



**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  
 November 13, 2012  
 Approved January 8, 2013**

**Present:**

Terry Munoz, President  
 Felicitas, Navera, Secretary  
 Robert Hazard, Treasurer  
 Pat Gomez, Vice-Chairperson  
 Marvin Brown  
 Theresa Chen  
 Armando Villegas, VAC  
 Joe Utar  
 Deborah Gallardo

**Staff Present:**

Gloria Wong, Executive  
 Director  
 Felipe Hernandez, Chief of Consumer Svs.  
 Frances  
 Jacobs, Manager, Community  
 Services  
 Jacob  
 Romero, Service Coordinator  
 Rosalie  
 Estrada, Executive Assistant

**Absent:**

Jiang Guo (excused)  
 Elton Lui (excused)

**Guests:**

Refer to Sign  
 In Sheet

\*\*\*\*\*

Terry Munoz, President, called the meeting to order at 6:10 P.M.

**I Welcome and Roll Call**

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

**II Introductions &  
 III Opening Round**

Terry Munoz requested the Board of Directors introduce themselves and share

a positive experience.

Theresa Chen shared that her son, Sean, with assistance, loves to sing especially during the Christmas season and it makes her very happy to listen to him.

Felicitas Navera shared she is the BOD representative to the Family Advisory Committee and she is very proud of the group. She also shared for the longest time she had been looking for a lawyer to do a special needs trust for her son and finally through the FAC she was referred to a lawyer. She is happy that she now has a special needs trust for her son. The lawyer has indicated he would be willing to speak to the FAC.

Terry Munoz shared her son is back to school and into the daily routine and the family is getting ready for the holidays.

Bob Hazard shared he has a sister who is developmentally disabled and is currently residing at the Lanterman Developmental Center (LDC) and is in the process of transitioning into the community. He reported he attended a meeting at Halifax home in Temple City which is very close to being ready for occupancy. His sister was also there with the other three ladies from LDC to see their new home. His sister's service coordinator, Le Hua, and Cindy Hill the regional director for Elwyn, a community provider, met with Bob and another parent, and both parents were very impressed with the home. He indicated he was very impressed with Le Hua with her capabilities and knowledge and feels his sister is in good hands with ELARC and the vendor.

Joe Utar reported his twin daughters are now 27 years old and are ELARC consumers. One of his daughters is blind and attends the Brail Institute, and the other is attending classes at PCC. One of the girls is in the choir at a church in Pasadena that has a special ministry for individuals with special needs. In the afternoon the family attends a Thai church and his daughter plays the piano and keyboard in the band.

#### **IV Community Input**

Jonathan Chien, parent reported two weeks ago both he and his wife held two conferences re: ABA (Applied Behavior Analysis). One of the conferences was in Beijing with the Department of Rehabilitation of China. The response was good and they are asking for more conferences. There were approximately 500 persons in attendance and had to turn away about 200 individuals.

Richard Helgeson, parent, stated even though it may controversial, Proposition 30 passed, and he feels it was a positive outcome.

#### **V Approval of Board of Directors Meeting Minutes**

## **A. Minutes of BOD Meeting of October 3, 2012**

Minor editorial corrections were made. Correction: Joe Utar was not present at the October Board Meeting.

***M/S/C (Theresa Chen/Robert Hazard) To approve the Board of Directors Meeting Minutes of October 3, 2012 as corrected. Unanimous.***

## **VI Executive Director's Report**

### **A. Performance Contract (PC) 2013**

The Performance Contract for 2013 has been submitted to DDS for review and final approval. As suggested by the Board at the October Board Meeting, the acronyms used in the document were spelled out. No other changes were made. A copy of the PC was shared with the Board. Once the PC is approved by DDS it will go into effect on January 1, 2013.

### **B. Budget Status**

#### **1. Fiscal Year 2011-12 SOAR Update**

Gloria Wong reported six months after the end of the 2011/2012 fiscal year there is an outstanding deficit in POS of approximately \$3.4 million. An amendment to the contract from DDS is expected which will erase the deficit.

