



EASTERN LOS ANGELES REGIONAL CENTER  
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**ELARC Board of Directors  
Meeting Minutes  
April 12, 2022  
Approved as Recorded on May 10, 2022**

**Board Members Present:**

Dr. Linda Lopez, President  
Yougeng Sun, Vice-Chair  
Richard Helgeson, Treasurer  
Joe Utar, Parent  
Pat Gomez, Parent  
Marisol Guerrero, CAC Representative  
Virgilio Orlina, Consumer  
Nestor Nieves, Consumer  
Kimberly Bermudez, 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:**

Devora Reed, Secretary

**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 Dr. Linda Lopez, 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. Dr. Lopez 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.

Dr. Linda Lopez, Board President, thanked board Members for nominating her as the new Board President. Dr. Lopez expressed her gratitude stated it's an honor to serve as President and to be a part of the ELARC Board.

## **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:**

Lucy Saccone, parent, requested clarification on the approval timeline for Supported Living Services (SLS) under the Self-Determination Program (SDP). Mrs. Hernandez-Daniels, Chief of Consumer Services, stated there is no specific timeline as each situation is individualized and unique. It all depends on the assessment of the individual and their needs. It's a process that includes many steps for example the assessment to be completed, followed by a written report of the assessment and a meeting with the vendor who will be providing the services. Mrs. Hernandez-Daniels offered to discuss further with Ms. Saccone at a later time if necessary. Chala Jitpatima, parent, shared information on her son. Ms. Jitpatima spoke about the Self-Determination Program as she inquired about pamphlets being available in various languages, conservatorship process and Independent Living Services options.

Suzanne Gallegos, parent, shared how beneficial it has been for her son to attend day program through Zoom. Ms. Gallegos is hopeful the day program services will continue to be offered via zoom.

## **IV.**

### **Approval of Board of Directors Meeting and Executive Session Minutes Motion Required - Attachment #1**

***M/S/C (Richard Helgeson/Yougeng Sun) To approve the BOD Meeting Minutes of March 8, 2022 as recorded. Unanimous.***

## V. Executive Director's Report

### 1. Caseload Ratio Survey Attachment #2 and #3

#### Attachment #2

Gloria Wong, Executive Director, gave a brief overview of the Department of Developmental Services (DDS) correspondence dated March 21, 2022 on the caseload ratio survey.

Ms. Wong gave a brief description of the survey graph. Ms. Wong reported there are eight (8) categories where statute specifies the required maximum caseload for every service coordinator to carry. Based on the survey conducted on February 2022, ELARC did not meet three (3) of the eight (8) caseload ratio requirements. Based on the February 2022 survey ELARC needs to hire twenty-eight (28) service coordinators in order to come into compliance. Ms. Wong stated that ELARC has started the hiring process of additional service coordinators and expanding management staff to supervise the creation of new units. Ms. Wong reported two (2) supervisors have been hired one for the Early Start Division and the other for a new unit currently under development. In the current Fiscal Year (FY) seven (7) new service coordinator positions have been created and filled.

The DDS directive requires Regional Centers to conduct a "Public Meeting" and present a "Plan of Correction" on how the Regional Center will come into compliance. The "Public Meeting" is scheduled on April 14, 2022 at 10:00 am via "Zoom". All of the information can be located on ELARC's website.

### 2. Purchase of Service (POS) Data Report Fiscal Year (FY) 2020-'21 Attachment #4

#### Attachment #4

Gloria Wong, Executive Director, reported on the POS Data Report FY 2020-'21. Ms. Wong provided background information on the Purchase of Service (POS) Report and how DDS conducts their analysis on POS expenditures which is broken down by race, ethnicity and place of residence. Ms. Wong gave a brief overview of the Ethnicity of All Consumers Served by ELARC. There are three (3) primary ethnic groups served by ELARC:

- Hispanic . . . . . 69.7%

- Asian ..... 12.9%
  - White/Caucasian ..... 9.4%
- Total ..... 92%

ELARC Consumers by Age Group:

- Age 3 to 21 ..... 47% of population
- Age 22 + ..... 35% of population
- Birth to Age 2 ..... 18% of population

Ms. Wong gave a brief overview of the three (3) primary ethnicities served by ELARC as compared to staff ethnicities:

- Hispanic Consumers ..... 70%
- Hispanic Staff ..... 75%
- Hispanic Management ..... 71%
  
- Asian Consumers ..... 13%
- Asian Staff ..... 13%
- Asian Management ..... 16%
  
- White/Caucasian Consumers ..... 9%
- White/Caucasian Staff ..... 2%
- White/Caucasian Management ..... 6%

