



EASTERN LOS ANGELES REGIONAL CENTER

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**Minutes of Board of Directors Meeting
May 8, 2012
Approved as Corrected on July 10, 2012**

Present:

Terry Munoz, President
Felicitas, Navera, Secretary
Robert Hazard, Treasurer
Olga Sarabia
Pat Gomez, Vice-Chairperson
Deborah Gallardo
Marvin Brown
Theresa Chen
Tammy Bachrach, VAC Rep.
Joe Utar

Staff Present:

Gloria Wong, Executive Director
Felipe Hernandez, Chief of Consumer Svcs.
Frances Jacobs, Manager
Community Services
Elizabeth Harrell, Supervisor
Information & Training
Don Daniels, Contractor, CPP
Rosalie Estrada, Executive Assistant

Absent:

Elton Lui (excused)
Miguel Lugo (excused)
Jiang Guo (excused)

Guests:

Refer to Sign-In Sheet

Terry Munoz, President, called the meeting to order at 6:12 P.M.

I Welcome and Roll Call

Terry Munoz, President, welcomed all present. Roll call was taken and a quorum was present in order to conduct business.

**II Introductions &
III Opening Round**

Terry Munoz asked the Board of Directors to introduce themselves and share a positive experience.

Deborah Gallardo stated she would like to be able to share her home with someone.

Fely Navera reported she participated in the Grass Roots activities on April 19th with Roxy Ortiz, ELARC Training Specialist. They visited the office of Assemblyman

Anthony Portantino and met with his Field Representative, Kristi Lopez, and on behalf of all the mother's she made an emotional appeal that the families can no longer sustain any further cuts to the regional center system. She indicated it was a very meaningful experience. Fely also reported last Saturday, her son who is now 44 years old, participated in a one mile walk in Whittier. She also mentioned that there is one person in the room this evening who made it possible for her son to be walking and to be where he is today, she acknowledged Don Daniels, former supervisor of Residential Services Unit.

Olga Sarabia shared her niece, Yvette, loves her new caretaker who will be helping Olga's sister 20 hrs. per week with her care.

Robert Hazard reported he was in Sacramento last week to meet with DDS to discuss issues regarding the Lanterman Developmental Center closure and the transition process and indicated it was a very good meeting.

Pat Gomez shared her daughter who just turned 15 years old recently had her braces removed and did very well. She has also done well at her follow-up dental appointments.

Theresa Chen shared her special needs son who is 21yrs. old will be graduating from high school this year and he remains very active in the community.

IV Community Input

Elsa Flores, parent, reported her family participated in the Autism Walk in Whittier. She reported the walk has grown tremendously. The Autism Society decided two years ago to sponsor a walk in Whittier and it was held at Whittier High School. The principal of the school indicated she would like to make the walk a yearly event. There were many resources available for the families at no cost. There were approximately 500 individuals at the event.

Christopher Arroyo, Advocate, Area Board 10, shared information regarding an ordinance L.A. City Council is proposing, a "Not In My Backyard" bill designed to deal with issues some individuals have had with persons coming out of rehabilitation programs for substance abuse. While there may be substantive issues to be addressed, this proposed ordinance will affect individuals with developmental disabilities. The proposed bill stipulates if more than one adult is living in a home and they each have a lease with the landlord, it will be considered a boarding home. The ordinance dictates boarding homes are illegal in L.A. City residential neighborhoods. Individuals who have Section 8 housing are required to have an individual lease with the landlord. Additionally anyone who is in a shared housing situation, such as roommates or college students will not be able to live in a residential neighborhood if the ordinance

is passed by the Los Angeles City Council. The item has not yet been scheduled for a council meeting but Christopher will alert the board chairs and the executive directors. Letters of opposition to the Los Angeles City Council are encouraged as soon as possible from individuals living in the Los Angeles City.

V Approval of Board of Directors Meeting Minutes

A. Approval of Board Meeting Minutes of April 10, 2012

M/S/C (Olga Sarabia/Felicita Navera) To approve the Board of Directors Meeting Minutes of April 10, 2012 as corrected. Unanimous.

B. Approval of Executive Session of March 13, 2012.

Page 2: name correction: Should read Nancy “**Bargmann**”.

M/S/C (Olga Sarabia/Felicita Navera) To approve the Board of Directors Executive Session Minutes of March 13, 2012 as corrected. Unanimous.

VI Executive Director’s Report

Gloria Wong announced an item which requires action has been added to the agenda: (B) Presentation by Elizabeth Harrell on ELARC’s Emergency Plan.

