



ASTERN LOS ANGELES REGIONAL CENTER
1000 S. Fremont Ave. • P.O. Box 7916 • Alhambra, CA 91802-7916
(626) 299-4700 • FAX (626) 281-0730

ELARC Board of Directors
Meeting Minutes
April 14, 2020
Approved as Corrected May 12, 2020

Board Members Present:

Richard Helgeson, President
Devora Reed, Vice-Chair
Yougeng Sun, Secretary
Joe Utar, Treasurer
Nestor Nieves
Diane Lasell
Lida Chavez
Tony Borrego
Virgilio Orlina, CAC Representative
Bryan Chacon, VAC Representative

Staff Present:

Gloria Wong, Executive Director
Felipe Hernandez, Chief of Consumer Svs.
Edith Hernandez, Associate Chief of
Consumer Services
Elizabeth Harrell, Manager, Community
Services Unit
Frances Jacobs, Retiring Manager,
Community Services Unit

Absent:

Anthony De La Rosa (excused)

Guests:

Refer to Sign In Sheet



DUE TO THE CURRENT HEALTH CRISIS THE BOARD MEETING WAS HELD BY REMOTE PARTICIPATION ONLY.

I. Welcome & Roll Call

The meeting was called to order at 6:05 P.M. by Richard Helgeson, Board President. Due to the Covid-19 pandemic and the “stay-at-home” order the Board meeting was held remotely. The arrangement consisted of a teleconference line and material was displayed on agency website and available to all visitor participants with a link from the agency website. Mr. Helgeson welcomed all to the Eastern Los Angeles Regional Center Teleconference Board of Directors Meeting.

Rosalie Estrada, Executive Secretary conducted Roll Call. A quorum was established in order to conduct necessary business.

II Community Introductions/Opening Round:

The guests were asked to introduce themselves and noted on the “Sign-In” sheet.

III. Community Input (3 minutes per person)

Mary Hosokawa, parent, thanked the regional center for the tremendous support her son has received from his service providers during this difficult time. She thanked Therapeutic Crisis Support and in particular *Kayla* Acosta who has been extremely innovative in the approaches to help her son. The use of technology and social media has helped tremendously in reducing his anxiety. She also thanked Cambrian and in particular *Josephine* Fuertes for providing direct support. She stated she is very grateful to have such good support for her son.

Nestor Nieves, board member, stated he is aware that services are being provided differently by use of cell phone or on-line, but he stated this system does not work for all services. He wanted to know if everything is being done to assist the parents/consumers with needed services, such as the use of zoom, skype, etc. Mr. Hernandez, Chief of Consumer Services, stated ELARC is doing the best it can to meet everyone's needs given the limitations that some families have in terms of technology. ELARC is still in the process of exploring different methods to speak to parents/consumers and vendors. Mr. Hernandez reported some vendors have indicated that they cannot provide the services as they can't meet the protocols in terms of health issues. So there are some vendors who have not been able to continue services but regional center does attempt to put other services in place or similar service when possible.

Mr. Nieves asked since it is difficult to diagnosis an individual over the phone for regional center eligibility, what steps has ELARC taken. Mr. Hernandez stated the Intake process continues but there is no face-to-face contact, the interviews and the assessments are being conducted remotely we can make someone temporarily eligible under the authority of "presumptive eligibility". ELARC will reassess eligibility at a later date when in-person assessments can be conducted.

There was no other community input.

IV. Approval of Board of Directors Meeting Minutes of March 10, 2020

- A. Minutes of Board of Directors Meeting of March 10, 2020**
- B. Minutes of Executive Session of the Board of Directors of March 10, 2020**

M/C/S (Virgilio Orlina/Diane Lasell) To approve the Minutes of the General Board Meeting of March 10, 2020 and the Minutes of the Executive Session of March February 11, 2020 as recorded. Unanimous.

V. Executive Director's Report

Ms. Wong stated this evening's remote board meeting is a first time test-run and hopefully there will not be any glitches. It was noted that the May 12th Board Meeting will likely also be conducted remotely since the Governor's current target date for reassessing the "stay-at-home" order is May 15th

Ms. Wong thanked all for their anticipated patience and hopes everyone and their families are doing well under these challenging times. Ms. Wong stated her report under Item "B" of the agenda will provide detail information on the current agency operation plan. But first on the agenda is the scheduled "Public Hearing" on ELARC's proposal for Assembly Bill (AB) 637 for a new rate model for two specific types of residential facilities.

