



**EASTERN 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**

**May 11, 2021**

**Approved as Recorded on June 8, 2021**

**Board Members Present:**

Richard Helgeson, President  
 Devora Reed, Vice-Chair  
 Joe Utar, Treasurer  
 Dr. Linda Lopez, Parent  
 Pat Gomez, Parent  
 Bryan Chacon, VAC Representative  
 Marisol Guerrero, CAC Representative  
 Nestor Nieves, Consumer  
 Virgilio Orlina, Consumer

**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  
 Johnny Trombley, IT Supervisor  
 Angie Salas, Executive Secretary

**Absent:**

Yougeng Sun, Secretary  
 Roxy Ortiz, Information & Training Supervisor

**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 6:03 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 introduced themselves and were noted on the “Sign-In” sheet.

**III. Community Input:**

Michelle Sanchez, Consumer from CAPC, commented she is looking forward when the Regional Center has funds for the San Diego Conference and other similar events.

There were no other announcements or comments.

**IV.**

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

*M/S/C (Virgilio Orlina/Pat Gomez) To approve the BOD Meeting Minutes of April 13, 2021 as recorded. Unanimous.*

**V.**

**New Rate Models: AB 637 Proposals  
Elizabeth Harrell, Community Services Manager  
Attachment #2 and #3 – Motion Required**

Ms. Wong gave a brief overview as to the concept of “New Rate Models” for two (2) specific kinds of residential facilities.

- 1) Adult Residential Facility for persons with Special Health Care Needs (ARFPSHN)
- 2) Specialized Residential Facility (SRC)

These two (2) categories of residential homes are highly specialized and were created to address the unique needs of consumers moving from the developmental centers into the community.

Detail discussion was conducted at the April Board Public Meeting which was followed by a 30 day comment period for interested parties to provide feedback on the proposed new rate models for the above two (2) types of residential homes. Board approval was deferred until the May Board meeting to allow for community comments.

Mrs. Harrell, Consumer Services Manager, reported that there were no comments or feedback received over the 30 day period. A motion to approve the new rate models for the two (2) types of residential facilities was requested.

*M/S/C (Pat Gomez/Dr. Linda Lopez) To approve the New Rate Models. Unanimous.*

## **VI. Executive Director's Report**

### **A. 2020 Community Report: Resiliency During Changing Times Attachment #4**

Mrs. Wong gave a brief overview on the 2020 Community Report: "Resiliency During Changing Times."

Ms. Wong indicated that the publication serves as an ELARC annual report with a change in theme every fiscal year. The focus of the 2020 Community Report is on the impact of COVID-19 on the ELARC community. Ms. Wong noted the report was dedicated in remembrance of the twenty six (26) ELARC consumers who passed away due to the pandemic.

Ms. Wong reflected on the agencies effort to distribute Personal Protective Equipment (PPE) to consumers, families and service providers. Over the course of the pandemic ELARC staff prepared and distributed the packaging of over 500,000 PPE's which included: face shields, masks, gloves, sanitizers, gowns, etc. Distribution of PPE was an essential staff role over the last fourteen (14) months.

Ms. Wong went on to comment on a section of the report that focused on the 2020 holiday season and the efforts undertaken by ELARC through a dedicated donation fund which was used to gift families in need during this trying holiday season. An internal agency committee referred to as the "Joy of Giving" undertook the responsibility for coordinating all aspects of this campaign which included identifying families through the assistance of service coordinators and making personal delivery arrangements. Judy Perez, a supervisor from consumer services spearheaded the campaign effort.

Mrs. Perez shared that the donation fund allowed for the purchase of forty-five (45) \$100.00 gift cards from Wal-Mart. Mrs. Perez noted an additional \$500.00 donation from ELARC's Associate Chief of Consumer Services which allowed for an additional five (5) families to be added to the list of happy and grateful recipients.

Mrs. Perez shared that in addition to the gift cards individualized gift bags were prepared filled with (i.e.) masks, sanitizer and a special message from the ELARC Executive Director was delivered to fifty (50) families. She went on to share the gratitude expressed by families for their thoughtfulness of ELARC staff during this trying and challenging holiday season.

