



EASTERN LOS ANGELES REGIONAL CENTER
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**ELARC Board of Directors
Meeting Minutes
March 09, 2021
Approved as Recorded on April 13, 2021**

Board Members Present:

Richard Helgeson, President
Joe Utar, Treasurer
Diane Lassell, Parent
Pat Gomez, Parent
Dr. Linda Lopez, Parent
Marisol Guerrero, CAC Representative
Nestor Nieves, Consumer
Devora Reed, Vice-Chair
Virgilio Orlina, Consumer
Yougeng Sun, Secretary

Staff Present:

Gloria Wong, Executive Director
Edith Hernandez-Daniels, Chief of
Consumer Services
Lonetta Johns-Yarleque, Associate Chief of
Consumer Services
Elizabeth Harrell, Manager, Community
Services Division
Roxy Ortiz, Information & Training Supervisor
Johnny Trombley, IT Supervisor
Angie Salas, Executive Secretary

Absent:

Bryan Chacon, VAC Representative (Absent)

Guests: Refer to Sign In Sheet

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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 6:03 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 Zoom Conference/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 Zoom Board of Directors Meeting.

Roll call was conducted. A quorum was established in order to conduct necessary business.

II. Community Introductions/Opening Round:

The Board members and guests were asked to introduce themselves and were noted on the "Sign-In" sheet.

III. Community Input:

Chala Jitpatima, parent, addressed Edith Hernandez-Daniels, Chief of Consumer Services, to thank Mrs. Hernandez-Daniels for the opportunity to meet and discuss her concerns about her son.

Gemma Carrillo-Marquez, sibling of a Regional Center client, addressed concerns regarding ELARC's role in advocating for developmentally disabled individuals who cannot wear a mask.

Gloria Wong, Executive Director, informed Mrs. Marquez-Carrillo that extensive coverage of various COVID-19 related topics are included in the agenda and asked to defer the response until that time.

Israel Ibañez, Inclusion Services, thanked ELARC for providing the Personal Protective Equipment (PPE). Mr. Ibañez shared that Inclusion Services held a successful event in distributing PPE provided by ELARC.

Pat Tierney, Foothill Family Early Head Start, shared that the agency continues to provide services to pregnant women and to children in their early start program. They currently have open enrollment for children from the age 0-3 years old.

There were no other announcements or comments.

IV.

Approval of Board of Directors Meeting Minutes – Motion Required Attachment #1

M/S/C (Pat Gomez/Nestor Nieves) To approve the BOD Meeting and Executive Session Minutes of February 09, 2021 as recorded. Unanimous.

V. Executive Director's Report

Caseload – Ratio Plan of Correction Approval - Attachment #2

Ms. Wong shared the correspondence from the Department of Developmental Services (DDS) which approved the recently submitted ELARC 2021 caseload ratio correction plan. Mrs. Wong referenced the November, 20, 2020 Public Meeting where the caseload ratio for each of the seven (7) categories was presented. Ms. Wong indicated that the report shows that we were short twenty-two (22) service coordinators in order to meet caseload ratio. Mrs. Wong stated that the approved plan of correction included ELARC's establishment of a new unit in Consumer Services and the addition of four (4) new service coordinators positions. DDS recognizes that the budget funding is insufficient for the full correction of hiring twenty-two (22) service coordinators and thus has approved the submitted partial correction plan. Ms. Wong shared that the annually updated caseload ratio survey will be revised in March 2021. All indications at this juncture is that we continue to fall short of the service coordinators needed to comply with ratio requirements. Ms. Wong reminded all of the continuing efforts from past and current fiscal years to advocate for the full funding needed to meet ratio requirements. For Fiscal Year 2021-'22 the Association of Regional Center Agencies (ARCA) will once again aggressively campaign at upcoming budget hearings for the full and needed funding to meet caseload ratio compliance.

B. DDS Directives - Attachment #3, #4 and #5

Attachment #3

A directive issued by DDS on February 18, 2021 was reviewed. The directive extends the deadline for eight (8) previously released directives.

Attachment #4

A directive issued by DDS on February 12, 2021 was reviewed. The directive addresses the need to contact consumers regarding eligibility for the COVID-19 vaccination. Ms. Wong noted that subsequent to the mailing and posting of the agenda an updated directive was issued by DDS. The following updated "Handout" was reviewed.

Handout #8

The directive issued on March 9, 2021 by DDS. The reference is for Regional center to contact consumers ages 16 through 64 regarding their eligibility for COVID-19 vaccination and to assist as needed.

