



**EASTERN LOS ANGELES REGIONAL CENTER**  
 1000 S. Fremont Ave. • P.O. Box 7916 • Alhambra, CA 91802-7916  
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**ELARC Board of Directors  
 Meeting Minutes  
 May 10, 2022  
 Approved as Corrected on June 14, 2022**

**Board Members Present:**

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

**Staff Present:**

Gloria Wong, Executive Director  
 Lonetta Johns-Yarleque, Associate Chief of  
 Consumer Services  
 Roxy Ortiz, Information & Training Supervisor  
 Johnny Trombley, IT Supervisor  
 Angie Salas, Executive Secretary

**Absent:**

Devora Reed, Sibling  
 Marisol Guerrero, CAC Representative  
 Edith Hernandez-Daniels, Chief of Consumer Services  
 Elizabeth Harrell, Manager Community  
 Services Division

**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 6:02 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.

**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, shared information on her son.

Suzanne Gallegos, parent, shared how beneficial it has been for her son to attend day program services 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/Virgilio Orlina) To approve the BOD Meeting Minutes of April 12, 2022 as recorded. Unanimous.*

**V. Executive Director’s Report**

**1. Caseload Ratio Survey Public Meeting - Update  
Attachment #2**

**Attachment #2**

Gloria Wong, Executive Director, reported on the Caseload Ratio Survey Public Meeting which was held on Thursday, April 14<sup>th</sup> at 10:00am via “Zoom”.

Ms. Wong gave a brief description of the survey graph and the caseload ratio. Ms. Wong reported there are eight (8) categories where statute specifies the required maximum caseload for service coordinators. 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 for additional service coordinators and expanding management staff to supervise the newly created units. Ms. Wong reported seven (7) new service coordinator positions have been created and filled. Additionally, in the current fiscal year two (2) supervisors have been hired one for the Early Start Division and the other for a new unit currently under development.

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” was held on April 14, 2022 at 10:00 am via “Zoom” and there were no comments from the community.

Ms. Wong reported she will be submitting DDS the “Plan of Correction” report.

No comments from the community.

**2. Self-Determination Program (SDP)  
Local Volunteer Advisory Committee (LVAC)  
Attachment #3 and #4**

**Attachment #3**

Ms. Wong went over email correspondence from the California State Council on Developmental Disabilities addressed the Local Volunteer Advisory Committee (LVAC) dated 04/14/22. Ms. Wong reported the LVAC is identified as a government entity and as such falls under the Bagley-Keene provisions of the law. The governor and the legislature had a temporary bill which in light of COVID-19 allowed the LVAC to meet virtually via “Zoom”. The exception granted by the Governor was not renewed therefore the LVAC cannot continue to meet virtually via “Zoom” and would need to conduct in person meetings. Ms. Wong reported an emergency Bill Assembly 1733 is pending approval the intent of the bill is to allow for the virtual meeting rules to remain. If this bill is authorized the next LVAC meeting is scheduled on June 21, 2022 at 6:00 pm.

**Attachment #4**

Judy Perez, Associate Chief of Consumer Services, gave a brief background on the Self-Determination Program (SDP).

Mrs. Perez 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

Mrs. Perez reported the Self-Determination orientations held continue to be well attended. Mrs. Perez reiterated language interpretation continues to be available during orientation.

Comments from the community were addressed.

**3. Department of Developmental Services (DDS) Directive  
Extension of Waivers & Modifications due to COVID-19  
Attachment #5**

**Attachment #5**

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

**4. Consumer Services Report  
Edith Hernandez-Daniels - Chief of Consumer Services  
ATT #6 and #7**

Rhoda Tong, Associate Chief of Consumer Services, gave some highlights on the Lincoln Heights contamination. Mrs. Tong reported on May 4<sup>th</sup> the Los Angeles City Council voted to begin off-site testing of wastewater, storm water and soil near a Lincoln Heights development located between the address of 135 thru 153 W. Avenue 34 in Lincoln Heights. The motion was introduced by Councilman Gil Cedillo after reported concern were received regarding the sites toxic dumping history. Mrs. Tong gave brief background information on toxic dumping.

Mrs. Tong reported there are three-hundred and two (302) ELARC consumers residing within a one (1) mile radius of the dump site. ELARC's Emergency Management Officer has identified the consumer and has notified their service coordinators and their supervisors to begin the notification process. The Emergency Management Officer has provided the service coordinators with a brief

article to assist service coordinators who are sharing the information with the consumers and families.

