



EASTERN LOS ANGELES REGIONAL CENTER

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

**ELARC Board of Directors Meeting
Minutes of January 12, 2016
*Approved As Corrected February 9, 2016***

Present:

Robert Hazard, President
Terry Munoz, Treasurer
Lida Chavez, Secretary
Felicitas Navera
Diane Lasell
Anthony De La Rosa
Tony Borrego
Deborah Gallardo
Virgilio Orlina, CAC Representative

Staff Present:

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

Absent:

Elias Fonseca

Guests:

Refer to Sign-In Sheet

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I Welcome & Roll Call

The ELARC Board of Directors meeting was called to order at 6:03 P.M. by Robert Hazard, President. A quorum was present to conduct necessary business.

II Introductions & Opening Round

The Board and guests were introduced.

III Community Input

There was no community input.

IV Approval of Board of Directors Meeting Minutes

A. Minutes of the BOD Meeting of November 10, 2015.

Minor corrections were noted on pgs. 4, 5, 6.

M/S/C (Diane Lasell/Anthony De La Rosa) To approve the Minutes of October 13, 2015 as corrected. Unanimous.

B. Minutes of the BOD Executive Session of November 10, 2015

Minor corrections were noted.

M/S/C (Anthony De La Rosa/Diane Lasell) To approve the Minutes of Executive Session of November 10, 2015. Unanimous.

V. Executive Director's Report

1. Emergency Operations Protocol: Annex I

The Emergency Operations Plan, approved by the Board of Directors in 2013, has been updated to include the 3 addendums (Annex's). In light of the Inland Regional Center incident the plan has been updated to expand on the levels of emergency and communication system. Inland Regional Center was closed for approximately one month and reopened on January 4, 2016. Gloria indicated she felt it was critical to share the documents to ensure systems are in place for emergency situations. The BOD was notified via email that ELARC along with numerous other L.A. County Regional Centers would close for the balance of the day, resuming normal operation on the following day. At the time of the incident it was unclear if it was a random act of violence, terrorist related or possibly aimed exclusively at Regional Centers. The closing was a necessary precautionary measure.

Ms. Wong also indicated there are plans for special emergency training and preparedness for all staff in the near future.

Elizabeth Harrell, Supervisor, Information and Training, reported the Department of Developmental Services requires all regional centers to develop an Emergency Operation Plan (EOP). The EOP is designed as a guide for the agency in the event of an emergency, disaster, or event that would require response aimed at protecting the life and property of the individuals served by our agency as well as agency staff.

Ms. Harrell reviewed the proposed draft plans to the EOP.

Annex I: Emergency Communications Protocol requires Board approval.

Communication Plan, Annex I: The plan describes the importance of immediate communication during business hours, getting in touch with Gloria Wong as soon as possible and her absence a call would be placed to the Chief of Consumer Services. Depending on the situation and the available technology, notice to staff may be sent in one or more of the following modes, including but not limited to: group email, group

phone message, phone page system, face to face meetings, and supervisory notification, Everbridge Mass Notification System which includes text, phone and email, E newsletter.

Outside Business Hours: ELARC management will be in communication with each other about the event and making a decision on how they will communicate with one another.

2. Communication Plan

Also referenced is the Annex H, the Emergency Communications Protocol developed by DDS. The document addresses how the regional centers should communicate with DDS and how DDS will communicate with the regional centers.

In the event of an emergency the first method of communicating will be through texting. During a catastrophe, landline and cell phone service may be disrupted therefore alternate forms of communication must be in place. ELARC currently does not have hand-held radios but does have satellite phones. Members of the BOD suggested looking into 2-way radios. Regional Centers are not first responders, and so they will not have to worry about getting to work when there is an emergency, but will want to get in to the office as soon as possible as people's lives have been impacted and will need to find out what can be done. Regional Center will need to know how the agency going to run in the event of an emergency and hope to learn from Inland Regional Center how they proceeded to run the agency while it was closed for four weeks. Staff was traumatized, the office was abruptly closed, there was no access to files, so how did they manage to pay staff and their vendors?

Annex H: Communication Plan requires Board approval.

