



EASTERN LOS ANGELES REGIONAL CENTER

1000 S. Fremont Ave. • P.O. Box 7916 • Alhambra, CA 91802-7916
(626) 299-4700 • FAX (626) 281-1163

Minutes of Board of Directors Meeting September 11, 2012 Approved 10/2/12 as *Corrected*

Present:

Pat Gomez, Vice-Chairperson
Felicitas, Navera, Secretary
Robert Hazard, Treasurer
Olga Sarabia
Elton Lui
Deborah Gallardo
Marvin Brown
Theresa Chen
Joe Utar
Jiang Guo
Armando Villegas, VAC

Staff Present:

Gloria Wong, Executive Director
Felipe Hernandez, Chief of Consumer Svs.
Rosalie Estrada, Executive Assistant
Elizabeth Harrell, Supervisor,
Information & Training

Absent:

Terry Munoz (excused)
Miguel Lugo

Guests:

Refer to Sign-In Sheet

Olga Sarabia, board member and former chair called the meeting to order at 6:05 P.M. Terry Munoz, Chair, was not present as she was on a Mediterranean cruise celebrating her 40th wedding anniversary! Congratulations!

I Welcome and Roll Call

Olga Sarabia welcomed all present. Roll call was taken and a quorum was present in order to conduct business.

II Introductions & III Opening Round

Olga Sarabia requested the Board of Directors introduce themselves and share a positive experience.

IV Community Input

Chala Jitpatima thanked Elizabeth Harrell and the Board of Directors for listening to the recommendations regarding transition services for consumers. Chala also reported she shared with Liz a sample transition manual which is easy to read and has a lot of information and would like other families to have a copy.

V Approval of Board of Directors Meeting Minutes

A. Minutes of BOD Meeting of July 10, 2012

M/S/C (Felicitas Navera//Theresa Chen) To approve the Board of Directors Meeting Minutes of July 10, 2012 as recorded. Unanimous.

VI Executive Director's Report

A. Performance Contract (PC) 2013

Gloria Wong reported the Performance Contract (PC) is a requirement under the contract with the Department of Developmental Services (DDS) and is renewed on an annual basis. The PC is a five year contract and the compliance and regulatory measures were developed by the Department of Developmental Services (DDS). Community meetings are held in August in order to present the draft PC for 2013 to the community, seek input and commentary, then share the results with the Board of Directors. This activity is based on calendar year versus the fiscal year. Two meetings were held on August 1st, one at the Alhambra office and the other in Whittier.

The draft Performance Contract for 2013 was included in the packets mailed to the Board for their review and input. The PC will be placed on the October Board meeting agenda for final review and approval in order to meet the DDS deadline of November 1, 2012. The PC, once approved by the Board and DDS, will go into effect on January 1, 2013.

Elizabeth Harrell, Supervisor, Information & Training, provided a brief history of the Performance Contract process. The purpose of the PC is to assess the performance of the regional centers. The PC focuses on measurable outcomes developed by DDS. The public meetings held on August 1st were publicized via flyers and the ELARC website. Interpreters were available at both meeting. The morning meeting was held at the Alhambra site and was part of the Family Advisory Committee Meeting and a

video-conference was held with Whittier. In the evening a community meeting was held at Palm Park in Whittier. There were thirteen participants in the morning meeting (6 in Alhambra, 7 in Whittier). In the evening there were 13 participants (consumers and vendors) at the meeting.

The meetings were structured in two parts, the first part with Gloria Wong providing a budget update giving an overview of the current situation, and the second part a review of the Performance Contract by Elizabeth Harrell. There was no formal input to the PC but there was a discussion regarding the 0.42% drop as it relates to children living in their own home. Reference was made to the mid-year data report, "Children Residing with Families, Individuals Under Age 18 with Status 1 or 2 on CMF as of June 2012." Additionally the "Performance Report for Eastern Los Angeles Regional Center" which serves as a report card also reflects data regarding children living at home or in large facilities. The question from the community was how it is that not every child can live at home. ELARC as a single regional center is compared to the statewide averages for the other 20 regional centers.