Attachment #5

A directive previously issued by DDS on January 29, 2021 identified reporting requirements and related deadlines for a response to DDS. Specifically, DDS is requesting a plan that identifies a testing and vaccination plan for each of the 21 Regional Centers. There are four (4) areas addressed in this directive that will be discussed under section “C. COVID-19” of the agenda. The four (4) areas in the directive includes the following:

- Consumer and Family Contacts
- Hospital Contacts
- Testing and Vaccination Plan
- Regional Center Relief

Handout #2

This directive was issued by the DDS on March 1, 2021. It extends the mandated timeframes for conducting the “Purchase of Services (POS) Disparities” public meeting. As per the directive, ELARC will be postponing the March 2021 meeting in consideration of current workload demands related to COVID-19 activities.

C. COVID-19

The following addresses the four (4) sections in the above referenced directive as “Attachment #5”:

Consumer & Family contacts & Hospital Contacts

Edith Hernandez-Daniels, Chief of Consumer Services, reported that service coordinators are actively contacting families. In those calls service coordinators are providing information on services and supports. This contact serves as an opportunity to provide families with information on vaccines, testing, offering Personal Protective Equipment (PPE), and how to get transportation to ensure that families have access to those vaccine and testing sites. The discussion with families also includes hospitalizations due to COVID-19. In these special cases the service coordinators are completing special incident reports and contacting the hospitals to ensure that there is a discharge plan in place and providing services and support that will be needed upon discharge.

Mrs. Hernandez-Daniels shared that new directives are continuously being received from the department with more information in reference to COVID-19 and all activities are adjusted accordingly.

Testing & Vaccination Plan - Attachment #6

ELARC Testing and Vaccination Plan: Elizabeth Harrell, Community Services Manager, reported that this document was due and submitted to the department February 28th. This is a living document and things continue to change in regards to access to COVID-19 testing and vaccinations for our community. Mrs. Harrell shares that things continue to change in regards to testing and vaccination daily for our community. An updated version as “Handout #1” was reviewed.

Handout #1

ELARC Testing and Vaccination Plan - Mrs. Harrell reviewed this document and reported that the service coordinators are making the direct inquiry and support to the consumers and families. Thereby ensuring that they have the information accessible as to where they can get tested and vaccinated, how to schedule an appointment, how to get information in regards to transportation, and providing the necessary documentation to access, etc. DDS shared a new resource, Vaccination Pathways, which will be integrated into ELARC’s approach to the rollout of March 15, 2021 for individuals with disabilities, and more specifically to the population that ELARC serves. There will be a clear directive on the Public Health Department vaccination sites that all individuals with developmental disabilities 16 through 64 will be eligible for the COVID-19 vaccine.

Mrs. Harrell acknowledges that families struggle as consumers cannot wear a mask, are unable to stand in line, or sit in a vehicle for a long period of time to wait to receive the vaccine. The Regional Center as a system is working on addressing this situation by establishing set-aside appointments.

Additionally, there are daily updates made to ELARC’s website. The website has been reworked, with the assistance of Dr. Figueroa, ELARC Physician to make sure that we have the most up to date information on all things COVID-19 but particularly in the COVID-19 vaccination and testing section. ELARC’s website has various information:

- The information that was received today on Vaccination Pathways will be linked into our website by tomorrow so that the family members can see the supply on vaccinations depending on the location of your choice.
- Appointments are no longer needed for testing sites as you are able to walk-in.
- Vaccination sites coordination with Access Transportation Services. Those who use Access Services can receive transportation to and from a vaccination site.
- Vaccine FAQ’s (Frequently Asked Questions)
- Local Community Resource Information

- Information on how to avoid COVID-19 testing and vaccination scams
- Posting videos that are being developed on people sharing their experience on the vaccination.
- Register for ELARC's Weekly E-News Letter
- ELARC's Facebook, Twitter, and Instagram pages are updated frequently.

Mrs. Harrell reported that on March 18, 2021 from 2:00pm to 3:00pm there will be an Information Session that ELARC is hosting in partnership with our parent organizations Fiesta Educativa and Chinese Parents Association for the Disabled (CPAD). Interpretation will be available, and additionally there will be a session from 3:00pm to 4:00pm that will be held in Spanish. This information will be on ELARC's website soon as it is currently being revised.

