

EXECUTIVE COMMITTEE

EXECUTIVE COMMITTEE

July 8, 2020

MINUTES

PRESENT

Dina Richman, Chair
Elizabeth Beltran
Mark Higgins
Gloria Leiva
Louis Mitchell

STAFF

Melinda Sullivan

CALL TO ORDER

Ms. Richman called the meeting to order at 12:00 p.m. The meeting was held via Zoom.

APPROVAL OF MINUTES

The minutes of June 10, 2020 were approved by consensus.

RE-ENTRY TO THE WORKPLACE

Ms. Sullivan advised the Committee that the Center is getting ready for its slow re-entry for some staff. Sanitization of all floors has been completed and this week the Operations staff will return and help with last steps of preparation. We have established schedules for KYRC and Community Services and are close to finalizing schedules for Intake, Clinical and Early Intervention. All of these schedules were designed with the input of the individual employees and managers. Ms. Sullivan reminded the Committee that these schedules only inform the Center when a person MAY be in the office and it is still the individual's decision in consultation with their manager as to whether there is a need to come in in any given week.

Ms. Sullivan also reported that Service Providers are working with re-entry plans as well. In most cases we should expect to see remote services continue with small pockets of actual in-person services. Ms. Sullivan reminded the Committee that this process is unprecedented and there is no standard plan as to how this gets done. The Center's message to service providers is that they need to be speaking with their clients and families to determine comfort levels before moving forward.

UPDATE ON BUDGET

Ms. Sullivan advised the Committee that the new budget contract has been signed for this fiscal year and sent to the Department. The Department is working with Centers on cash flow and lessening the need to borrow on a line of credit. The first advance is expected around July 17th.

CONFLICT OF INTEREST

For Information Only -

Ms. Sullivan shared with the Committee the DDS Approved Conflict of Interest Resolution Plans as follows:

Brittney Benisek – has a potential conflict of Interest with Inclusion Services, an Independent Living agency as her sister works 5 hours a week for the agency. Ms. Benisek has no one on her caseload that is served by this provider and she has been instructed that she can make no referrals to the provider and will have no involvement whatsoever in any action or business involving or affecting Inclusion Services in any manner. *(Shared at Leadership staff on 6/29/20)*

Victoria Lopez – has a potential conflict with Accredited Nursing agency, as Ms. Lopez provides respite care for her sister through Accredited, a vendor of FDLRC. As such, she will not refer clients to Accredited Nursing or promote its services and will have no involvement whatsoever in any action or business involving or affecting Accredited Nursing agency in any manner. *(Shared at Leadership staff on 6/29/20)*

Gwen Jordan has a potential conflict with Wendi Jordan, who is vendored by Westside Regional Center to conduct psycho-social evaluations. Lanterman has not used Wendi to conduct psycho-social evaluations and, as per the approved plan, we will not use her for this function. *(Shared at Leadership staff on 6/29/20)*

JULY BOARD TRAINING

Ms. Sullivan reminded the Committee that the July Board Training will take place at the end of the month and the following will be covered:

- Board Roles and Responsibilities
- Regional Center Conflict of Interest Statement
- Whistleblower Policy

ADJOURNMENT FOR EXECUTIVE SESSION

Mr. Mitchell moved to suspend the General Session meeting at 12:22 p.m. for Executive Session to conduct business on Approval of Minutes, Litigation, and Executive Director's Performance Evaluation for 2019-20. Ms. Beltran seconded the motion, and it passed unanimously.

RECONVENE FOR GENERAL SESSION

Mr. Mitchell moved to reconvene the meeting at 12:45 p.m. for General Session. Ms. Beltran seconded the motion, and it passed unanimously. The Committee conducted business on Approval of Minutes, Litigation, and Executive Director's Performance Evaluation for 2019-20.

ADJOURNMENT

The meeting was adjourned at 12:45p.m.

/fl

EXECUTIVE COMMITTEE

August 12, 2020

MINUTES

PRESENT

Dina Richman, Chair
Elizabeth Beltran
Mark Higgins
Gloria Leiva
Louis Mitchell

STAFF

Melinda Sullivan
Pablo Ibanez

CALL TO ORDER

Ms. Richman called the meeting to order at 12:00 p.m. The meeting was held via Zoom.

APPROVAL OF MINUTES

The minutes of July 8, 2020 were approved by consensus.

COVID AND RE-ENTRY TO THE WORKPLACE

Ms. Sullivan reported that the Center remains closed to the public and staff continue to work remotely.

Ms. Sullivan advised the Committee that the Center continues to foster its relationship with the LA Food Bank. The Center receives boxes with non-perishable items which are handed out weekly. Ms. Sullivan reported that 211 has received a grant with Door Dash and we are looking into collaborating with them on some delivery options for families to receive some of our food boxes.

A Fund Development Donation report will be given at the board meeting.

CONSENT TO USE OF ELECTRONIC TRANSMISSIONS

Ms. Sullivan advised the Committee that the Board will be asked to complete the "Consent to use of Electronic Transmissions" form at the upcoming board meeting.

CONTINUITY OF ORIZATIONAL LEASERSHISP PLAN

Ms. Sullivan advised the Committee that as part of protocol, the Continuity of Organizational Leadership Plan needs to be review yearly. The plan was reviewed by the Committee and no changes were required. The document will be reviewed again in August 2021.

CPP CONTACT REQUEST – ESPERANZA COMMUNITY HOUSING CORP.

Ms. Sullivan presented a memo to renew the contact for over \$250,000 with Esperanza Community Housing Corp. After review and discussion, changes were requested by the Committee. A revised memo and contact will be reviewed at the upcoming board meeting as an action item.

ADJOURNMENT FOR EXECUTIVE SESSION

Mr. Mitchell moved to suspend the General Session meeting at 12:30 p.m. for Executive Session to conduct business on Approval of Minutes, Personnel, Litigation, and Goals for the Executive Director's Performance Evaluation for 2020-21. Ms. Leiva seconded the motion, and it passed unanimously.

RECONVENE FOR GENERAL SESSION

Mr. Mitchell moved to reconvene the meeting at 12:40 p.m. for General Session. Mr. Higgins seconded the motion, and it passed unanimously. The Committee conducted business on Approval of Minutes, Personnel, Litigation, and Goals for the Executive Director's Performance Evaluation for 2020-21.

ADJOURNMENT

The meeting was adjourned at 12:40 p.m.

