



EASTERN LOS ANGELES REGIONAL CENTER
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**ELARC Board of Directors
Meeting Minutes
July 11, 2023
Approved as Recorded September 12, 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
Devora Navera-Reed

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
Rhoda Tong,
Associate Chief of Consumer Services

Absent:

Dr. Linda Lopez, President

Guests: Refer to Sign in Sheet



I. Welcome & Roll Call

The meeting was called to order at 6:02 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 (Terry Munoz/Richard Helgeson) To approve the BOD Meeting Minutes of June 13, 2023 as recorded. Unanimous.

V. Executive Director’s Report

**1. 2023 Caseload Ratio Survey: Department of Developmental Services (DDS) Acknowledgement Letter
ATT #2 and #3,**

ATT #2

Gloria Wong, Executive Director, shared and discussed the correspondence received from the Department of Developmental Services (DDS) dated June 21, 2023 acknowledging receipt of ELARC caseload ratio results.

Ms. Wong indicated that Welfare & Institution (W&I) code section 4640.(e) requires that Regional Centers provide service coordinator-to-consumer caseload ratio data to DDS and that Regional Centers maintain specific service coordinator-to-consumer ratios. The ELARC March 2023 survey indicates we did not meet four (4) of the total eight (8) categories of required ratios.

The following table indicates the survey results and highlights in grey the four (4) categories which were not met.

Regional Center	On Waiver	Under 6 Years	Movers Over 24 Months	Movers Between 12 and 24 Months	Movers Within Last 12 Months	Over 5 Years, Non-Waiver, Non-Mover	Complex Needs	Low Or No POS
W&I Code Required Ratios	1:62	1:40	1:62	1:45	1:45	1:66	1:25	1:40
ELARC Number of Individuals Served	4,319	3,514	90	0	0	5,916	151	149
ELARC Ratios	1:71	1:50	1:45	N/A	N/A	176	1:27	1:30

The four (4) specific areas which are out of compliance are:

- 1) Medicaid Waiver
- 2) Under 6 years
- 3) Over 5 years, Non-Waiver, Non-Mover
- 4) Complex needs

Ms. Wong defined the types of cases in each of these categories and discussed the “Plan of Correction” in order to come into full compliance. Ms. Wong noted that ELARC will continue its current aggressive recruiting and hiring of service coordinator in Fiscal Year 2023 – ’24 until all caseload ratio categories have been met.

ATT #3

Ms. Wong and staff shared the most current organizational chart which displays the unprecedented staffing growth at ELARC over the last fiscal year.

Edith Hernandez-Daniels, Chief of Consumer Services, spoke to the growth in her department. She defined the roles and responsibilities of the “Associate Positions”.

There are three (3) Associate Chiefs position covered by following staff:

- 1) Lonetta Johns-Yarleque
- 2) Judy Perez
- 3) Rhoda Tong

Presentation focused on the numerous new supervisors hired to manage new “units” that will accommodate new service coordinators being hired to lower current caseloads in order to come into full compliance with W&I Code 4640.(e).

Elizabeth Harrell, Community Services Manager, discussed the substantial staff grown in her division. It was noted that the expansion in Consumer Services increases the work demand and expectations for all divisions but particularly Community Services. Mrs. Harrell offered background on the newest unit addition which will focus on quality assurance, monitoring and compliance.

Ms. Harrell reviewed and discussed the many projects undertaken by her division in order to support the overall agency efforts but particularly Consumer Services. The following items were discussed:

- Research Development
- Contract and Payment Agreement Development and Management
- Housing
- Community Placement Plan
- Family Home Agency and Mental Health
- National Core Indicators (NCI)
- Performance Contracts
- Regional Center Performance Measures
- Legislative Work
- Management of ELARC Social Media Website and Learning Management System (LMS)
- CAC
- Voter Registration

- Quality Assurance and Compliance
- Management of Unannounced Visits
- Facility Monitoring Visiting
- Management Statutory Regulatory Provider Compliance Requirements
 - Audit
 - Program Evaluations
 - Insurance Certificates
 - Other Required Documentation

Comments from the community were addressed.