A. ELARC Newsletter & Website Update by Elizabeth Harrell, Supervisor, Information and Training

A copy of the ELARC Board and Advisory Committee Notice and the ELARC E-Newsletter RFP Alert 2011-12 were included in the Board meeting packets.

Elizabeth Harrell reported the E-newsletter was developed as a way of getting information out to the community. There are approximately 3,000 subscribers to the E-newsletter and is updated the last week of the month. There is a link on the E-newsletter which directs the individual to the ELARC website. The E-newsletter provides information on the activities of the Board of Directors, the Consumer Advisory Committee, and the Vendor Advisory Committee.

Liz also reported the E-Newsletter provides statistical information on the number of individuals who have received the newsletter along with the number of persons who viewed the newsletter, whether it was once, twice or greater frequency. Information regarding the information individuals looked at is also available. This past month the majority of individuals looked at information on the website regarding the Board of Directors.

Currently the ELARC website is difficult to navigate and the regional center is currently renegotiating and looking to revamp the website. Liz referred the Board to the West Hollywood website, this is a sample of what the new ELARC website will look like. It will have drop down menus and will be very easy to navigate. Liz will also be working closely with Mark Starford, Consultant, with the on-line Board training videos.

B. Presentation on ELARC's Emergency Plan

The full report, on CD, was mailed to the Board of Directors for review under separate cover.

Gloria Wong indicated the report was developed in order to provide direction should an emergency occur during working hours as well as during non-working hours for regional center staff, vendors and our community. The plan will also link the regional center to the California Standardized Emergency Management Plan as well as the National Emergency Management System. The ELARC plan has taken Elizabeth Harrell well over a year to complete. The extensive plan is a requirement by the Department of Developmental Services and all regional centers must submit their plan by the end of the fiscal year, June 30, 2012, after it has been approved by the Board of Directors.

Elizabeth Harrell provided highlights of the ELARC Emergency Operations Plan on a power point presentation. The main mode of communication will be via satellite phones. Robert Hazard reported ham radios have been found to be very valuable. Liz reported there is an application for the iPhone for ham radios and an effort will be made to ask that staff with an iPhone download this application as it functions similarly to that of a ham radio. Staff will also be asked if any of them are ham radio operators as many times this may be the only mode of communication.

Another important issue is family pet/animals. Robert reported at a FEMA meeting he attended a few years ago FEMA discovered animal problems can become people problems as many individuals will not leave their homes if their pets are in danger. FEMA also has an animal disaster plan in place. The Regional Centers are not required to have an animal disaster plan in place although there are certain counties and cities where a plan is required. It is important for individuals to know pet shelters can not take in pets under any circumstance during an emergency situation. The City and County have Memorandums of Understanding with animal services to set up their own shelters. Many individuals may be separated from their pets and unless the family has planned in advance as to where the pet can be taken .

The Emergency Operations Plan being presented this evening is for the Eastern Los Angeles Regional Center. The document received by the Board on the CD is one piece of a larger Emergency Operations Program (EOP). The EOP provides information on

how the ELARC will operate in the event of the emergency, how will services be continued as well as how will vendors continue to receive funding for the services rendered. ELARC is actively working with vendors, in particular with the EOP VAC subcommittee; workshops have been provided and another is scheduled from the Emergency Network Events of Los Angeles. The next step is partnering with the other six Los Angeles County Regional Centers, and assuring vendors have an EOP.

Robert stated the Certified Emergency Response Team (CERT) was started by the City of Los Angeles a couple of years ago and has become the benchmark for the United States and encouraged individuals to contact their local CERT for free training on how to prepare your home for you and your family in case of an emergency.

Liz provided a power point presentation on ELARC Emergency Operations Program.

The EOP is a living document and it will be updated on an annual basis, or as necessary throughout the year and will be presented annually to the Board of Directors with any recommended changes.

Upon approval of the EOP the document by DDS it will be posted on the ELARC website.

M/S/C (Olga Sarabia/Robert Hazard) To approve the ELARC Emergency Operations Program as presented. Unanimous.

C. Lanterman Developmental Center Closure Update by Frances Jacobs, Manager, Community Services and Don Daniels, CPP Project Director

Gloria Wong reported an update on the closure of the Lanterman Developmental Center (LDC) will be provided along with an update on the housing projects. Two years ago the Legislature decided to close the LDC, with the intent of closing within two years with some flexibility on that timeline. The only start-up dollars regional centers have had for approximately the last five or six years has been for the development of resources only as it relates to the Community Placement Plan (CPP). ELARC has to date acquired residential homes for the consumers being moved from the LDC. ELARC has been working closely with two non-profit housing corporations for the purpose of developing single family homes.