/fl

CONSENT TO USE OF ELECTRONIC TRANSMISSIONS

In accordance with Corporations Code §§ 20 and 5079 and Article V, Sections 5.10(c)(1), (d) and (e), and Article VIII, Sections 8.4(a)(6) and (c)(5) of these Bylaws, the undersigned hereby agrees to the following:

1. The Corporation may send meeting notices, annual reports, emergency meeting minutes, notices of intent to conduct elections, slates of Officer nominees, and all other materials ("Records") to me by electronic transmission at the e-mail address or facsimile number listed below.
2. The Corporation may rely on communications sent by me to the Corporation by electronic transmission from the e-mail address or facsimile number listed below for any purpose. I hereby certify that the Corporation may reasonably conclude that I am the author of the communications so sent.
3. I understand that I have the right to have all Records provided or made available on paper or in non-electronic form, but only if requested by me in writing. Requested Records shall be provided within a reasonable period of time.

Electronic transmissions may be sent and received as follows:

By e-mail: _____ e-mail address _____

By facsimile: _____ fax number _____

This consent shall remain in full force and effect until I revoke it in writing and so notify the Corporation.

Date: _____

Signature: _____

Typed Name: _____

Approval of Consent to Use of Electronic Transmissions by Director or Officer

Approval of Consent to Electronic Transmissions. The Board of Directors of the Corporation has determined that it will be to the benefit of the Corporation to allow the sending of notices and other materials by electronic transmission, as permitted by Corporations Code §§ 20 and 5079. Accordingly, on motion duly made, seconded, and carried, the following resolution was adopted.

RESOLVED, that the Corporation may send meeting notices, annual reports, emergency meeting minutes, notices of intent to conduct elections, slates of Officer nominees, and all other materials by electronic transmission to the e-mail address or facsimile number designated on the form of Consent attached as Exhibit "A;" and

RESOLVED FURTHER, that the Corporation may rely on communications sent to the Corporation by electronic transmission from the e-mail address or facsimile number listed on the form of Consent attached as Exhibit "A."

MEMORANDUM

Date: August 19, 2020

To: Board of Directors

From: Rose Chacana, Director of KYRC

Re: POS Contract Request – Esperanza Community Housing Corp

This is a request for approval of the contract with Esperanza Community Housing's Promotora Program that provides Individual/Family training for Lanterman clients and families. Due to changes in the budget, this contract now exceeds the threshold of \$250,000 and requires board approval.

Background

In November 2013, Lanterman Regional Center (LRC) entered a pilot project with Esperanza Community Housing Corporation (Esperanza) in an effort to address observed disparities in regional center services to a selected group of economically-underserved Spanish speaking families. The project targeted 52 families, all with at least one family member receiving LRC services and living in Service Planning Area 4 in central Los Angeles, the area served by Esperanza. In fiscal year 2017-18, with DDS Disparity Grant funding, the program expanded to 104 families per year.

The promotora program uses the community health worker model to provide extra support to families. A Promotor is a community member who has been trained in Esperanza's comprehensive health education curriculum and is uniquely linked to the cultural and regional connections in the community.

Promotoras are knowledgeable in a wide range of health, advocacy, housing and social services. They utilize their relationship with the community and leadership capacity to link underserved and hard to reach communities to health and well-being services.

In the Promotora program, the promotoras were engaged in supporting families with the following objectives:

- 1) Help families understand what services are available through the regional center and what the services can do for them
- 2) Help families access and utilize generic resources in the community
- 3) Help families develop the ability to advocate
- 4) Help families become more knowledgeable, effective users of services through regional center and community resources

Contract

Esperanza Community Housing has requested a change in the contract, primarily due to the staffing needs of the program. From the initial contract in 14-15 through 19-20, the Director position was assigned at 10% of a full time equivalent. The proposed contract for 20-21 reflects a change to one full time Director position with associated benefits as well as an increase in administrative costs. The chart below provides the history of this contract:

FRANK D. LANTERMAN REGIONAL CENTER
Contract History
Provider: Esperanza Community Housing Corporation

<u>Fiscal Year</u>	<u># of Promotoras</u>	<u># of Directors*</u>	<u>Salaries</u>	<u>Benefits</u>	<u>Operating + 15% Indirect Costs</u>	<u>Contract Amount</u>	<u>% Increase from Prior Yr</u>	<u># Families Served</u>
2014-15	2	0.1	76,208	22,862	23,153	122,223		52
2015-16	2	0.1	76,208	22,862	23,153	122,223	0%	52
2016-17**	2	0.1	76,208	22,862	23,153	122,223	0%	52
2017-18**	4	0.1	147,136	44,141	54,283	245,560	101%	104
2018-19**	4	0.1	147,136	44,141	54,283	245,560	0%	104
2019-20	4	0.1	147,136	44,141	54,283	245,560	0%	84
2020-21	4	1	201,502	60,451	61,548	323,501	32%	104

** Director position was at 10% of full-time status through Fiscal Year 2019-20*

*** Contract partially funded with Disparity grant funds awarded in these Fiscal Years*

Total cost of the program: \$323,501 (Averages to \$3,110.59 per family)

Because this contract is in excess of \$250,000, Board approval is needed.

Thank you for your consideration of this request.

_____ Approved _____ Denied

Melinda Sullivan, Executive Director

Date

**AGREEMENT BETWEEN THE
FRANK D. LANTERMAN REGIONAL CENTER
AND
ESPERANZA COMMUNITY HOUSING CORPORATION**

This Agreement is made and entered into between the LOS ANGELES COUNTY DEVELOPMENTAL SERVICES FOUNDATION, INC., doing business as the FRANK D. LANTERMAN REGIONAL CENTER, located at 3303 Wilshire Boulevard, Suite 700, Los Angeles, California 90010, hereinafter referred to as the "REGIONAL CENTER," and Esperanza Community Housing Corporation, whose address is 3655 S. Grand Avenue #280, Los Angeles, CA 90007, hereinafter referred to as the "CONTRACTOR." The CONTRACTOR and the REGIONAL CENTER may be referred to jointly as the "Parties".

RECITALS

REGIONAL CENTER is a private, non-profit, public benefit corporation which is required by statute (Welfare & Institutions Code section 4500, and following) to provide case management services for individuals with developmental disabilities ("Clients") in its area.

REGIONAL CENTER receives funds under a contract with the State Department of Developmental Services ("DDS").

CONTRACTOR is a community organization with the expertise in the nature of work required.

The CONTRACTOR has agreed to improve access and utilization of regional center services by clients identified by the REGIONAL CENTER.

The Parties desire to enter into an agreement whereby CONTRACTOR shall perform, as set forth herein and REGIONAL CENTER shall compensate CONTRACTOR for such services.

CONTRACTOR has been vendored in accordance with the requirements of Title 17 of the California Code of Regulations to provide such services.