2. Direct Support Professional (DSP) Workforce Survey ATT #4, #5 and #6

ATT #4

Ms. Wong emphasized the importance of the service provider community as critical partners to Regional Center operations. The COVID pandemic has had a lasting negative impact on our service provider community resulting in high vacancy and turnover rates. Efforts to remedy this longstanding dilemma has been to implement the results of a rate model study to adjust historically low rates. Changes have included a focus on direct staff serving as “Direct Support Professionals” (DSP). The higher standards will be guided by ongoing training and increased knowledge. To this end DDS has launched a data collection survey to guide decision making on necessary future initiatives that will address workforce shortage.

The data collection process is conducted through a survey on an annual basis. DDS is launching the second year of the project and offering an \$8,000.00 incentive to vendors who participate.

ATT #5

Mrs. Harrell provided additional background information on the “Data Collection Process” and defined the basic role of DSP.

- Primary job responsibility is to provide support, help with skills development, supervision, and personal assistance to those with IDD;

- Paid staff members who spend at least 50% of their hours doing direct service tasks;
- Full-time and part-time DSPs providing residential, in-home and/or non-residential supports.

ATT #6

Incentive Offer Flyers were shared. There are three (3) different flyers being circulated and all were shared. The flyers emphasize the incentive of \$8,000.00 to participate with a deadline of June 30, 2023.

Mrs. Harrell also offered background on the “DSP Training Academy”.

3. AB 637 Proposal Update

Ms. Wong, indicated that DDS has responded to ELARC’s AB 637 proposal requesting authority to increase the currently established rates for psychologists and clinical staff. The current rate system is woefully out-of-date and there exists statewide shortage of psychologists.

AB 637 is an application process made to DDS requesting an exception to current regulatory standards. ELARC’s proposal for authorization to increase rates was denied. Alternative proposal by DDS is for ELARC to utilize “usual and customary” rate authority to set the psychologist rates. We are currently assessing the impact of this countywide (L.A.) practice change. ELARC will be reaching out to other L.A. County Regional Centers to coordinate the implementation.

Mrs. Harrell provided information on the next steps to adjust psychologist rates.

Comments from the community were addressed.

4. Home & Community Based Services (HCBS) Status Update

Ms. Wong, highlighted ELARC’s effort to offer technical support and training to providers in order to ensure that they meet HCBS Final Rule requirements.

A unique project to ELARC has resulted from a \$47,329 grant awarded to Tammy Everard and Associates.

Ms. Everard coordinated an HCBS Academy and developed a ten (10) week training curriculum which included:

- HCBS Final Rule
- Person Centered Planning
- Community Care Facilities
- Other Key Topics

The recent graduates completing the ten (10) week trainer course includes seven (7) ELARC consumers. DDS has expressed an interest in replicating this training model statewide in the future.

5. Self-Determination Program (SDP) Local Volunteer Advisory Committee (LVAC) - ATT #7, #8 and #9

ATT #7

Rhoda Tong, 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:

- 63 Individuals that are currently active in the Self-Determination Program
- 53 Successfully transitioned over to SDP
- 28 Completed Person Center Plan
- 55 Obtained Fiscal Management Service (FMS)
- 55 Completed and signed IPP’s
- 52 Spending plans completed
- 54 Individual budgets certified
- 62 SD Participants completed orientation for SDP

Mrs. Tong reported that as of June 2023 there are 146 SD participants who have successfully transitioned to the SDP since the open enrollment phase began in July 2021.

No comments from the community.

ATT #8

April 18, 2023 LVAC Meeting Notes were shared.

ATT #9

June 20, 2023 LVAC Meeting Agenda were shared.

Next LVAC meeting is scheduled for September 19, 2023 at 6:00pm on “Zoom” – access information available on ELARC’s website.