Mrs. Hernandez-Daniels reported on Xavier. Xavier is employed at Marvel Studios. Xavier's position is a Plate Slab Wrangler. He sorts out information that is sent to the studio and distributes it to the vendors. Xavier enjoys his job. Xavier shared his motivational statement "Nothing is normal about this period, but if we all do what we need to, we will make it through this pandemic."

Ms. Wong stated these four (4) heartwarming stories of consumers is a very small number but we wanted to take the opportunity to translate the governance of their life and experience during these difficult times.

The next part of the "Community Report" concentrated on four (4) ELARC consumers and the life-changing impact of COVID-19. Ms. Wong introduced Edith Hernandez-Daniels, Chief of Consumer Services, who gave an overview of the special stories for: Pamela, Jesse, Roxy and Xavier. The audience was encouraged to read these inspirational stories.

Ms. Wong concluded by reviewing the final pages of the "Community Report" which focuses on Fiscal Year 2019-2020 budget. It was noted that the vast majority of ELARC's overall allocation, 89%, was spent exclusively on consumer services under the "Purchase of Services" (POS) budget allocation.

#### **B. June 15, 2021: ELARC Offices Reopening Plan**

Ms. Wong reported on the recent Governor's announcement to reopen businesses on June 15, 2021 in light of the significant improvement on the COVID-19 front. As such ELARC is currently working on reopening to the public as of June 15<sup>th</sup>.

Ms. Wong shared that the return to work plan is based on a phase-in return arrangement for a large segment of the two hundred and ninety two (292) ELARC staff. Tentative elements of the plan includes:

- May 24<sup>th</sup> - All management to return to office on a full time basis
- Balance of staff to return on an alternating schedule to minimize number of staff in office

- ✓ Rotating schedule is referenced to as an "A" and "B" designating 50% of staff to each category.

- ✓ Week 1 Schedule: Three (3) days in office two (2) days remote.

Week 2 Schedule: Two (2) days in office three (3) days remote.

- June 7<sup>th</sup> - Consideration of all staff to return
- Special schedule accommodations for employees with extenuating circumstances due to COVID-19 (i.e.) child care, school closures, medical restrictions.
- Public Meetings will continue to be conducted via “Zoom” arrangements until the first quarter of 2022.

### **C. Service Providers: Reopening Checklist for Day Services Transition In Person Services Plan - Attachment #5**

Ms. Wong stated that ELARC is working with its service provider community to assist them on their reopening plan. A “checklist” has been developed to guide providers on elements of a reopening plan that will ensure the health and safety of returning consumers.

Elizabeth Harrell, Community Services Manager, gave an overview of the seven (7) local regional centers working together to have a consistent approach. The checklist was sent out to all providers requesting they complete and submit by June 15<sup>th</sup>.

### **D. DDS Directives - Attachment #6A, #6B, #6C, and #9D**

Ms. Wong reported on the numerous recent directives issued by DDS.

#### **Attachment #6A**

A directive issued by DDS on April 21, 2021 was reviewed. The directive addresses In-Person Monitoring Visits. The expectation is to reinstate the person-to-person visits of residential facilities in order to ensure the quality of care of the residents. The directive requires the Regional Center to develop a strategy plan on how to reinstate these visits. The focus is on consumers residing in licensed residential facilities such as, FHA’s, Supportive Living and Independent Living. Plan needs to be implemented no later than May 21, 2021. The strategy plan will be outlined and publicly posted on ELARC’s website.

Mrs. Harrell, Community Services Manager, states the strategy plan is separated into four (4) areas:

- Structure and Approach to the visits - A hybrid approach. Staff will go inside the facility for no longer than required to make a physical observation. Speaking with consumers and completing the documentation may be completed outside or at a later time via “Zoom”.
- Risk Litigation Protocol - Providing staff with full PPE which includes N95 masks. Training resources will be available from Public Health in regards to protecting self and others. In addition a checklist will be developed for individuals to complete before their scheduled appointment as a precautionary measure.
- Prioritizing High Medi-Cal Need Consumers
- Precautionary Measures - Remaining in alignment with the directives to resume the face to face visits. ELARC will continue to follow the precautionary measures to protect staff and consumers by staff having access to the vaccine, staff that have been vaccinated, self-screening, providing PPE, limiting time inside the facility, etc.

