



EASTERN LOS ANGELES REGIONAL CENTER
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**ELARC Board of Directors
 Meeting Minutes
 June 8, 2021
 Approved as Recorded on July 13, 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
 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:

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 6:02 P.M. by Richard Helgeson, Board President. Due to the COVID-19 pandemic 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:

Michelle Sanchez, Consumer from CAPC, commented she is looking forward to when the Regional Center can fund for in-person conferences like 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 (Yougeng Sung/Virgilio Orlina) To approve the BOD Meeting Minutes of May 11, 2021 as recorded. Unanimous.

V.

**Vendor Advisory Committee (VAC) - Bryan Chacon (Chair) & Ron Rozen (Vice-Chair)
Special Recognition - Frances Jacobs**

Ms. Wong opened with a brief background on Frances Jacobs, former Manager of Community Services, who retired June 2020. Retiring in the midst of a pandemic prevented the normal in-person celebration and recognition of a long-standing colleague. The special public mention and plaque presentation is one small measure in recognizing Ms. Jacobs’ dedication to the ELARC community over her forty two (42) years of employment and service.

Bryan Chacon, Vendor Advisory Committee (VAC) Chair, opened the presentation by recognizing Frances Jacobs’ contributions to the VAC partnership over these many years. Mr. Chacon thanked Ms. Jacobs for her patience, support and guidance that she provided to him to learn his role. Mr. Chacon wished Ms. Jacobs the best on her retirement. Ron Rozen, VAC Vice-Chair, presented Ms. Jacobs with a plaque reading:

“We thank you for the many years of viable support and mentorship to the Eastern Los Angeles Vendor Advisory Committee. We thank you with all of our heart”.

Mr. Rozen shared that he worked directly with Ms. Jacobs for approximately 6 years. He stated that the brief message on the plaque cannot fully express the depth of the appreciation he and the VAC Membership has for Ms. Jacobs. Ms. Jacobs recognized the VAC as a vital entity that would provide information on issues to the Board and serve as forum for peer group best practices. Mr. Rozen wished Ms. Jacob well on her retirement.

Ms. Jacobs thanked the VAC. Ms. Jacobs shared that it's been a privilege through the years to work with the VAC. Ms. Jacobs reiterated that coming together for the mutual benefit of the people we serve is a crucial aspect of the VAC and ELARC partnership. Ms. Jacobs shared she is grateful for the privilege she had to work with everyone at the Regional Center in this effort. Ms. Jacobs encouraged everyone to remain committed and to be a beacon for future vendors.

Ms. Wong reiterated the importance of the ELARC partnerships with the direct service delivery system, our vendors. ELARC consumers and families are the beneficiaries of this great partnership. Ms. Wong closed the presentation by expressing her deep gratitude to Ms. Jacobs for her many years of services to ELARC.

VI. **Contract Approval Fiscal Year (FY) 2020-'21 - Motion Required
Attachment #2, #3, and #4**

Attachment #2

Ms. Wong referenced the agency policy requiring approval on the contacts exceeding the \$250,000 threshold and gave a brief overview and background.

Ms. Wong introduced Liz Harrell, Community Services Manager, who presented on the proposals requiring Board approval.

Attachment #3

Community Placement Plan (CPP): Single Family Housing: Project #7

This is a housing project for the development of an Enhanced Behavior Support Home (EBSH) for individuals who have intense behavioral needs. The proposal is for the acquisition and renovation of a single family home to be owned by a Housing Development Organization (HDO) and upon completion the home would be leased to a service provider. A request for proposals has been issued authorizing up to \$800,000 dollars for the project. The funding is split as follows up to \$350,000 for the acquisition and up to \$450,000 for the needed renovation. The orientation for Request for Proposal (RFP) was held April 15, 2021. There was one (1) applicant, Brilliant Corners, who

submitted a proposal. The selection committee made the recommendations to approve Brilliant Corners for this awarded. Maria Colon, ELARC Community Services Specialist, is the assigned management of this RFP Project and who has prepared the summary shared with the Board.

Attachment #4

Community Resource Development Plan (CRDP): Occupational, Physical, and Speech Therapy for Minors over the age of three (3) identified as school age children. The CRDP, as referenced in the Lanterman Act, is to address the needs of services and supports of individuals who reside in the community. Local needs and priorities for the use of CRDP funds are determined with input from Stakeholders representing ELARC’s catchment area. DDS approved this proposal to develop this resource for \$250,000 dollars. The orientation for Request for Proposal (RFP) was held April 29, 2021 and six (6) entities attended the orientation. Out of the six (6) entities one (1) agency submitted a proposal. The selection committee determined that “Total Education Solution Therapy” be awarded this grant. Mayra Magaña, ELARC Community Services Specialist, developed and is managing the CRDP project and she prepared the summary presented to the Board.