3. Levels of Emergency/Annex G:

The Executive Director will assess and designate levels of emergency so that the agency can better provide communication to staff and community. The draft was originally developed on April 16, 2014. Emergency Alert examples include:

- (a) State Heat Contingency Plan activation
- (b) County Wind Warning
- (c) Flu Season Public Health Alert
- (d) Utility Company notice of power outage
- (e) Cal Trans Closures

Additionally El Nino may generate some emergency alerts.

Minor Emergencies examples include:

- (a) Facility power outages
- (b) Equipment failures
- (c) Computer or equipment fire

- (d) Employee and visitor medical emergencies which may require 911 emergency assistance
- (e) Fire which threatens either ELARC facility

Major Emergency examples include:

- (a) Major fires
- (b) Bomb threats
- (c) Earthquake causing substantial damage within catchment area and ELARC buildings
- (d) Significant threat to another Regional Center or Affiliated Agency: Gloria Wong activated ELARC's emergency plan by closing the agency following the event at IRC.

Annex G: Levels of Emergency: requires Board Approval.

M/S/C (Diane Lasell/Anthony De La Rosa) To approve Annex I: Emergency Communications Protocol; Annex H: Communication Plan; Annex G: Levels of Emergency as presented. Unanimous.

4. Everbridge System

Elizabeth Harrell reported the State of California purchased the Everbridge Mass Notification system for the Regional Centers. The system has been tested and upgrades on the system have been done. Erin Wurtemberg, Information and Training Specialist, is designated as an Organization Administrator for Everbridge. Erin has recently been assigned to update and manage Everbridge. There are three sets of data, consumer data which every month DDS uploads this information automatically; the next set is staff data which had to be uploaded by hand since it could not be uploaded for the HR program in use; the last is the vendor data which has been uploaded by DDS. Erin will be working with the Community Services Manager on a plan to review and keep the data updated. Groups have been developed. The Family Resource Center and Office of Clients Rights Advocacy are sub-leasing space from ELARC and they have been urged to develop their own emergency plan. Additionally ELARC has offered to include both agencies in the Everbridge Notification System.

Prior to the Inland Regional Center incident DDS requested a report on how the regional center plans to use the Everbridge system. The following incident is an example of how ELARC utilized the Everbridge System. There had been a massive urban flood in the Boyle Heights community in Los Angeles in October of last year. Based on the information from the media, we were able to pinpoint the exact neighborhood. ELARC then used the Everbridge to map out the area impacted, identified our consumers, generated a list and then contacted Service Coordinators to call each consumer/family to warn and advise, fortunately there were no incidents. This was a successful test-run on the use of the system.

Anthony De La Rosa, board member, indicated he is the Everbridge administer for Monterey Park Hospital. He indicated he uses the system constantly and the Department Directors are very pleased with the system. They send out standards of care, new expectations for mediations, expired mediation is sent to the nurses cell phones and they able to acknowledge receipt of the message. He also stated the module which provides you with area map is a very nice feature, you can isolate specific pockets of population.

The board was asked if they would authorize becoming part of the Everbridge System, in order to receive emergency notifications and action taken. The BOD indicated they would like to be added to the system. If there is anyone who objects please contact Gloria Wong.

B. Self-Determination (SD) Update

1. Application Status

G. Wong reported DDS submitted a Home and Community-Based Services Waiver application seeking federal funding for the Self-Determination Program in December of 2014. On December 11, 2015 the Centers for Medicare and Medicaid Services (CMS) returned the application to DDS indicating the need for additional information before the request can be approved. There is an extensive list of inquiries and clarification points required by CMS. The line of questioning focuses primarily on the newly revised CMS regulations which are now in effect. To date, waiver applications submitted since the change in regulations have not been approved. Existing waiver programs are being grandfathered and given until March 2019 to come into compliance. New applications, such as the SD program, must meet the new regulations from the onset. The CMS application process time is 90 days which could result in approval, rejection or most likely a request for additional information and/or modifications to the application. Currently the return of the application to DDS means the 90 day process time has been suspended. The resubmittal of the application will start with another 90 day countdown.

Despite this setback, the Local Advisory Committee (LAC) will continue to have their meetings. A total of five meetings have been scheduled for 2016. The meeting structure will continue with an opening presentation and concluding with LAC business meeting.

