



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
January 10, 2017
Approved As Corrected February 14, 2016

Present:

Robert Hazard
Terry Munoz
Felicitas Navera
Diane Lasell
Nestor Nieves
Tony Borrego
Virgilio Orlina
Elias Fonseca
Yue Li

Staff Present:

Gloria Wong, Executive Director
Felipe Hernandez, Chief of
Consumer Services
Rosalie Estrada,
Executive Secretary
Frances Jacobs, Manager
Community Services

Absent:

Joe Utar
Lida Chavez
Anthony De La Rosa

Guests:

Refer to Sign-In Sheet

I. Welcome & Roll Call

The ELARC Board of Directors meeting was called to order at 6:00 p.m. by Robert Hazard, Vice-Chairperson as Mr. De La Rosa was unable to attend the Board Meeting. A quorum was present to conduct necessary business.

II. Introduction/Opening Round

Introductions of the board members and of the audience were conducted.

III. Community Input

Julie Eby-McKenzie, State Council on Developmental Disabilities, announced a conference is scheduled on March 2nd from 8:30 a.m. to 4:30 pm at the California Endowment Center in Los Angeles. The conference will explore new laws which will positively impact the lives of people with developmental disabilities. Family members and consumers are welcome. Topics include Home and Community Based Services, Self-Determination and Person-Centered Planning.

IV. Approval of Board of Directors Meeting Minutes

A. Minutes of November 8, 2016

Page 5 date of the 2 day orientation is November 9 & 10 2016.

Corrections were made. Pathway to Employment, a 2-day orientation on Employment and Benefits which is scheduled for **November 9 & 10, 2016** at ELARC.

M/S/C (Terry Munoz/Yue Li) To approve the Minutes of November 8, 2016 as corrected. Unanimous.

V. Executive Director's Report

Gloria Wong announced that Sharon Jimenez, our DDS Liaison, passed away approximately three weeks ago, right before the holidays. She had been our liaison from DDS for many years. The cause of death is unknown.

Gloria asked for a moment of silence to remember Sharon and recognize her partnership with ELARC.

A. Purchase of Services (POS) Data: Fiscal Year 2015-'16

1. Annual Expenditure Report

A copy of the 2015/16 FY Annual Expenditure Report was shared with the Board. The report is an analysis of how the POS budget is spent by ethnicity. Based on statute, the regional centers are mandated to analyze the total POS expenditures each fiscal year. The expenditure analysis is broken down by ethnicity, age, diagnosis, language, and residence type. For ELARC there are three predominant ethnic groups: Hispanic (71%); Asian (13%) and White (10%).

Ms. Wong reviewed page 1 of the report comparing annual expenditures and authorized services by ethnicity for all ages and compared the numbers to last year's report. Focus was on the three largest ethnic groups for ELARC, Hispanic, Asian and White. Ms. Wong clarified the "Per Capita Authorized Services" stating this dollar amount is what is approved on the IPP for services. The "Per Capita Expenditures" is what is actually spent throughout the fiscal year. The difference between authorized and actual expenditure is driven by cancellation of approved services by consumers for various reasons, i.e. vacations, illness, etc. A comparison of expenditures for Fiscal Year (FY) 2015-'16 and FY 2014-'15 were discussed based on the following figures.

Ethnicity	FY 15/16 Per Capita Authorized Services	FY 14/16 Per Capita Authorized Services
Asian	\$15,746	\$14,933
Hispanic	\$13,860	\$13,739
White	\$32,255	\$32,088

Ms. Wong reports there were modest POS gains for the three primary ethnic groups. The “White” ethnic group continues to have a substantial higher per capita average which is attributable to the higher utilization of residential Services.

2. Community Meetings

Regional Centers are required to conduct community meetings and discuss the results of the POS Data report. The meetings are scheduled for March 20, 2017 in Alhambra and the Asian/CPAD parent group will host a community meeting on March 25, 2017 in San Gabriel. The meeting for the Hispanic families will be hosted by Fiesta Educativa date selection is pending. The meetings with the parent groups have been very successful in the regional center’s ability to increase attendance for Asian and Hispanic families.

