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EASTERN LOS ANGELES REGIONAL CENTER
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ELARC Board of Directors Meeting Minutes
February 12, 2019 APPROVED MARCH 12, 2019

Board Members Present:

Tony Borrego, President
Richard Helgeson, Vice-Chair
Joe Utar, Treasurer
Diane Lasell, Secretary
Lida Chavez
Anthony De La Rosa
Nestor Nieves
Devora Reed
Elias Fonseca
Virgilio Orlina, CAC Representative
Bryan Chacon, VAC Representative

Staff Present:

Gloria Wong, Executive Director
Felipe Hernandez, Chief of Consumer Svs.

Guests:

Refer to Sign in Sheet

Absent:

Yougeng Sun* (Excused)

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I Welcome & Roll Call

The meeting was called to order at 6:05 pm by Tony Borrego, President. A quorum was present in order to conduct necessary business.

II Introductions/Opening Round: Board of Directors and Audience

Introductions of the Board of Directors and of the audience were conducted.

III Community Input

✓ Chala Jitpatima, parent, shared her son was enrolled for his second semester at East Los Angeles College in a credit class. She indicated his new class will be challenging and his professor has accepted him in his class no matter what his level is. Ms. Jitpatima indicated she will continue to shadow her son and stated her son is happy and she feels this setting will be a good experience for him. Mother stated his ABA service and his full inclusion in high school helped her son to behave in a classroom setting.

✓ Julie Eby-McKenzie, State Council on Developmental Disabilities reported on the following:

- The Asian/Pacific Islanders with Disabilities of California is having a conference at the Disney Grand Hotel on March 8th & March 9th, 2019. Flyers were made available.

- State Council on Developmental Disabilities is partnering with Eastern Los Angeles Regional Center to bring Independent Facilitator Training to the Alhambra area in preparation for the launch of Self-Determination (SD) services. Anyone interested in becoming a facilitator is invited to attend. The trainings are scheduled for March 14th in English and March 15th in Spanish. The trainings will take place in the Auditorium located on the lower level of the Alhambra office. The training is free but RSVP's are required due to limited space capacity. The training is scheduled from 9:00am to 5:00pm. Julie stressed that the training is not limited to the SD selected participants but it is open to anyone interested in learning more about this unique role.

✓ Mr. Jeff Rickel, parent, announced Autism Speaks is going to have their Annual Walk on April 27th at the Rose Bowl.

IV. Approval of Board of Directors Meeting

A. Minutes of Board of Directors Meeting of January 8, 2019

M/S/C (Richard Helgeson/Anthony De La Loza) To approve the Minutes of January 8, 2019 as recorded. Unanimous.

V. Executive Director's Report – Gloria Wong

A. Self-Determination (SD) Update

1. SD Local Advisory Committee:

✓ January 29, 2019 Agenda

Ms. Wong reported the SD Local Advisory Committee Meeting was held on January 29th. A copy of the agenda was distributed. Ms. Wong shared it was an opportunity to bid farewell to Elizabeth Harrell. The meeting was well attended, there were approximately 20 to 25 individuals present. Individuals are very well versed on the elements of SD and how to pose questions. Those in attendance included individuals who were selected to be part of SD and service providers. There were 110 individuals selected to be part of SD. Eighty-six (86) of these individuals are new to SD, the balance are part of the original pilot. Questions included requesting information on fiscal management, independent facilitators and when will SD begin.

The SD Local Advisory Committee Meetings serve as a venue where families can learn information on SD.

✓ November 6, 2018 Meeting Notes

The meeting notes of November 6, 2019 were distributed.

✓ 2019 Meeting Schedule

The 2019 meeting schedule for the Self-Determination Local Advisory Committee was distributed.