M/S/C (Pat Gomez/Joe Utar) To approve Community Placement Plan (CPP) as recorded. Unanimous.

M/S/C (Joe Utar/Pat Gomez) To approve Community Resource Development Plan (CRDP) as recorded. Unanimous.

VII. Executive Director’s Report

A. June 15, 2021: ELARC Offices Reopening Plan Update

Ms. Wong reported on ELARC offices reopening on June 15, 2021.

Attachment #5

ELARC Public Notice for reopening the agency was posted on ELARC’s website. The notice was reviewed with the Board, some specific elements of the plan are as follows:

- Notice was posted on June 1, 2021

- ELARC will be open to the public by appointment only as of June 15, 2021
- As of May 24, 2021 - All management staff returned to the office with no remote work arrangements
- June 7, 2021 - All of office assistances returning to return to offices no remote arrangement
- Specific job classifications (i.e.) several service coordinators and community service specialist have been granted a flexible schedule options as follows:
 - Rotating schedule is referenced to as an “A” and “B” designating 50% of staff present under each classification
 - Week 1 Schedule: Three (3) days in office two (2) days remote
 - Week 2 Schedule: Two (2) days in office three (3) days remote
 - Return date to full office work, with no remote option for the “A” and “B” scheduled staff is August 27, 2021

Mrs. Hernandez-Daniels, Chief of Consumer Services, reported the face to face monitoring visits have been reinstated for individuals who reside in residential facilities, Family Home Agencies (FHA), individuals receiving supporting living services or who are living in an independent living arrangement. By addressing health and safety concerns the medically fragile and the chronically ill are prioritized. Hybrid visits have been established and implemented when service coordinators go out to visit residential facilities to ensure that everyone feels comfortable. At time of visit the service coordinator monitors to ensure health and safety standards are adhered to.

Mrs. Hernandez-Daniels reported on risk mitigation protocols by providing staff and families with PPE which includes surgical masks, gloves, face shields, gowns, and sanitizers. All precautionary measures are being taken to ensure the health and safety of all. A screening tool will be required for families to complete at the time of an appointment or visit to ensure everyone’s safety.

B. Service Providers: Reopening Status and Update

Mrs. Harrell shared a checklist has been developed and provided to all vendors to complete and submit. The checklists do not require approval, but would provide a sense of what the vendor plans are for reopening on June 15, 2021. This checklist covers a broad variety of questions for vendors who provide services to individuals that we serve.

Mrs. Harrell reported there was a technical issue with the “submit” button at the time checklists were being sent but that technical issue has been fixed. She encouraged all to resubmit their checklist form. Due to the technical issue the deadline has been extended through June 30, 2021.

C. Purchase of Services (POS) FY 2019-'20 Data Report

Attachment #6

Meeting June 1, 2021 Presentation

Ms. Wong reported on Purchase of Services (POS) FY 2019-'20 Data Report detailing how POS was spent according to race, ethnicity, age and residence type. The data report accounts for the expenditure for 13,000 consumers served by ELARC in fiscal year 2019-'20. The full report has been posted on ELARC's website as of December 30. On June 1, 2021 this report was presented to the community at a public meeting.

The Department of Developmental Services (DDS) awards \$11 million annually to applicants wishing to address POS disparity and developing unique projects that advance POS equity among the various ethnic groups served.

ELARC has been awarded special funding since March 2017. The funding has allowed ELARC to operate a unique and highly successful program which allows for a substantially reduced caseload for two hundred (200) ELARC consumers whose POS is below the average expenditure trends.

Carmen C. Luna, ELARC Supervisor for the special project, reported on the Reduced Caseload Project.

The goal of the project is to increase purchase of service (POS) expenditure for the participants. Elements of the programs were discussed.

- ELARC is working with 200 participants at a time.
- Focus is on working with the top two (2) ethnic groups which include Hispanic and Asian consumers who are monolingual Spanish and Cantonese speakers.
- ELARC is looking forward to working with mandarin speaking consumers and their families this year as ELARC had wanted to do so since the project began.
- Five (5) specialized caseloads are in place with caseloads having a ratio of 1:40 which is half the cases of a typical service coordinator carries. This allows for more time and

attention to each consumer and their family. The foundation of this project is allotment of more time.

- 181 participants have transitioned and graduated from the program. As one participant leaves the program one participant is brought into the program.
- Participants reside at home with their families and have had either no purchase of services (POS) expenditures or below average expenditures.