There are currently 25 consumers which are still part of the original SD pilot. As there are major differences in the pilot SD program and the new version awaiting approval we will be conducting a special meeting exclusively for pilot participants. The meeting is scheduled for February 22, 2016 from 5:30 p.m. to 7:00 p.m.

A flyer was distributed listing the five sessions for 2016.

Session #1	February 2 nd	Topic: Budget, Part I (Presenters: Elizabeth Harrell & Julie Eby-McKenzie)
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Session #2	April 5 th	Topic: Budget, Part 2
Session #3	June 7 th	Topic: Person Centered Planning
Session #4	Sept. 6 th	Topic: The Independent Facilitator
Session #5	Nov. 1 st	Topic: Working with the Fiscal Management Service

The scheduled Advisory Committee Meetings includes informative presentations on various SD topics. Topics may change as a result of the status of the waiver application. It was stressed that these are general training sessions they are not pre-enrollment sessions, which will occur only after the application is approved.

C. Fiscal Year 2014-15 Purchase of Services (POS) Report

The Annual Expenditures of Purchase of Services (POS) by Ethnicity, Age, Diagnosis, Language, Residence Type, and Insurance-Related Data was distributed. The annual report is a requirement on how the regional center POS dollars were spent in the previous fiscal year, 2014-15. The report has been substantially expanded, it now has 59 pages versus the previous report which totaled 37 pages. A new feature in the 2014-'15 report is the "Annual Expenditures" for consumers living at home and out-of-home.

1. DDS Correspondence

Correspondence received from DDS dated February 26, 2015 and December 10, 2015 is to ensure regional centers are aware of recent changes to statute resulting from the passage of Senate Bill 1093 regarding disparity data collection. The posting date has not been changed but the reporting format has been changed. The report was posted as required by December 31st. By March 31, 2016 the report with specific detail information on the outcome of the community meetings must be sent to DDS. On August 31st regional centers must officially post the report along with the outcome of the public meetings.

2. Fiscal Year 2013-14 Material

The Total Annual Expenditures and Authorized Services by Ethnicity or Race report for Fiscal Year 2013-14 was reviewed and compared with the 2014-'15 figures. Discussion focused on the new report which isolates expenditures by consumers living at home and in residential placement. By isolating the two specific categories the per capita differential for those living at home is substantially reduced between the ethnic groups. In addition, a review of the six questions to be introduced at the upcoming community meetings was reviewed. The questions are meant to encourage audience participation with panel presenters.

3. Community Meetings

ELARC will conduct 4 public meetings, with one session in the morning at Alhambra and another in the evening in Whittier. ELARC will also replicate last years' outreach

effort to the Asian and Hispanic communities. A meeting is being hosted by the Chinese Parent Association for the Disabled (CPAD) on March 12, 2016 from 10:00 a.m. to 12 Noon at the Asian Youth Center in San Gabriel. On March 14, 2016 from 10:30 a.m. to 12:30 p.m. Fiesta Educativa will be hosting an ELARC presentation. The meeting will be held at the East Los Angeles Library.

Gloria Wong requested the Board bring the lengthy "POS Report" to future meetings as it will be used for reference and continuing discussion in upcoming meetings.

D. Performance Contract 2016 Approval

Correspondence received from DDS dated December 24, 2015 was shared with the Board. The correspondence approves the ELARC Performance Contract for 2016.

E. Budget Update

1. Fiscal Year 2014-'15

ELARC is reporting a deficit of \$712,000 in POS.

2. Fiscal Year 2015-'16

POS: ELARC is reporting a \$4million deficit in POS.

OPS: ELARC is reporting a balance of \$691,737 in Operations. Current focus is on expanding the pool of service coordinators for ELARC.

3. Grassroots Day 2016

Gloria Wong reported Grassroots Day for this year is scheduled for March 30th with a briefing dinner session scheduled for March 29th.

Liz Harrell reported Roxanne Ortiz, Information and Training Unit, will be taking the lead on organizing events and will be scheduling a Legislative workshop to begin in February and into March. Erin Wurtemberg will be shadowing Roxy and going to Sacramento with the delegation.

Gloria asked that interested board members contact Rosalie Estrada by end of the week to confirm their participation.