- A. Public Hearing: Discussion/Comments/Approval
 - Assembly Bill (AB) 637 Proposal: New Rate Model for:
 - ✓ Specialized Residential Facility (SRF)
 - ✓ Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN)

Ms. Wong indicated Frances Jacobs, retiring Community Services Manager, and Liz Harrell, Manager of Community Services will take the lead in presenting for the approval of the AB 637 Proposal. The notice provides a summary and analysis of the proposal. The proposal requests authority for a rate adjustment for a residential provider under the categories of Specialized Residential Facility (SRF) and Adult Residential Facility for Persons with Special Health Needs (ARFPSHN). Typically the procedure for requesting a rate adjustments are done through Health Safety Waivers requests which are approved on a time limited basis. Regional Centers need a permanent solution to the current dilemma under AB 637 and as a result this proposal is being submitted.

Ms. Wong noted a correction on the "Notice of Public Meeting". The notice incorrectly gives a date of "April 14, 2018" as the hearing date. The circulated notice was immediately corrected on line to reflect the correct meeting data of April 14, 2020.

Liz Harrell indicated the documents which are going to be referenced are available with the link on the ELARC website, and it is marked as Attachment #3.

Ms. Harrell provided background information. She indicated ELARC will be submitting a proposal to the Department of Developmental Services (DDS) for a new rate model for two residential categories: Specialized Residential Facility (SRF) and Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN). ELARC has 37 SRF's and 4 ARFPSHN's that were developed with Community Placement Plan funds over the years. The current rate structure which was established using a funding model that assumed "full occupancy" has

resulted in prolonged vacancies that created a financial hardship for providers. Current regulations do not allow for the billing of vacancies. These homes were created for developmental center consumers with the intent of aging in place and without having to relocate in the future. ELARC is seeking approval from DDS to change the way we negotiate the current level of payment. ELARC is proposing to negotiate a facility rate in total for the SRF and ARFPSHN which would allow the facility to bill for the full established rate regardless of the number of occupants. The established facility rate would be based on the current number of residents. The individual rates would be negotiated and established for the services needed per resident. Services for the individuals would meet the individual need without the financial hardship to the provider due to the vacancy factor.

The purpose of this public meeting is to make the Board and the community aware of this proposal. ELARC will continue this discussion with stakeholders after this public hearing as ELARC prepare to submit the proposal to the Department of Developmental Services (DDS). Ms. Harrell indicated the proposal will be posted on the ELARC website for comments and feedback.

Mr. Fulco, parent, indicated there was legislation to set up the ARFPSHN, and asked if there would be any change to 4684.50.

Ms. Jacobs, Manager, Community Services Unit, responded that ELARC will not be changing anything that is in the law but rather will be asking DDS to waive the regulatory requirements on the current method used to set the rates, such as the model of the Enhanced behavioral support home. They would have one facility rate and individual rates.

Mr. Fulco, parent, shared his provider has experienced long vacancies for the 5 bed home. He suggested that the home be reduced to a 4 bed home. Ms. Jacobs stated the regional center is not looking to change the capacity of the homes at this time and will be working in collaboration with the providers so that they are not operating at a loss.

Devora Reed, board member, asked if there had been any public comments received as of April 9, 2020. Liz reported to date there have not been any comments to date. Notice will continue to be posted on the website as we prepare application to DDS.

A review on the types of services offered by each residential category was provided. The ARFPSHN homes are for persons with specialized health care needs such as respiratory issues, diabetes, swallowing issues, feeding issues, and other diagnoses such as kidney disease, chronic heart disease. These homes would have 24 hour health care and intensive support services in a homelike setting that is licensed to serve up to five adults with developmental disabilities. Intensive support means the consumer requires physical assistance in performing four or more of the following activities: (1) eating; (2) dressing; (3) bathing; (4) transferring; (5) toileting; and (6) continence. Special Health Care needs means the consumer has health conditions that are predictable and stable as determined by the individual health care plan team.