Mrs. Luna shared they are always looking at ways to enhance the program and provide better services. This year began the program focused on working with newly eligible consumers who are transitioning to the Lanterman services from Early Start and from the Intake and Assessment Department. In the project there are three (3) objectives:

- 1) Provide enhanced case management services that focus on understanding the needs of the whole family.
- 2) Provide education about the Regional Center System.
- 3) Gain a better understanding of barriers to accessing Regional Center services.

For every objective is outcome based. The process includes:

- A pre and post survey is completed to measure educational component.
- A questionnaire is completed to better understand.
- A satisfaction survey is completed at the end when the family transitions back to typical case management.

Mrs. Luna acknowledged the individuals who participate in this project. A lot of time, attention and courage is required. Sharing personal and sensitive information with the enhanced service coordinators is important as they try to understand their story.

Ms. Wong reiterated the importance of replicating this project due to its documented success since March 2017. She reminded all that the power point and the full data report is posted on ELARC's website.

Ms. Wong reviewed select power point graphs with the audience.

Attachment #7

A review of ELARC's demographics was reviewed. The three (3) largest ethnic groups served by ELARC is as follows:

1. Hispanic Families - 69.9%
2. Asian Families - 13.1%
3. White/Caucasian - 9.6%

D. Self-Determination Update (SD) - Attachment 8

Ms. Wong noted that Self-Determination (SD) is an alternative model of service coordination from the traditional system of service coordination. Self-Determination was scheduled to open up to everyone on June 7, 2021. However, the start and expansion date has been changed to July 2, 2021.

Ms. Wong shared that the expertise for Self-Determination needs to be centralized as there are many elements to the program. Ms. Wong introduced Edith Hernandez-Daniels, Chief of Consumer Services, to offer some background on the current operation of Self-Determination under the Consumer Services Division.

Mrs. Hernandez-Daniels shared there are currently fourteen (14) units and each has eight (8) individual cases in Self-Determination. Due to the complexity in managing these cases, a decision has been made to centralize the oversight of SD cases. This will allow for the development of unique expertise by a limited number of staff who will eventually be available to train other colleagues on their knowledge in navigating the SDP.

Four supervisors have been designated to oversee current and future SD cases. Supervisors selected due to their current knowledge level are:

Alhambra Office Location

1. Liz Ornelas
2. Judy Perez

Whittier Satellite Office

1. Lily Ortega
2. Veronica Valenzuela

Four (4) service coordinators identified to carry SD cases are:

1. David Castañeda
2. Stephanie Gonzalez
3. Andrea Macias
4. Karena Perez

Currently there are about eighty nine (89) families enrolled in the Self-Determination project. Of those about forty seven (47) are pending transition to one of the centralized caseloads. There are about two hundred and fifty (250) individuals on the interest list to join the SDP after July 1st. Individuals on the interest list need to attend an orientation. As of April about 42 individuals attended an orientation session. As of May approximately thirty (30) attended the orientation. The individuals who have attended the mandatory orientation will be approached to determine if they are interested in enrolling in Self-Determination. These families will then be centralized within the four (4) caseloads.

Mrs. Hernandez-Daniels reports the supervisors and service coordinators are attending statewide sessions and trainings in preparation.

Ms. Ornelas, ELARC Supervisor, reviewed the SD Participant Progress report. A graph was reviewed sharing 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 44%
- SD Participation that Completed the Orientation 98%

Handout #1

Roxy Ortiz, Information and Training Supervisor, reported on the “Meet and Greet” sessions. Ms. Ortiz shared there are two (2) sessions for the “Meet and Greet” not only for participants but also for participants on the interest list that will be held via “Zoom”. The first session will be held in the English language on Monday, June 28, 2021 from 5:00 pm to 7:00 pm and the second session will be in held in the Spanish language on Tuesday, June 29, 2021 from 5:00 p to 7:00 pm. This meeting will comprise of Independent Facilitators (IF) as well as Person-Centered Planners (PCP). The “Meet and Greet” will start with a presentation consisting of a basic overview of the role of “Independent Facilitation” (IF) and the concept of “Person-Centered Planning” (PCP).

Handout #2

Elizabeth Harrell, Community Service Manager, reported the Local Volunteer Advisory Committee (LVAC) held a special meeting on May 4, 20201. They are working diligently on the decision making around the funding to support the implementation of the Self-Determination (SD) Program. Mrs. Harrell shared every fiscal year money is made available for projects to support the implementation of the program. This year the LVAC is dealing with fiscal year 2020-'21 dollars. The next meeting is scheduled for June 15, 20201. The primary business of the meeting is to take a vote on the funding in order to guide the implementation of the program.