2. Department of Developmental Services (DDS) Directives

✓ "Train-the-Trainers" Orientation Sessions

The correspondence from DDS dated January 28, 2019, Self-Determination Program: "Train-The-Trainer" for Participant Orientation Sessions was reviewed. This correspondence was also shared at the Local Advisory Committee (LAC) SD Meeting held on January 29, 2019. Elizabeth Harrell will be spearheading these trainings for DDS. There are five sessions scheduled, two in the Los Angeles area and the remainder in the Northern California area. These meetings are meant to prepare regional center staff to conduct training in their local community, including the "Orientation" session. The Local Advisory Committee members have the option of also participating in the Train-The-Trainer sessions. Three LAC members and four ELARC staff will be attending these sessions. The majority will be attending the training at San Gabriel Pomona Regional Center and a few will attend the training at South Central Los Angeles Regional Center.

The expectation is that 60 days from the last Train-The-Trainer session regional centers will be launching their orientation session. There will be two sessions, one for the existing pilot participants and a second for newly selected SD participants. The orientation sessions will be six to eight hours. There are approximately five individuals who have expressed a desire to withdraw their names from the randomly selected participants but ELARC is encouraging attendance at the orientation sessions before deciding to withdraw their name.

✓ Individual Budget & Spending Plan

Correspondence from DDS regarding the SDP: individual Budget Development and Spending Plan was reviewed. There are two components to the individual budget: (1) individual budget and the (2) spending plan. The budget is based on the last twelve months of expenditures. The spending plan details how the money will be spent.

✓ Fiscal Management Services (FMS)

Correspondence from DDS regarding the Financial Management Services was referenced and reviewed. FMS is the only service which requires vendorization. There will be a cost

associated with the mandated FMS services. The cost will vary dependent on the level of services performed by the agency. The SD participant will decide on the type of FMS needed. There are three options: (1) FMS as Bill Payer; (2) Participant and FMS as Co-Employer; and (3) Participant as Sole Employer. Recruitment and training of FMS providers to date has not been scheduled.

✓ Independent Facilitators (IF)

Participants in SD may choose someone who can help them implement their program, this individual is referred to as "Independent Facilitator". There will be a cost factor attached to this service. The cost will vary according to the IF. Consumer/family members will determine the number of hours needed for IF services. Payment will be charged to the individual budget.

3. Independent Facilitator Training

Reference was made to attachment #9, Self-Determination Facilitator Training. As was reported by Julie Eby-McKenzie, SCDD, the trainings are scheduled on March 14th in English and March 15th in Spanish. These sessions are for the individual who would like to become an Independent Facilitator, or are Self-Determination participants. Flyers were provided.

Julie reported Facilitator Training will be provided throughout Los Angeles County. She indicated she was just approached by San Gabriel Pomona Regional Center, but no date has been set.

B. Purchase of Services (POS) Disparity

Regional Centers are required to annually report on how purchase of service dollars are spent over the previous fiscal year for each ethnic group served by the agency. The POS data report for Fiscal Year (FY) 2017-'18 was shared with the Board at the February Board Meeting. The report was posted on the ELARC website on December 17th, in advance of the required deadline of December 31st. Ms. Wong explained that the "POS Data" report serves as the baseline for analyzing POS expenditures. The information is used in preparation for the upcoming community meetings in March 2019.

Julie Eby-McKenzie urged the Board to attend one of the scheduled community meetings in order to hear the first-hand accounts from the audience. She encouraged Board members to become engaged in the process at this initial phase of community meetings to personally witness the participant's reaction and input.

1. Upcoming Community Meetings

Upcoming Community meetings are scheduled as follows:

- ✓ March 23, 2019: Chinese Parent Association (CPAD)
- ✓ March 25, 2019: Fiesta Educative
- ✓ March 26, 2019: ELARC Alhambra Office

C. Agency General Staff Meeting: "Path to Equity"

As was reported at the January Board Meeting a General Staff meeting was scheduled for January 14, 2019 at the California Endowment Center which is on Alameda by Union Station. Currently ELARC has 280 employees and it is difficult to locate a venue which can accommodate 280 employees. Over the years we have been fortunate to use the California Endowment Center. They have a state of the art facility. The difficulty in using this site is that their calendar is booked one year in advance and additionally they have a maximum capacity that exceeds our staffing census.