6. Budget Update

A. Fiscal Year (FY) 2022 - '23

Purchase of Services Expenditure Report (PEP)

HANDOUT #2

Ms. Wong reviewed the Purchase of Services Expenditure Report (PEP), reflects a projected \$28,853,510 million dollar surplus.

Budget Performance Report: Operations

HANDOUT #3

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 \$528,509.

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.

No comments from the community.

**B. Fiscal Year (FY) 2023 - '24
ATT #10, #11 and#12**

Ms. Wong, provided background information on the Preliminary Contract Amendment and reviewed the preliminary allocation. DDS correspondence and the cash advance summary.

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

Edith Hernandez-Daniels, Chief of Consumer Services, reported on “Micro Enterprise”. Mrs. Hernandez-Daniels shared that “Micro Enterprise” is funded by the “Employment Grant”. This will provides opportunities to develop career and Micro Enterprise Pathways for individuals served. Part of the grant is to educate:

- ❖ Individuals served
- ❖ Families
- ❖ Community
- ❖ Service providers
- ❖ Community Based Organizations (CBO)
- ❖ School Districts
- ❖ Legislatures
- ❖ Potential Employers
- ❖ Businesses
- ❖ ELARC Staff

ELARC has an “Employment Team” that consists of:

- George de la Loza, Local Partnership Agreements (LPA) Grant Officer

- Stephanie Ulloa-Gonzalez, Employment Specialist
- Kimberly Saavedra, Employment Access Coordinator
- Diana Gudiño, Consumer Services Supervisor

Mrs. Hernandez-Daniels, shared the Board of Supervisors of the County of Los Angeles and Hilda Solis awarded the “Employment Team” with a certificate of recognition. An “Advisory Committee” has been developed that consists of families, individuals served and businesses. They meet on a regular basis to discuss and how to evolve this effort. As part of the grant they have asked for a “Business Consultant” to assist them with resources to assist in this effort.

Comments from the community were addressed.

VII. Committee Reports

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

Last CAC meeting was held May 16, 2023.

During the meeting Patrick Schattilly, ELARC Consumer Advocate, met with CAC Chair and Vice Chair to discuss ways to expand the CAC membership. Upcoming CAC meeting is scheduled on Tuesday July 18th, flyer was shared.

The Office of Client’s Rights Advocacy (OCRA) will present on “Hands Off My Money” spotting “Financial Fraud and Abuse” with two (2) guest speakers, Alexander Scarlis and Eddie Sandoval.

On the Consumer Advocates desk:

1. Special presentation from OCRA on Wednesday August 30th - SSI Overpayments and appeals.
2. CAC outreach to grow the membership. Membership is free to any adult individual served by ELARC who is 18 or older.
3. Connecting individuals served by ELARC with the employment team, to bring awareness of ELARC resources as they seek employment.

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 June 22, 2023 included:

- November 2023 elections for the VAC Leadership – Three (3) open positions:
 - VAC Chair
 - VAC Vice Chair
 - VAC Secretary
- Planning for the Upcoming Virtual Vendor Fair
- Training and presentation provided by ELARC “Employment Team”:
 - ❖ George de la Loza, Local Partnership Agreements (LPA) Grant Officer
 - ❖ Stephanie Ulloa-Gonzalez, Employment Specialist
- Upcoming Trainings
 - ELARC Q&A - July 27, 2023
 - Library as a Community
- Networking Meeting held to decide on the final wording of the letter being drafted to be submitted to DDS

C. Finance/Personnel Committee (Richard Helgeson/Terry Munoz)

Mr. Richard Helgeson shared Mrs. Terry Munoz has joined the “Finance/Personnel Committee”. Mr. Helgeson shared Mrs. Munoz has a background in accounting and finance. She comes with vast experience and knowledge.

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

VIII. Miscellaneous Announcements

Announcements shared by the community.

Next Board of Directors Meeting will be held on Tuesday, September 12, 2023 at 6:00pm.

Note: NO AUGUST MEETING

IX. Adjournment

There being no further business to discuss the motion was made to adjourn the Board of Directors meeting at 7:43pm - 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