



EASTERN LOS ANGELES REGIONAL CENTER
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**ELARC Board of Directors
Meeting Minutes
June 13, 2023
Approved as Recorded on July 11, 2023**

Board Members Present:

Youngeng Sun, Vice-Chair
Richard Helgeson, Treasurer
Marisol Guerrero, Consumer
Joel Moreno, VAC Representative
Terry Munoz, Parent
Dalia Mendoza, Consumer
Theresa Chen, Parent

Alex Wu, Consumer
Pat Gomez, Parent

Staff Present:

Gloria Wong, Executive Director
Edith Hernandez-Daniels,
Chief of Consumer Services
Elizabeth Harrell,
Community Services Manager
Roxy Ortiz,
Information & Training Supervisor
Johnny Trombley, IT Supervisor
Angie Salas, Executive Secretary
Judy Perez,
Associate Chief of Consumer Services

Absent:

Dr. Linda Lopez, President
Devora Navera-Reed

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 6:06 P.M. by Mr. Youngeng Sun, Vice-Chair, as Board President, Dr. Linda Lopez, was unable to attend. The meeting 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. Sun 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:

Comments from the community were addressed.

IV.

Approval of Board of Directors Meeting Motion Required - ATT #1

M/S/C (Richard Helgeson/Pat Gomez) To approve the BOD Meeting Minutes of May 9, 2023 as recorded. Unanimous.

V. Executive Director's Report

1. Board Contract Approvals – Motion Required ATT #2, #3, #4, #5, #6 and #8

Gloria Wong, Executive Director, provided background information on the Contract Approvals and amendments which exceed the \$250,000 threshold and requires Board approval. Ms. Wong highlighted the three (3) proposals focus area:

- 1) Social Recreation Grant
 - a. Provider: Woodcraft Rangers
- 2) Community Placement Plan (CPP) Contract Amendment
- 3) Community Resource Development Plan (CRDP)

**A. Social Recreation Grant
ATT #2, #3, #4 and #5**

ATT #2

Elizabeth Harrell, Community Services Manager, went over the Department of Developmental Services (DDS) Social Recreation Grant Timeline.

ATT #3

Mrs. Harrell, shared the initial award letter from DDS issued on March 1, 2023. The correspondence noted that a second round of approvals would be completed by March 15, 2023.

ATT #4

Mrs. Harrell, reviewed the award letter dated March 15, 2023 which included an additional three (3) grant awards and additionally it increased the grant award for “Woodcraft Rangers” to \$250,000 from the original request of \$111,201. As a result of the increase it put “Woodcraft Rangers” within the minimum limit requiring Board approval.

ATT #5

Mrs. Harrell, reviewed the contract terms agreed to by Woodcraft Rangers and ELARC.

Comments from the community were addressed.

M/S/C (Terry Munoz/Richard Helgeson) To approve the contract with Woodcraft Ranger. Unanimous.

**B. Community Placement Plan (CPP) Contract Amendment
ATT #6**

Mrs. Harrell, provided detailed background information on Community Placement Plan (CPP) Contract Amendment. The Department of Developmental Services granted funds to target resources for consumers with complex needs that are moving out of psychiatric facilities, referred to as Institutes of Mental Disease (IMD), into specialized homes and programs in the community.

The contract amendment is with Brilliant Corners, a housing development agency, who will be responsible for acquiring the property and overseeing the renovation of the specialized homes.

- Provider: Brilliant Corners
- Total Contract: \$1,130,118
 - Original Approval: \$800,000
 - Amendment: \$330,118

M/S/C (Richard Helgeson/Terry Munoz) To approve the Community Placement Plan (CPP) Contract Amendment. Unanimous.

Comments from the community addressed.

C. Community Resource Development Plan (CRDP) Contract ATT #7

Mrs. Harrell, provided detailed background information on Community Resource Development Plan (CRDP) Contract intended to offer training thereby ensuring transit safety for consumers who are non-ambulatory or who have behavior challenges.

- Provider: Easter Seals
- Behavioral & Transit Training
- Amount: \$250,000

M/S/C (Pat Gomez/Richard Helgeson) To approve the Community Resource Development Plan (CRDP) Contract. Unanimous.

2. Purchase of Service (POS) Data Report Meeting PowerPoint ATT #8

Ms. Wong reported on the May 16, 2023 “POS Data Report” meeting which was conducted in Spanish.

The meeting was scheduled as a result of the original “POS Data Report” community meeting held on March 29, 2023. At the March community meeting there were a number of Spanish speaking participants who raised numerous issues of concern. As a result of these concerns it was decided to conduct a separate session, in Spanish, to allow for an in-depth discussion of the issues raised.