The SRF homes may include personal care and supervision services, homemaker, chore, attendant care, companion services, medication oversight, therapeutic social and recreational programming, provided in a home-like environment, and may also include behavioral issues.

Ms. Jacobs referenced page 2 of the Public Hearing notice indicating the definition of the two homes and what the primary services entail.

B. Covid-19: ELARC Operational Changes & Practices

1. “Stay-at-Home” Order: Impact to Personnel & Agency Operation

Ms. Wong indicated ELARC has been closed to the public as of March 21st, but remains open for business as majority of staff work remotely. ELARC is considered an “essential services” and this is why the regional centers continue to operate. There are a total of 283 staff and 184 are fully remote, which constitutes 65% of the total workforce. There are also staff that are partially remote, splitting their schedule between office and home, which mainly constitutes management staff for a total of 47 individuals or 16% of total staff. Of the 283, there are 6 staff on leave due to extenuating family situations such as school closures or day care issues, etc. The total staff working only from our offices is 41 or 14% of personnel.

Ms. Wong indicated of the 283 staff, 170 are service coordinators or 79% that are working 100% remotely. The Consumer Services management staff rotate in coming into the office.

Ms. Wong reported one of the reasons for a slow start in the remote arrangements was the need to purchase laptops for all staff working remotely. This was a difficult process as there was a high demand resulting in a shortage of available notebooks for purchase. Fortunately despite the availability delays most service coordinators have received a laptop to ensure they can continue to replicate office work at home. Top priority on assigning laptops went to Consumer services staff. The next unit to receive laptops was Community Services, Liz Harrell’s unit, who has 67% of her unit working remotely.

Ms. Wong indicated Johnny Trombley, IT Manager, was indispensable in getting agency to this juncture in lightening-speed. IT staff, total of three, who had to prepare laptops in records time for a total of 170 service coordinators.

ELARC will continue to operate remotely at a minimum until May 15th based on the Governor’s ruling.

Ms. Wong reported that the Executive Unit, a total of six staff are working 100% in the office.

Ms. Wong emphasized that all staff whether working remotely or a combination of office/home are expected to return phone calls within a 24 hour period, as has been the protocol and practice prior to the pandemic.

Nestor Nieves, Board member, asked if families know how to contact their service coordinators. Mr. Hernandez responded the service coordinators have been contacting their families either by email or phone while they were waiting for their lap tops to be ready. The service coordinators continue to do IPP's, annual reviews and quarterly reporting for residential facilities. Additionally, there is information on the ELARC website on how to access staff with the posting of a telephone list. Staff have changed their voicemails to reflect that they are home-based and request callers to leave name and phone number so that the call can be returned.

Ms. Wong added some of the service coordinators did send notices to families reminding them the regional center is still operating even though the offices are closed.

Ms. Wong added she issued a letter for staff that identifies ELARC as an "essential" service agency so they can have in the event of law enforcement personnel requests this information.

There were no further questions or comments.

C. **DDS Directives & Guidelines Issued**

Guidelines and Directives have been issued by the Department of Developmental Services offering flexibility in the operation of regional center and vendored supports for consumers. The directives are being issued on a flow basis.

Ms. Wong and staff reviewed the DDS Directives and Guidelines issued to date.

1. State of Emergency Statewide

Ms. Wong reported the State of Emergency Statewide was the first directive issued on March 12, 2020 by DDS. This directive recognizes the need to create an alternative form of service delivery due to Covid-19. Top priority is the continuation of services for consumers and ensuring that our service provider community can continue to operate and be a viable resource when the "stay at home" order is lifted.

Liz Harrell noted the directive clarifies for those non-residential services the formula used for vendors to be able to bill. They can bill only for those absences in excess of the average number of absences experienced by the vendor during the 12-month period. Liz reported a meeting was held with the Administrative Unit in order to develop and modify the e-billing process so that vendors can submit their bills. Questions have come up regarding this action and a Frequently Asked Questions (FAQ) site has been developed. The next Vendor Advisory Committee Meeting is scheduled for April 23, 2020.