The theme of the General Staff Meeting was to emphasize to staff the success of the reduced caseload project and looking ahead to possibly expanding the project with 400 additional consumers. The proposal would allow for ten additional units, within Consumer Services division, to become part of the reduced caseload project. Each unit would be assigned one service coordinator and carry a caseload at the 1:40 ratio. Ms. Wong reported unfortunately ELARC did not get approved for the expansion project. She indicated ELARC did get the approval for the existing projects with funding from January 31, 2019 through November 15, 2019.

Approximately 200 staff attended the general staff training and they had the opportunity to hear firsthand experiences of the supervisor and service coordinators who are involved in the reduced caseload project. The training included presentations and table-top exercises. Staff was asked to share what they learned from the four hour training session and to record their response on index cards. Ms. Wong shared with the Board sample responses. All comments were positive. Also shared with the Board was the PowerPoint presented at the General Staff Meeting.

Felipe Hernandez, Chief of Consumer Services, added it was a good forum for staff to exchange ideas and to hear what the agency is doing in terms of equity. He indicated sometimes Consumer Services is in the lead with the activities which ELARC is conducting and other departments and units support the activities of Consumer Services. It was good to have other staff hear what is going on as it relates to equity and issues which arise on a day to day basis in terms of those families who have difficulties expressing their needs in a complex system to navigate.

D. Performance Contract (PC)

Correspondence was received from DDS indicating the 2019 Performance Contract has been approved. The Board approved the PC at the October 9, 2018 meeting.

The Board also received a copy of the Year End Performance Contract Data and selected sections were highlighted. The report includes the statistics for each regional center and compares it to statewide averages.

Ms. Wong referenced page 1 of the report, "Number and Percent of Total Population with Active Status who are in Developmental Centers" as of December 2018. ELARC has 9 consumers in developmental centers representing 0.08% compared to the statewide average of 0.12%.

E. 2019 Board & Advisory Committee

Ms. Wong shared with the Board a flyer which lists the 2019 Consumer Advisory Committee, Vendor Advisory Committee and the Self-Determination Local Advisory Committee meetings. The Board Meetings are also listed.

Also included is a flyer for the Consumer Advisory Committee which lists the date and the subject matter to be presented.

D. Budget Update

1. Fiscal Year 2018-'19

✓ PEP (Purchase of Services Expense Report):

The Purchase of Services Expense Report (PEP) for the current fiscal year was reviewed. There is a projected deficit ranging from a high \$1.5 million to \$190,000. Ms. Wong also noted an outstanding allocation of \$1.1 million for ELARC's Community Placement Plan (CPP). DDS has verbally approved the allocation but as standard practice the allocation is not made until close to the end of the fiscal year in order to ensure that placements from the developmental centers to the community were achieved.

It is anticipated that based on the January and subsequent PEP reports that DDS will determine the system wide deficit and allocate funds to make regional centers whole.

✓ Budget Performance Report (BPR): Operations

Ms. Wong reported a deficit of \$334,000. This is a temporary deficit as there is an outstanding allocation of \$522,002 pending for Community Placement Plan (CPP) expenses. DDS has

verbally approved this request and ELARC should receive the allocation within the next few months in the E-2 allocation. Once the CPP funds are received there will be a surplus of approximately \$190,000.

✓ ARCA Grassroots Day Event:

Grass roots day is scheduled for April 2nd & 3rd 2019. Nestor Nieves and Josefina Nieves have committed to participate this year in Grassroots Day. Ms. Wong reported that both she and Virgilio Orlina will not be able to attend due to a conflict with the SD Local Advisory Committee (LAC) Meeting. As this will be the first meeting without Ms. Harrell's attendance, Ms. Wong feels it is crucial for both to be present at the April 2nd LAC Meeting.