The areas of concern addressed:

- 1) What are the services a Regional Center consumer receives?
- 2) Where can I find a List of available Services ?
- 3) What can we do if a Service Coordinator is upset when we ask for certain services?
- 4) How long does a Service Coordinator have to respond to a call? If the call is not returned, who can I contact?
- 5) What is the training received by Regional Center Service Coordinators regarding services & programs provided to consumers?
- 6) How do I find out what services and supports are available at ELARC and in the community?

All of the aforementioned concerns were addressed in a PowerPoint presentation in Spanish. The PowerPoint was translated into English in order to review the presentation with the Board of Directors. All the areas of concern raised by the community were presented with detail responses to each inquiry by the community. The presentation is being translated into additional languages: Vietnamese, Chinese and Korean. All translated presentation will be posted on the ELARC website.

Comments from the community were addressed.

**3. Fiscal Year 2023-'24 Line of Credit Application - Motion Required
ATT #9 and #10**

Ms. Wong noted that with the start of a new Fiscal Year (FY) 2023-'24 it is prudent to secure a line of credit with the agency bank, City National, in the event the budget is not passed on time. Should there be a delay in the passage of the budget the approved line of credit will ensure that there is no disruption to the payment commitments to our service provider community or to Regional Center staff.

The loan revision agreement is for a revolving line of credit for \$28,000,000. There is a \$5,000 documentation fee for the loan revision agreement.

ATT #9

Ms. Wong reviewed the City National Bank Loan Revision Agreement.

M/S/C (Terry Munoz/Richard Helgeson) To approve the City National Bank Loan Revision Agreement. Unanimous.

ATT #10

Ms. Wong reviewed the City National Bank Loan Fees and Charges.

M/S/C (Terry Munoz/Richard Helgeson) To approve the City National Bank Loan Fees and Charges. Unanimous.

No comments from the community.

4. Lease Renewal/Space Expansion

Ms. Wong provided an update on the office space expansion plans and lease negotiations. The needed additional office space has been approved by DDS in order to meet the agency employee growth due to the new caseload ratio requirements. The lease has been signed by Ms. Wong and Dr. Linda Lopez, ELARC's Board of Directors President. The lease has been submitted to Property Management and awaiting the fully executed lease.

Comments from the community were addressed.

**5. Self-Determination Program (SDP)
Local Volunteer Advisory Committee (LVAC) - ATT #11**

Judy Perez, Associate Chief of Consumer Services, reported on the SDP "Progress Report" and the current number of consumers in the SDP and the various stages of progress:

- 69 Individuals that are currently active in the Self-Determination Program
- 53 Successfully transitioned over to SDP
- 29 Completed Person Center Plan

- 55 Obtained Fiscal Management Service (FMS)
- 57 Completed and signed IPP's
- 52 Spending plans completed
- 54 Individual budgets certified
- 67 SD Participants completed orientation for SDP

Mrs. Perez reported that as of May 2023 there are 128 SD participants who have successfully transitioned to the SDP since the open enrollment phase began in July 2021.

Mrs. Perez shared that ELARC is able to reach this milestone due to the centralization of SD cases being assigned to specialized service coordinators with a reduced caseload of 1:40. The orientations continue to be well attended. The SD orientations are offered by ELARC and the State Council.

Mrs. Perez shared the next SD LVAC meeting is scheduled for Tuesday, June 20th at 6:00pm on Zoom. Information is available on ELARC's website.

Ms. Wong provided background information on the statewide problem of Fiscal Management Services (FMS) agencies. Mrs. Harrell spoke of the previously released directive from DDS issued on May 4, 2023 which changed the rate structure for Fiscal Management Services (FMS) agencies. Mrs. Harrell shared this will assist with the current FMS shortage, but it will not resolve the issue.

No comments from the community.

6. Budget Update

A. Fiscal Year (FY) 2022 - '23

Purchase of Services Expenditure Report (PEP)

HANDOUT #1

Ms. Wong reported on the Purchase of Services Expenditure Report (PEP), which reflects a projected \$29.6 million dollar surplus.

Budget Performance Report: Operations

HANDOUT #2

Ms. Wong reviewed the Operations Budget Performance Report for Fiscal Year 2022 - '23. She noted that DDS will be deallocating funds to Regional Centers that did not meet all the caseload ratio requirements in the March 2023 survey. Statewide there is a deallocation to operations of \$20.5 million. ELARC's share of the deallocation is \$526,084.

The current "Budget Performance Report" reflects this deallocation and budget line items have been adjusted accordingly reflecting a zero balance in the June 2023 report.

D-2 Allocation Contact Amendment

Ms. Wong reported ELARC has yet to receive the formal second allocation on the contract. DDS notified ELARC the D-2 Allocation will be issued soon.