It is the express intention of the parties that CONTRACTOR shall render services to REGIONAL CENTER as an independent contractor and not as the agent, employee, partner, or legal representative of the REGIONAL CENTER. CONTRACTOR is under the control of the REGIONAL CENTER as to the result of his/her services only and not as to the means by which said result is accomplished. CONTRACTOR shall, subject to the provisions of this Agreement, retain sole and absolute discretion and judgment with respect to the manner of rendering the services contemplated of him/her under this Agreement.

NOW THEREFORE, in consideration of the foregoing recitals and the promises set forth below, the Parties agree as follows:

1. REGIONAL CENTER'S OBLIGATIONS

In accordance with Title 17, Section 50609, subdivision (c) of the California Code of Regulations, (Contract Fiscal Provisions), the obligation of the REGIONAL CENTER to make payments under this Agreement is expressly made contingent upon REGIONAL CENTER receiving and continuing to receive adequate funding from DDS. Subject to the terms for payments as provided herein, REGIONAL CENTER shall pay to CONTRACTOR the sums specified in Section 5 of this Agreement.

2. TERM

This Agreement shall be from July 1, 2020 until June 30, 2021 unless terminated earlier in accordance with the provisions stated herein.

3. GENERAL PROVISIONS

A. The CONTRACTOR agrees that it shall comply with all California statutes, laws and regulations applicable to the approved services of the CONTRACTOR and shall render services in accordance with the applicable provisions of the California Lanterman Developmental Disabilities Services Act (the Lanterman Act) set forth at Welfare & Institutions Code section 4500 and following, and the corresponding provisions of Title 17 of the California Code of Regulations, including, without limiting the generality of the foregoing, the Service Provider Accountability Regulations set forth at Title 17, California Code of Regulations, Section 50601 through Section 50612. The terms of this Agreement shall not be used to excuse compliance with any existing statutes or regulations.

B. The REGIONAL CENTER and the CONTRACTOR understand that periodic amendments to this Agreement may be necessary to conform to current law. Any amendment or modification to this Agreement shall be in writing and shall comply with the requirements of applicable statutes and regulations.

C. The CONTRACTOR agrees that the CONTRACTOR and any agents and employees of the CONTRACTOR, in the performance of this Agreement, shall act in an independent capacity, and not as officers or employees or agents of the State of California or the REGIONAL CENTER.

D. The REGIONAL CENTER and the CONTRACTOR shall be excused from performance during the time and to the extent that either Party is prevented from performing by acts of God, strikes, commandeering of vehicles, material, products, plants or facilities by the government, when satisfactory evidence thereof is presented to the other Party.

E. The CONTRACTOR shall not deny services or employment to any person on the basis of religion, color, ethnic group identification, sex, sexual orientation, age, or physical or mental disability.

F. No waiver of a particular provision of this Agreement by the REGIONAL CENTER shall constitute a waiver of any other provision. Failure of the REGIONAL CENTER to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof.

G. CONTRACTOR may neither assign, nor sub-contract any provision or service under this Agreement.

H. CONTRACTOR agrees that he, she or it and all of his, her or its agents and employees shall use reasonable and appropriate safeguards to protect all Client information in accordance with the privacy requirements of W&I Code sections 4514 and 5328 and the Health Insurance Portability and Accountability Act of 1996 Privacy Regulation (45 C.F.R. Subpart A, Subchapter C, Part 164, Subpart E) ("HIPAA"). In this regard, all confidential information about Regional Center Clients in any electronic format shall be password protected and encrypted as appropriate. CONTRACTOR further agrees to report any disclosure or security incident of which he, she or it becomes aware to REGIONAL CENTER and to mitigate, to the extent practicable, any harmful effect that is known to CONTRACTOR of a use or disclosure of confidential information by CONTRACTOR, his, her or its agents or employees, in violation of this agreement. (45 C.F.R. §§ 164.314(a)(2)(i)(C); 164.504(e)(2)(ii)(C) and 164.530(f).)

I. CONTRACTOR understands and agrees that there is a Zero Tolerance Policy for Client abuse and neglect. Its terms include the following:

1. CONTRACTOR, and his, her or its agents and employees are required to report any incident or allegation of suspected abuse or neglect to the appropriate entities, including, but not limited to REGIONAL CENTER, pursuant to W&I Code section 15630.
2. Upon becoming aware of the reportable incident or allegation of abuse or neglect of a Client, CONTRACTOR, and his, her or its agents and employees shall take immediate action to ensure the health and safety of the involved Client and all other Clients receiving services from Contractor.
3. CONTRACTOR shall ensure that all of his, her or its agents and employees are fully informed upon hire and annually thereafter regarding this Zero Tolerance Policy and mandatory abuse and neglect reporting laws. Each employee must be knowledgeable of his or her responsibility to protect Clients from abuse and neglect, the signs of abuse and neglect, the process for reporting suspected abuse or neglect, and the consequences of failing to follow the law and enforce the Zero Tolerance Policy.
4. CONTRACTOR shall use all remedies available to him, her or it in statute and regulations to protect the health and safety of Clients, including, but not limited to preventing any Client interaction by any

individual accused of and being investigated for alleged Client abuse or neglect of any kind, until such time as investigation clears that individual for further work with Clients.

J. The CONTRACTOR agrees to defend, indemnify and save harmless the REGIONAL CENTER, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material men, laborers, and any other person, firm or corporation which or who may be injured or damaged in any way by the CONTRACTOR or its agents or employees in the performance of this Agreement.

4. SCOPE OF WORK/PROGRAM PROVISIONS

A. The CONTRACTOR shall assist clients identified by the REGIONAL CENTER to improve their access and utilization of services. The REGIONAL CENTER shall provide related training and materials for the CONTRACTOR on regional center services. The goal of the promotoras is to develop social networks within the community. The Promotor will work with families to engage families who are disconnected and isolated to improve their access to services and increase utilization through coaching and mentoring. Families will learn to make informed decisions that will ultimately benefit the LRC client.

B. The CONTRACTOR shall maintain confidentiality of records in accordance with the provisions of Welfare and Institutions Code sections 4514, 5328, and 14100.2, as well as Title 22, California Code of Regulations, Sections 51009, as applicable.

C. The CONTRACTOR agrees diligently to use CONTRACTOR'S best efforts to provide the highest quality services of the nature contracted for herein while performing services under this Agreement. CONTRACTOR agrees to maintain in good order CONTRACTOR'S professional licensure, certification, and/or other professional designations, and to abide by all other legal and ethical obligations and requirements applicable to CONTRACTOR'S profession. CONTRACTOR agrees that all services provided under this Agreement shall be in accordance with currently approved methods and practices of the profession, as amended from time to time.