2. Fiscal Year 2019-'20

✓ ARCA Budget Position Letter

Efforts are underway in preparing for the May Revise which will be issued on May 15, 2019. It is anticipated Governor Newsom will be able to make changes to the budget in the updated budget called the "May Revise". In December ELARC started sending delegations to meet with local legislators. The focus of these meetings was on service provider's financial difficulties due to past actions such as rate freezes and the imposition of median rates. A rate study was commissioned by DDS in 2017 with contractor Burns and Associates. The results of the study will be released to the Legislature by March 2019. The Southern California Directors along with a group of service providers felt that the release of the rate study so late in the fiscal year will likely not allow for consideration of any recommended rate adjustments for Fiscal Year 2019-'20. The result of the efforts by the various delegation visits in the Southern California area resulted in the successful support of two key legislators. Ms. Wong made reference to the February 5, 2019 letter signed by Assemblyman Jim Frazier and Senator Chris Holden regarding an immediate investment needed to protect services for Californians with intellectual disabilities.

The letter was addressed to the Senate Budget Subcommittee #3 and the Assembly Budget Subcommittee #1. The letter requests consideration that an 8% rate increase be granted in Fiscal Year 2019-'20 to address the crisis in community services, and provide a solid foundation on which to implement broader reforms. This correspondence cites every point which has been made such as minimum wage issues, the loss of staff/turnover rates, quality issues and why action is needed. Additionally, these talking points will be personally delivered to legislators by delegations attending the ARCA Grassroots Day event on April 2nd and 3rd. There are efforts also being made by ARCA staff at the Sacramento level to address these issues.

Ms. Wong also referenced the position by ARCA to promote the need for regional centers to receive full funding for service coordinator salaries and benefits in order to promote the improvement in the required caseload ratios.

VI Consumer Services Report: Felipe Hernandez, Chief of Consumer Services

Felipe Hernandez reported the following:

- ✓ The IPP appointment letter has been revised to include Person Centered language and added a one page profile. The profile gives consumers and families a chance to put together some positive thoughts prior to the IPP meeting.
- ✓ ELARC is revisiting the internship program. There are several supervisions who are LCSW's or MSW's or have a Master's in Rehab who will occasionally volunteer to work the interns for the time they are with ELARC and meet their curriculum needs. Currently the training curriculum is being reviewed and trying to develop packets for the colleges that approach the regional center to place interns for the coming year. The goal is for the intern program to be productive and useful and a good experience. There have been some interns who were assigned to ELARC and later come back wanting to work at regional center.
- ✓ A Los Angeles County MOU meeting was held recently. L.A. Co. Probation approached the regional centers in order to provide a countywide training for them on regional center services. This was added to the MOU back in 1998. Regional Centers will be putting their efforts together to conduct and coordinate joint training with Probation within this year to ensure they receive accurate information in terms of intake, services and criteria for eligibility for regional center services.
- ✓ ELARC Forensic Specialist, Jackie Tabares, reported she had a discussion with L.A.P.D. regarding the STAR team they have. The team works with victims of violent crimes and sexual assaults to work with counseling services so that they can interact with them from that point forward and develop a closer relationship with ELARC and other regional centers. They are planning to develop a team that would solely serve our families and develop a good referral process for them. Unfortunately, ELARC does have a number of consumers who do fall into situations and we would like to be sure that they receive good counseling and support from LAPD to help them get through the trauma they experienced.

VII Committee Reports

A. Consumer Advisory Committee (CAC): Virgilio Orlina

Virgilio Orlina reported the first meeting of the Consumer Advisory Committee (CAC) for 2019 was held on January 15th and was held in the ELARC Boardroom and by video conference to the Whittier Office. The meeting was well attended. The main topic of the meeting was on writing to Legislators. The guest speaker was ELARC Information and Training Specialist Roxy Ortiz. Ms. Ortiz discussed the strategies to effective letter writing and tips for success in writing letter to legislators. She also guided the consumers to the links on where to find the names and

addresses of the representatives from local, county, state and federal. Ms. Ortiz also had consumers do an interactive activity of writing notes to identify a current issue or legislation they want to write to their representatives.