Ms. Wong gave a brief overview of Per Capita Authorized Services For All Ages based on the three (3) predominant ethnic groups:

- Asian Families . . . . . \$21, 741
- Hispanic Families . . . . . \$21, 107
- White/Caucasian Families . . . . . \$53, 244

Edith Hernandez-Daniels, Chief of Consumer Services, shared that “alternative services” assisted families during COVID-19 pandemic as a creative approach to continue to provide services to families. “Participant Directive Services” was created before the pandemic and was also widely used, as a creative means for families that wanted to hire their own staff. Services used under “Participant Directed Services” include:

- Employment Services
- Personal Assistance Services
- Independent Living Services

Mrs. Hernandez-Daniels also addressed services recently re-instated:

- Social Recreational Services
- Non-Medical Therapies
- Camping Services
- Educational Services

Mrs. Hernandez-Daniels reported that these services are predominantly used by the Asian and Hispanic communities with a low residential placement rate. These services are essential and helpful to bridge the equity gap.

Mrs. Hernandez-Daniels also reported on the Health and Safety Waivers that can be requested when a health and safety risk is identified. Examples includes requests for an exemption to a rate freeze also known as a rate adjustment. The expansion of the Health and Safety Waiver is expected to assist with improving POS disparity ultimately leading to greater POS equity by expanding available options to his group.

Ms. Wong gave a brief overview on consumers who completed “Reduced Caseload Project”. Ms. Wong shared that these are cases that have low purchase of services or no purchase of services.

There are 200 cases that are served by this project. There are five (5) service coordinators that are carrying cases at a reduced caseload ratio of 1:40.

Comments and inquiries from the community were addressed.

### **3. Board Contract Approval - Motion Required Attachment #5**

#### **Attachment #5**

Ms. Wong referenced the agency policy requiring Board approval on contracts exceeding \$250,000. The "Community Placement Plan" for 2021-'22 includes a grant award for the development of a "Community Crisis Home" (CCH).

Elizabeth Harrell, Community Service Manager, gave additional background information. Community Placement Plan (CPP) speaks to specific targeted funding for consumers who have moved out of the developmental centers and who are at risk for institutional placement. This includes what is called IMD Institutes such as College Hospital. This funding is used to develop resources for consumers who have more intensive needs. The contract is for a Community Crisis Home (CCH) which is also known as a residential facility for consumers who have the need of crisis intervention services and who would be at risk of placement in an institutionalized type of setting. Mrs. Harrell stated that CCH provides the additional layers of staffing, assessment, trauma, informed care, intensive services, supports and the ability to address urgent needs. Mr. Harrell reiterated a CCH is not a forever home it is a place for the consumer to be safe and stabilize with staff who have expertise with consumers. The idea is to be integrated and be in the least restrictive environment as possible. Mrs. Harrell stated the homes in addition to being licensed by Community Care Licensing are also certified by DDS. Mrs. Harrell shared this contract is not for the purchase and acquisition of the property but for the related service costs to develop this resource. "People's Care" is the provider identified to deliver the services in the CCH.

Comments from the community were addressed.

***M/S/C (Pat Gomez/Nestor Nieves) To approve People's Care, LLC Community Crisis Home (CCS)  
Contract Number: RD207 21/22. Unanimous.***

**4. Self-Determination Program (SDP) Local Volunteer  
Advisory Committee (LVAC)  
Attachment #6 , #7 and #8**

**Attachment #6**

Ms. Wong went over correspondence from the Department of Developmental Services (DDS) dated February 11, 2022 in reference to the Funding to Support Implementation of the Self-Determination Program. ELARC's SDP-LVAC was awarded funding for Fiscal Year (FY) 2021-'22.

**Attachment #7 and #8**

Elizabeth Harrell, Community Services Manager, gave additional background stating that DDS annually awards the 21 Regional Centers funding to support the implementation of Self-Determination. Every Regional Center has a Local Advisory Committee (LVAC). The decision making on how the funds are used is made by the LVAC which is made up of individuals served and their family members guiding the process of the implementation.

Mrs. Harrell, stated the correspondence from DDS included information on:

- Independent Facilitator Pools
- Workshops
- Trainings
- Support for the Transition
- Spending Plan Development
- Community Connections

This is a collaborative learning community which is intended to support the implementation. LVAC awarded funds for :

- Grass Roots parent based mentoring program for Spanish speaking individuals who are transitioning into Self-Determination

- Training from Disability Voices United (DVU) an advocacy organization regarding spending plan development and services

Mrs. Harrell reported LVAC priorities includes Financial Management Services (FMS) and Independent Facilitators in ELARC's catchment area that speak languages other than English.