D. Except as expressly provided in this Agreement, CONTRACTOR shall have no authority to enter into or execute any agreement on behalf of the REGIONAL CENTER, to incur any liability or indebtedness of any kind or nature in the name of or on behalf of the REGIONAL CENTER or to otherwise bind the REGIONAL CENTER in any manner. CONTRACTOR shall not be authorized or empowered to exercise any management functions concerning the REGIONAL CENTER or to take part in any way in the control of the REGIONAL CENTER'S business affairs.

E. The REGIONAL CENTER shall not be responsible for withholding or paying any amount for workers' compensation insurance or any federal, state, or local income, payroll, or Social Security Tax of any type whatsoever, including without limitation (i) federal and California income taxes, (ii) federal social security taxes, or

(iii) California unemployment tax or disability insurance, with respect to any compensation payable to CONTRACTOR hereunder.

F. The CONTRACTOR fully understands that CONTRACTOR, and not the REGIONAL CENTER, shall maintain his, her or its own payments and reports to the proper government agencies as required by law. Upon the request of the REGIONAL CENTER, CONTRACTOR shall provide the REGIONAL CENTER with written evidence of all such reporting and payments required to be made by him, her or it with respect to the compensation payable to him, her or it under this Agreement.

5. PAYMENTS BY REGIONAL CENTER

A. The CONTRACTOR shall be paid in arrears and upon receipt of an approved invoice. The CONTRACTOR shall be paid \$26,958.42 per month. Upon signing this Agreement, the CONTRACTOR agrees that all costs, including but not limited to staffing 4 Community Health Promoters and 1 coordinator/Director, office supplies, equipment, copying/printing, cell phones and travel are covered by the total amount payable under this Agreement. The maximum amount payable under this Agreement shall not exceed \$323,501 for the term of this Agreement.

B. The CONTRACTOR agrees to accept such payments as payment in full for the services provided. The CONTRACTOR shall not charge the REGIONAL CENTER more for the services provided than it charges to members of the public for the same services.

C. The CONTRACTOR understands that payments of vendor claims will be from federal and/or state funds, and any falsification or concealment of a material fact may be prosecuted under federal and/or state laws.

D. The CONTRACTOR agrees to utilize the provisions of Title 17 of the California Code of Regulations section 50700 and following, pertaining to audits.

6. RECORDS MAINTENANCE

A. The CONTRACTOR shall maintain financial records relating to the actions contemplated by this Agreement that consistently conform to generally accepted accounting principles.

1. Such financial records shall clearly reflect the nature and amounts of all costs and all income; and
2. All transactions for each month shall be entered into the financial records within 30 days after the end of that month.

B. The CONTRACTOR shall maintain records clearly reflecting the nature and amounts of all costs for goods and services provided, including employee records relative to the provision of such goods and services.

C. The CONTRACTOR agrees to keep for a minimum period of five years from the date of final payment for the State fiscal year in which services are performed under this Agreement, all records which are necessary to disclose fully the extent of goods and services furnished under this Agreement. The CONTRACTOR agrees to furnish these records and any information regarding payment claimed for providing such goods and services, upon request, to the REGIONAL CENTER or duly authorized representatives.

1. If any audit is in progress or an audit appeal is pending, the CONTRACTOR'S records shall be retained until all audit exceptions have been resolved.

D. The CONTRACTOR'S records pertaining to the service provided pursuant to the Agreement shall be open for audit by the Department of Developmental Services, the REGIONAL CENTER, and any authorized agency representative for a minimum of five years from the date of final payment of the State fiscal year. The CONTRACTOR shall accept financial liability for any audit findings and/or recommendations disclosed by audit and promptly repay amounts owed unless an appeal is filed pursuant to Section 50700 and following of Title 17 of the California Code of Regulations and liquidation is stayed pursuant to Section 50705 of said Regulations.

E. The CONTRACTOR shall maintain personnel, Client, financial, and service records in support of the goods and services delivered under this Agreement.

7. INSURANCE

CONTRACTOR is expected to maintain professional liability insurance for all work performed on behalf of REGIONAL CENTER clients and families and to name REGIONAL CENTER as additional insured on all such policies, as a condition of doing business with REGIONAL CENTER. The CONTRACTOR shall provide a copy of the policy to the REGIONAL CENTER.

8. CONTRACT TERMINATION PROVISIONS

A. FOR CAUSE. The conditions which constitute possible grounds for termination of this Agreement with cause include, but are not limited to, those in which it is determined that the CONTRACTOR has not complied with the provisions of this Agreement, applicable Federal and State law or regulations, and standards and provisions of Title 17 of the California Code of Regulations or other statutes governing the service program and/or provision of goods and services for persons with developmental disabilities.

Notice of such termination shall be:

1. In the form of a notice containing provisions for contract termination.

2. Conveyed to the CONTRACTOR 30 days in advance of payment and/or contract termination, pursuant to Title 17 of the California Code of Regulations section 50611.

B. **WITHOUT CAUSE.** Either party may terminate this Agreement, without cause, by providing 30 day's written notice to the other. CONTRACTOR shall perform services throughout the notice period, unless the Parties agree, in writing, to earlier termination of such services. CONTRACTOR shall be paid for services performed through the end of the notice period.

I have received, read, understand, and agree to the terms and conditions set forth in and will abide by the standards and conditions governing this Agreement. This Agreement is considered to have been executed as of the day and year first above written though memorialized as of the day and year below written.

Reviewed by:

Kaye Quintero, Associate Director
FRANK D. LANTERMAN REGIONAL CENTER

Date

Melinda Sullivan, Executive Director
FRANK D. LANTERMAN REGIONAL CENTER

Date

Nancy Halpern-Ibrahim, Executive
Director
Esperanza Community Housing
Corporation

Date

CLIENT ADVISORY COMMITTEE

Frank D. Lanterman Regional Center

Client Advisory Committee

August 10, 2020

MINUTES

PRESENT

Howard McBroom, Chair
Rachelle Cabrera
James Li

GUEST

Thomas Espinosa
Nicholas Pietrantonio

NOT PRESENT

Arthur Corre
Thomas Fambro
Marilyn Franklin
Garik Gyuloglyan
Vahan Nisanian

STAFF

Carmine Manicone
Lyndon Marshall
Helene Schultz

CALL TO ORDER

The meeting was called to order at 4:30PM.

REVIEW OF MINUTES

The minutes of July 13, 2020 were tabled because there was no quorum.

ZOOM SOCIAL HOUR FLYER

The committee discussed what they would like to talk about at a social hour zoom meeting. Some of the suggested topics include: ice breakers, hobbies, sports, movies, music, TV shows, books, and a Zoom virtual background tutorial. Health and nutrition are also topics of interest. They would like to meet on Fridays and the 4:30PM to 5:30PM time slot works. Who will moderate these meetings is to be determined.