Mrs. Harrell continues to report that ELARC's Consumer Advocate has written a column labeled "Note to Self-Advocates" based around vaccinations. Which can be located on ELARC's website. ELARC continues to work with contractor consultant on focusing on appointment carve-out for ELARC consumers and families. ELARC has collaborated with LAUSD's testing and vaccination sites. Additionally, there are two (2) Federal Vaccination sites in California. One up North and one in Southern California and we are fortunate to have the one located in Southern California located at Cal State L.A. University which is located a couple of blocks from ELARC. The State Council on Developmental Disabilities has been working specifically at the Cal State L.A. mass vaccination site to assure that there is access for individuals that we serve as well as mobile vaccine clinics. Although Vaccination clinics need to be 15 miles away from the Cal State L.A. vaccination site and ELARC's catchment area coverage is within the 15 miles so ELARC is not eligible for the mobile vaccination clinics in our catchment area. Nevertheless, ELARC can partner with other Regional Centers to assist consumers and families who reside in bordering cities.

ELARC conducts weekly meetings with service providers every Friday at 1:30pm and shares this critical information and request they pass on information to their families/consumers.

Edith Hernandez-Daniels, Chief of Consumer Services, will be sending out a letter to every ELARC consumer regarding eligibility for vaccination.

Mrs. Hernandez-Daniels reported on the draft verification letter to be provided by DDS that will be used by the 21 Regional Centers should be issued within the next couple of days.

REGIONAL CENTER RELIEF

Ms. Wong reported on the "Regional Center Relief" section. Due to the high workload demands on service coordinators as a result of COVID-19 activities and numerous interventions, ELARC has

opted to extend the current Individualized Program Plans (IPP) for one year. This will significantly reduce workload allowing time to be redirected to the overwhelming COVID-19 related work demands.

Mrs. Hernandez-Daniel stated that the IPP addendum is used to add, modify, or make changes to the IPP as long as the family is in agreement with the extension. This offers great relief to the service coordinators. Mrs. Johns-Yarleque, Associate Chief of Consumer Services, reiterated that the service coordinators continue making contacts with the families.

Oscar Alvarado-Trujillo, ELARC service coordinator, added that the extension to the IPP process has tremendously helped his workload and allows for more case management coordination and being creative with client's current needs.

Additionally, Ms. Wong shared that ELARC will be postponing the "POS Disparities" meeting as a form of "Working Relief" for staff.

Inquiries from the audience were addressed:

- 1) Is all information that is being presented offered Spanish?
- 2) Are the service coordinators meeting the demands of the job?

Mrs. Hernandez-Daniels, reaffirmed that the service coordinators are making phone calls and making every effort to meet the demands. Although they are working from home they do come into the office on their scheduled day. The difference with the IPP's is that they are currently being done virtually via zoom or over the phone if that is what the family prefers. Due to COVID-19 they are currently not doing face to face contact. However, when there is barrier and there is a need to go out to the home an exception is made and the service coordinator makes that home visit with PPE and the meeting is held outside in an open space and with social distancing. ELARC's service coordinators are bilingual and will hold the meeting in the native language requested.

Additionally, whenever interpretation is needed for any meeting a request may be made through ELARC's website.

Dr. Linda Lopez, Board Member and parent, shared her experience with ELARC. Dr. Lopez expressed that her experience with ELARC has been incredible. Dr. Lopez recognizes the hard work of staff and thanked the agency for their commitment. Dr. Lopez stated that it is very inspiring.

Ms. Wong thanked Dr. Lopez for her positive comments on her experience with ELARC staff. Ms. Wong recognized that not all experiences may be positive for consumers/families and encouraged them to contact the direct supervisor for specific staff to discuss issues of concern and to find remedies.

Website Access and Review

Mrs. Harrell reports that the Regional Center makes every effort to put out information in languages other than English. This is a Regional Center that serves a diversity of families. Mrs. Harrell explored and toured ELARC’s website with the community to get them familiarized with the navigation on how to view and access important information.

Surge Capacity: Resources

Elizabeth Harrell, Manager, Community Services Division, reported that “Surge Capacity” practices were developed in March of 2020 and continues to be a critical focus area.

Surge Capacity refers to locations, beds, possible facilities and staff willing to work with someone who has tested positive for COVID-19 or have been exposed to COVID-19.

There is a service provider with a home in the City of Rosemead and is ready and available to use with a capacity for two (2) which is now available. Additionally, we continue to partner with neighboring Regional Centers on Surge Resources.

Personal Protective Equipment (PPE)/Supplies: Distribution update

Roxy Ortiz, Information and Training (IT), Supervisor, reported that ELARC continues to provide Personal Protective Equipment (PPE) to the individuals we serve, their families, the provider community, and to surge sites.