Mrs. Harrell reported the Request for Proposal (RFP) are being accepted through April 29, 2022. They will be awarded in June.

### Handout #1

Liz Ornelas, Supervisor, gave a brief background on the Self-Determination Program (SDP). Mrs. Ornelas shared funds have been allocated to bring on three (3) Participant Choice Specialists positions:

- ❖ David Castañeda
- ❖ Brendali Maldonado
- ❖ POS/Administration Role – pending

Mrs. Ornelas reported on the current number of consumers in the Self-Determination Program throughout the various stages of the SD process:

- 77 Individuals that are currently active in the Self-Determination Program
- 49 Successfully transitioned over to SDP
- 31 Completed Person Center Plan
- 50 Obtained FMS
- 52 Completed and signed IPP's
- 49 Spending plans completed
- 51 Individual budgets certified
- 74 SD Participants completed orientation for SDP



- April 2022 there will be updated data available on additional transitions

### Handout #3

Mrs. Ornelas gave a brief overview on the ELARC Self-Determination Program presentation. The presentation gave detailed information on background information about the Self-Determination participants.

Mrs. Ornelas reported the current numbers are consumers who have transitioned over to Self-Determination before February 28, 2022:

- 72 Total of individuals who have transitioned
  - ✓ 35% (25) individuals are between the ages 4-17
  - ✓ 65% (47) individuals are 18 years and older
- Ethnicities
  - ✓ Hispanic - 44% - 32 individuals
  - ✓ Asian - 31% - 22 individuals
  - ✓ Multi-Cultural - 14% - 10 individuals
  - ✓ White - 8% - 6 individuals
  - ✓ African-American - 3% - 2 individuals
- Selected vs. Open-Enrollment
  - ✓ 68% - 49 SDP individuals were selected
  - ✓ 32% - 23 Individuals joined during the open-enrollment phase
- Independent Facilitators
  - ✓ 56% - 40 individuals are not utilizing an independent facilitator

✓ 44% - 32 individuals are utilizing an independent facilitator

- Independent Facilitator Utilization by Ethnicity

- ✓ 32 Individuals with Independent Facilitators

- ❖ Hispanics – 18 Individuals

- ❖ Multi-Cultural - 6 Individuals

- ❖ Asian - 7 Individuals

- ❖ White - 1 Individual

- ✓ 40 Individuals without Independent Facilitators

- ❖ Hispanic - 14 Individuals

- ❖ Multi-Cultural - 4 Individuals

- ❖ Asian - 15 Individuals

- ❖ White - 5 Individuals

- ❖ African-America - 2 Individuals

Mrs. Ornelas reports there is an increased interest by families on the Self-Determination Program.

Edith Hernandez-Daniels, Chief of Consumer Services, shared that interpretation and translation of material is available on the DDS website and is available in traditional services as well and not just for Self-Determination.

Ms. Wong stated if anyone would like to participate in the Public Meeting it is open to everyone. The next LVAC is scheduled for Tuesday, April 19, 2022 via "Zoom". Information is available on ELARC's website.

Comments from the community were addressed.

## 5. Consumer Services Report

**Edith Hernandez-Daniels - Chief of Consumer Services**

Edith Hernandez-Daniels, Chief of Consumer Services, gave some highlights on key projects in the Consumer Services Division.

Mrs. Hernandez-Daniels reported on the “Special Incident Report” (SIR) Coordinator. Albert Guzman, SIR Coordinator, who is ELARC’s subject matter expert. The role of the SIR Coordinator is to assist service coordinators with special incident reports which are referred to as “SIR’s” so the vendor community as well as families will report SIR’s to service coordinators, which could be any of the following but not limited to:

- Injury
- Suspected abuse
- Neglect
- Hospitalization
- Victim of a crime
- Missing Person
- Death

These incidents are reported to service coordinators and they immediately need to be reported to DDS. The SIR coordinator provides the following support:

- Ensures service coordinators are following up accordingly
- Provides training and expertise to ELARC staff
- Provides training to the vendor community
- Provides technical assistance to ELARC staff and vendor community
- Works with the community services department closely when providing technical assistance to a service provider

- Ensures staff makes the proper notification as needed to Department of Children and Family Services; Adult Protective Services; or Law Enforcement
- Reviews all special incident reports for the agency
- Ensures special incident reports are completed in a timely manner as there are certain timelines that need to be met
- Leads and oversees the “Risk and Mitigation Committee”
- Leads and oversees the implementation of the “Risk and Mitigation Plan” which consists of reviewing trends and unusual patterns on the special incident reports.
  - ✓ DDS hired Mission Analytics which is statistical and analyzes data across the state
- Reviews Mortality reviews – Coroner reports - Medical reports
  - ✓ All individuals have a mortality review when they pass away. They are sent to the Clinical Team. The Clinical Team provides information to ensure everything has been reviewed properly and that appropriate attention was sought out when providing services within that time frame.