SPECIAL PROJECT DISCUSSION

The committee has worked on an annual project in previous years. They discussed what they would like to focus on for this year. These subjects include: computer and social media education/basics and the new normal during COVID-19 era. A specific project was not chosen and who will spearhead this was not determined.

NEXT MEETING

The next meeting is scheduled on September 14, 2020.

ADJOURNMENT

The meeting was adjourned at 5:30 PM

/gs

PROGRAMS AND SERVICES COMMITTEE

Frank D. Lanterman Regional Center

Programs & Services Committee

August 12, 2020

MINUTES

PRESENT

Lupe Trevizo-Reinoso, Chair
Oscar Carvajal
Debbie Cornejo
Karla Garcia
Yudy Mazariegos
Howard McBroom

GUESTS

Gladis Cabrera
Darryl Goodus

STAFF

Carmine Manicone
Adrian Jimenez

NOT PRESENT

Christopher Perri
Josephine Ko
Michiko Wilkins

CALL TO ORDER

The meeting was held remotely using ZOOM and was called to order by Lupe Trevizo-Reinoso at 10:05AM.

APPROVAL OF MINUTES

The minutes of July 8, 2020 were reviewed and approved by consensus.

2020 PERFORMANCE PLAN Q2

Mr. Manicone reviewed the Q2 2020 Performance Plan. He reviewed highlights of the performance measures and took questions where committee members desired. He highlighted that support groups continue to meet and are thriving remotely; many meeting have reported increases in attendees. Ms. Trevizo-Reinoso asked if having remote meetings would still be an

option once people can meet in person. Mr. Manicone stated that this is definitely something that has been discussed and will be considered in the future. He reported that Lanterman has begun to collaborate with Clinica Romero an FQHC, both remotely and in person to increase access to medical care for clients. Dental screenings have been taking place remotely too. Regarding SIRs, Mr. Manicone reported that the numbers are increasing because initially during the pandemic anyone who was being tested for COVID-19 had to be documented in an SIR. Now, SIRs are only recorded for anyone who tests positive.

Mr. Manicone reported that he had been able to connect with DDS staff and reported on results of 2018-19 NCI Client/Family Satisfaction Survey. He reported on the limitations of the data because it's already 2-years old and noted that Lanterman will be conducting its own survey this year to all clients and families.

The committee discussed the current employment and internship status of most clients. They wanted to know if the Center is tracking who is applying for unemployment. Mr. Manicone will follow up regarding this.

2021 PERFORMANCE PLAN REVIEW

Mr. Manicone reviewed the proposed 2021 performance plan. This will be presented next to the community at 4 different meetings before being presented to the Board for approval. The following are comments from the committee:

GOAL 2: A & B: Ms. Mazariegos felt the objectives should be more specific to include Welcome calls in the objective.

GOAL 2: D: Suggestion to change the wording "who request it" because it is too limiting. An alternative recommendation is to write "for all eligible families" instead. (This also refers to; how does Lanterman inform more families that SCAT is available to them?)

GOAL 2: Ms. Mazariegos would like Lanterman to have trainings for Peer Support Partners: this is a request that has been asked numerous times previously and the committee agrees.

GOAL 6: Regarding Clinica Romero: Who can attend? Mr. Manicone clarified the clinic will be open to all and will not require a direct referral from FDLRC. Suggestion that KYRC make a flyer with this information.

GOAL 6: B: Can this training be held for parents too? This is also a request that has been suggested previously.

GOAL 11: Aside from mailing surveys: can this be done via e-mail and text too?

OTHER

Ms. Trevizo-Reinoso wanted to know if Lanterman was encouraging clients and their families to complete the census and Mr. Manicone will check with Ms. Rose Chacana regarding this. Ms. Mazariegos reminded all that there are 13 support groups and they would be a great resource to distribute information.

Mr. Goodus stated that he agrees that clients and families should receive IT assistance at home; especially now that many training and meetings are being held remotely. He added that it will be great to track later how many clients were able to go back to work after the pandemic.

NEXT MEETING

The next committee meeting is scheduled on September 9, 2020.

ADJOURNMENT

The meeting was adjourned at 11:26AM

/gs

August 19, 2020

LeeAnn Christian, Ph.D., BCBA-D
Deputy Director
Community Services Division
Department of Developmental Services
1600 Ninth Street, Room 320, MS3-9
Sacramento, CA 95814

Re: Caseload Ratios

Dear Dr. Christian,

This letter is follow-up to Lanterman's caseload ratio survey completed for March 2020. Lanterman did not meet the caseload ratio for Medicaid Waiver, the ratio for people who moved from a state developmental center into the community more than 24 months ago and the 'All Others' category.

For our public meeting, the Center notified its community via an e-bulletin as well as posting on its Facebook page and on our website. The community meeting was hosted by the Programs & Services Committee of the Board of Directors on July 8th. In addition to the committee members, representatives from DDS, the Office of Clients Rights Advocacy, one parent and 16 regional center staff attended the meeting. The regional center shared the following:

- Lanterman's Early Start ratio is 1:58, below the 1:62 standard
- Medicaid Waiver is 1:82, above the 1:62 standard
- People who've moved out of a state developmental center less than 24 months ago is 1:42, below the 1:45 standard
- All Others is 1:84, above the 1:66 standard

As the Department knows, the core staffing formula does not adequately fund for service coordination salaries. Lanterman Regional Center would need to hire an additional 31 new service coordinators (as well as at least 3 managers and 3 clerical positions) for a total of 37 positions to be fully compliant. In real costs, Lanterman would need an infusion of approximately \$2.7 million for salaries and benefits.

The Center has recently received its operations allocation for FY20-21 and has begun its analysis, which will then be shared with the Board of Directors, to determine the number of new positions that can be prudently funded. In addition, the Board appreciates the cost of the Covid pandemic and its impact on California's economic circumstances and, as such, has advocated at the Federal level to provide California with economic relief.

Please call if you have question, (213) 252-4900.

Sincerely,

Melinda Sullivan
Executive Director

Cc: Attendance Sheet and Power Point presentation
E-bulletin and website copies

Community Meetings to Address Changes to Regional Centers and Services, and Potential Effects

Each year, Lanterman Regional Center hosts community meetings to provide our key partners – individuals with developmental disabilities, their families and our service providers – the opportunity to give us feedback on the future direction and long-term goals of the Center.

This partnership is only successful when all parties involved have an opportunity to participate, and one avenue utilized by the Center to ensure that all persons interested in participating are able to is at our annual community meetings.

This year's agenda will cover the following topics:

- Budget overview for fiscal year 2020-21
- Proposed performance plan for 2021
- COVID State of Emergency Update

We look forward to your attendance at one of the meetings below. This year all meetings will be held virtually via Zoom. If you have any questions or need more information, contact the Koch-Young Resource Center at 213.252.5600 or kyrc@lanterman.org.

