



EASTERN LOS ANGELES REGIONAL CENTER
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**ELARC Board of Directors Meeting
 Minutes of November 18, 2014**

Approved January 13, 2015

Present:

Robert Hazard, President
 Lida Chavez, Secretary
 Felicitas Navera, FAC Representative
 Elias Fonseca
 Deborah Gallardo
 Terry Munoz, Treasurer
 Theresa Chen
 Diane Lasell
 Armando Villegas, VAC Representative

Staff Present:

Gloria Wong, Executive Director
 Felipe Hernandez, Chief of
 Consumer Services
 Rosalie Estrada, Exec. Secretary

Absent:

Tony Borrego, excused
 Anthony De La Rosa, Vice Chairperson (excused)
 Roman Castro, CAC Representative (excused)

Guests:

Please refer to Sign In Sheet

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I Welcome & Roll Call

The ELARC Board of Directors meeting was called to order at 6:05 P.M. by Robert Hazard, President. A quorum was present to conduct necessary business.

II Introductions & Opening Round

The Board and guests were introduced and were asked to share something positive in their life.

III Community Input

There was no other community input.

IV Approval of Board of Directors Meeting Minutes

A. Minutes of October 14, 2014

A few minor grammatical errors were noted.

M/S/C (Lida Chavez/Elias Fonseca) To approve the Minutes of October 14, 2014 as edited. Unanimous.

V. Executive Director's Report

A. Budget Update

1. Fiscal Year 2013-'14

✓ E-6 Allocation

The monthly Purchase of Services (POS) budget report was distributed and reviewed. The E-6 allocation was received. Despite this allocation ELARC is still reporting a deficit of \$24,694.

2. Fiscal Year 2014-'15

✓POS Update: After completing the first full analysis (Sufficiency of Allocation Report /SOAR) there is a projected deficit of a low of \$13,345,428 to a high of \$15,721,153. The graph "New Purchases Comparison" was reviewed. In comparing the new expenditures in July, August and September to the previous year (2013-'14) expenditures have increased.

Fiscal Yrs.	July New Encumbrances	August New Encumbrances	Sept. New Encumbrances
FY 2014/15	\$14 million	\$9 million	\$7 million
FY 2013/14	\$12 million	\$8 million	\$6 million

✓Operations: The Budget Performance Report was reviewed. The balance in operations is \$426,495. Of this total \$81,564 is CPP funds received for half-year funding for two positions. Community Placement Program (CPP) funds are to be used exclusively for funding developmental center related placement expenses. Therefore the actual available balance for all other operational expenses is \$344,931.

Staff remains on a reduced work schedule due to cuts in operations. Currently staff work 78 hours versus 80 hours in a two week pay-period. To reinstate the additional two hours per pay period would cost approximately \$345,000 per year.

It is important to note that ELARC and all other 20 regional centers have been unable to meet the required service coordinator ratios. Based on last years' report ELARC would need to hire nine service coordinators. The next annual report is due March 1, 2015. Considering caseload growth over this one year period ELARC will need to hire more than the projected nine from last fiscal year. Therefore utilizing the balance of the currently available operations funds (\$345,000) to restore the work schedule would leave minimal funds in the hiring the required service

coordinators.

3. Governor's' Budget

The Governor's Preliminary Budget for Fiscal Year 2015-'16 will be released in January 2015. Efforts have been made to include a partial restoration of the cuts sustained by service providers and regional centers in the release of the Preliminary Budget. Failure to include the requested funds, an aggressive campaign will be waged in an attempt to restore cuts to regional centers. Background information includes the following actions:

(1) There have been many comprehensive reports developed by ARCA on operations and Purchase of Services about the deep cuts the regional center system has taken and why there needs to be a reversal of these cuts. The reports have served to educate legislators.

(2) The Lanterman Coalition has been in existence for sometime and has retained more traction over the last couple years. The Coalition members include Association of Regional Center Agencies (ARCA), advocacy groups, parents, and service providers.

The group emerged to establish unified positions that could be promoted for budget considerations. In the recent year the Coalition developed an ambitious eighteen point outline of items to be addressed. Eventually that list was pared down to two final positions as a result of budgeting limitations. These two positions were:

- 1) Restore early start to pre 2009 eligibility.
- 2) There needed to be a plan/campaign/plan of action to restore the funding to the service providers and regional center operations

Most recently there were two legislative hearings conducted by Senator Beall. The purpose was to address the state of regional centers as a result of the historical deep cuts. Approximately 100 individuals provided testimony at the northern and southern California hearings. Post hearings a letter was sent to Governor Brown on October 27, 2014 signed by eight legislative representatives. Ms. Wong reviewed the correspondence.