It was again reiterated that the various directives are being issued for the purpose of sustaining services to families/consumers and for service providers to ensure their business can survive during this difficult time.

Devora Reed, board member, requested information on the expectations and parameters at this time for the providers since they are being paid partially or whole. Devora stated she works for the school district who continues to receive state funding but in exchange are expected to continue to deliver instruction and education.

Liz Harrell responded the expectation first and foremost is the health and safety of the consumers being served. Regional Center wants to make sure that if providers are able to continue to provide services under the directives of DDS and abide by the federal, state and local jurisdictions and public health jurisdictions guidelines, such as social distancing, providing masks, then they should continue to provide services. There are providers who cannot continue to provide services within these guidelines, as it is physically impossible. The next level would be to go remote. ELARC does have providers who are getting quite creative in regards to providing remote services, whether it is through Zoom, Facetime, or telephone support. But this does not work for all vendors. There are some directives which allow for more creativity around being able to meet consumer needs. ELARC's goal is to have vendors provide services in ways to keep consumers safe.

Felipe Hernandez noted the importance that regional centers ensure that vendors are still operating and are practicing good health and safety for the consumers served. If not, our preference is that they inform the regional center so that they don't provide services unless they are able to do so in a competent manner. A list is being developed of the agencies that have closed so we can develop alternatives.

Devora stated she understands the situation but shared that her brother who is an ELARC consumer, was not contacted by the day program. She shared, that Inclusion, his SLS provider has been amazing. She knows the community at large may be experiencing the same problems and knows that this may not be unique to her brother. Edith Hernandez will follow-up with Devora to intervene regarding concern.

Israel Ibanez, Inclusion provider, agreed with Devora's comments. He has a community-based day program and they've had to use alternate ways of providing services. Liz's staff in Community Services have stepped up and helped with a proposal to continue services for their consumers. He stated he was surprised that even though Community Services is working remotely they respond very quickly. His agency still has to pay leases and staff, so it has been a difficult time. He appreciates the response time and thanked Liz.

Liz thanked Israel Ibanez for working with her staff in many creative and different ways during this crucial time.

Mary Hosokawa, parent, stated her son was with a day program Aim Higher in Covina, they closed three weeks ago. Her son misses the program and she attempted to call them several times and only yesterday she received a call back from them indicating they were going to try and start checking in with the clients. She knows it is difficult to do a day program via Zoom or

telephone, but is worried that when this is all over her son and others won't be able to "spring back" and revert to previous familiar supports. Parents just want their children to survive.

G. Wong thanked Mary and stated we all share the same concerns. Every directive is meant to grant exemptions to sustain, as best we can, our service provider community.

Mr. Fulco, parent, asked just how many programs have shut down? Liz Harrell stated they are tracking this information daily but does not have an exact count. Information will be provided at the May meeting.

Mr. Fulco, parent, stated the directives are meant to come up with ways to meet the various criteria for keeping consumers safe. Day programs need to develop a plan to space individuals appropriately which can be very expensive. He stated his experience has been that when you go a lengthy period of time without a day program you see a substantial change. Providers need to be creative and not shut down. Do they still get paid?

Ms. Wong responded they get paid only if they are providing services whether it is remote or at the site. Ms. Wong reiterated everything is about the health and safety of consumers, and the continuity of services.

Mr. Fulco stated the directives are aimed at protecting consumers. Ms. Harrell, Manager, Community Services, stated this is why they can bill for absences as the direct result of the Covid-19 outbreak. They will need to keep good records so they can show the reason they are billing for the absences based on Covid-19.[An absence may be due to the fact that they can't operate, they had to close their doors because there were too many people and they were unable to do social distancing. In this case they can bill for the absences. Providers are being asked if there is any way they can do it remotely. Some say no, but yet there are others who are able to adapt to a remote program.

In the end the goal is to ensure sure there are services for consumers on the other side of this terrible situation, we have good providers that people rely on, and consumers are missing the social aspect of being together with other consumers.

F. Jacobs stated we are mirroring what we are required to do by the city, state and federal requirements which is that there can be no group settings. As stated by Israel Ibanez, Inclusion, you need to be creative to your approach to an alternative method of providing services. ELARC continues to have an open communication with the vendors and will continue to work with them in implementing needed changes to maintain services open.