No comments from the community.

B. Fiscal Year (FY) 2023 - '24

Budget Process Update - ATT #12

Ms. Wong reviewed the diagram on "California's State Budget Process".

ARCA Response to Governors 2023-'24 May Revise ATT #13

Ms. Wong went over correspondence from Association of Regional Center Agencies (ARCA) dated May 15, 2023 in reference to Department of Developmental Services (DDS) (4300) - Governor's 2023-'24 May Revision.

VI.

Consumer Services Report
Edith Hernandez-Daniels, Chief of Consumer Services
HANDOUT #5

Edith Hernandez-Daniels, Chief of Consumer Services, reported on the expansion of the Early Start Department and how the caseloads are reaching the required 1:40 caseload ratio. Mrs. Hernandez-Daniels explained in depth the process of eligibility for the 0-3 and 3-6 age groups. Mrs. Hernandez-Daniels provided the vast array of services provided to the families with children in this age groups.

Mrs. Hernandez-Daniels, spoke of Senate Bill 75, which provided funding to all 21 Regional Centers for a “School Transition Liaison”. This position supports families, works with local school districts to better serve families and ensure they are informed on the process and policy and procedures. Noriko Ikoma, is ELARC’s “School Transition Liaison”. Ms. Ikoma has 25 years of Regional Center experience and had been supervisor for 17 years.

Mrs. Hernandez-Daniels shared a brief trailer called “Forget Me Not” a documentary that was created about a three (3) year old child named “Emilio” who is preparing to start school. The documentary speaks to the challenges of securing services for a child with a developmental disability and the struggle of the family to secure inclusive education. Below is the link that was shared:

<https://www.forgetmenotdocumentary.com/index.php/about-film/>

Mrs. Hernandez-Daniels encouraged all to watch the documentary which is available to stream online and various platforms.

Mrs. Hernandez-Daniels, reiterated the important role the “School Transition Liaison” has in assisting families to ensure there’s a seamless transition in securing appropriate educational services in a timely manner.

Comments from the community were addressed.

VII. Committee Reports

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

Last CAC meeting was held May 16, 2023.

Members elected Marisol Guerrero as the new CAC Chair and Danique Schattilly, as Vice Chair. Terms will begin in the July meeting.

Roxy Ortiz, ELARC Information and Training Supervisor, made an announcement about Diversity, Equity Inclusion and Belonging (DEIB).

Volunteers for focus groups will be requested when needed.

The Employment team gave a presentation on the Micro Enterprise available to individuals served by ELARC.

Next CAC meeting is July 18, 2023. Eddie Sandoval, with the Office of Client's Rights Advocate (OCRA), will be speaking with members about Financial Fraud and Abuse.

On the Consumer Advocate's desk:

1. Meeting with new CAC leadership team.
2. Growing the CAC through outreach
3. CAC topics for 2024 topics

B. Vendor Advisory Committee (VAC) - (Joel Moreno)

Joel Moreno, VAC Representative, reported on the Vendor Advisory Committee (VAC) activities. Updates noted from the meeting and discussions held on May 25, 2023 included:

- November 2023 elections for the VAC Leadership – Three (3) open positions:
 - VAC Chair
 - VAC Vice Chair
 - VAC Secretary
- DDS Directive for Wage Increases for all Direct Care Staff
- Gloria Wong, ELARC Executive Director, provided a Budget Update
- Employment Grant Project coming up in June 2023
- Letter being drafted for vendors on rate wages to be submitted to DDS

C. Finance/Personnel Committee (Richard Helgeson) - ATT #14 and #15

ATT #14

Richard Helgeson, Board Treasurer, reported on the Principal: ELARC Money Accumulation Plan and provided detailed information on the audit report.

M/S/C (Terry Munoz/Richard Helgeson) To approve the Principal: ELARC Money Accumulation Plan Audit. Unanimous.

Richard Helgeson, Board Treasurer, reported on the Mutual of America: Tax Deferred Annuity and provided detailed information on the audit report.

M/S/C (Terry Munoz/Richard Helgeson) To approve the Mutual of America: Tax Deferred Annuity Audit. Unanimous.

VIII. Miscellaneous Announcements

Announcements shared by the community.

Next Board of Directors Meeting will be held on Tuesday, July 11, 2023 at 6:00pm.

IX. Adjournment

There being no further business to discuss the motion was made to adjourn the Board of Directors meeting at 7:54pm - Unanimous.

M/S/C (Richard Helgeson/Terry Munoz). Unanimous.

Respectfully Submitted by:



Devora Reed,
Secretary, ELARC Board of Directors

Recorded by: Angie Salas,
Executive Secretary