#### **2. Fiscal Year 2012-13**

Gloria Wong reported ELARC has received the preliminary allocation and the D-1 from DDS for Purchase of Services and Operations.

**SOAR (Sufficiency of Allocation Report):** The Purchase of Services (POS) Monthly Soar Report will be completed and submitted to DDS by November 15<sup>th</sup>. The SOAR report is a comprehensive analysis of actual expenses incurred during the first three months of the new fiscal year. These expenses will then be compared to the allocations received thus far in the preliminary and the D-1 allocation and will determine if ELARC is predicting a deficit or a surplus. Gloria reported, based on allocations received to date, ELARC is projecting a \$15 million deficit in Purchase of Services (POS).

It was also reported that it is anticipated that as in past years, adjustments to the budget allocation will be made after the SOAR is analyzed by DDS.

- The full comprehensive SOAR will be shared with the Board of Directors at the January 2013 meeting.

A copy of the correspondence from DDS dated October 3, 2012 re: 2012/2013 Annual Sufficiency of Allocation Report was shared with the Board. The correspondence provided instructions to be used when completing the SOAR.

- **Budget Performance Report - Operations:** A copy of the Budget Performance Report for FY 2012/13 was distributed to the Board. Gloria reported there is a deficit of \$276,394 and there is still an allocation of approximately \$1 million outstanding in Operations.

**Reports:**

- **Caseload Growth Graph:** A graph depicting caseload growth for the last eight fiscal years was distributed and reviewed. Growth rate has been an average rate of approximately 5% and for current fiscal year. ELARC's projection is a 4.4% growth factor. The Early Start cases (status 1) are starting to increase and projecting a 5.7% increase.

- **Consumer Statistics: Consumers by Diagnosis Graph:**

The majority of ELARC consumers (36.6%) are diagnosed with Autism. There are a growing number of children being registered. Children ages 5 years to 17 years of age are 26.3% of the total population registered. The Hispanic ethnic group remains the largest at 70.1% of those registered, with the Asian population following second at 12.2%.

**New Purchase Comparison Graph through August:** Difficult to project as this time as it is only two months being reported. The SOAR report indicates an average of about a 5% increase from the previous fiscal year.

- **Cash Flow Update:** Gloria reported to date ELARC has not had to draw on its line of credit. The initial line of credit as approved at \$34 million expired October 1, 2012. The line of credit has been

reduced to \$11 million as a revolving line of credit for the balance of the fiscal year.

### **3. “The Way Forward” Project Update**

Earlier this year a survey was developed and uploaded to Survey Monkey and the participating regional centers invited stakeholders to respond to the survey. The stakeholder group included service providers, clients, parents/caregivers. More than 2000 invitations were sent out and more than 700 surveys were completed.

Client participation to the survey was low, and in order to gain more input from consumers the fourteen regional centers conducted focus groups in order to obtain input from clients in September. The issues which were addressed by consumers included how the regional center works for them now, whether and how they would change if they could, and issues such as show staff turnover in services providers have affected them. Consumers expressed they have a need for their basic needs to be met and are worried about services in the future.

A final report on the “Way Forward” Project is expected early part of the year.

### **4. Lanterman Developmental Center (LDC) Update**

The legislature is actively conducting hearings and trying to get an assessment on how the closure of the LDC is progressing. ELARC has about eleven consumers who are slated to be placed for the current fiscal year and about two others from other regional centers who are being transferred to ELARC for placement.

The 853 home for the medically fragile now has four residents.

Robert Hazard reported DDS wants to place a deadline on the closure of the LDC but the parents and families of LDC are very adamant about including the caregivers/state staff who have cared for consumers , some for up to 30 years. ELARC will be the first regional center to get State staff hired for the consumers as they are placed in their new home. Gloria reported ELARC has been working with the vendor, Elwyn, and they have made the commitment to hire State staff with the current contract funding level.