2. Directive Requirements Waived Due to Covid-19

This directive waives certain requirements as it relates to Early Start. Any requirement of the California Early Intervention Services Actor Title 17 requiring in-person meetings for determining eligibility or service coordination are waived.

Mr. Hernandez indicated electronic media will be used to contact families and have their permission to provide services in Early Start remotely as well. The directive is not only for eligibility determination and assessments but also services that are traditionally provided in the home by Early Start providers which are being done remotely or by video-conferencing. This is one of the first groups that became a leader in coming up with creative ways to deliver services to children under 3 years of age. Meetings are not occurring face to face or the IFSP meetings for the most part but rather by remote or other electronic devices. A number of good ideas from providers to deliver services have been initiated. For the most part this seems to be working but there are some parents who feel that this is not the best mode of learning for young children.

Mr. Hernandez reported the Lanterman Act In-Person meetings have also been waived.

3. Directive: Day Services

The directive provides guidance on Adult Residential Facilities for Persons with Special Health Care Needs; Intermediate Care Facilities/Developmentally Disabled Nursing; and Intermediate Care Facilities/Developmentally Disabled-Continuous Nursing. The directive is directing regional centers to take immediate action to ensure consumers who have compromised immune systems and are more susceptible to respiratory illness to remain at home rather than attend day services outside the home.

4. Guidance: Monitoring Staff

Directive provides guidance and information on Covid-19 symptoms and prevention, and what staff can do before, during, and after a monitoring visit.

5. Directive: Requirements Waived

The directive provides regional centers and service providers the flexibility to support consumers and their families. Services to individuals is a priority and regional centers and service providers are working with their consumers and the community to identify alternative approaches to support those in greatest need during this unprecedented time. There is reference also to Supplemental Staffing for Residential Providers, and Day Program Services.

Administrative Flexibility for regional Centers: Requirements of the Lanterman Act or the Department's regional center contract or other requirements to hold in-person public meetings is waived with the exception of regional center board meetings which should continue to occur

in-person or through use of remote electronic communications. Ms. Wong indicated that on the ELARC website there is a calendar of events that indicates what meetings have been cancelled, or adapted to another mode of hosting the meeting.

4731 Complaints: The 20 working day requirement for investigating a providing a written proposed resolution to a complaint pursuant to WIC Section 4731 is waived. The regional center director shall investigate and send a written proposed resolution to a complainant and service provider, if applicable, as soon as possible within 40 working days of receiving the complaint.

Additional Areas of Relief: There are miscellaneous items for providers: Department Audits and Programmatic Monitoring Reviews, Home and Community-Based Services Self-Assessments has been extended to June 30, 2020; Direct Support Professional Training is deferred until June 30, 2020.

Frequently Asked Questions: DDS has a posting on Covid-19 and there is also a link on the ELARC website to DDS and many other county and local health information.

6. California Department of Social Services Social Services Licensed Facilities Fingerprint Clearance and Exemption

The California Department of Social Services (CDSS) has established and expedited process to transfer a CDSS background clearance or exemption from one licensed facility to another. The purpose of providing an expedited process is to assist CDSS licensed facilities (home, day programs, etc.) in obtaining staff during the current Covid-19 outbreak.

7. Placements in Licensed Residential Settings

The Director of DDS is requiring regional centers to submit to the Department, prior to a consumer moving into any residential setting licensed by the California Department of Social Services or California Department of Public Health, a request for approval to place the individual in the residence. The Department will make every effort to respond to each request within two hours of receiving the request.

8. Immediate Risk Mitigation Strategies for ARFPSHN and ICF-DD-CN

Directive provides guidelines on how to mitigate the situations of averting exposures.

9. Visits to Licensed Residential Facilities

To the extent feasible, regional center staff should attempt to conduct monitoring visits using remote electronic communications, such as Skype, Facetime, video conference, and/or telephone conference.

10. Reporting Incidents Related to Covid-19

DDS has developed a new special incident report (SIR) for SANDIS, data system, as DDS will be keeping track of any occurrences of Covid-19.