Board members that expressing an immediate interest in participating: Robert Hazard, Terry Munoz, Lida Chavez, Felicitas Navera, and Diane Lasell. Virgilo Orlina expressed an interest but would like additional information.

4. Governor's Preliminary Budget: 2016-'17

Gloria Wong reported on the Governor's Preliminary Budget which was released the first week January. Unfortunately, the Governor is not supporting the 10% across the board increase promoted by the Lanterman Coalition. There are targeted funds allocated for regional centers in the Governor's Preliminary Budget for additional service coordinators. The Acting Director for DDS, Michael Wilkening, has approached ARCA and the Lanterman Coalition regarding the Governor's limited and targeted allocation for our system. The primary intent is that service providers rate reform and any additional funding for regional center operations be addressed through the Managed Care Organization tax. The Administration has addressed the Lanterman Coalition on the need to have a targeted recommendation versus an across the board increase. The Coalition has taken a stance that the increase should be applied to wage and benefits for all service providers. ARCA is in support of the recommendation by the Lanterman Coalition.

Visits with legislators will focus on the need for additional funds for regional center operations, either through the Managed Care Tax or the general fund which has a substantial surplus

F. Senate Resolution: Lanterman Act 50th Anniversary

A copy of the resolution celebrating and honoring California's 50 years of community-based services for people with developmental disabilities and their families was shared. 2016 is the 50th anniversary of the Lanterman Act.

VI Consumer Services Report

Felipe Hernandez, Chief of Consumer Services reported on the following:

→ Meetings with the Department of Children and Family Services (DCFS) began last month and a follow-up meeting is scheduled for January 13th. There is a collaborative effort between the regional centers and DCFS in terms of serving foster children who are difficult to place. There are a number of them being placed at College Hospital in Cerritos which is a larger setting and not a good placement. Due to the lack of specialized residence some children are being kept at their Administrative Office overnight as an emergency arrangement. They feel they need to work more closely with regional centers in terms of solutions for children with disabilities and also being in foster care.

→ This past year this has been more requests for outreach services. Staff has volunteered to participate in some of these programs. On December 15 staff presented at Wilson High School and Eagle Rock High. Additionally on January 11th staff presented at AltaMed offices at Citidel in the City of Commerce. They are a big provider in terms of health care services for children.

→ Community Services is working on a Request for Proposal (RFP) for a grant being funded through ARCA to develop resources statewide for competency training. There are more and more consumers getting involved in forensics, getting involved with the law, getting arrested, being sent to prison or sent to state developmental centers. There is an effort to develop additional resources that would have the expertise that regional centers could share to meet the needs that is being driven by both the consumers who get in trouble with the law and by the courts that are demanding that competency resources be offered more so by the regional centers.

VII Committee Report

A. Consumer Advisory Committee (CAC)

Virgilio Orlina, CAC Representative reported the following:

→ The CAC will increase in their outreach to consumers. The last CAC planning and debriefing meeting was attended by Jesse Padilla, Consumer Advocate and Deborah Gallardo, CAC Vice Chair and Virgilio. Discussion items included the new plan of outreach and ways to help consumers learn more about self-advocacy. The plan includes the distribution of more flyers of for upcoming CAC meetings. The CAC Mission Statement was also reviewed and approved during the planning and debriefing meeting.

→ On Thursday, January 14, 2016 Jesse Padilla will be conducting an Understanding Regional Center presentation in the Boardroom from 4:00 p.m. to 6:00 p.m.

→ The CAC will be participating in the Community Resource Fair sponsored by the VAC and ELARC. The proposed date is April 28, 2016 from 3:00 p.m. to 6:00 p.m.

→ The next CAC meeting is scheduled for January 19, 2016 from 4:00 p.m. to 6:00 p.m. The main topic will be transportation. The presenter will be Alfredo Torales, ACCESS Services Outreach and Project Coordinator.

B. Family Advisory Committee (FAC)

1. 2016 Training Plan

The Family Advisory Committee Meetings have not been well attended. The highest attendance was when there were educational presentations. They opted to pick two topics which are very important, Self-Determination and Employment. These will be the two dedicated education sessions which will be offered to the FAC for 2016. No other FAC meetings are scheduled for the FAC.