COMMUNITY MEETING DATES

Wednesday, September 2, 2020 at 10 a.m.

Targeted Audience: Service Providers

Join Zoom Meeting
<https://us02web.zoom.us/j/84298721110>
Meeting ID: 842 9872 1110
Passcode: 064294

Dial by your location
+1 669 900 6833
Meeting ID: 842 9872 1110
Passcode: 064294

Wednesday, September 2, 2020 at 1:00 p.m.

Targeted Audience: Spanish Speaking Clients and Families –

Join Zoom Meeting
<https://us02web.zoom.us/j/87942853068>
Meeting ID: 879 4285 3068
Passcode: 569900

Dial by your location
+1 669 900 6833
Meeting ID: 879 4285 3068
Passcode: 569900

Monday, September 14, 2020 at 4:30 p.m.

Targeted Audience: Clients

Join Zoom Meeting
<https://us02web.zoom.us/j/84004855446>
Meeting ID: 840 0485 5446
Passcode: 291400

Dial by your location
+1 669 900 6833
Meeting ID: 840 0485 5446
Passcode: 291400

Wednesday, September 30, 2020 at 4:00 p.m.

Targeted Audience: Clients and Families – English-Speaking

Join Zoom Meeting
<https://us02web.zoom.us/j/83711886621>
Meeting ID: 837 1188 6621
Passcode: 018562

Dial by your location
+1 669 900 6833
Meeting ID: 837 1188 6621
Passcode: 018562

You may access the 2021 performance plan and presentation effective 9/2/20 on our Web site at www.lanterman.org.

After reviewing the plan, you may submit written comments to Melinda Sullivan, Executive Director, at:
Frank D. Lanterman Regional Center, 3303 Wilshire Boulevard, Suite 700, Los Angeles, CA 90010
or by e-mail at kyrc@lanterman.org. *Deadline for written comments is Thursday, October 1, 2020.*

**Frank D. Lanterman Regional Center
2021 DRAFT - Performance Plan**

Goal	Objectives
<p>1. Decrease the number of Lanterman clients residing in Institutional settings or Out-of-State</p> <p>Number and percentage of RC caseload in DC. Baseline 1/01/21 =</p> <p>- Q1:</p> <p>Number of and percentage of RC caseload in IMD Baseline 1/01/21 =</p> <p>- Q1:</p>	<p>A. Develop 1 new individualized living option for clients moving into the community from the developmental centers, IMD's or Out-of-State. Point Person – Pablo Ibanez</p> <p>Q1 –</p>
	<p>B. Assist 1 previously identified client to move into the community through the Community Placement Plan. Point Person- Carmine Manicone</p> <p>Q1:</p>
<p>2. Maintain the percentage of children residing with families at 99%. Baseline 1/01/21</p> <p>Number and percent of minors residing with families.</p> <p>- Q1:</p>	<p>A. Provide technical assistance and support to ensure continued operation of support groups. Point Person-Rose Chacana</p> <p>Q1-</p>
	<p>B. Provide Peer Support Partners at critical life transitions for all families requesting such assistance.</p> <p>Point Person: Rose Chacana</p> <p>Q1-</p>
	<p>C. Promote information and referral services of regional center and generic resources. Point Person: Rose Chacana</p>

Goal	Objectives
	<p>Q1-</p> <p>YTD-</p> <p>D. Provide Service Coordination and Advocacy Training (SCAT) for all eligible parents who request it to improve their ability to advocate for their child.</p> <p>Point Person-Rose Chacana</p> <p>Q1-</p> <p>YTD -</p>
<p>3. Increase the number and percent of adults residing in home settings.</p> <ul style="list-style-type: none"> - Independent Living - Supported Living - FHA - Family Home <p>Number and percent of adults residing in independent living.</p> <p>Baseline 1/01/21</p> <p>- Q1:</p> <p>Number and percent of adults residing in supported living.</p> <p>Baseline 1/01/21</p> <p>- Q1:</p> <p>Number and percent of adults residing in adult Family Home Agency homes.</p>	<p>A. Partner with an existing FHA (Family Home Agency) to create more living opportunities for our adult clients.</p> <p>Point Person – Carmine Manicone</p> <p>Q1 –</p> <p>B. Promote trainings with clients and families concerning financial planning.</p> <p>Point Person: Carmine Manicone</p> <p>Q1 –</p>

Goal	Objectives
<p>Baseline 1/01/21</p> <p>Number and percent of adults residing in family homes (home of parent or guardian). Baseline 1/01/21</p> <p>- Q1:</p>	
<p>4. Minimize the number and percent of minors living in facilities serving more than 6 clients. Baseline 1/01/21</p> <p>- Q1:</p>	<p>A. Annually review service needs of each child residing in a facility serving more than 6 clients to determine the appropriateness of an alternative living option.</p> <p>Point Person- Carmine Manicone</p> <p>Q1:</p>
<p>5. Minimize the number and percent of adults living in facilities serving more than 6 clients. Baseline 1/01/21</p> <p>- Q1:</p>	<p>A. Identify clients living in large facilities, evaluate their needs for level of service/care and transition those for whom it is appropriate to a more appropriate environment.</p> <p>Point Person – Carmine Manicone</p> <p>Q1:</p>
<p>6. Ensure that all clients have access to appropriate medical (including dental and vision) care.</p>	<p>A. Collaborate with Clinica Romero (FQHC) to assist FDLRC clients and their families to locate a medical home.</p> <p>Point Person – Gwen Jordan</p> <p>Q1:</p> <p>B. Conduct 1 Reproductive Health and Self Advocacy (RHSA) training programs.</p> <p>Point Person-Maureen Wilson</p> <p>Q1 –</p> <p>C. Promote good oral health by continuation of screenings, education of caregivers and clients, and referral to dental professionals.</p> <p>Point Person-Gwen Jordan</p> <p>Q1:</p>

Goal	Objectives
	<p>D. Designated clinical staff will consult with community partners such as DMH and local health care plans to identify psychiatrists and or psychiatric nurse practitioners to provide needed medication monitoring services for clients.</p> <p>Point Person-Gwen Jordan</p> <p>Q1:</p>
	<p>E. Work with LA Care and Health Net to ensure that clients enrolled in health plan are receiving the needed services.</p> <p>Point Person-Gwen Jordan</p> <p>Q1:</p>
7. Minimize the incidence of abuse of regional center clients.	<p>A. Conduct annual training of service providers on responsibilities related to client rights and mandated abuse reporting.</p> <p>Point Person-Maureen Wilson</p> <p>Q1:</p>
	<p>B. Review all Special Incident Reports and ensure appropriate follow up on abuse issues.</p> <p>Point Person- Carmine Manicone</p> <p>Q1:</p>
	<p>C. Conduct 1 training program focused on personal safety and on sexual abuse and exploitation risk reduction.</p> <p>Point Person-Maureen Wilson</p> <p>Q1 –</p>