### **5. Board Member Resignation**

Miguel Lugo, CAC representative, who has served on the Board of Directors has submitted his letter of resignation. Miguel has been working for Fiesta Educativa, a vendor, and unfortunately it is taking the majority of his time.

Gloria reported she met with Roman Castro who has just been elected as the chair of the VAC. He was given the Board Member application and will get back to Gloria as to his decision.

## **6. Revised Operational Policy & Procedures – Request for Proposals (RFP) DRAFT**

The current policy re: Request for Proposals was approved by the Board at the April 12, 2011 meeting. The auditors had some questions about the policy which was approved by DDS and ELARC decided to make some slight amendments to the policy. The Lanterman Act requires the Board of Directors to approve all contracts over the amount of \$250,000. The revised policy states that all contracts of \$250,000 or more shall be entered into with the approval of the Board of Directors.

Frances Jacobs provided background information regarding the Request for Proposals policy. In 1999 DDS requested the regional centers to include in it's contract a RFP policy. The policy was revised and Gloria Wong shared the revised policy with the Board November 2010. The policy was approved by the Board of Directors. The regional centers were then asked to develop a Board approved policy which would be in effect January 1, 2011. The policy would include the components of what were the circumstances under which the regional centers would do a RFP, what would be the applicable dollar threshold, what would be the process and how would the regional center evaluate and select an applicant. Additionally the Board Policy would need to be posted on the regional center website. The policy for RFP's was reviewed by the Board and approved on November 9, 2010 and was posted on the website. In March of 2011 a letter was received from DDS asking ELARC to revise the approved policy to further address the thresholds. The original version was open and all the RFP's would come to the Board. In April 2011 the Board received a revision of the policy which incorporated a threshold of \$200,000.

A draft dated October 31, 2012, of the revised Request for Proposals (RFP) was distributed and reviewed by the Board. Frances reviewed the changes which were highlighted. There were no changes on page 1 of 4. Page 2, first paragraph statement added which is included in all RFP proposals stating "Start-up funds are intended to defray the cost of development and not as the sole source of funding new development expenses in total." Page 3, added "References with current contact information to determine track record for developing resources." Page 3, lower page,

“All applicants will be scored as detailed in the RFP including and based on the coverage of the following items:” (added underlined statement).

Page 4: Added the \$250,000 or greater amount included in the first revised paragraph. The last paragraph also had a change in the dollar amount from \$200,000 to \$250,000.

Page 3: Paragraph 4, line 4, change “may” to “shall” be comprised of a minimum of three members . . . . “

Frances Jacobs provided and reviewed the listing of RFP’s as of November 13, 2012.

***M/S/C (Robert Hazard/Theresa Chen) To approve the Revised Operational Policy and Procedures (RFP) With or Without Start-Up Funding as edited. Unanimous.***

## **VII Consumer Services Report – Felipe Hernandez, Chief of Consumer Services**

Felipe Hernandez reported on the following:

**SB 35** mandates regional centers to make training available for adults with developmental disabilities so they too can register to vote. Regional Centers are listed as a site for individuals to register to vote. SB 35 added additional requirements to regional centers so that there is an annual training requirement to regional center staff so that they are aware of the “Motor Voter” responsibilities. Responsibilities include making adult consumers aware that they must register whenever they move in order to be able to vote. SB 35 is meant to keep individuals current and up to date and to keep consumers educated on their responsibility to vote and trying to make it as easy as possible for individuals to understand the voting process. If assistance is needed by a consumer the service coordinator is the responsible party and they should make themselves available to assist in completing the registration forms.