Ms. Wong requested the Board bring their copies of the Annual Expenditure Report to future meetings as reference for ongoing discussion. A power point presentation is in the process of being developed for the March Community Meetings and will be shared with the Board as soon as it is completed. The Regional Centers are required to post the Annual Expenditure Report by December 31st. ELARC posted the report on December 16, 2016.

B. POS Equity Projects

1. Project Flowchart

The flow chart for the ELARC POS Equity Project was reviewed.

2. Project Concept Papers

As a result of AB X2-1, the Legislature made funds available to the twenty-one regional centers for proposals/projects which would reduce the POS variances among the various ethnic groups. In September DDS opened the application process for awarding AB X2-1 funds. ELARC received approval from DDS in October for its eight special projects which are outlined below.

On-Going Service Coordination: The project goal is to better understand and have an impact on improving expenditure patterns for the lower per capita Hispanic and Asian families. ELARC needs to analyze and learn from families as to what regional center can do to reduce this differential. This proposal will establish a specialized unit with five

service coordinators. The focus will be on each service coordinator carrying a reduced caseload (1:40) thereby allowing for a more intense and thorough approach to service coordination. This will allow for more time spent on an Individualized Program Plan (IPP) to analyze gap in the services. Four of the caseloads will be for Hispanic families and the fifth caseload will include Asian families.

ELARC is in the process of interviewing staff who have expressed an interest in being part of this unique project.

Additionally, DDS has approved the establishment of two Person Centered Planning Coordinators (PCPC). One will be Chinese-speaking and the other Spanish-speaking. The PCP Coordinators will work with other existing service coordinators to enhance the IPP process. The expectation is that they will be widely available to all of the service coordinators and will provide training to new families coming into the system. The Person Centered Planners will be assigned to the Information and Training Unit under the supervision of Elizabeth Harrell.

Approved funding is for one year. DDS is hoping the funding will be expanded for future fiscal years.

Other approved projects include the following:

Ongoing Training for Parents: A Cultural Specialist has been hired and will be under Elizabeth Harrell. The focus will be to provide ongoing training and support to staff and service providers on cultural sensitivity and to conduct outreach.

Behavioral Management Workshops in Languages Other Than English: When behavioral services are provided for consumers, families must attend behavioral orientation prior to the approval of behavior management services. Workshops are currently provided in English with translator services for Spanish and Chinese families. Special sessions will now be scheduled in both Spanish and Chinese. Two sessions in each language will be held per year.

Cultural Competency and Communication Training for Staff: The plan is to provide updated cultural competence training to ELARC staff. Additionally management and other designated staff will be trained in Motivational Interviewing techniques.

Partner with Family Resource Center and Orientations to Early Start Families: The plan is to partner with the Family Resource Center to provide regularly scheduled operations to the Regional Center Early Start families with representatives from the Regional Center and existing parent groups.

Gloria Wong thanked ELARC staff for their high level of enthusiasm and support of the various projects.

3. Other Projects: External Partnerships

Children's Hospital of Los Angeles/Early Start: Children's Hospital of Los Angeles (CHLA) approached ELARC about an Early Start Project. CHLA would like to be able to provide information to parents of children ages 0 to 3 years of age with an early diagnosis on the autism spectrum. Essentially, the CHLA project started at Lanterman Regional Center. The CHLA project would like to survey cases in the Early Start Program. There will be two individuals who will be looking at case files looking for certain indicators in terms of early childhood markers. CHLA will hire and train women in the local community who are well connected in the community and are familiar with resources. These trainers will inform parents of early childhood development markers and autism spectrum and other developmental delays encouraging them to seek services if there is something that is of concern to them. The trainers will be trained to conduct the MCHAT which is a developmental tool developed for use with young children.

