



EASTERN LOS ANGELES REGIONAL CENTER
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**ELARC Board of Directors
Meeting Minutes
January 11, 2022
Approved as Corrected February 8, 2022**

Board Members Present:

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

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



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 6:04 P.M. by Richard Helgeson, 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:

Nancy Mendoza, Foothill Family Services, reported due to the Omicron outbreak Foothill Family Services are providing services virtually. Will continue to monitor to determine when in person services for the home based program can be resumed. Children are currently attending child care and service at the center base program.

Chala Jitpatima, parent, thanked Edith Hernandez-Daniels, Chief of Consumer Services, for her support on her sons’ case.

Comment by Nestor Nieves, Board Member, inquiring as to how service providers are dealing with staff shortage?

Mrs. Elizabeth Harrell, Community Services Manager, stated the staffing shortage has been a major challenge due to COVID-19. Providers are doing their best to recruit and retain staff. She added that:

- ELARC continues to host “Provider Check-In” Zoom meetings on Fridays
- A weekly list of resources is gathered and distributed

There as was no other input from the community.

IV.

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

M/S/C (Yougeng Sun/Virgilio Orlina) To approve the BOD Meeting Minutes of November 9, 2021 as recorded. Unanimous.

V. Executive Director's Report

Gloria Wong, Executive Director, recognized the appointment of the new Vendor Advisory Committee (VAC) Chair, Kimberly Bermudez the Community Partnerships Manger at "24 Hour Home Health Care". Ms. Wong thanked the outgoing VAC Chair, Bryan Chacon, for his long-standing leadership to the Vendor community and ELARC consumers/families. Ms. Bermudez addressed the audience with background information and her vision in this new role.

1. Performance Contract (PC) 2022 Attachment #2, #3 and #4

Ms. Wong stated that the "2022 Performance Contract" (PC) was approved by the Board in October 2021 which was subsequently submitted to the Department of Developmental Services (DDS) for approval. ELARC was contacted by DDS requesting a necessary language change for public Policy Measure on "Employment Incentive". DDS is requesting a revision in the language in order to coincide with Trailer Bill Language (TBL) which states that incentive payments for providers will be assessed according to the timeline outlined in the TBL. As such the original Public Policy Measure statement submitted to DDS in October 2021 has been modified in order to be in compliance.

Original: "Total Number of \$1000, \$1250 incentive payments made for the fiscal year." - (Attachment #3)

Revised: "Incentive payments will be made to provider if the individual is still engaged in CIE after 30 consecutive days. There will be an additional incentive payment made if the individual remains in CIE for six consecutive months. There will be an additional incentive payment if the individual remains in CIE for 12 consecutive months." - (Attachment #4)

Ms. Wong reviewed the original statement (Attachment #3) and the revised statement (Attachment #4) which has been submitted to DDS as requested with modifications. ELARC will await final approval from DDS on the requested modification of the 2022 Performance Contract (PC).

ELARC's Employer Role & Projects for Consumer Employees

Ms. Wong stated that an inquiry from the November Board meeting asked for feedback on ELARC's plan for employing consumer and that it be addressed at the January 2022 Board meeting.

Ms. Wong stated that ELARC is committed to including consumers as part of its workforce. Currently ELARC employs four (4) consumers. Patrick Schatilly, Consumer Advocate, recently filled vacant position and he was introduced to the Board of Directors at the November 2021 Board meeting. Two (2) other consumers employees are working on a project to convert hard-copy files to electronic files. The project is far reaching and impacts all divisions in the agency, administration, consumer services, community services, Intake & Assessment and Human Resources. This is a long term project as we convert to electronic files throughout the agency and sustain conversion into the future.

Mrs. Harrell, Community Services Manager, commented on the fourth consumer employee who is working for her division. Mrs. Harrell, noted that the employee started working on a part-time basis. Subsequently due to her outstanding contribution to the division her position became full-time.

2. Restoration of Camping, Social Recreation and Other Services per Welfare & Institutions (W&I) Code 4648.5 - Attachment #5, #6, and #7

Attachment #5

Ms. Wong shared correspondence from DDS referencing changes to the Welfare & Institution Code which restores original authority to fund camping services, social recreation activities, educational services and non-medical therapies. The October 7, 2021 correspondence required Regional Centers to:

- Develop an outreach plan to the community
- Reach out to the community
- Develop a Policy and Procedures

Outreach Plan – Restoration of Camping, Social Recreation, and Other Services

The required “Outreach Plan” which was submitted to DDS was developed by the Community Services Divisions. Ms. Wong requested Liz Harrell, Community Services Manager, to provide an overview of the document and activities undertaken by ELARC.

Mrs. Harrell reported that ELARC has partnered with family operated community based organizations. There have been two (2) Community Information Sessions to discuss the restoration of these services. There were over 120 individuals in attendance at community meetings. The plan is to continue to host the information sessions and expand outreach in the community with schools, parent groups, and local grassroots organizations. There currently is a fact sheet that Information and Training Specialists are finalizing which will be sent out in a variety of languages. This flyer will be provided to the services coordinators so they may provide to their families at the time of the IPP.