The Plan of Action (POA) for starting an aggressive campaign to influence changes to the 2014-15 budget will include three phases.

Phase 1: Will consist of a condensed version of what the letter to Governor Brown and the historical actions which have taken place over the years. The POA can be distributed to generate some momentum from the community. Outreach efforts will begin November through January posting information on the ELARC website as well as in the intranet (in-house) so that service coordinators can have information as calls from families come in.

Phase 2: Once the January Budget is released, a full implementation campaign will take place to encourage the community to aggressively contact their representative, the Governor and other key representatives. The campaign will include sending letters, emails and making phone calls.

Phase 3: The efforts stated above will continue. Information to be distributed on committee hearings and how to get involved whether it be by letter, personal visits, making a phone call or attending a committee hearing.

Additional activities will include a “Grassroots Day” in Sacramento. Details to follow.

B. Self-Determination (SD) Update

Gloria Wong provided an update on Self-Determination. The application is being prepared by DDS with input from an advisory committee composed of parents, advocacy groups, service providers, a consumer representative and the Association of Regional Center Agencies (ARCA) (of which Gloria Wong is part of the committee) A total of five meetings have been held to date. The application must be submitted to the federal government by December 31, 2014. The main concern in preparing this application is that the federal government has amended regulations as of March 2014. All new applications submitted after this date must adhere to the new regulations. Applicants are struggling with the interpretation and expectations under these new standards. All other existing federally funded programs will need to come into compliance with the new regulations but will be allowed a five year period to come into adherence. There have been numerous other states that submitted applications under the new regulations and none have been approved to date. Efforts are being made to learn from these previous rejections and to avoid these same pitfalls. DDS wanted to submit the most important part of the application which is the definition of services that will be funded under the SD programs. The decision was made to submit a list of services in advance of the application for a “courtesy review”.

Once the official application is submitted to the federal government the 90 day response time frame begins. There will be on-going communication between DDS and CMS during this process. If the application is returned with a list of items which must be revised, the 90 day clock restarts.

A list of services and definitions have been approved by the SD Advisory committee. There are other sub-committees assigned other areas for review. The definitions have been presented to the Self Determination Advisory Committee and finalized. The definitions will be part of the full application. SD Advisory is scheduled to meet on Thursday, November 20, 2014.

Gloria referenced page 12, Financial Management Service. This is the only category which will require vendorization. All participants must hire a fiscal management agency and will also have the option of hiring an independent broker/facilitator. All related costs for these services must be absorbed within the existing budget. No adjustments or increases for these services will be made.

The project will be limited to 2,500 participants statewide in the first three years. ELARC will have approximately 100 participants. ELARC currently has 26 consumers in the original pilot. Therefore ELARC will add only 74 additional participants. After three years SD will be available to all consumers.

Independent Facilitator: The function of the Independent facilitator will be to assist the participant to access needed services identified in the IPP. This service will also be paid from the participant's budget. This is an optional service.

Background Check: A draft SD Program Directive: Service Provider Background Check was developed and distributed for review. Issues continue being addressed by the sub-committee.

Budget: The individual's budget will be based on the last 12 months of expenditures.

Training: The sub-committee has met twice and will continue to meet until the training component is fully developed.

Selection Process: The SD Advisory Committee has had discussions but determination mode item will be discussed at meeting on November 20, 2014.

Local Advisory Committee: The Local Advisory Committee is charged to oversee the project, to coordinate meetings, training and outreach but will not be established until there is an application in place. Area Board X will select 50% of the participants and regional center will select the other 50%. Area Board X has already begun interviewing potential candidates.

Updated information on Self-Determination is available on the DDS website.

C. Purchase of Services (POS) Variance Report Update

Regional centers are required to do an analysis of expenditures for the previous fiscal year. The information is displayed in the POS Data report which is to be posted on the Regional Center website by December 31, 2014.

No sooner than thirty days after posting the regional center must schedule a community meetings to discuss the report.

D. Future Board Training

Gloria reported there is currently a vacancy on the Board for an Asian representative. Discussed board training possibilities for next year at end of March or April.

E. Agency Holiday Closure

Gloria Wong as director has the authority under the Personnel Manual to grant "administrative" closures.

The regional center will be closed in honor of the following agency holidays: December 24th & 25th and December 31st and January 1, 2015. Ms. Wong notified the Board that she has authorized an administrative agency closure on the following Friday of each holiday period, thereby granting December 26th and January 2nd, 2015 as an administrative paid agency closure.