11. Requirements Waived

Lanterman Act Eligibility: A regional center may conduct intake meetings, evaluations and assessment activities by remote electronic communications provided that the regional center determines the integrity of the intake process will not be compromised. If the regional center is reasonably certain the individual is eligible for regional center services, but due to the circumstances the regional center is unable to make a definitive determination, the regional center may determine the individual presumptively eligible and will retest within a year.

In-Home Respite Workers: In order to increase available workforce and support consumers and families at home, DDS waives Title 17 requirements for in-home respite workers to obtain first aid and cardiopulmonary resuscitation training prior to employment when the consumer receiving services does not have a chronic or is presenting health concerns.

Family Cost Participation Program and Annual Family Program Fee:

The Family Cost Participation Program and the Annual Family Program Fee have been waived, retroactive to March 12, 2020. DDS finds that the effects of Covid-19 may result in negative economic impacts to families. This waiver is necessary to lessen the economic burden on families and to allow regional center to prioritize work associated with Covid-19 response.

12. Admissions To & Discharge from Facilities

DDS is denying admission to and delaying discharge of all individuals, judicially or otherwise committed to the Porterville Developmental Center, the Canyon Springs Community Facility, and all STAR home under the jurisdiction and control of DDS.

13. Additional Participant Directed Services

The intent of this directive is to provide consumers, regional centers and service providers the greatest flexibility to support consumers and their families.

- D. Regional Center Reporting Requirements
 - 1. Surveillance Report

Ms. Wong reported DDS has established a number of different reporting requirements for regional centers. Regional Centers must report to DDS on a daily basis on Covid-19 related incidents as follows:

Regional Centers must report on: (1) consumers as it relates to Covid-19; (2) Service Providers direct staff and (3) Regional Center staff. The reports began in early March and continue to be submitted daily.

Ms. Wong conveyed the sad news that an ELARC consumer passed away due to Covid-19. The service coordinator had the case for 22 years and has been emotionally affected by this very sad news.

Edith Hernandez, Associate Chief of Consumer Services, further clarified that on the report sent to DDS records anyone who shows symptoms or anyone who has been confirmed with a diagnosis Covid-19. The report provides identifying demographics, such as where the person was living in a home or a residential facility, whether they attended a day program, where the exposure occurred (if known/unknown), and when the symptoms started. There is a section for comments where details can be recorded.

Ms. Wong circulated the news article shared by Sun Yougeng, Board member, which was in the New York Times. This article, which was shared with the Board, is about a group home in New York, a heart wrenching story about consumers passing away. Ms. Wong further stated that we have a system in California which is so attentive to consumers needs that she could not see a situation as described in the article, happening here.

Ms. Wong reported the Surveillance Report included three ELARC staff who did go in for the test and but all three were negative.

Mr. Sun thanked Ms. Wong for her report.

2. Day Program Surge Capacity Report

“Surge Capacity” is in anticipation of reaching peak points of services at the hospitals which will require the development of alternative health care services. It is about creating resources in the community and Ms. Harrell has taken the lead in this project.

Ms. Harrell indicated the report has three facets: residential, day program and unique environment. The objective is to have a place where individuals can go if they (1) test positive for Covid-19; (2) individuals who have been exposed and are awaiting test results; (3) individuals who have been displaced as a result of Covid-19. In anticipation of a “surge” where there will be not enough beds ELARC is looking to create beds with support. Current efforts includes looking at vacant homes, there is a home that is in development no one is living in it yet, was just licensed and we’re working on speeding up the vendorization process and equipping staff to create at least four beds.

Adapting day programs: Many day program sites have closed, reaching out to various programs to see if DDS may have supplies available to adapt for consumers. DDS is guiding ELARC and is encouraging us to explore these areas. Also looking at hotels, Liz reported she is exploring arrangements with local hotels to perhaps book some rooms in preparation for the surge. She has also reached out to County connections from the Office of Emergency Management about the quarantine sites they are setting up and what we would need to support those with a disability need should they need a bed. Additionally, ELARC is now meeting with DDS twice a week on this matter as well as meeting with her counterparts, Managers of Community Services, to work in partnership since L.A. County is a small community of Regional Centers and can do things like developing a DSP registry for individuals who would be available to help provide services in the event of a surge to be able to be deploy at one of these adaptive sights or sharing of resources.