Mrs. Harrell added that California has to comply with the Home & Community Based Services (HCBS) Final Rule which specifies the requirements for the settings that services are to be provided in, including the restored categories of services. This requirement has been extended until March 2023, when full compliance will be required. Elements of these requirements include:

- Settings will have to be part of the Community
- Receiving services alongside people who do not have disabilities
- Having a choice about services
- Having control over schedule and activities

ELARC is currently working with providers to make sure they are aware of the new standards in order to be in compliance. More information on how to become a Service Provide is available on ELARC’s website.

Attachment #7

Community Meeting Flyer - December 1, 2020

Edith Hernandez-Daniels, Chief of Consumer Services, reported on the two (2) Community Meetings held on December 1, 2021. Ms. Hernandez-Daniels shared that the sessions were well attended with a multitude of excellent questions, particularly on the available services providers and resources being developed. Overall comments and feedback from the community was very positive.

Attachment #8

Draft Purchase of Services (POS) Guidelines - Motion to Approve

A revised draft Purchase of Services (POS) Guideline Policy was presented for approval. Mrs. Hernandez-Daniels, Chief of Consumer Services, noted that the POS Guidelines were posted on the website for community input.

Lonetta Johns-Yarleque, Associate Chief of Consumer Services, shared input and suggestions made by the community on the Purchase of Service Guideline in reference to:

- IPP Planning Team
- Individuals who are low income to provide more information and detail of generic services available
- Implement generic resources: Boy Scouts of America, Girls Scouts, etc.
- HCBS Language

An inquiry was made as to whether staff is being trained on this new policy change.

Mrs. Hernandez-Daniels stated that supervisors are communicating information to their respective units. Additionally, there is a fact sheet available for service coordinators in order to provide clear and concise information to the families.

A request to approve the Draft Purchase of Services (POS) Guideline was made. There were no additional comments from either Board Members or the Community.

M/S/C (Yougeng Sun/Devora Reed) To approve the Draft Purchase of Services Guideline as presented. Unanimous.

3. Rate Adjustment Implementation & Process Attachment #9 and #10

Ms. Wong gave a brief background on current Rate Adjustment Implementation activities. The work is being tackled through various phases and deadlines. It is a tedious and consuming process being undertaken by multiple division staff in order to ensure the smooth and timely implementation of this much needed rate increase to our service provider community. Currently the process is at Phase II.

4. Purchase of Services (POS) Data Report Fiscal Year (FY) 2020-2021 Attachment #11

The Purchase of Services (POS) Fiscal Year (FY) 2020-2021 Data Report details how POS was spent according to ethnicity, age, diagnosis, language, race and residence type was posted on the ELARC website by the required December 31, 2021 deadline. An analysis of this report is currently underway in order to compare the results with the previous fiscal year. A community meeting will be scheduled in the future to review the results. There's been no formal notice from DDS in the timelines for submitting a final report.

DDS has requested that the following special language be posted on the website along with the report.

“Changes in service delivery and billing response in response to the COVID-19 pandemic may have affected individuals and communities differently. Care should be taken in comparing the fiscal year 2021 data to date for the previous years in response to the pandemic and varied individual needs and circumstances billing for some services changed to a monthly rate instead of hourly daily rates. As result, this may have reduced differences among individuals in service authorization, expenditures and utilization”.

Ms. Wong shared that the “Annual Statement of Services” letter was recently issued to all consumers/families. It outlines all service payments made on their behalf for the previous fiscal year (FY). The letter serves two (2) primary purposes:

- 1) Verification that the outlined services were received by consumer
- 2) The total POS expenditure per individual consumer allows for a comparison to the average POS expenditures in the POS Data Report - **Attachment #8**

Mrs. Hernandez-Daniels, Chief of Consumer Services, encouraged parents to contact their service coordinators if there is an error in the outlined payments made. It was noted that families may not recognize some unique services such as “Alternative Services” which has been used during COVID-19 as an alternative to site based services.

Mrs. Hernandez-Daniels gave an overview of the Annual Statement of Services letter and the areas addressed:

- #1 - Service Provider Name
- #2 - Type of Service being provided/rendered
- #3 - Service Provider’s Name & Vendor Number
- #4 - Total cost of Service for the Year
- #5 - Total Units of Service for the Year
- #6 - Cost Per Month
- #7 - Units per Month
- #8 - Unit Type
- #9 - Total Annual Cost for all Services
- #10 - Total Annual Units for all Services

Mrs. Hernandez-Daniels encourages families to call their service coordinators with any questions or concerns regarding the Annual Statement of Services letter.

