>2023-2024 Total</b>
<b>OUT-OF-HOME</b>		
Community Care Facility	5,953,665	5,953,665
ICF/SNF Facility	170,760	170,760
<b>TOTAL OUT OF HOME</b>	<b>6,124,425</b>	<b>6,124,425</b>
<b>DAY PROGRAMS</b>		
Day Care	19,649	19,649
Day Training	4,123,747	4,123,747
Supported Employment	432,838	432,838
Work Activity Program	-	-
<b>SUBTOTAL DAY PROGRAMS</b>	<b>4,576,234</b>	<b>4,576,234</b>
<b>OTHER SERVICES</b>		
Non Medical Services Prof	896,650	896,650
Non Medical Services Prog	1,942,804	1,942,804
Home Care Services Prog	5,895	5,895
Transportation	491,536	491,536
Transportation Contracts	909,755	909,755
Prevention Services	756,106	756,106
Other Authorized Services	3,670,129	3,670,129
P & I Expense	9,872	9,872
Hospital Care	-	-
Medical Equipment	1,894	1,894
Medical Services Prof	187,088	187,088
Medical Services Prog	33,422	33,422
Respite Care - In Home	1,833,526	1,833,526
Respite Care - Out of Home	19,472	19,472
Camps	4,306	4,306
-	-	-
<b>TOTAL OTHER SERVICES</b>	<b>10,762,455</b>	<b>10,762,455</b>
<b>TOTAL PURCHASE OF SERVICES</b>	<b>21,463,114</b>	<b>21,463,114</b>
<b>COMMUNITY PLACEMENT PLAN</b>		
Community Care Facility	98,699	98,699
ICF/SNF Facility	-	-
Day Training	-	-
Non-Medical Services	1,000	1,000
Non-Medical Services-Programs	6,184	6,184
Transportation	-	-
Other Authorized Services	-	-
Other Services	-	-
Medical Care - Prof	-	-
-	-	-
<b>TOTAL COMMUNITY PLACEMENT PLAN</b>	<b>105,883</b>	<b>105,883</b>
<b>TOTAL PURCHASE OF SERVICE</b>	<b>21,568,997</b>	<b>21,568,997</b>

# Attachment 5

**KERN REGIONAL CENTER  
OPERATIONS  
FY 2024/2025  
AS OF JULY 31, 2024**

	PROPOSED EXPENDITURES	PROPOSED YEAR TO DATE BUDGET	07/31/24	TOTAL	(OVER)/UNDER
OPERATIONS					
Salaries & Benefits			2,212,180	2,212,180	(2,212,180)
Operating Expenses			670,999	670,999	(670,999)
SUBTOTAL OPS	-	-	2,883,179	2,883,179	(2,883,179)
COMMUNITY PLACEMENT PLAN					
Salaries & Benefits				-	-
Operating Expenses				-	-
SUBTOTAL CPP	-	-	-	-	-
FOSTER GRANDPARENT PROGRAM					
Salaries & Benefits			7,586	7,586	(7,586)
Operating Expenses			6,803	6,803	(6,803)
SUBTOTAL FGP	-	-	14,389	14,389	(14,389)
SENIOR COMPANION PROGRAM					
Salaries & Benefits			5,722	5,722	(5,722)
Operating Expenses			6,734	6,734	(6,734)
SUBTOTAL SCP	-	-	12,457	12,457	(12,457)
TOTAL OPERATIONS	-	-	2,910,024	2,910,024	(2,910,024)