Gloria introduced Frances Jacobs, **Manager** of Community Services and Don Daniels who was a supervisor in the Residential Services, and over the last two years has been working exclusively on the Lanterman Developmental Center closure.

Don reported there were 44 ELARC consumers prior to the announcement of the closure of LDC. To date there are 29 awaiting placement.

Concept: Regional Centers throughout the State are developing a housing stock to be held in perpetuity for the benefit of Californians with a developmental disability to reside in.

A powerpoint presentation was provided.

In January of 2010 the Department of Developmental Services (DDS) announced their intention to propose legislation to close Lanterman Developmental Center. In April of 2012, DDS presented the plan for the closure to the Legislature. On October 8, 2011 the passage of the Budget Act of 2010 puts into place the statute providing direction for DDS in proceeding with the closure plan.

Three advisory groups were developed and they play key roles in the movement of the consumers from the LDC to the community: (1) the Resident Transition group consists of representatives from DDS and regional center staff who work together on the development of a transition plan and to ensure there is no movement of the consumers from the LDC before their placement in the community is ready. (2) Quality Management Advisory Group was developed to look at strategies and enhancements needed in the community to make sure that the safety of the residents who are transitioning out of the LDC is in place and the services and supports are available in the community. (3) Staff Support: As was done when **Agnews** Developmental Center was relocating consumers, staff working at Agnews moved with the individuals and worked in the residential facilities developed. For the move from LDC, staff employees/caretakers can also be hired by the prospective vendor.

Don Daniels provided a brief overview of the Community Placement Plan (CPP), as per Welfare & Institutions Code Sections 4418.25 (a) – (d). All twenty-one regional centers must create a CPP for the purpose of moving individuals out of the developmental centers. The CPP is the only venue within the last five years that has received start-up funds from DDS to develop resources. The CPP consists of five different components: (1) placement with the projection of the number of individuals who will be moving into the community; (2) Assessments: ELARC utilizes a third party for this component of the plan to conduct a whole person assessments to determine their needs once they are moved into the community; (3) POS Start-Up funding is made available and vendors go through a RFP (Request for Proposal) process and are selected and awarded start-up funds to develop resources for the consumers coming out of the developmental center; (4) Deflection: Involves keeping individuals from going to a developmental center; (5) Operation: the line item budget for staffing regional centers.

There is a strong preference for licensed residential facilities as the living arrangement of choice for individuals moving from LDC. With the passage of the 2010 budget for the State of California a new category was developed for licensing in Southern California,

Adult Residential Facilities for Persons with Special Health Needs (ARFPSHN) **(843 homes)**. The only individuals who can move into these residential facilities being developed are those who are leaving the LDC or Agnews Developmental Center.

DDS is providing guidance to regional centers in the development of housing. DDS is supporting the “Buy it Once” principal. Non-Profit Organizations are given the opportunity to purchase the property, they will acquire the property and hold it in perpetuity and will only be used for the purpose of moving a consumer from a developmental center. A service provider will come in to operate the home. The organization providing the service does not own the property. The property will be the home of the individuals living in the residence. These homes are being developed so that it will be the individuals last move and as they age they will be able to age in their home. Homes being purchased are being renovated to fit the needs of the individuals today as well as when they get older in order for them to stay in their home.

Frances Jacobs provided information on the requirements for the Non-Profit Organizations (NPOs). The NPOs are not service providers but rather a housing corporation who lease the homes to the service providers. Additionally the NPOs are not vendors that we are paying to providing direct services to the individuals living in the home. The NPOs actually hold the deed of trust to the property. The language in the deeds stipulate that if something should happen to the NPO they will work with ELARC to either find another NPO to keep the home in perpetuity or it would go to the State of California.

ELARC contracts with NPOs for the development of single family and multifamily homes for individuals leaving LDC. ELARC has received start-up funds per the DDS housing guidelines. ELARC has received an allocation which we have been conditionally approved for, the money must be spent exactly how it is allocated; part of the money is for acquisition and part is for renovation. There is on-going communication as issues arise regarding the use of the start-up funds.