Mrs. Harrell stated this document will be posted by May 14, 2021 on ELARC’s website.

Mrs. Hernandez-Daniels, Chief of Consumer Services, reported the intent of the directive was for the practice to start 30 days from the issue date which would be May 21, 2022. However, ELARC residential service coordinators have already started these visits.

Mrs. Harrell shared that on the DDS website there is a COVID-19 dashboard showing the vaccination numbers by Regional Center. The data is continuously updated for accuracy.

#### **Attachment #6B**

A directive issued by DDS on April 21, 2021 was reviewed. The directive addresses Visits to Individuals Residing in Licensed Residential Facilities.

Ms. Wong states this directive asks Regional Centers and Residential Providers to work collaboratively in allowing and re-instating visitations for family members.

#### **Attachment #6C**

A directive issued by DDS on March 29, 2021 was reviewed. The directive addresses Guidance Regarding Reimbursement for Transportation Services for Alternative Nonresidential Services.

Ms. Wong shared this is a work in progress. Mrs. Harrell reported this is a team effort to ensure providers get paid with the guidance from the Department.

**Attachment #6D**

A directive issued by DDS on April 27, 2021 was reviewed. The directive addresses Updated Overtime Rate for Participant-Directed Respite Services During the COVID-19 State of Emergency.

Mrs. Hernandez-Daniels reported this directive has been received positively as it allows the family to bill for overtime pay.

**E. Community Resource Development Plan (CRDP): A Technology Access Project - Attachment #7**

Ms. Wong reported this is a collaborative effort by the L.A. County Regional Centers who have jointly applied for the Community Resource Development Plan (CRDP) and asked Mrs. Harrell to provide an overview.

Mrs. Harrell stated the CRDP is a grant of over a million dollars awarded to Westside Regional Center for the Regional Centers to address the needs for services and supports of individuals living in the community. To increase access to remote and virtual services by providing eligible participants with tablets and/or laptops, data service, and technical support. Regional Centers are to identify those served within the catchment area who are most in need of this service so they can be connected to having access to this technology.

**F. Contract Approval Policy Updated - Attachment #8  
Motion Required**

Ms. Wong reviewed a draft revision to the Board contract approval policy which is required for awarding start-up grants that exceed \$250,000. The revision offers a more comprehensive policy from the original version.

***M/S/C (Joe Utar/Bryan Chacon) To approve the Contract Approval Policy as recorded. Unanimous.***

## G. Community Placement Plan (CPP) 2021 Project Contract Approval

### Residential Start-Up funding: Enhanced Behavioral Supports Home (EBSH) - Attachment #9

Ms. Wong reported on the development of a residential project for an Enhanced Behavioral Support Home (EBSH) which was funded under the Community Placement Plan (CPP) for 2021. One of the projects exceeds the \$250,000 funding threshold requiring Board approval. Mrs. Harrell was requested to provide details before a motion to approve.

Mrs. Harrell shared there are three (3) EBSH developed and only one (1) exceeds \$250,000. Through the process six (6) entities attended orientation to learn about the money available and the need. From the six (6) ELARC received four (4) letters of intent to submit proposals. Through the review process it was determined HASU Homes, Inc. is well organized, has a history of working with Regional Centers, and has experience of working with individuals with intellectual disabilities.

*M/S/C (Pat Gomez/Nestor Nieves) To approve the Residential Start-Up funding: Enhanced Behavioral Supports Home as recorded. Unanimous.*

## H. Community Placement Plan (CPP) 2021 Project Contract Approval

### Purchase of Services (POS) Disparity & Equity Public Meeting June 2, 2021

Ms. Wong reported this Public Meeting will be held via Zoom on June 2, 2021 from 10:00 am to 12:00 pm. There will be a panel presentation by ELARC Staff. Carmen Castro Luna, Supervisor of the Enhanced Case Management Division will be highlighting the success on ELARC's unique project. The information is available on ELARC's website.