Goal	Objectives																																								
8. Percent of total annual purchase of service expenditures by individual's ethnicity and age. - Birth to age two - Age three to 21 years - Age twenty-two and older	A. Track respite service expenditures for clients' age three and above. Point Person- Carmine Manicone Q1: B. Provide training on respite service standard to clients and families. Q1:																																								
9. Provide a translated IPP to those who request it.	A. Track IPP translation requests and completed IPP translations by language. Point Person- Carmine Manicone Q1:																																								
10. Total annual per capita Purchase of Service expenditures by primary language (for primary languages chosen by 30 or more consumers only)	A. Establish baseline data for future planning purposes. <table><tr><th colspan="3">FY 2018-19</th><th>FY 2019-20</th></tr><tr><th>Primary Language</th><th>Count</th><th>Avg. Per Capita</th><th>Change +/-</th></tr><tr><td>English</td><td>7875</td><td>\$15,867</td><td></td></tr><tr><td>Spanish</td><td>3561</td><td>\$9,238</td><td></td></tr><tr><td>Korean</td><td>360</td><td>\$16,209</td><td></td></tr><tr><td>Armenian</td><td>414</td><td>\$18,697</td><td></td></tr><tr><td>Tagalog</td><td>66</td><td>\$18,393</td><td></td></tr><tr><td>Cantonese Chinese</td><td>41</td><td>\$15,874</td><td></td></tr><tr><td>Russian</td><td>37</td><td>\$9,710</td><td></td></tr><tr><td>Arabic</td><td>31</td><td>\$19,588</td><td></td></tr></table>	FY 2018-19			FY 2019-20	Primary Language	Count	Avg. Per Capita	Change +/-	English	7875	\$15,867		Spanish	3561	\$9,238		Korean	360	\$16,209		Armenian	414	\$18,697		Tagalog	66	\$18,393		Cantonese Chinese	41	\$15,874		Russian	37	\$9,710		Arabic	31	\$19,588	
FY 2018-19			FY 2019-20																																						
Primary Language	Count	Avg. Per Capita	Change +/-																																						
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Cantonese Chinese	41	\$15,874																																							
Russian	37	\$9,710																																							
Arabic	31	\$19,588																																							
11. Number and percent of individuals, by race/ethnicity, who are satisfied with the services and supports received by the family and family member.	A. Obtain information by mailing surveys to all Lanterman families to track their level of satisfaction with services and supports received by family member. Point Person- Carmine Manicone Q1:																																								

Goal	Objectives
12. Number and percent of individuals, by race/ethnicity, whose IPP/IFSP includes all of the services and supports needed.	<p>A. Obtain information by mailing satisfaction surveys to all Lanterman families to track whether IPP/IFSP includes all the services and supports their family member needs.</p> <p>Q1:</p>
13. Number and percent of families, by race/ethnicity who report that services have made a difference in helping their family member at home.	<p>B. Obtain information by mailing satisfaction surveys to all Lanterman families to track if families feel that services and supports have made a positive difference in the life of their family member?</p> <p>Q1:</p>

Goal	Objectives
<p>14. Document number and percentage of clients, ages 16-64 with earned income.</p>	<p>A To obtain this information the following tasks will be completed:</p> <ul style="list-style-type: none"> • Service Coordinators will be trained to complete employment information on the CDER and in the IPP. • The Employment Specialist will work with Service Providers to ensure they report client earnings and job related information. • The Employment Specialist will conduct regular meetings with Service Coordinators regarding the importance of reporting accurate employment information for their clients. • The Employment Specialist will conduct at least two trainings for families to promote Employment for their family members. • The Employment Specialist will review reports received from EDD, DDS and other sources to assist in the reporting of information. • Work collaboratively with SELPAs, Department of Rehabilitation, and supported employment providers to ensure that clients transition from school to work. Participate in transition fairs. <p>Point Person: Pablo Ibanez</p> <p>Q1 -</p>
<p>15. Document annual wages for clients ages 16-64.</p>	<p>A. Information will be obtained from EDD reports distributed by DDS.</p> <p>Point Person: Pablo Ibanez</p> <p>Q1 –</p>

Goal	Objectives
16. Document annual earnings of clients ages 16-64 compared to people with all disabilities in CA.	A. Information will be obtained from EDD reports distributed by DDS. Point Person: Pablo Ibanez Q1 –
17. Document number of adults who have obtained competitive, integrated employment following participation in a Paid Internship Program.	A. Employment Specialist to collect and maintain database to track information. Point Person: Pablo Ibanez Q1 –
18. Document percentage of adults who have obtained competitive, integrated employment following participation in a Paid Internship Program.	A. Employment Specialist to collect and maintain database to track information. Point Person: Pablo Ibanez Q1 –
19. Document average hourly or salaried wages and hours worked per week for adults who participated in a Paid Internship Program during the prior fiscal year.	A. Employment Specialist to collect and maintain database to track information. Point Person: Pablo Ibanez Q1
20. Average wages and hours worked for adults engaged in competitive, integrated employment, on behalf of whom incentive payments have been made.	A. Employment Specialist to collect and maintain database to track information. Point Person: Pablo Ibanez Q1 -

Goal	Objectives
21. Total number of \$1000, \$1250 and \$1500 incentive payments made for the fiscal year.	A. Employment Specialist to collect and maintain database to track information. Point Person: Pablo Ibanez Q1 –
22. Percentage of adults who reported having integrated employment as a goal in their IPP.	A. Establish baseline by obtaining information for individuals ages 22 – 40 on who has employment as a goal in their IPP. B. Conduct audit of random sample client files to confirm this information. Point Person: Pablo Ibanez Q1 –

Goals Reflecting Compliance Outcomes

Goal	Objectives
A. Achieve an unqualified independent audit with no material findings	A. Continue to conduct regional center business in a manner consistent with generally accepted accounting principles. Point Person-Kaye Quintero Q1 –
B. Demonstrate substantial compliance with DDS fiscal audit.	A. Achieve an audit outcome with no first-tier findings. Point Person-Kaye Quintero Q1 –
C. Project POS expenditures as reflected on SOAR within 10% of actuals as defined in DDS measurement methodology.	A. Review and refine, as appropriate, current strategies for developing accurate SOAR projections. Point Person-Kaye Quintero Q1 –