Liz Ornelas, ELARC supervisor, shared earlier this year they did reach out to individuals on the interested list. Letters were mailed to each individual. The momentum is growing due to the letters that were circulated. We can see the response on the number of individuals who attend the orientations. All of the necessary information for orientation is available on ELARC’s website. Mrs. Ornelas reiterated there is an “Information Session” that is available. An “Information Session” is very different from the orientation and is not a requirement. The “Information Session” allows individuals to get acquainted with SD. The next “Information Session” that will be held in Spanish language is scheduled for Thursday, June 10, 2021.

E. DDS Directives - Attachment #9

Handout #9

A directive issued by the Department dated May 28, 2021 was reviewed. The directive addresses Extension of Waivers, Modifications and Directive Due To COVID-19. There were eight (8) directives previously issued that have been given new expiration dates running through July.

F. Budget Update - Attachment #10 Motion Required

A. Fiscal Year 2020-'21

Handout #5

1. Purchase of Services Expenditure Projection (PEP) Summary

Purchase of Services Expenditure Projection (PEP) Summary report was reviewed indicating a surplus of \$9,163,999.

Handout #3

2. Budget Performance Report: Operations (OPS)

The Budget Performance Report reflects the allocation to the operations budget. Currently there is a projected surplus of \$398,131.

B. Fiscal Year 2021-'22

Budget Hearings Status Update

Ms. Wong reported the Legislature has approved a budget that highly favors and benefits the Regional Center system.

The Legislature has two (2) critical important points that are valuable to the Regional Center system. The first addresses the Burns and Associates rate study and supports implementation and full funding. The second is supporting the operations of Regional

Centers by approving the hiring of 921 service coordinators to meet current caseload ratio shortage.

Attachment #10

City National Bank: Credit Line Renewal

Ms. Wong reported on the line of credit available with our bank for \$28,000,000 million dollars. It's critical to have a sufficient flow of funds to ensure service provider payments on a timely basis as well as Regional Center staff.

M/S/C (Joe Utar/Youngeng Sun) To approve the City National Bank: Loan Revision Agreement. Unanimous

Ms. Wong addressed comments from the community.

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, July 20, 2021 from 4pm - 6pm. The meeting will be conducted as a "Go To Meeting". The topic will be on the Importance of "Personal Budgeting and Planning".

The CAC elections for Chair and Vice-Chair were held. The new CAC Members elected Anthony Reyes as the new CAC Chair and Marisol Guerrero was re-elected as the CAC Vice-Chair were introduced at the May 18, 2021 meeting.

Miles McNeeley from the Wise and Healthy Aging was the special guest. Mr. McNeeley presented on scams and fraud. He shared tips and strategies on how to avoid them.

Allison Cameron Gray, Advocate from North Los Angeles County Regional Center, presented on "Healthy Relationships".

Gloria Wong, Executive Director of the Eastern Los Angeles Regional Center provided a systems update.

The Consumer Advocate and the Information and Training Specialist had a training on May 20, 2021 on "Understanding Regional Center for Adult Consumers". A video was presented on how an IPP is planned and conducted with the service coordinator.

ELARC partnered with the State Council on Emergency Preparedness training in April and will now start distributing emergency backpacks to those consumers that attended the training.

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

Bryan Chacon, Board Member, reported that the Vendor Advisory Committee (VAC) meeting was held on April 24, 2021 via "Zoom".

Topics covered are as follows:

- Gloria Wong, ELARC Executive Director, provided a System Update
- Amber Carey-Navarrete, Director of Person-Centered Services, Easterseals Southern California presented on "Disability Thrives". Presentation included Initiatives to provide statewide training and support and resource on how to deliver and access alternative services for Californians with developmental disabilities thru December 2021.
- Ron Rozen, Vice-Chair, provided an update on Networking Group continuing to strengthen provider participation in different forms on how to connect with the VAC.
- Previous VAC May 27, 2021 meeting formally presented was the Executive Officer roles and responsibilities. Notice provided of the upcoming November 2021 election activities continuing to boost interest in getting nominees.
- Next Meeting is scheduled for Thursday, June 24, 2021. Presentation will be on "Ethics" and a combination of leadership.

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, July 13, 2021 at 6:00pm.

IX. Adjournment

There being no further business to discuss the general board meeting was adjourned at 8:19 P.M. - Unanimous

M/S/C (Virgilio Orlinas /Yougeng Sun). 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