Mrs. Ortiz reported that as of last week the following has been distributed to the community, which includes service providers, consumers and their families:

- Surgical masks 94,150
- N95 mask 20,010
- Gloves 283,560
- Gowns 11,039
- Face Shields 5,461
- Sanitizer (4 oz./16 oz./1 gal.) 1,650

Ms. Ortiz reported that in total there were 426,084 PPE supplies that were distributed to our community.

ELARC's PPE distribution is conducted Monday thru Friday upon the request from the service coordinators. Families are requested to contact their assigned service coordinator for service providers to contact your community services specialist to place the order and make an appointment to pick up PPE supplies.

COVID-19 Surveillance Tracker

Ms. Wong indicated that ELARC reports daily to DDS on the COVID-19 status for consumers, service providers and Regional Center personnel. The "Surveillance Tracker" statistics were converted into a graph and reviewed.

Edith Hernandez-Daniels, Chief of Consumer Services, reviewed the COVID-19 Surveillance graphs.

Handout #4

Mrs. Hernandez-Daniels reported that as of March 08, 2021 there are 12,442 individuals served by ELARC. As of March 08, 2021 there were 814 individuals who have tested positive for COVID-19 which is 7% of the individuals that we serve.

The second column speaks to the individuals who tested negative which is a total of eight (8). As of March 08, 2021 there have been 24 deaths.

Handout #5

Mrs. Hernandez-Daniels reported as of March 08, 2021 the COVID-19 positive results for service provider staff is one hundred forty-seven (147) and for Regional Center staff is twenty-four (24).

D. Self-Determination Update (SD)

Ms. Wong announced that the next meeting for the Self-Determination (SD) Local Advisory Committee (LAC) will be on April 20, 2021.

Mrs. Harrell reported that for fiscal year 2020-'21 the Eastern Los Angeles Regional Local Volunteer Advisory Committee (LAC) has approximately \$89,000 to award to consultants and organizations to be able to assist with the implementation of the Self-Determination (SD) Project. The LAC determines how the funds are to be used. There are approximately five (5) proposals that have been submitted. There will be a special meeting held of the LAC on March 16, 2021 from 6:00pm to 7:00pm. There will only be one item of business which is the Proposal Selection process

for the LAC and related guidelines to be used for reviewing proposals and determining how to award grant funds. The main purpose of the funds is to assist with implementation at the local level.

Handout #7

Ms. Wong reviewed specific milestones for the ninety-one (91) Self-Determination participants. Graph was reviewed showing participants progress as follows:

- Successfully Transitioned 37%
- Person Center Plan Completed (up 16%) 31%
- FMS Obtained by Participants 38%
- IPP Completed and Signed 40%
- Spending Plan Completed 38%
- Individual Budget Certified 43%
- SD Participation that Completed the Orientation 98%

Ms. Wong stressed that Self-Determination is a voluntary option for families/consumers.

Handout #6

ELARC Self-Determination Local Volunteer Advisory Committee Meeting Minutes for the meeting held on January 19, 2021 were made available.

Handout #3

Self-Determination: Information Session Flyer scheduled for March 11, 2021 from 2:00pm to 4:00pm.

E. Public Meeting: March 25, 2021 - Attachment #7

Ms. Wong reported that the POS Disparities meeting will be postponed due to a new directive from DDS allowing for work relief to COVID-19 work demands. There is no date available yet. However, this meeting may be held at any time up into June 2021.

F. Budget Update

A. Fiscal Year 2020-'21

Handout #10

1. Purchase of Services Expenditure Projection (PEP) Summary

Purchase of Services Expenditure Projection (PEP) Summary report was reviewed indicating a surplus of \$45,685.

Handout #9

2. Budget Performance Report: Operations (OPS)

The Budget Performance Report reflects the allocation to the operations budget. Currently there is a projected surplus of \$321,896.

B. Fiscal Year 2021-'22

As of July 1 we will start a new Fiscal Year. The Governor released the preliminary budget in January for fiscal year 2021-'22. The preliminary review is positive at this stage as there are no cuts proposed to POS or OPS for Regional Centers.

Attachment #8

Ms. Wong reported on the Governor's Proposed Budget and the ARCA position letter. There are many points where adjustments are to be made to operations (OPS) and to the purchase of services (POS) budget. Ms. Wong focused on page four (4) of the letter which references service coordination. Ms. Wong stated the proposal seeks funding to meet caseload ratio requirements with multiple proposals submitted to the legislature for consideration.