Felipe Hernandez, Chief of Consumer Services, reported the concern expressed at the community meeting was that there was a slight increase in children being placed out of the home. Data reviewed over the last fiscal year indicated there were **three** minor children referred for placement staffing, 1 minor child was placed, another was placed and was then pulled out by the family within two weeks of placement, and another family withdrew the placement. There was only one actual placement this past fiscal year. The three children who were to be placed out of the home the children had a dual diagnosis, a mental illness along with developmental disabilities and there were significant family issues related to the child living in the home. Requests for placement were made by the parent(s).

Additionally ELARC has no control of the minors who are wards of the court which the Department of Children and Family Services (DCFS) places into foster homes in our catchment area. Maryvale, a large DCFS facility where a number of children are placed are referred to ELARC for eligibility and services from the regional center. Maryvale is located in Monterey Park.

Felipe reported there was nothing ELARC could have done differently this past fiscal year regarding placement of minors. Gloria added in the spirit of the Lanterman Act, regional centers are required to sustain the family unit with all the necessary support and services to attain this goal for minor consumers.

On the graph entitled "Children Residing with Families" ELARC has 97.17% of children are living at home with their families. The statewide average is 96.64%.

Elizabeth Harrell continued with her report re: input at the community meetings. Some suggestions included: (1) have the University Centers for Excellence for Developmental Disabilities conduct training for parents on out-of-home to help understand the process; (2) a request to develop a list of acronyms used in the Performance Contract.

The community was asked to send any input regarding the Performance Contract to ELARC by August 29, 2012. Two letters were received and one dealt with the quality of services from vendored therapists which was referred to the appropriate individual for follow-up. The second letter was in regards to transition planning and the concern ELARC has a large young adult population getting lost in transition. There were three suggestions which included a transition workshop. Mary Hosokawa, Education Specialist, has worked closely with the school districts in planning for the students transition events by providing resource fairs and special workshops and will continue to provide this type of information. Additionally there is an Information and Training Specialist who works with the Area Board Inclusion Institute and will continue with assisting the family with transition issues. Additionally there was a suggestion around the "Family Directed Transition Planning Guide." The guide is currently in development with Mary Hosokawa and her team. Lastly, the development of the Person Centered Thinking Planning Guidelines is being forwarded to ELARC's Autism Specialist, Liz Rodgers who coordinates all the Person Centered Thinking Planning activities and works closely with Mary Hosokawa.

Elizabeth Harrell provided a brief overview of the additional information provided at the community meetings. The Performance Report for Eastern Los Angeles Regional Center is a "report" card. The report is a template from DDS. All regional centers receive the report and is posted on the websites. The report is a summary of Performance Contract for 2011. The mid-year data report provided by DDS is distributed to all regional centers and is also posted on the websites. The report provides statistical information on each area of the Performance Contract and how ELARC is doing in comparison to the other regional centers. Each area of the Performance Contract is a measurable outcome linked to public policy or a regulatory requirement.

A brief overview of the draft Performance Contract for 2013 was provided by Elizabeth Harrell. The draft Performance Contract will be on the Board agenda for the October meeting for final approval. If there are any concerns and/or changes they may be directed to Elizabeth Harrell. Once approved the document will be forwarded to DDS for their review and final approval for implementation in January 2013.

Felipe Hernandez addressed the concern re: the quality of services received from vendored therapists. He reported when there is a concern regarding a vendor or vendors the complaint may come from a parent or a service coordinator the information is shared with Quality Assurance (QA). QA will share the concern with the vendor and the vendor is given the opportunity to respond to the allegations in writing. In some cases vendors may be registered with other regional centers so ELARC contacts the vendoring regional center to advise them of the complaint(s). They review their vendor files to see if there have been any problems in the past. Once the vendoring regional center reviews the report and does their investigation, the information is shared with ELARC. ELARC will then have an internal meeting which may include QA staff, service coordinator and supervisor who will review the response from the vendoring regional center as well as the response developed by ELARC. Once the investigation is completed the service coordinator will share the information with the family informing them of the findings. If the family requests to meet with the team (QA staff, supervisor and service coordinator) the service coordinator will make the necessary arrangements. If parents provide additional information the matter is reopened and a further investigation is done.