Mrs. Hernandez-Daniels reported on the new position of “Emergency Management Officer”. Gina Esparza, Emergency Management Officer, is currently working on updating the emergency plan. Mrs. Esparza is working on making the emergency plan more streamlined and user friendly. Training is being developed for service providers, ELARC staff and for consumers. Across the state the Emergency Management positions are working collaboratively to ensure families are supported.

Mrs. Hernandez-Daniels reported on the Everbridge System that is used across the state. It’s a database containing all Regional Center contacts that includes staff and vendor community. In case of an emergency this system is used to target the particular area that is affected.

**6. Department of Developmental Services (DDS) Directive  
Extension of Waivers & Modifications due to COVID-19  
Attachment #9 and #10**

**Attachment #9**

Mrs. Wong reviewed DDS newest directive issued March 22, 2022, which extends previously issued waivers by another 30 days.

**Attachment #10**

Mrs. Wong reviewed DDS previous directive issued February 24, 2022, which extends previously issued waivers through the end of April 2022.

**7. Budget Update Fiscal Year 2021-'22  
Handout #4 and Handout #2**

**Handout #4**

**Purchase of Services Expenditure Report (PEP)**

Ms. Wong reviewed the Purchase of Services Expenditure Report (PEP) which is submitted to DDS on the "10<sup>th</sup>" of every month. The report indicates a sizeable surplus of \$42 million.

**Budget Performance Report: Operations**

**Handout #2**

**A. Fiscal Year (FY) 2021 – '22**

Ms. Wong reviewed the Budget Performance Report - Fiscal Year 2021-'22. It reflects a surplus of \$314,000 based on actual expenditures through February 2022.

**B. Fiscal Year (FY) 2022 – '23 Update**

Ms. Wong provided background information on Grassroots Day which was conducted on April 5, 2022. Ms. Wong reported the statewide team consisted of 21 delegations, one from each Regional Center. Ms. Wong shared that Grassroots day is meant to advance the positions established by the Association of Regional Centers (ARCA) on the upcoming Fiscal Year budget for 2022 – '23.

Roxy Ortiz, Information and Training Supervisor, reported on the “Advocacy – Key Points” that were addressed by the delegates:

- Modernizing Core Staffing Formula
- Repeal of Fees on Families
- SB 882 (Eggman)
- AB 2378 (Irwin)
- Provider Rate Reform Acceleration

Kimberly Bermudez, 24 Home Care Community Partnerships Manager II and Board Member, shared this experience was amazing and was happy to participate. Ms. Bermudez is looking forward to attend next year.

**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, May 17, 2022 from 4pm - 6pm. The meeting will be conducted as a “Go To Meeting”.

The last CAC meeting was held on March 15, 2022. There were about 21 participants. Special guest speakers were George De La Loza, ELARC Employment Specialist and Gloria Wong, ELARC Executive Director.

The CAC believes ELARC Board can help consumers by researching additional ways to support meaningful employment.

Comments from the community were addressed.

**B. Vendor Advisory Committee (VAC) - (Kimberly Bermudez)**

Kimberly Bermudez, Board Member, reported the Vendor Advisory Committee (VAC) meeting was held on March 24, 2022.

Updates noted from the meeting and discussions included:

- Brief discussion on cyber security – Johnny Trombley, ELARC IT Supervisor will be joining at the next meeting scheduled for April 28, 2022.
- Networking group continued discussion on rate implementation study and working on draft a letter to present to the Board requesting it's support.
- Currently working on the VAC orientation video to present to the Board for approval.
- Upcoming VAC meeting scheduled for Thursday, April 28, 2022 at 10:00 A.m. via "Zoom".

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

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

**VII. Miscellaneous Announcements**

Next Board of Directors Meeting will be held on Tuesday, May 10, 2022 at 6:00pm.

**VIII. Adjournment**

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

***M/S/C (Richard Helgeson/Virgilio Orlina). Unanimous.***

Respectfully Submitted by:



Devora Reed,  
Secretary, ELARC Board of Directors

Recorded by: Angie Salas,  
Executive Secretary