	Mar-20	\$20M	\$30M	\$40M	\$50M	\$55M
New SC Positions	0	309	464	618	773	850
Caseload Ratio	75.48	70.70	68.54	66.5	64.58	63.66
SC Shortfall	850	541	386	232	77	0

Ms. Wong reported on the above table. Statewide there is a service coordinator shortfall of eight hundred and fifty (850) service coordinators. If the caseload ratio statewide of eight hundred and fifty (850) service coordinators were met it would require an investment of \$55 million dollars, a \$20 million investment would reduce the service coordinator shortfall to five hundred and forty one (541). Efforts to advocate for the funding of additional service coordinator positions will be a primary talking point at the upcoming Grassroot Day event.

Roxy Ortiz, Information and Training Supervisor, reported on Grassroot Day. Grassroot day is an annual legislative meeting in which the 21 Regional Centers gather collectively to advocate with a government representative. It is an event which will serve to advocate for families, consumers and service providers to play a role in the upcoming budget process.

There are various talking points around the budget for funding for service coordinator positions, rate increase for the service providers, an extension to the uniform holiday schedule, etc. This year the 2021 Grassroot Day legislative visit will be held virtually in April. Details for this upcoming meeting are currently being worked on by and Association of Regional Center Agencies (ARCA) and will be provided soon.

VI. Committee Reports

A. Consumer Advisory Committee (CAC) - (Marisol Guerrero)

Marisol Guerrero, CAC Representative, will continue providing the CAC report until elections for the Chair and Vice-Chair position are held.

The next Consumer Advisory Committee (CAC) will be held on Tuesday, March 16, 2021 from 4pm - 6pm. The meeting will be conducted as a "Go To Meeting". The topic will be on the Importance of "Person Centered Services". The last meeting was held on January 19, 2021. There was not quorum to hold the elections for the CAC Chair and Vice-Chair position. The election will be held at the next CAC meeting.

Jesse Padilla, Consumer Advocate, shared information on public transit. Public transit "Metro" is doing a study called "Fareless System Initiative" which will study on how to eliminate bus and train fares for low-income passengers that includes K-12 students beginning in January 2022.

CAC has started to conduct meetings for the community to provide their input. The meeting information is available on ELARC's website.

B. Vendor Advisory Committee (VAC) - (Bryan Chacon)

Bryan Chacon, Board Member, reported that the Vendor Advisory Committee (VAC) meeting was held on February 25, 2021. Topics covered are as follows:

- Communication wellness check directive
- Vaccination and testing directive
- Vendors advised to attend the Friday Check-In's for any COVID-19 related questions
- Training/presentation provided by Roxy Ortiz, Information and Training Supervisor, on the legislative update and the Governors proposed budget for 2021-'22. It was a comprehensive overview.
- Discussion on Grassroot Day - looking forward to getting involved
- Training Survey Update
- Bylaws Reviewed - Update and Amendments made. Will be discussed at the next Board meeting.
- HCBSW Discussion - On compliance funding, application process, and what to expect from this process/program.
- Next VAC Meeting is scheduled for Thursday, March 25, 2021

C. Finance/Personnel Committee (Joe Utar/Richard Helgeson)

There were two pension plan audit reports shared with the Board.

Miller Kaplan / CPA: Pension Plan Independent Auditors completed the reports.

Audit results indicated compliance on items reviewed.

Attachment #9

Money Accumulation Pension Plan for Employees of Eastern Los Angeles Regional Center for the Developmentally Disabled, Inc. The audit report was presented and reviewed.

Attachment #10

Tax Deferred Annuity for Employees of Eastern Los Angeles Regional Center. The audit report was presented and reviewed.

VII. Miscellaneous Announcements

Next Board of Directors Meeting will be held on Tuesday, April 13, 2021 at 6:00pm.

Reminder to Board members; ARCA Web Academy Training Program scheduled on Saturday, March 13, 2021 from 1:00pm to 2:30pm and a repeat session on Wednesday, March 17, 2021 from 1:00pm to 2:30pm that requires pre-registration.

VIII. Adjournment

There being no further business to discuss the general board meeting was adjourned at 8:00P.M. Unanimous

M/S/C (Virgilio Orlina / Joe Utar). Unanimous.

Respectfully Submitted by:



Yougeng Sun,
Secretary, ELARC Board of Directors

Recorded by: Angie Salas,
Executive Secretary