B. “Way Forward” Update

Gloria Wong reported the development of a consumer focus group is the last part of the survey process that the twelve regional centers have participated in. Information has been received from parents, professionals and vendors through survey monkey.

A focus group with ELARC consumers has been formed and will be meeting on September 12th from 4:00 P.M. to 6:00 P.M. in the board room. Attendance is by invite only. Consumers invited were active board members that are directly served by ELARC. In addition active members of the Consumer Advisory Committee were invited to participate along with consumers who have attended Consumer Advisory events. The focus group will be requested to share their thoughts about the regional center. There are some specific structured open ended questions. Elizabeth Harrell and Mary Hosokawa will be the facilitators.

C. Budget Status

1. Fiscal Year 2011-12
 - C-7 Contract Amendment
 - POS Monthly SOAR Report

The Purchase of Services (POS) Monthly SOAR Report was distributed and reviewed.

The C-7 amendment to the 2011-12 contract was received for \$2.6 million for POS. The current deficit is reported at \$3,378,782. Gloria Wong reported that future amendments to the contract for those regional centers in deficits are expected over the next few months.

2. Budget Status Fiscal Year 2012-13

- Sufficiency of Allocation Report (SOAR)
- Operations: Performance Report
- Cash Flow Update

Gloria Wong reported the first SOAR will be due to the Department of Developmental Center in November. The first full comprehensive SOAR will be shared with the Board of Directors in January 2013 since there is no Board meeting in December.

The preliminary allocation in Purchase of Services (POS) was received in the amount of \$121 million. ELARC received its first allocation, D-1, in the amount of \$20 million for Purchase of Services, for a total POS allocation to date of \$141 million. Last year \$136 million was spent in POS. The **D-2** should be received before December.

Cash Flow Update:

To date ELARC has not had to draw on its line of credit. The current line of credit is at \$34 million with City National Bank which will expire October 1, 2012. The line of credit will be reduced to \$11 million as a revolving line of credit for the balance of the fiscal year after the October 1, 2012 date.

In light of an unanticipated revenue shortfall when the budget was passed in June 2012, a “Trigger Bill” clause was added which would impact regional centers with an additional \$50 million reduction if revenue projections are not realized.

Operations:

Prior to receiving the D-1 allocation, ELARC was short \$4 million. \$3.6 million was received for Operations and will be incorporated into the next Budget Performance Report. There is still a projected deficit of approximately \$400,000 but there is one outstanding allocation for the Community Placement Plan which will erase the deficit in Operations.

D. Department of Developmental Services (DDS) Audit Review & Results: Fiscal Years 2009-10 & 2010-11

Gloria Wong reported on the completed audit review of ELARC for the period of July 1, 2009 through June 30, 2011. The DDS audit is conducted every two years. In addition to the DDS audit, an independent audit which is part of the contractual agreement is performed on an annual basis.

The complete report was included in the Board meeting packet. Reference was made to Page 21. There were three items cited by the audit team and ELARC responded to the findings with a corrective plan of action. Edith Hernandez, Contractor reviewed the responses.

E. Conflict of Interest Regulations

Correspondence from DDS regarding Conflict of Interest Regulations and dated August 24, 2012 was shared with the Board.

DDS has instituted more stringent measures as it relates to the conflict of interest policy. As of August 15, 2012 emergency regulations and reporting statements are required, ELARC will be reviewing the current Conflict of Interest policy in order to make necessary revisions. Additionally the Conflict of Interest must be signed annually by August 1, 2012.

VII Consumer Services Report (Felipe Hernandez)

The Consumer Services Report was deferred.

VIII Committee Reports

A. Vendor Advisory Committee

Armando Villegas, new VAC representative reported no meeting was held in August. A subcommittee continues to work with Frances Jacobs, Manager, Community Services, in developing ethics training for vendors.

B. Consumer Advisory Committee

Deborah Gallardo, Board Member, reported she been nominated for the Vice Chairperson of the Consumer Advisory Committee.