## I. COVID-19 Update

### Testing & Vaccination Plan

ELARC Testing and Vaccination Plan: Elizabeth Harrell, Community Services Manager, reported there have been many changes with accessing the vaccine. An appointment is not needed to receive the vaccine. The Pfizer vaccine will be approved and available to children 12 – 15 years of age. Mrs. Harrell stated outreach to the community will be done to make everyone aware.



Mrs. Harrell reiterated the focus remains on the homebound individuals. These are individuals who cannot get to a vaccination site due to medical issues, behavioral issues, or who do not have transportation. ELARC continues to work with the City of L.A. Public Health, various Fire Departments and Sheriff Departments on "Operation Home Bound" to assist these individuals in receiving the vaccine.

### **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. There has been a drastic decrease in the number of cases.

Edith Hernandez-Daniels, Chief of Consumer Services, reviewed the COVID-19 Surveillance graphs. This information is based on a surveillance tool and the information we submit to DDS on a daily basis.

### **Handout #2**

#### **COVID-19 Overall Population Surveillance Tracker**

Mrs. Hernandez-Daniels reported that as of May 7, 2021 there are 12,437 individuals served by ELARC. As of May 7, 2021 there were 887 individuals who have tested positive for COVID-19 representing 7% of the individuals that we serve. Individuals who tested negative was a total of eight (8).

As of May 7, 2021 there have been 26 deaths representing 2% of the individuals served by ELARC.

#### **Service Providers and ELARC Employees Surveillance Tracker**

Mrs. Hernandez-Daniels stated the reopening of service providers is a work in progress as referenced earlier regarding the "checklist" review process.

### **Resource Update**

Ms. Wong stated the reopening for service providers is a work in progress as referenced earlier regarding the "checklist" review process.

## Surge Capacity: Resources

Mrs. Harrell shared 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. The State has put in place a statewide staffing resource that is available in the event there is staffing shortage. This is a long term resource that will remain in place after COVID-19.

### J. Self-Determination Update (SD) - Attachment 11

Ms. Wong described Self-Determination (SD) as being the alternative model of service coordination from the traditional system of service coordination. Self-Determination will be opening up to everyone on June 7, 2021. Ms. Wong shared that this is a voluntary program that has been initiated over the last couple of years, with limited participation for 2,500 consumers throughout the State of California. ELARC began with one hundred and thirty plus (130 +) initial consumers and which was reduced overtime to eighty two (82) participants. On June 7, 2021 the cap will be lifted and SD will be available to all interested consumers/families who will be able to enroll in Self-Determination.

Liz Ornelas, ELARC Supervisor, reported there are "Information Sessions" and "Orientations" conducted on a monthly basis. Orientation is the primary step in Self-Determination. ELARC is almost at 100% of the individuals moving forward in taking the first step in attending orientation. Two (2) of the individuals are opting out for personal reasons and one (1) individual is experiencing health problems. Staff work to assist and accommodate the individuals attending the Orientations. Whether it's an individual meeting that needs to be held in order to have the orientation, or if needed the orientation will be divided into various sessions to accommodate the interested individual. Currently there are ninety (90) active participants.

Ms. Ornelas reviewed the SD Participants Progress graph and shared the following data.

- Successfully Transitioned ..... 40%
- Person Centered Plan Completed ..... 31%
- FMS Obtained by Participants ..... 39%
- IPP Completed and Signed ..... 40%
- Spending Completed ..... 39%
- Individual Budget Certified ..... 43%
- SD Participation that Completed the Orientation ..... 97%

Mrs. Hernandez-Daniels shared there is a running list for new participants. Currently there are two hundred and fifty families (250) interested in the SDP. Orientation consists of two (2) sessions and forty two (42) individuals have completed the orientation process.

Ms. Wong reported that there are plans to centralize the operation of SD and more details will be shared at the June meeting.

There were numerous questions from the audience which were addressed. Mrs. Ornelas reiterated the uniqueness of Self-Determination needs to be understood. This is a process that cannot be rushed. The necessary time is needed to go through the process because it allows the opportunity to view unidentified and additional needs. Which at times calls for additional assessments to be made, comparing rates, and at times requiring contact with DDS for clarification purposes. Unfortunately, it's not a simplified process which is what makes the program so unique but at the same it does add the extra time for processing. Every effort is made to move the process along and quickly. But the various areas do take more time.