Ms. Harrell indicated activities include constantly checking in, checking back and assessing what we can and cannot do and the supplies we have and how we might be able to prepare for the surge.

Ms. Wong reported there has been equipment made available to ELARC. Ms. Harrell reported DDS has made available N95 masks, our clinical physician, Dr. Figueroa will determine how to distribute these to individuals who provide direct care to individuals. Additionally DDS worked with Community Care Licensing to make available (PPEs) personal protective equipment focusing on residential providers who provide direct care. There was a truckload of equipment made available and distributed to our providers at San Gabriel Pomona Regional Center. DDS is securing some hospital beds, ELARC is making arrangements to store them at Alhambra office and distribute as needed, all in preparation for this surge capacity.

Regional Center is working with DDS to secure some child size masks to distribute.

3. Expenditure Tracker: POS and OPS

This monthly report tracks expenditures related to Covid-19 for both POS and OPS. Only one report has been submitted to DDS to date. The first report submitted ELARC is projecting just under \$4,000,000 related to absences, cancellations of services, residential program closure, respite, personal assistants needed due to school program closures, medical equipment, etc. Ms. Wong indicated this amount will continue to substantially increase over the next months.

On the Operations side, regional centers are allowed to claim expenses incurred as a result of Covid-19. At present the amount is estimated at \$116,000 but the next report will have a significant increase due to the purchase of laptops/notebooks, licenses, etc. that were not reflected in the initial report.

E. ELARC Website: www.elarc.org

1. DDS Directives and Guidelines

Ms. Wong indicated the Directives and Guidelines reported on can be located on the ELARC website. As new Directives and Guidelines are received they will also be available on the website on a flow basis.

2. Covid-19 Information and Resources

Covid-19 information can be found on the ELARC along with links to valuable information.

3. Public Meeting Status

Ms. Wong reported information on meetings can be found on the ELARC website.

F. Budget Update

1. Fiscal Year 2019-20

- PEP (Purchase of Services Expense Report)

Ms. Wong report ELARC is looking at a deficit in POS of \$6,348,668. There are 13 regional centers reporting deficits. The deficits range from \$29 million, for one regional center to \$1.6 million.

There are regional centers that have a surplus which exceeds the deficit at this juncture, the expectation is that there will be a distribution of the surplus to the deficit centers.

- Budget Performance Report (Operations)

The Budget Performance Report was reviewed. Ms. Wong reported a projected surplus of \$1.3 million. Ms. Wong reported that last two fiscal years ELARC ended with a modest surplus of approximately \$100,000. Ms. Wong reported there was an adjustment to this year's budget due to the tremendous growth in Early Start. Ms. Wong added we continue to expand personnel, both in Early Start and Community Services. Changes are being implemented with a new Community Services Specialist and we are currently recruiting for another supervisor. The recruitment efforts are not reflected in the Budget Performance Report.

Ms. Wong reported next month there will be a major reduction on the OPS balance due to increased Covid-19 expenses and staff expansion.

- Contract Amendments

The A-3 was received and signed by Tony Borrego.

Ms. Wong reported there is only one more quarter left in this fiscal year so we are assessing our cash flow. There are three advances at the start of a fiscal year, in July, August and September, receiving about 25% of the contract amount at the end of the fiscal year, when the claims are submitted to DDS they are reduced to adjust for the early advance. In reviewing the cash flow, Ms. Wong reported ELARC should be fine up through July when the first payment for the new fiscal year is made. If ELARC needs to borrow money the maximum should be about \$4 million. All regional centers have a line of credit with their bank to ensure payments for services and regional center staff can continue after the start of a new fiscal year.

2. Fiscal Year 2020 – '21

- Grassroots Day – Cancelled

Grassroots Day for April 20th has been cancelled. Ms. Wong reported that instead hearings will be held on the Covid-19 crisis. The first hearing is scheduled by the Senate on April 16th at 2:-00 P.M., with the Special Budget and Fiscal Review Subcommittee on Covid-19 responses. It can be viewed on line. There is also a second hearing on the Assembly side, an existing Budget Committee #6 on the budget process and is scheduled at 10:00 on April 20th.