1. Project Updates

(a) Key Housing

(b) West Bay Housing

(c) Eagle Vista: City of Industry Funds Program

ELARC has three non-profit housing organizations currently being used. They are: W.O.R.K.S. (Women Organizing Resources, Knowledge and Services), W.B.H.C. (West Bay Housing Corporation, and KeyCH (Key Community Housing).

Frances and Don shared information and photos of the property currently being developed. W.O.R.K.S. has a multi-family housing (Eagle Vista) currently in

development with a projected opening scheduled for February 2013. There are 56 units, 18 of which will be set aside for use by persons with developmental disabilities.

Key Community Housing: Vista Home , developed and operational as of 3/24/12 a four person ARFPSHN, and is the first in Southern California. The Barnwall Home operational as of 12/10/10, a 4 person SRH, and ELARC's first CPP home to be developed under the buy it once principle. Additionally there are seven additional homes which have been purchased and are in the process of being renovated. It is anticipated these seven homes would be operational in 2013.

The West Bay Housing Corporation to acquire and manage three single family homes.

All homes must be approved by Community Care Licensing.

D. Budget Status FY 2011-12 (Gloria Wong)

Gloria Wong reported she will be condensing her presentation this evening in light of the two lengthy presentations and to ensure that action items are addressed.

1. POS Monthly SOAR Report

ELARC is projecting a deficit of approximately \$17 million to \$18 million. A copy of the POS Expenditure Projection Summary was distributed and reviewed. The Regional Center has received one allocation since the last Board meeting of \$1 million for the Community Placement Plan (CPP). Regional Centers have been advised by the Department of Developmental Service the next allocations will eliminate the deficits which statewide is currently at \$280 million.

DDS has assured the Regional Centers there will be actions taken to deal with the POS deficits after the release of the May Revise by the Governor on May 14.

2. Budget Performance Report: Operations

A copy of the Budget Performance Report was distributed. Report was deferred for discussion to the next meeting.

3. Cash Flow Update

The State of California continues to experience a cash flow problem as it has not received the revenues they expected.

Regional Center submitted the January claims to DDS and only received 60% of the claim. In February ELARC received 90% of the total submitted claim. The March claim has been submitted and it is unknown how much will be received. With the 90% of the claim received for February, ELARC will have sufficient funds to last until May 31, 2012. ELARC has two billing cycles a month, the largest billing cycle is \$13 million. The back-up to an allocation shortfall is the line of credit. ELARC has an active line of credit throughout the fiscal year of \$11 million. To date ELARC has not had to tap into the line of credit.

E. Fiscal Year 2012-13 Update

1. City National Bank: Line of Credit/Loan Documents

Every year ELARC renews its line of credit with City National Bank. Currently there is an active line of credit of \$11 million. For the new fiscal year 2012/13 the line of credit must be reactivated. There are two items which requires renewed approval: (1) Increase the original principal amount from \$32 million to \$34 million in the event the budget is not passed on July 1st, and will allow for payment to vendors and staff until such time that the budget is passed. This line of credit runs from July 1, 2012 through September 30, 2012. (2) On October 1, 2012 ELARC will have an active line of credit of \$11 million through June 30, 2013.

M/S/C (Theresa Chen/Joe Utar) To approve the renewal of the contract with City National Bank for the purpose of \$34 million line of credit for the first quarter through September 30, 2012 and \$11 million line of credit through June 30, 2013. Unanimous.

2. Governor's May Revise

Deferred.

F. Senate Bill (SB) 946: Health Care Coverage

A copy of SB 946 was mailed to the Board with the board meeting packets. Discussion was deferred.

VII Consumer Services Report (Felipe Hernandez)

Report deferred.

VIII Committee Reports

A. Vendor Advisory Committee

Report deferred.

B. Consumer Advisory Committee

Miguel Lugo was not present.

C. Family Advisory Committee

Felicitas Navera, Secretary, and FAC Board Representative, reported the topics for the upcoming parent training sessions has been finalized. Some of the topics include changes in the California budget, self-advocacy for parents, in-home respite. The training sessions will be conducted by Fran Goldfarb from the University of Southern California for Excellence in Developmental Disabilities in partnership with ELARC and the Family Resource Center.

D. Finance Committee

There was no meeting of the Finance Committee.

IX. Misc. Announcements

X. Adjournment

M/S/C (Olga Sarabia/Felicitas Navera) To adjourn the Board of Directors meeting as there is no further business to discuss. Unanimous.

Respectfully submitted:

Felicitas Navera, Secretary
ELARC Board of Directors

Recorded by: Rosalie M. Estrada, Executive Assistant

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