Mrs. Tong continued to report the motion that was approved on May 4<sup>th</sup> directed the Bureau of Sanitation to immediately conduct site testing of the wastewater, storm water and soil with the assistance from the Los Angeles Fire Department, Department of Building and Safety, the General Services Department and the Bureau of Engineering. The Bureau of Sanitation will also be requesting support from the Los Angeles County Department of Health.

Comments from the community were addressed.

Lonetta Johns-Yarleque, Associate Chief of Consumer Services, gave a brief update on the Purchase of Services Guidelines regarding the Social Recreational Policy. Based on DDS recommended changes the policy has been revised and posted on ELARC website for a 10 day comment period. No community input was received. The plan is to present the updated Purchase of Services Guidelines to the Board for review at the June Board of Director's meeting.

No comments from the community.

#### **Attachment #6**

Judy Perez, Associate Chief of Consumer Services, went over the DDS Directive dated March 2, 2022 on the Health and Safety Waiver Assistance for Non-English Speaking Consumers. Mrs. Perez provided brief background information. Mrs. Perez reported the purpose of this directive is to increase the knowledge of staff about Health and Safety Waivers and to provide information of this option to the Non-English speaking consumers and their families. The Budget Act and the DDS allocated funding for Regional Center's to have dedicated staff who serve as subject matter experts in the Health and Safety Waiver process.

Mrs. Perez shared the responsibility and ELARC's specific plan is to:

- ❖ Act as experts
- ❖ Provide training
- ❖ Develop material
- ❖ Outreach
- ❖ Identify consumers
- ❖ Identify barriers
- ❖ Collect data
- ❖ Increasing awareness

❖ Meet unmet needs and plans

Mrs. Perez reported there will be fact sheet's available in different languages. The fact sheets will be posted electronically and will be printed for distribution to the families. Community partners, vendor community and service coordinators will be assisting with the outreach to spread the word and collecting data so the findings will be reported to DDS.

No comments from the community.

**6. Budget Update Fiscal Year 2021-'22  
Handout #1, #2, #3a, #3b and #3c - Motion Required**

**Handout #2**

**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 \$45 million.

**Budget Performance Report: Operations**

**A. Fiscal Year (FY) 2021 – '22**

**Handout #1**

Ms. Wong reviewed the Budget Performance Report - Fiscal Year 2021-'22. It reflects a surplus of \$598,479 based on actual expenditures through March 2022.

Comments from the community were addressed.

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

### **Handout #3a**

Mrs. Wong provided background information on City National Bank (CNB) "RECITAL's" document and the line of credit to be established.

### **Handout #3b**

Mrs. Wong provided background information on CNB Loan Revision Agreement document.

### **Handout #3c**

Mrs. Wong provided background information on CNB Loan Fees and related charges.

*M/S/C (Richard Helgeson/Joe Utar) To approve the City National Bank (CNB) application as recorded. Unanimous.*

## **VI. Committee Reports**

### **Handout #4**

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

No comments from the community.

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

Kimberly Bermudez, Board Member, reported the Vendor Advisory Committee (VAC) meeting was held on April 28, 2022.

Updates noted from the meeting and discussions included:

- Continuance discussions on Rate Study Implementation
- Presentation on cyber security provided by Johnny Trombley, ELARC IT Supervisor

- Continuing to encourage vendors to participate in work groups and discussion around the rate study implementation and with social recreation
- Finalizing the VAC orientation video to present to the Board for approval at the upcoming June Board of Director's meeting

No comments from the community.

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

#### **ATT #8 and #9**

Mr. Helgeson reported on the audit report from Miller Kaplan. Miller Kaplan is the CPA Firm which conducts an audit of ELARC's employee pension plans.

Ms. Wong gave a brief description of the two different pension plans:

- 1) Principal Money Accumulation Plan - **(ATT #8)**  
Agency sponsored plan with a 9% contribution by agency for all employees. No match required of employees to receive the agency contribution.
- 2) Mutual of America - **(ATT #9)**  
Tax Deferred Annuity Plan a voluntary program all donations made by employee.

### **VII. Miscellaneous Announcements**

Next Board of Directors Meeting will be held on Tuesday, June 14, 2022 at 6:00pm.

### **VIII. Adjournment**

There being no further business to discuss the motion was made to adjourn and go into "Executive Session" to discuss a personnel matter.

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



Respectfully Submitted by:

A handwritten signature in blue ink, appearing to read 'DR', is written over the printed name 'Devora Reed'.

Devora Reed,  
Secretary, ELARC Board of Directors

Recorded by: Angie Salas,  
Executive Secretary