EASTERN LOS ANGELES
REGIONAL CENTER

1000 S. FREMONT AVE. ● P.O. BOX 7916 ● ALHAMBRA, CA 91802-7916 ● (626) 299-4700 ● FAX (626) 281-1163

ELARC Self Determination Local Volunteer Advisory Committee
March 16, 2021 Special Meeting Notes

Due to the State and local health orders, the Self Determination Local Volunteer Advisory Committee meeting was held by remote participation only

Members Present: Alex Scarlis, Carl Blum, Carola Maranon, Cathay Liu, Josefina Nieves, Maria Castillo, Mei Ye, Virgilio Orlina, Yougene Sun
Members Absent: none
ELARC Staff: Liz Harrell, Roxy Ortiz, Edith Hernandez, Elizabeth Ornelas
State Council on Developmental Disabilities (SCDD) Los Angeles Regional Office: Chris Arroyo
Guests: Jacobeb Garcia, Connie Lesgua

Welcome and Introduction
The meeting was called to order at 6:03 pm by Virgilio Orlina, Chair.

Community Input
- No community input provided

Approval of the Agenda
> M/S/C (J. Nieves/A. Scarlis) To approve the agenda for the special meeting of the Self Determination Local Volunteer Advisory Committee. Unanimous.

SDP Implementation Funds
- o Process for accepting, reviewing, and awarding SDP Implementation Funds beginning with FY 2021/2022
  - ▪ This year this advisory committee was approach by many organizations proposing use of funds that were awarded, including from a member of this committee. This prompted having a meeting with SCDD and that member to have a discussion on conflict of interest that this committee may want to consider for future discussion. Also in support, along with SCDD, to this committee to propose a little more structure on the decision making around these proposals. When we are alerted that there are funds available, how do we put the word out to the community, what are the expectations of the use of these funds.
  - ▪ The department provided the directive of targeted areas where funds need to be used. These are funds for this community.
  - ▪ When ELARC gets funds for other projects from the department, we do a call for Request For Proposals (RFP), so the community knows what we are looking for, therefore the people who are putting the proposals know what we need and how to write the proposal for the committee.

- Decide whether reviewing the proposal is work of full or committee or develop a sub-committee, and having something of a checklist (i.e. does it have a budget, does it fit our community's needs, etc.), and include a timeline.
- It's too late to put this into action for this year, but can be implemented for future because the funds will be coming every year to have a structure in place. It is important to note that this is the committee's process and the committee's decision, ELARC will support the committee.
- This year it was requested by the committee to develop a chart and include what is the value added (draft chart was briefly reviewed)
- The first step would be, upon availability of funds the committee would advise ELARC to post the availability of funds on the website. Then establish a timeline for the receipt of proposals, establish a checklist for basic information on the priority areas (referenced by the department's document), determine how funds would be used, what is amount being asked with a line item budget, an explanation on how proposals meet the unique needs of the ELARC community (intention of funds is local) and their timeline, establish a process to review the proposal that can include developing a sub-committee of the full committee and come back with recommendations, there would be a checklist for the proposal review that aligns with the checklist for the applicant.
- The committee reviewed a sample document of what an announcement would look like.
- Does committee want to go in this direction and refine this process so that next year the committee can have something in place- need to vote on this today if this is a process the committee is interested in having ELARC further develop.
- Does the committee want to have a sub-committee to make decisions about the proposals- vote for this can wait

Questions/Comments:
- ~ We should be proactive rather than reactive and identify what is the highest priority needs in our area. Staff who are working with clients are the best suited of what is needed and they can put together the recommendations and target what proposals are coming in targeting those priority needs, and present them to the committee. The committee can add recommendations or modify it, but staff should be the first to identify the recommendations.
- ~ Parents would also have very clear idea of what is needed.
- ~ We have to be local, for example like CPAD and Fiesta
- ~ Taking the recommendations of SCDD can be helpful in guiding the committee going forward.

What are thoughts of having this be the work of the full committee or having a sub-committee?
- ~ When proposals come in, staff should probably review and bring recommendations to the full committee. We need to be strategic on how we spend the funds.
- ~ Keep the process as simple as possible

Vote requested to approved moving forward for the development of the process for the solicitation review and approval project funded by the SDP implementation funding

        M/S/C (C. Blum/Y. Sun) Approve the process where we proactively identify what areas we want solicitations in and staff put together a process to do that and keep that

process as simple as possible so we end up with as much money accomplishing the purpose we want. Unanimous

- o Distribution of Summary of FY 2020/2021 Proposals
  - A member of the committee has submitted a proposal, and in discussions with that member and the SCDD it was determined that any time there is a discussion around the proposals that are submitted, that member would have to step out of the meeting. At this time member stepped out of the virtual meeting. Something for this committee to consider regarding conflict of interest.
  - Discussion of the summary of 2020/2021 proposals was held.

Next meeting- April 20th

There being no further business to discuss the meeting was adjourned at 6:49 pm
M/S/C (C. Blum/Y. Sun) To adjourn meeting.