Lanterman Regional Center: Automated Notification Calls: Lanterman Regional Center applied and received funds for the establishment of an automated notification system which can be used for reminders about meetings, etc. ELARC will be also taking part in this activity which is currently under development.

C. POS Disparity Article

Gloria Wong shared a POS disparity article which appeared in the California Health Report. The article was published in December of 2016 and cites the POS disparity variances amongst individual regional centers and expenditure differences by ethnic groups. Article author contacted some regional centers before publishing. ELARC was not contacted.

D. Performance Contract 2016

The Draft Year End Report of the 2016 Performance Contract was received from DDS. ELARC is currently reviewing the data and preparing final input to DDS.

Ms. Wong reported the 2017 Performance Contract was approved by DDS.

E. Self-Determination Update

1. Application Status

There is no new information on the waiver application. DDS continues to work with CMS (federal office) on the revision of the current application.

2. Local Advisory Committee Meetings 2017

The new schedule for the Self Determination Local Advisory Committee Meetings was distributed.

F. Policy and Procedure Review

1. Draft "In-Home Respite" Revisions Based on DDS Request

The draft with revisions based on a request from DDS was reviewed.

Felipe Hernandez reviewed the changes on page 4, a correction on the citation; page 5, Correction on bottom of page, ~~Respite hours over 30 hours a month (90 a quarter) would be deemed an exception.~~ Statement changed to read "Respite hours in excess of 90 per quarter . . ." Page 6, 4th line, " the respite hours in excess of ~~30 hours per month,~~" change to read "the respite hours in excess of 90 hours per quarter."

Page 9, line 5 from the bottom, spelling correction, should read "severe".

M/S/C (Felicitas Navera/Terry Munoz) To approve the "In Home Respite" policy and procedures as corrected. Unanimous.

G. Budget Update Fiscal Year 2016-'17

1. Contract Amendment

Gloria Wong reported the B-3 amendment for FY 2015 was received and was signed by Anthony De La Rosa, President, and returned to DDS for necessary processing.

2. POS: Sufficiency of Allocation Report (SOAR)

A copy of the SOAR for FY 2015-'16 was reviewed. The report is for actual expenditures through June 2016.

The SOAR for the current FY 2016-'17 was reviewed. ELARC is reporting a \$1.4 million deficit through November 16, 2016 in POS.

3. OPS: Budget Performance Report – FY 2016-'17

ELARC is projecting a surplus in Operations of approximately \$662,688. Ms. Wong reported to date she has hired 16 services coordinators and is looking at hiring five additional service coordinators. The hiring must coincide with the availability of new offices which are currently under construction.

4. Grassroots Day Event: April 4th & 5th, 2017

Grassroots Day event for 2017 is scheduled for April 4th & 5th in Sacramento. An appeal was made to have board members participate in this event if possible. Interested parties to contact Rosalie Estrada. Information will be shared as received.

(Terry Munoz, Diane Lasell, Robert Hazard, Virgilio Orlina, and Armando Munoz, have indicated they would like to be part of the delegation)

VI. Consumer Services Report

Felipe Hernandez reported ELARC has hired an Employment Specialist, George De La Loza. Mr. De La Loza is reviewing the Blueprint for California Education requiring the Department of Education and Regional Centers work collaboratively to maximize the opportunities for consumers to obtain jobs. He is also working on projects such as customized employment.

VII Committee Reports

A. Consumer Advisory Committee (CAC)

1. CAC Meeting – January 17, 2017

Virgilio Orlina, CAC Representative wished all a very happy new year!

Mr. Orlina stated as the CAC begins the new year they are committed to its mission of advocacy, outreach and encouragement to consumers to get involved in different meetings and activities which will give them more information and better understanding of their rights under the Lanterman Act. He reported the first meeting of the CAC for 2017 is scheduled for January 17th from 4:00 p.m. to 6:00 p.m. in the ELARC Board Room and via video conference at the Whittier Office. The topic will be Social Security Income (SSI) and Benefits. The guest speaker will be Jackie Dai from the Office of Clients Rights Advocacy (OCRA). Refer to Attachment #14.