**Special Incident Reports (SIRs):** A new Special Incident Coordinator has been hired. Training to staff will be a priority. A large number of involuntary psychiatric hospitalizations have occurred and regional centers are required to submit this information to DDS. ELARC has been at the top in terms of the number reported to DDS. ELARC has been receiving technical assistance from Mission Analytics, who has a contract with DDS, offering consultations and provides assistance in submitting reports. ELARC is primarily looking to providing training to staff working at residential homes which would include training them to be more proactive and would receive additional behavior training to ensure the residential provider is maximizing their staff before calling “911” thereby avoiding the need for hospitalization. Since starting this training approximately six months ago the numbers have dropped.

**Caseload Leveling:** ELARC is in the process of caseload leveling due to the high number of cases assigned to service coordinators. An effort is being made to level the caseloads so that there is more equity among the service coordinators.

**SLS (Supported Living Services):** ELARC is providing additional support to service coordinators for supported living services. A standardized assessment questionnaire provided by DDS is the result of a Trailer Bill requirement and is approximately two pages long. SLS is available to adults and has a developmental disability. The program allows consumers to have a more independent living arrangement than they would have living in a residential home. A consumer can live in a home or apartment, though they must be the primary lessee or renter or owner of the property to qualify for SLS services.

Service coordinators are required at the time of the IPP (Individual Program Plan) meeting to make sure the consumer maximizes all the generic resources available in an effort to assist the consumer in being trained to be as independent as possible.

## **VIII Committee Reports**

### **A. Vendor Advisory Committee**

Armando Villegas, VAC representative reported the VAC met in October but he was unable to attend. He reported the committee continues to discuss “best practices” and scenario’s are addressed and discussed with the committee. They were also assisting the consumers with registering to vote and educating them on the significance of voting.

The next VAC meeting is scheduled for November 15 at 10:00 A.M. in the Boardroom.

### **B. Consumer Advisory Committee**

Ramon Castro, CAC Chairperson, reported they the CAC continues to collaborate on the development of a 5 year plan. Focus has been on outreach and getting more consumers involved and sponsoring presentations/workshops for consumers.

The next CAC meeting is scheduled for November 27 from 4:00 P.M. to 7:00 P.M. in the Boardroom.

### **C. Family Advisory Committee (Felicita Navera & Elizabeth Harrell)**

Felicita Navera reported the FAC continues to move forward in trying to reach out and educate families. The Family Resource Center is working to develop a “Father’s Group”



and response thus far has been good. Feli shared a copy of the new FAC brochure with information about the FAC mission, purpose and function along with the 2013 meeting schedule. Due to a conflict in schedules the FAC meeting schedule will be moved back to the first Wednesday of the month. The meeting had been changed to the 3<sup>rd</sup> Wednesday of the month to allow the board representative to provide information on what was reported during the Board meeting which is held on the 2<sup>nd</sup> Tuesday of the month.

Feli also announced ELARC staff will be presenting on and discussing topics and issues families have identified as being of importance. Parents are encouraged to come. After the presentation parents there will be an question and answer period.

#### **D. Finance Committee**

The Board Finance Committee will meet on January 23, 2013 with the independent auditors to review their report.

#### **IX Miscellaneous Announcements**

Michelle Sepulveda, Family Resource Center (FRC) announced they received a grant from Strategies for training and technical support. The FRC is looking to start up a “father engagement” and are looking for dads who are active in the community to start a support group or who would be interested in attending a support group/training. The training would be free of charge. Additionally she reported this is the first year that they have taken over the Prevention and referral services program which was previously under the Regional Center. Michelle indicated if the Board is interested she can provide a power point presentation on how the change has been effective across the State of California at a future Board meeting.

#### **X Adjournment**

There being no further business to discuss the general session of the board meeting was adjourned at 7:40 P.M.

#### **XI Executive Session**

An Executive Session was called to order at 7:35 P.M. for the purpose of discussing a personnel matter. The executive session was adjourned at 7:55 P.M.

Respectfully submitted by:

Felicitas Navera, Secretary  
ELARC Board of Directors

Recorded by: Rosalie Estrada, Executive Assistant