Elizabeth Harrell reviewed the draft organizational chart. ELARC U was an orientation to the regional center consisting of five parts in English and Spanish. It began with history and foundation of the regional center with presentations by management staff on how things work at the regional center. Mary Hosokawa, Education Specialist, pulled the trainings together very well. The 29 Questions was as the result of families who posed questions to the regional center. Training sessions were developed not only for parents but also for staff. Liz Harrell indicated as a team, Erin Wurtemberg new to the unit brings experience with marketing and branding, are looking at branding the program for not only training for parents but for what is done in the Information and Training Unit. *There are four academy programs developed: (1) Family Education Academy, (2) the Staff Professional Learning Academy, (3) Adult Advocates Academy, and the (4) Management Leadership Academy.* The Service Provider Academy and the Board Members Academy will be future projects. The organizational chart was reviewed.

C. Vendor Advisory Committee (VAC)

Yue Li, VAC representative is on vacation and unable to attend, so there was no report.

D. Finance/Personnel Committee (Bob Hazard/Terry Munoz)

- ✓ Lautze & Lautze CPA: Meeting November 12, 2015
- ✓ Fiscal Year 2014-15 Audited Financial Statement Report

Bob Hazard, President, reported the Finance/Personnel Committee (members: Terry Munoz, Treasurer and Robert Hazard, President) met with the independent auditors, Lautze and Lautze on November 12, 2015. Also in attendance were Gloria Wong, Executive Director, Patricia Alvarez, Chief of Administrative Services and Sophia Tang Hao, Controller. The Independent Audit Report, Highlights of the Financial Statement Audit and the Letter to the Finance/Personnel Committee were shared with the Board of Directors. The highlights of the Financial Statement Audit were presented in a PowerPoint document. Mr. Hazard reported the auditors indicated they enjoyed working with the ELARC staff.

Audit report on Financial Statements: Auditors reported it was a clean report, results fairly represented financial statement, footnotes, accounting policies and disclosures were in accordance with U.S. Generally Accepted Accounting Principles and Government Auditing Standards.

The auditors reported there were no difficulties encountered in performing the audit, no disagreements with Management, Management did not consult with other independent accountants, and there was full and timely cooperation from all management and staff.

There was a private session conducted with the Board of Directors representatives, Ms. Munoz and Mr. Hazard. There were no concerns expressed. Lautze and Lautze gave

an “Unmodified Opinion” on the financial audit of ELARC. The following reports were reviewed with the Committee:

- ✓ 2014 Tax Exempt Filings
 - Form 990 (Federal)
 - Form 199 (State)

The 2014 Tax Exempt filings were completed and are posted on the ELARC website along with the report.

VIII Miscellaneous Announcements

Gloria Wong reported DDS conducts an audit of the regional centers every two years. The audit began in December, with a break for the holidays, and resumed January 4, 2016. .

Notice has been received that on February 8 & 9, 2016 DDS will conduct an audit of the Early Start Program.

Additionally, Ms. Wong reported she received notice on January 12, 2016 that the California State Controller’s Office will be auditing six regional centers, which includes ELARC. They will be conducting the audit January 27 & 28, 2016. They will be reviewing procedures, processes and controls that ensure all consumers are receiving needed services.

The California State Controller’s Office has been conducting an audit at DDS for several months. A review of regional centers is an extension of the DDS audit.

✓ Terry Munoz reported the old South Pasadena School District parking lot is being developed and they are currently looking at alternative use of the lot. They are looking at possibly developing units for residence which would bring in revenue to South Pasadena. They hope to have some of the units earmarked for individuals with special needs. The location is near the metro and library.

IX Adjournment

There being no further to discuss the general session was adjourned at 7:55 p.m.

***M/S/C (Terry Munoz/Lida Chavez) To adjourn the General Session of the Board.
Unanimous.***

X Executive Session: Contract Lease Amendment

The Executive Session was called to order at 8:03 p.m. to discuss the contract lease amendment.

There being no further business to discuss the Executive Session was adjourned at 8:13 p.m.

Respectfully submitted by:

Original signed by Lida Chavez

Lida Chavez, Board Secretary

Recorded by: Rosalie Estrada, Executive Assistant

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