In the system update, Ms. Gloria Wong, updated the consumers on the budget and on Self-Determination.

Jesse Padilla, Consumer Advocate, reported about the Vendor Advisory Committee, ACCESS Services, ARCA-CAC meetings he attended. Mr. Padilla also updated the consumers on the consultations he is doing on the areas of peer advocacy, transportation and ACCESS Services.

There was also a CAC Debriefing and Planning meeting on February 7th, 2019. The purpose of the meeting is to learn from the previous meeting, what worked and what didn't work and to make the next meeting informative and enjoyable for all.

The next CAC meeting will be on Tuesday, March 19, 2019 from 4:00pm to 6:00pm and will be held at the ELARC Boardroom and via video conference to the Whittier Office. The topic will be Relationships and Advocacy. The guest speakers will be the couple advocates, Julie and Rigo Gaona. The informational sessions will enable the consumers to learn about relationships and different kinds of relationships and boundaries. The consumers will also learn effective ways of advocating for themselves.

B. Vendor Advisory Committee (VAC) – Bryan Chacon

Mr. Chacon reported the VAC met on January 24, 2019 in the Alhambra Boardroom and via teleconference with the Whittier office. He indicated Carmen Castro-Luna, Supervisor, provided information on the ELARC pilot project on reducing disparity in Purchase of Services.

There was another round of the HCBS Final Rule Series on principles, guidelines and implementation activities in order to meet the 2025 HCBS Final Rule requirements.

The Networking group has been busy working and partnering with ELARC and also the Alhambra Unified School District for the transition fair scheduled for Saturday, March 16, 2019 at Mark Keppel High school from 9:00 am to 12 Noon. The presentations will begin at 10:00am with George De La Loza, ELARC Employment Specialist. He will be presenting on ELARC's day activity programs. Other presentations will include the Department of Rehabilitation, Emergency Preparedness. There will be a total of 35 to 40 vendors and other public agencies will be participating in the fair. Interpreters will be available for the presentations. The fair is open to all, but mainly middle school in preparation for high school transition and post high school.

The next VAC meeting is scheduled for February 29, 2019 and the main topic for discussion with a legislative update by Roxy Ortiz, Information and Training.

C. Finance/Personnel Committee: Joe Utar & Richard Helgeson

1. "Principal" Plan Review

Richard Helgeson reported the Finance Committee (Richard Helgeson and Joe Utar) met with Principal representatives on February 7th to review the Principal investment and retirement plan for staff. He reported Joe Utar, Board Member, Gloria Wong, Executive Director, Patricia Alvarez, Chief of Administrative Services, Alina Alvarez, Manager of Human Resources were present at this meeting.

Mr. Helgeson reported Principal has been managing the retirement plan for many years. The representatives from Principal reviewed the range of investments. He indicated it appears the Principal plan is very well managed. Staff are given choices in which to invest their money.

Ms. Wong reported as it stands right now Principal is not recommending any changes. They did present a couple of new ideas that are under consideration that may be added to the existing portfolio, such as an annuity plan. Principal will be providing more information on this option to see if this is something that could be added to the portfolio.

VIII. Miscellaneous Announcements

Elias Fonseca distributed flyers for a job fair at the Herman Church in Los Angeles. He reported his assignment will be to greet the individuals as they arrive and to pray for them, indicated "this is the best job"!


M/S/C (Richard Helgeson/Anthony De La Rosa) To adjourn the general board meeting at 7:05pm. Unanimous.

IX Executive Session

Executive Session was called to order at 7:10 pm. to discuss a personnel matter.

There being no further business to discuss the Executive Session was adjourned at 7:20 pm.

Respectfully submitted,


Diane Lasell, Secretary
ELARC Board of Directors

Recorded By: Rosalie Estrada, Executive Assistant