6. Self-Determination Program (SDP) Local Advisory Committee Update Handout #2, #3, #4 and #5

Handout #2

Judy Perez, ELARC Supervisor, gave a brief background on the Self-Determination Program (SDP). Mrs. Perez reported on the current number of consumers in the Self-Determination Program:

- 81 Individuals that are currently active in the Self-Determination Program
- 45 Successfully transitioned over to SDP
- 31 Completed Person Center Plan
- 50 Obtained FMS
- 48 Completed and signed IPP's
- 47 Spending plans completed
- 49 Individual budgets certified
- 78 SD Participants completed orientation for SDP
- January 2022 there will be updated data available on additional transitions

Mrs. Perez reported the following tools continue to be available:

- ❖ Information Sessions
- ❖ Fact Sheet on SD provided at the time of IPP meetings
- ❖ ELARC website www.ELARC.org contains SD information
- ❖ Material provided in various languages
- ❖ ELARC Staff – “Monthly Marketplace” Zoom meeting held monthly to answer any questions or topics for discussion – available to all ELARC staff

Handout #3

ELARC Self-Determination (SD) Local Volunteer Advisory Committee (LVAC) Meeting Notes of November 16, 2021 were distributed.

Handout #4

Self-Determination Local Volunteer Advisory Committee (LVAC) Flyer – Next Meeting scheduled for January 18, 2022 from 6:00pm to 8:00pm.

Handout #5

ELARC SDP LVAC Status on SD Implementation Projects were provided:

- Translation of Orientation Workbook
- Customized SDP education for Spanish Speaking families and linkage to Independent Facilitators
- “Profiles in SD” Booklets
- Statewide Self-Determination Advisory Committee (SSDAC) Support

Roxy Ortiz, Information and Training Supervisor, encourages all to attend the upcoming meetings.

Comment and inquiry by audience participant Mr. Rickel, parent: gave praise and thanks to Eduardo Santillan, ELARC service coordinator and Gerard Torres, ELARC supervisor, for their outstanding work in launching their complicated case into Self-Determination.

Ms. Wong and Mrs. Hernandez-Daniels thanked Mr. Rickel for the compliment and acknowledgement of the positive staff contribution and support.

7. Department of Developmental Services Directives: Extension of Waivers & Modifications due to COVID-19 - Attachment #13 and #14

Attachment #13

Mrs. Wong reviewed DDS directive issued by DDS dated December 22, 2021.

Attachment #14

Ms. Wong reviewed DDS Correspondence: Omicron Variant COVID-19 dated December 9, 2021. Ms. Wong shared the following information:

- ELARC has 301 employees and continuing to grow
- 95% of ELARC staff is vaccinated
- 5% of ELARC employees are not vaccinated due to religious or medical exemptions
- Vast majority of ELARC staff is working remotely, with a planned return to office in April 2022

Mrs. Harrell reports there continues to be the “Service Prover Check-In’s” every other week held on Fridays at 1:30pm. This weeks discussion will be on the Omicron surge, latest directives and rates. Information is posted and available on ELARC’s website.

8. Budget Update Fiscal Year 2021-'22 - Handout #6 and #7

Handout #6

Purchase of Services Expenditure Report (PEP)

Ms. Wong reported the first Purchase of Services Expenditure Report (PEP) was due December 10, 2021 to DDS. There is a projected surplus of \$30,000,00.

Budget Performance Report: Operations

Ms. Wong briefly discussed and went over the Budget Performance Report - Fiscal Year 2021/22. Governor's Preliminary Budget for 2022-'23 was released on January 10, 2022, update will be provided at the next Board of Directors meeting scheduled in February.

VI. 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, January 18, 2022 from 4pm - 6pm. The meeting will be conducted as a "Go To Meeting". The topic will be on "Person Centered Planning".

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

Bryan Chacon, Board Member, reported the Vendor Advisory Committee (VAC) meeting was held on November 18, 2021.

Updates noted from the meeting and discussions included:

- ELARC updates of COVID-19
- Rate Adjustments
- Discussion on Electronic Visit Verification (EVV) targeted outreach with Providers affected
- Networking Groups
- Community Services and Consumer Services launching Informational Outreach to Community
- Discussion on Social Recreational Resource Developments: Camps and the need for consumer inclusivity in these programs
- New LVAC Chair – Kimberly Bermudez, 24 Hour Home Healthcare

- Joel Moreno, Business Development Manager, LVAC Vice Chair, MAXIM Healthcare Services
- Melissa Carrillo, LVAC Secretary, EL ARCA Program Director

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

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

Next meeting scheduled with WINDES: Independent Audit Report Meeting January 31, 2022.

VII. Miscellaneous Announcements

Next Board of Directors Meeting will be held on Tuesday, February 8, 2022 at 6:00pm.

VIII. Adjournment

There being no further business to discuss the general board meeting was adjourned at 7:57 P.M. - Unanimous

M/S/C (Pat Gomez/Virgilio Orlina). Unanimous.

Respectfully Submitted by:



Yougeng Sun,
Secretary, ELARC Board of Directors

Recorded by: Angie Salas,
Executive Secretary