The Board voiced their unanimous support in declaring the two administrative days off.

F. City National Bank

1. Credit Card Application

Currently there are two credit cards used by ELARC management, they are American Express and MasterCard with Bank of America. Gloria indicated she would like to open an account with City National Bank and close out MasterCard with Bank of America. It is very difficult as a nonprofit agency to apply for credit cards since there is no collateral.

City National Bank is ELARC's current bank and will not require collateral and will issue the cards under the Eastern Los Angeles Regional Center entity.

The application will require approval by the Board and signature of Board Secretary, Lida Chavez, Secretary.

M/S/C (Terry Munoz/Felicitas Navera) To approve the application for a new credit card with City National Bank. Unanimous

VI Consumer Services Report (Felipe Hernandez, Chief of Consumer Svs.)

Felipe Hernandez reported the following:

✓ A meeting was held in October with parents whose son/daughter are attending the Foothill Vocational Program to inform the families the Foothill Work Activity Program in Pasadena will be closing at the end of December. There are approximately eighteen individuals from ELARC attending the program. ELARC will offer them some options which are work-related, a vocational program in keeping with the Employment First concept encouraging consumers to work in a variety of settings including supported work and hopefully will be closer to their homes.

✓ On September 14th Assembly Bill 1089 was passed and will require regional centers to work closely together with the Department of Children and Family Services (DCFS) in particular targeting children 0 to 3 year old children in Early Start. Issues were raised in the past as it relates to the amount of time it would take regional centers to transfer cases from one regional center to another without disrupting services. In the past DCFS social workers were not contacting regional centers in a timely manner about and alerting the regional center that the child had been moved.

✓ A transition workshop was held at the SELPA offices in Alhambra on November 15th to work together in terms of getting information to parents and sharing information on opportunities for employment and housing. Emphasis was given to consumers getting more competitive employment.

VII Committee Reports

A. Consumer Advisory Committee

Roman Castro was unable to attend the Board meeting this evening.

B. Family Advisory Committee

Felicitas Navera reported the FAC meeting on November 5th. The FAC schedule for 2015 meetings has been scheduled in collaboration with the parents. There are three business meetings and the rest are presentations parents expressed an interest in. Parents are excited about the new year. The first topic on January 7th is "The Role of the On-Call Supervisor/Mental Health Crisis".

Felicitas shared the role of the FAC will be to reach out to more parents.

The Board was invited to attend the FAC meetings.

C. Vendor Advisory Committee

Armando Villegas reported the VAC met on October 23rd. There was a great deal of discussion on Self-Determination. There was also discussion regarding the revival of the various sub-committees.

Lonetta Yarleque, Forensic Specialist at ELARC presented to the VAC earlier in the year. The VAC discussed the possibility of developing a subcommittee with the goal of developing training to the local police departments about the regional centers and its consumers.

Armando reported he spoke to Frances Jacobs to see if it would be possible to have a resource specialist to present and answer questions vendors may have at the VAC meetings. Joyce Miramontes will be present at the November 20th meeting.

D. Finance/Personnel Committee

Terry Munoz reported both she and Bob Hazard met with the independent auditors, Lautze & Lautze on November 6th to review findings of the required fiscal audit. They reviewed all the financial statements and went into an executive session with the auditors.

Gloria reported this independent audit is a requirement under our contract and is performed on an annual basis. The financial review was for the previous fiscal year, 2013/2014. The full report has been posted on the ELARC website.

There was only one recommendation as it relates to Targeted Case Management. The team reviewed 50 cases and 11 of these cases showed billing for administrative time which is an unallowable service.

Bob Hazard reported the auditors were happy with the support and the response they received from ELARC staff and stated they feel very proud to work with ELARC.

As a private non-profit corporation there are no taxes paid but the agency is required to submit the 990 form to the federal government and for the state form 199 and the RRF1 to the attorney general All documents were completed and approved and have been posted on the ELARC website. The documents were approved by the Finance Committee.

VIII Miscellaneous Announcement

A reminder there will be no board meeting in December.

IX Adjournment

There being no further business to discuss the meeting was adjourned at 7:30 P.M.

M/S/C (Anthony De La Rosa/Felicitas Navera) To adjourn the general board meeting at 7:30 P.M. Unanimous.

Original Signed by Lida Chavez

Lida Chavez, Secretary, ELARC Board of Directors

Recorded by: Rosalie M. Estrada, Executive Assistant