Ms. Wong reported on an article in the Los Angeles Times where Governor Newsome is estimating the State's initial efforts to combat the Covid-19 crisis stands at \$7 billion

G. DDS Fiscal Compliance Audit Report July 1, 2017 through June 30, 2019

Ms. Wong shared the results of a fiscal audit which was conducted by the Department of Developmental Services (DDS). The final report was received by the President Tony Borrego. There were only two findings as follows:

(1)– Family Cost Participation Program - Page 1 of the Report

The assessments were completed 15 or more days after the signing of the IPP or IFSP, however this did not result in any over or underpayments for services that were the responsibility of the consumers' parents.

(2) Payments Above the Share of Cost - Page 1 of report

Duplicate payments to a vendor who provided FCPP services, resulted in an overpayment.

Ms. Wong cited the reasons for this outstanding report due to the administrative staff excellent work.

Richard Helgeson indicated he has reviewed the report and is practically a clean audit, aside from the items mentioned by Ms. Wong. He feels ELARC did extremely well. Agreed it is an excellent report.

Gloria thanked him for noting the great work of staff.

H. Self-Determination

Liz Harrell reported Self-Determination is still an option and ELARC continues to have their 114 participants. Orientations will be adapted, and will continue to have information sessions and will also be adapted for the near future. The Local Advisory Committee was postponed, the next meeting is scheduled for June 23rd. ELARC will be looking at moving forward on the federal matching funds which can be used to enhance Self-Determination activities in the community, training, outreach, etc. The Local Advisory Committee will be making decisions on this in June.

VI Consumer Services Report

Report deferred.

VII Committee Reports

A. Consumer Advisory Committee

Virgilio Orlina, Chair, CAC reported the March 17th Consumer Advisory Committee Meeting has been postponed as a precaution to the Covid-19 crisis. They are looking to update the CAC members as soon as this is rescheduled. Looking at possibly have the next CAC meeting virtually through GOTO meeting and/or a teleconference. The topic for the May 19th meeting will be on How to make friends. The guest speaker will be Wesley Witherspoon, Consumer Advocate from USC UCEED.

Jesse Padilla, Consumer Advocate, will schedule a phone conference with the CAC officers and ELARC CAC team for debriefing and planning of the next meeting.

As part of the continuing outreach to consumers, Mr. Padilla is also planning to do a check in call for the CAC members so we maintain our connection. The call in will be to check-in, to see how everyone is doing and how this crisis affected them.

B. Vendor Advisory Committee

Bryan Chacon reported the VAC meet on March 26, it was adapted as well. There were some technological glitches and barriers, but got through the meeting. The VAC Leadership will meet on April 7th in preparation for the virtual meeting on April 23, 2020.

The agenda of March 26 was adapted to highlight the main issue, Covid-19 and updates were presented by Liz Harrell, Manager of Community Services and also Jessica Barba, Community Services Supervisor. Liz reviewed the Directives presented this evening in depth. FAQ's have been very helpful for the service providers.

An Emergency Operations Planning meeting is scheduled after the VAC meeting on April 23rd. Consumer Services has been invited to answer questions that were not answered at the last meeting. There will also be HBCS topic and breakout.

C. Finance/Personnel Committee

There was no meeting of the Board Finance/Personnel Committee.

VIII Miscellaneous Announcements

Ms. Wong reported she is working on a board training for May or June on "Cultural Competency". The Board will be surveyed on their availability.

The next Board meeting is scheduled for May 12th, which will be a remote meeting.

Gloria Wong apologized for the glitches experienced during the meeting.

Tony Borrego thanked the Gloria Wong and her staff for the effort during this every difficult time, taking care of the most vulnerable in our society.

M/S/C (Richard Helgeson/Virgilio Orlina) There being no further business to discuss the meeting was adjourned the meeting at 8:12 P.M. Unanimous

Submitted by:

Yougeng Sun,
Secretary, ELARC Board of Directors

Recorded by: Rosalie M. Estrada,
Executive Secretary