C. Family Advisory Committee (Felicitas Navera & Elizabeth Harrell)

Liz Harrell reported on the meeting of the FAC. Attendance was poor, but one of the items discussed was the alternating schedule. Parents requested that the alternating schedule continue, evenings and mornings. Liz reported Felicitas suggested moving the FAC meeting from the first Wednesday of the month to the third Wednesday of the month so that it would follow the Board Meeting held on the second Tuesday of the month. This would allow the board representative to better share what transpired at the recent board meeting. The change was well received by the FAC. The video-conferencing will continue with Whittier.

Liz also reported another change will be to have four of the FAC meetings focus on budget updates from Gloria. These meetings will also be alternating, evenings and mornings, throughout the year. Additionally six meetings will be informational presentations and discussions. Presentations will also be done by ELARC staff on subjects which are important to parents, such as quality of services, advocacy services, residential placement, understanding out of home respite, transition, employment.

Felicitas Navera indicated she is very happy about the new schedule for the FAC meetings and also stated Liz Harrell has done a great job on structuring the FAC meetings.

The new schedule will begin in January 2013.

Felicitas reported the FAC continues to be very active. Fran Gold Goldberg will be providing another training session in October. Yvette Baptiste was unable to attend the last FAC meeting as she was attending a special conference on emergency preparedness concentrating on the minors who are placed in shelters. It has been noted during emergency situations minors are being abducted and molested.

Felicitas also reported a training session to teach our consumers how to vote is being planned.

D. Finance Committee

Joe Utar reported a Finance Committee Meeting was held on September 4, 2012. Board members present included Terry Munoz, President, and Joe Utar and Elton Lui. ELARC representatives: Gloria Wong, Executive Director, Patricia Alvarez, Chief of Administrative Services.

A

conference call was held with the new auditors Lautze & Lautze. The auditors are located in San Francisco and have done audits for other regional centers up North. New regulations require regional centers to change auditors every five years. The conference call was a pre-audit meeting as they will be on site beginning on Monday, September 17, 2012 through October 5, 2012. The conference call was an introduction to their processes and they also asked questions about any significant changes in the budget from FY 2010/11 and 2012/13. They also asked about system changes, issues of fraud, conflict of interest and transparency, lawsuits, personnel changes. The auditors also called for an executive session with the Board members only. Gloria and Pat Alvarez were not present during this private session.

Once the audit is completed and the draft copy is received, it will be presented to the Finance Committee for their review.

IX Miscellaneous Announcements

Yvette Baptiste, Director of the Family Resource Center distributed a flyer regarding the 11th Annual Early Start Vendor & Community Fair for families is scheduled for Tuesday, September 18th from 3:00 P.M. to 6:00 P.M.

Yvette also reported the regional center provides a lot of support and provides technical assistance to the FRC. Yvette indicated the FRC has been applying for grants and contract. The California Children Services (CCS) has not had a contract with a family support agency in Southern California at all. In Northern California and other areas, San Diego, all of the other CCS County Departments have these contracts. Yvette reported that finally there will be one in Los Angeles County and the FRC is the lead agency. They will be providing family support directly to those families, providing them with information resources and referrals. CCS is for children with high medical needs and are medically fragile. The contract is being negotiated, it will be awarded on a yearly basis and be an on-going contract.

Yvette also reported the Office of Child Abuse Prevention State Office has an initiative on strengthening father engagement. She reported this has always been of interest to her because many of the families they work with, the parents struggle with their relationships. The FRC applied for a grant to do some capacity building, engaging the dads and developing a support group. FRC will be receiving consultation from Strategies which is an organization that is funded to do training.

Yvette report the Department of Mental Health has asked the FRC to train families and mentor parents who have children in both the regional center system and the

Department of Mental Health System (who are dually diagnosed). In June there were five ELARC individuals who were trained to be mentors to families who are just discovering their child has a mental health condition in addition to a developmental disability. This is the second year and the training is held in the Board Room.

X Adjournment

There being no further business to discuss the meeting was adjourned at 7:35 P.M.

***M/S/C (Elton Lui/Jiang Guo) To adjourn the ELARC Board of Directors meeting.
Unanimous.***

Respectfully submitted by:

Felicitas Navera, Secretary
ELARC Board of Directors

Recorded by: Rosalie Estrada, Executive Assistant

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