## **K. Budget Update**

### **A. Fiscal Year 2020-'21**

#### **Handout #3**

##### **1. Purchase of Services Expenditure Projection (PEP) Summary**

Purchase of Services Expenditure Projection (PEP) Summary report was reviewed indicating a surplus of \$335,167. The budget allocation for POS is \$260,000 million dollars.

#### **Handout #1**

##### **2. Budget Performance Report: Operations (OPS)**

The Budget Performance Report reflects the allocation to the operations budget. Currently there is a projected surplus of \$269,000.

## **B. Fiscal Year 2021-'22**

### **Response to 2021-'22 Preliminary Budget hearings**

Ms. Wong reported on the letter submitted on behalf of the twenty one (21) Regional Centers sent to the Senate Budget Subcommittee #3 and Assembly Committee on Budget Subcommittee #1.

Ms. Wong reported that the request for funding of additional service coordinators in order to meet the statutory caseload ratio requirements looks very promising at this stage. The full funding needed to correct caseload ratio statewide is \$55 million for the hiring of nine hundred and twenty five (925) service coordinators. As California is projecting a \$65 billion dollar surplus we are hopeful that we will succeed in this effort.

## **VII. Committee Reports**

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

Marisol Guerrero, CAC Vice-Chair Representative, reported the next Consumer Advisory Committee (CAC) will be held on Tuesday, May 18, 2021 from 4pm - 6pm. The meeting will be conducted as a "Go To Meeting". The topic will be on the Importance of "Healthy Relationships".

The CAC elections for Chair and Vice-Chair were held. The CAC Members have elected Anthony Reyes as the new CAC Chair and Marisol Guerrero was re-elected as the CAC Vice-Chair.

Jesse Padilla, Consumer Advocate, conducts the "Hang-Out" calls on the last Tuesday of every month from 11 am -12 pm for CAC members via Go To Meeting. Jesse checks in on consumers on how they're coping with the pandemic. The next "Hang-Out" meeting is scheduled for May 25, 2021.

On April 29, 2021 the State Council and Disability Rights CA conducted the "Emergency Preparedness" training. There were one hundred and ninety three (193) participants. The event was hosted by ELARC and will be distributing Red Cross emergency backpacks to the individuals who are served by ELARC that were in attendance.

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

Bryan Chacon, Board Member, reported that the Vendor Advisory Committee (VAC) meeting was held on April 22, 2021 via "Zoom".

Topics covered are as follows:

- Updates on directives “Alternative Services and Extensions”
- Targeting Supportive Employment and Transportation
- Transportation Rates Established - Outreach to Transportation Vendors
- Resuming Quarterly Face to Face Visits – Residential and ILS
- Visits for Licensed Residential Settings – Easing Restrictions
- Vendors are being directed to the “Friday Weekly Check-In’s”
- Liz Rodgers, ELARC Service Coordinator - Presented on current Social Cultural Environment
- Liz Harrell, ELARC Community Services Manager - Presented on Self-Determination
- Grassroots Recap - Presented by Roxy Ortiz, ELARC Information & Training Supervisor
- Networking Committee is working on “Virtual Community Resource Fair”
- VAC Election Year
- Next VAC Meeting is scheduled for Thursday, May 27, 2021

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

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

**VIII. Miscellaneous Announcements**

Next Board of Directors Meeting will be held on Tuesday, June 8, 2021 at 6:00pm.

**IX. Adjournment**

There being no further business to discuss the general board meeting was adjourned at 8:06 P.M. - Unanimous

***M/S/C (Virgilio Orlinas /Bryan Chacon). Unanimous.***

Respectfully Submitted by:

A handwritten signature in black ink, consisting of a large, stylized 'S' followed by a long, sweeping horizontal line that ends in a small loop.

Yougeng Sun,  
Secretary, ELARC Board of Directors

Recorded by: Angie Salas,  
Executive Secretary