Dates and time scheduled of other CAC Meetings have been finalized (Attachment #15)

3/21 Abuse & Bullying, speaker will be Melody Goodman from the State Council on Developmental Disabilities. The time was changed to 1:30 p.m. due to several requests to start at an earlier time.

5/16 Relationships

7/18 Mobility Training/Transportation

9/18 Legislative Advocacy

11/21 Emergency preparedness

Virgilio reported the CAC continues with its outreach to consumers by sending them emails and passing out flyers of CAC meetings and tries to encourage more consumers to get involved and to check and visit ELARC's website, Facebook and Twitter pages for schedules of difference meetings, consumer events and opportunities. Jessie Padilla, Consumer Advocate, also makes in person outreach presentations to consumers about the CAC meetings and other consumer related meetings.

B. Vendor Advisory Committee (VAC)

Yue Li, outgoing VAC representative, reported November of 2016 was a very exciting month for the VAC, as elections were held. The new executive committee includes the new VAC Chair, Jose Ruiz, Brian Chacon, Vice-Chair, and the Secretary Diana Hernandez. Liz Rodgers presented at the November meeting on Evidence-Based Practices.

Yue Li thanked Frances Jacobs, CAC Liaison for ELARC. She thanked her for all her support and her great leadership in supporting the VAC.

Yue thanked Gloria Wong and Felipe Hernandez and the Board of Directors for all the support and wonderful leadership they provided.

The January meeting will be a transition meeting with Jose Ruiz taking over at VAC Representative. The focus will be on some of the updates along with the CMS training.

Gloria and the Board thanked Yue for her service by volunteering her time and representing the vendor community at large.

C. Finance/Personnel Committee

1. 2015-'16 Financial Statement Audit

The contract with DDS requires the regional centers to conduct an independent audit annually and the findings of the financial audit must be posted on the regional center website. ELARC posted the audit report January 10, 2017.

The Finance Committee met with the representatives from MARCUM to review a draft report of the independent financial audit conducted for FY 2015-'16. An exit interview was held on November 28th with MARCU (formerly Lautze & Lautze). A copy of the report will be sent to the Board.

Robert Hazard reported the meeting went very well. The letter cites no negative findings. There was an executive session conducted with the Board representatives, Terry Munoz and Robert Hazard (Joe Utar was unable to attend the meeting). The executive session gave the board representatives an opportunity to present any issues or concerns. There were no issues or concerns noted.

The 990 form, federal form for taxes and the State form have not yet been received from the auditors. Once they are received, it will also be posted on the website.

After lengthy and prolonged discussions with the Board, it was recommended that ELARC pursue contracting with a new firm. The current provider, Lautze & Lautze, was recently taken over by MARCUM, which retained all Lautze & Lautze staff. Despite the ownership transfer, it was felt continuing to use MARCUM, which is an extension of Lautze & Lautze, would not be keeping with the spirit of the law which requires the complete transition to a new firm after five years.

A decision has been made to contract with Windes & McClaughry for the next five years.

VIII Miscellaneous Announcements

Nestor Nieves announced he recently started an internship at Northwestern Mutual and he will be there for approximately six to seven months. Currently he is looking through old files and purging them. He indicated they are still recruiting new interns. Nestor will provide the contact information for George De La Loza, Employment Specialist.

Gloria Wong announced the Executive Session, to discuss a personnel matter, has been cancelled as the Board President, Anthony De La Rosa, was unable to attend the meeting.

IX Adjournment

***M/S/C (Terry Munoz/Felicitas Navera) To adjourn the meeting at 7:26 p.m.
Unanimous.***

Respectfully submitted,

Felicitas Navera

Felicitas Navera, Secretary
ELARC Board of Directors

Recorded by: Rosalie M. Estrada, Executive Secretary