

Vendor Advisory Committee Meeting

Thursday, March 22, 2018

Meeting Minutes

- I. Bryan Chacon, VAC Vice Chairperson welcomed everyone to the meeting and introductions were followed beginning with the Whittier group
- II. Reports from VAC WORK GROUPS:
 - Ethics Update: no updates
 - EOP(Emergency Operations Planning) cancelled, scheduled for May 24th
- III. ELARC Consumer Advisory Committee Update
 - CAC (Consumer Advocate Committee) update: Jessie Padilla, ELARC Consumer Advocate shared that the March 20th meeting was an “awesome turn out.” Frances Jacobs added to the report on the Community Resource Development Fund Unmet Needs announcement made during the meeting for stakeholder input. Jesse said that there was a proposed vote winner for CAC Vice Chair. Also, much was discussed about how to interact with law enforcement. Jessie mentioned he was available for CAC participation outreach at any vendor sites.
- IV. Reports from VAC Groups:
 - A. Training Committee:
 - Edgar Urbina, SEEK Operations associate mentioned only one survey response regarding training topic, “reporting requirements for SLS/ ILS Reports? Frances Jacobs added asking vendors to be clear and specific about the training information being requested by providing details such as for SIR’s? for progress reports? Etc. to make sure the information they are interested in is prepared for the training.
 - Break out activity will cover “training topics,” today.
 - Email Edgar Urbina or do online survey with any possible training topics to include but not limited to the following areas: labor laws, health/medications, emergency response, medical/safety, Osha, Staff requirements and other
 - B. Networking:
 - Ron out sick today, however from last meeting, it was stated that in regards to having it on this Alhambra property, the question is now regarding insurance requirements to host the Vendor Resource faire on the open mall areas. The action items to be discussed at the next April Meeting will be the following: Suggestion for slogan, location options, (no vendor sites), food options and the limited space, hence amount of vendors to invite.

C. Legislative :

- No updates

V. Report on Board of Directors Meeting

- No updates

VI. HCBS Final Rule- Principles, Guidelines and Implementation Activities “HCBS Final Rule Requirements, What an HCBS compliant setting should exhibit?”

- Christina Ontiveros with support by Frances Jacobs shared the importance of having everyone involved in the HCBS Rule, to fill out the handout for training topics in the near future to ensure being aware of the compliances with the rule by 2020. Informational sessions will be developed and an agenda item (s) will be given to Directors/ Managers of vendor services/programs to bring back to staff meetings to discuss monthly and an assigned note taker will be needed to compile responses to discuss items and questions that will be helpful in sharing to ensure compliance. Each vendor will be responsible for sending Christina Ontiveros their notes monthly prior to the following month VAC meeting as requested for each assignment, contiveros@elarc.org
- Similar conversations about topics each month will be discussed at each VAC meeting moving forward, as there will be a different topic each month for vendors to discuss with staff at their company and return notes to Cristina.
- For March, on ELARC website, go under Notices/ Publications – HCBS – Program Evaluator for email address following conversation with your staff to submit your notes.
- CAPC was recognized for submitting the January and February staff discussion notes
- For the past three months topic items, the notes from each vendor are due by the April VAC meeting.
- Frances added that on the whole collaborative assignments are important as we “need to help each other” that’s the bottom line, “you and staff need to be on the same page as well as with Service Coordinators and vendors as a whole. We cannot risk that in 2020 we are behind. We will lose Federal money if we don’t ask for funding that may be available to make the necessary changes. Evaluations from Laura Brackin’s presentation are the basis for all HCBS activities ELARC is employing to help staff and vendors come into compliance. So, we need all the feedback we can get to help us become compliant as we stay connected through meetings/trainings like today.” Christina informed the group that working collaboratively is important, like the Lanterman Act says : “ the people we serve must live like their non-disabled peers,” whether or not certain service categories are identified or not for HCBS compliance.

- VII. Training: "Five Suggested Training Themes"- Group Discussion (Approximately given 15 minutes to work together to find topics for each title)
- Five giant post its with the topic headings: Labor Laws, Health Issues, Emergency Response, Med/ System Safety, Osha Law Requirements, Staff Requirements for Services and Other
 - Each table was directed to discuss each post it heading and write possible Training TOPICS/ Questions to post on each giant post it.
 - One person stood by giant poster and read each one submitted by the VAC participants, and many really good topics were included as topics for each title.
- VII. Upcoming Events/ Announcements
- A. VLF (Vendor Leadership Forum):
- Briefing Session is before VAC meetings in ELARC Boardroom and Whittier Office videoconference. Everyone welcomed to attend.
- B. Emergency Operations Planning (EOP) Workgroup
- May 24th after VAC meeting, July 26, September 27, November 15. Vendors are strongly encouraged to attend
- C. Employment Forum work group- subgroup of VAC for ELARC 2018 Performance Contract Employment Outcomes continues to meet
- Survey activities are underway to address services of Job Developers and Job Coaches
- D. Jessie Padilla is available for CAC outreach sessions for vendors
- While conducting outreach for CAC participation there will be initial and follow up contact with consumers to determine their satisfaction with job developer and coaching services of the vendor. Selected vendors will receive letters from ELARC to identify 1 to 2 consumers for Jessie to meet with in upcoming months.
- E. AB 918 passed in 2015 as is in the Welfare & Institutions Code Section 4436.5 about seclusion and restraint was mentioned by Frances
- Chemical and Physical restraints (ie, a pill given to a consumer to calm down is a chemical restraint) must be reported by vendors to the RC in special incident reports as applicable, and this is not new, it has been an existing requirement. Vendors MUST report to RC each death or serious injury of a person occurring during or related to the use of seclusion, physical restraint or chemical restraint, and it will be used for data that DDS is required to publish on their website. This requirement applies specifically to residential services, supported living services, long-term health care facilities and acute psychiatric hospitals.
- F. Network Meeting scheduled after next VAC meeting in ELARC Boardroom
- G. Crisis Prevention Workshop (look on website for more information)
- H. Handout provided for SIR Reporting training May 16, \$25.00

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- I. Linh Lo from community services, announced about the “open discussion,” on April 2nd of the regarding unmet needs identified through the POS disparity project,
 - In relation to the current survey for the ELARC community resource development fund plan be aware of the need to have culturally relevant staff, with same linguistics, ethnicities, language skills of the people we serve.
- J. Announcement of the DDS Safety net hand out on Choices and Risk
 - How to help individuals that you support to understand their choices and why is choice important?
 - Choice and Risk Self – Assessment Worksheet
 - Sign up for newsletter
- K. Self Determination sessions : April 19th from 6:00pm to 8:00pm (ELARC Board Room)
- L. Employment Forum – refer to meeting schedule in the agenda announcements
- M. POS Disparity data review meetings are listed in the agenda announcements - March 24th from 10-12 at the Asian Youth center in San Gabriel
- N. Emergency Preparedness Expo
 - Wednesday, April 18, 10:30 am to 1:30 pm at San Gabriel Valley Pomina Regional Center. Go to ELARC website for more information.

Meeting Adjourned : 11: 45 am

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