Goal	Objectives
D. Operate within the center's OPS budget.	A. Operate within the center's allocation as specified in the contract with DDS. Point Person-Kaye Quintero Q1 –
E. Maintain certification to participate in Medicaid Waiver.	A. Review Medicaid Waiver audit report and ensure that all areas of identified follow-up have been addressed. Point Person- Jocelyn Doucette. Q1 -
F. Demonstrate compliance with Vendor Audit Requirements per contract, Article III, Section 10.	A. Implement a vendor audit plan that identifies the types and numbers of vendors to be audited and that meets the targets established in the contract. Point Person-Kaye Quintero Q1 –
G. Maintain current CDERs and Early Start Reports for all regional center clients.	A. For calendar year 2020, this compliance measure is on hold pending full implementation of the new Early Start Report (ESR).
H. Demonstrate compliance with timelines for completing Intake/assessment and IFSP development for client's age 0-3.	A. Continue requirement for completion of intake/assessment within 35 days to allow sufficient time for SC to develop IFSP. Point Person – Carmine Manicone Q1:

Goal	Objectives
I. Demonstrate compliance with timelines for intake/assessment for clients age 3 and above.	<p>A. Maintain current procedures for intake and assessment of clients age 3 and above, assuring compliance with the 120-day assessment period. Point Person- Carmine Manicone</p> <p>Q1:</p>
J. Demonstrate compliance with requirements for IPP development as specified in W& I Code section 4646.5 (c)(3).	<p>A. Conduct SC training addressing audit findings to ensure compliance with specific requirements of W&I Code 4646.5 (c)(3). Point Person-Maureen Wilson</p> <p>Q1 –</p>
	<p>B. Continue supervisor review and internal audits, as necessary, to assess SC compliance with requirements of W&I Code section 4646.5 (c)(3). Point Person- Carmine Manicone</p> <p>Q1:</p>
K. Demonstrate compliance with Title 17 criteria for IFSP development as specified in the “Audit Review, March, 2018”	<p>A. Continue requirement for completion of intake/assessment within 35 days to allow sufficient time for SC to develop IFSP. (See goal H)</p>
	<p>B. Continue supervisor review and internal audits as needed to ensure the IFSP is held within required timelines, timeliness of provision of services, timeliness of referral to LEA (Lead Education Agency) location of services are identified, and services are being provided in the natural environment.</p> <p>Point Person – Carmine Manicone</p> <p>Q1-</p>

SERVICE PROVIDER
ADVISORY COMMITTEE

**Frank D. Lanterman Regional Center
Service Provider Advisory Committee
August 5, 2020
Minutes**

This committee Zoom meeting was called to order at 10:02 AM and roll call was taken.

SPAC MEMBERS PRESENT

Kimberly West-Isaac
Traci Jones-Martinez
Keri Castaneda
Jim Storck
Yvonne Nakamoto
Kyra Griffith
Dee Prescott
Kelly White
Greg Sanchez
Nicole Hajjar

Guests:

Lendy Ruano/ESSC	Marina Margaryan/Westview	Bijan Boizai/In2Vision
Lisa Peterson/Shield Healthcare	Laura Campana/Way Finder Fam.	Cynthia Barron/ECF
Aide Herrera/ECF	Patricia Flores/Life Steps	Veronica Solano/Jeffrey Found
Nanette Cruz/ECF	Brian Nguyen/easterseals	Andrea Devers/PCS Svs.
Christopher Perri/PCDA	Cynthia Raimondi/ABLE	Nancy Niebrugge/TCC
Brian Chacon/Maxim Health	Vinicio Mancilla/Calif Psychcare	Krishna Tabor/Butterfli
Cynthia Barron/ECF	Rachel Saucedo/	Anjali Carrasco/CDK
Michaelann Gabriel/CDK	Bernadette Manalo/NBC Home	Tony Clark/Laurel St Center
Christian De Paz/ACT	Taline Ashekian/Harmony Speech	Dana Andrews/ACT
Lucine Balian/Harmony Speech		Suad Besigo/IRIOC

Staff

Pablo Ibañez

Public Comments

None

Approval of Minutes

The minutes from July 1, 2020 were accepted as submitted.

REPORTS

Board

No report. Ms. Isaac informed that instead of a meeting the Board had a training to update the Conflict of Interest form and other RC forms.

HCBS Self-Assessment Status

Mr. Ibañez reported that as of today, 72% of providers have completed 90% to 100% of their self-assessments, 122 have completed 50% - 89% and 11 providers have completed 25% - 49%. He reminded providers that the deadline to submit the self-assessments to DDS was extended to August 31 but the deadline for LRC is August 15 so they can be reviewed.

Mr. Ibañez was asked to notify providers of their completion status especially since there have been problems with the assessment preventing some providers from 100% completion of the self-assessments. This question will be forwarded to Ms. Garibay.

Providers will receive an automatic site visit from DDS if they do not complete it; those site visits are scheduled to start in September 2020.

Provider Training Committee

Ms. Prescott shared that a joint meeting with residential providers and day program services providers is in the works. The goal is to support people remotely or in person. Some of the questions and talking points that will be discussed at this meeting are:

- Concerns regarding people coming into the family's homes to do in-person services.
- What are the barriers when providing remote services?
- What re-entering measures are residential providers taking with staff working at other homes?
- How to keep clients engaged even when there's no physical contact.
- Getting clients accustomed to online learning and how online resources are being delivered.
- Basic learning activities especially for RC population,
- Providers sharing with other providers weekly activity packets that include engaging clients in their neighborhoods, taking walks, and challenging them to participate in different activities.

A major concern is that less capable clients are not able to use technology therefore they lose interest very fast if they don't have the 1:1 interaction with staff which is another concern for providers that don't have enough staff to care for clients individually.

Providers were encouraged to send their questions to Ms. Prescott.

Staff Training/Vendor Fair Committee

Mr. Sanchez reported that the Sub-Committee met last week again and planned on having a virtual Vendor Fair. The Sub-Committee will be asking providers to submit a concise video describing their services during COVID-19. The videos should be 3 minutes long or less and those videos will be uploaded to YouTube. The goal is to create an external 3rd party platform so other regional center can benefit from it.

OLD BUSINESS

Legislative Advocacy

Ms. White shared that there are no updates as DDS is presently focused on site day services and transportation rates.

A Directive is meant to be released between mid-August and September 1st regarding billing as the deadline for absent billing will expire on August 31. A letter will be sent to providers.

Ms. Prescott shared that the Lanterman Coalition and the Disability Voices Unlimited are partnering a campaign to encourage the population with disabilities to register to vote and to teach them how to find a way to vote.

DDS Updates

Review of New Covid-19 Directives & Guidance

Mr. Ibañez reported that he is following with ARCA regarding a previous SPAC request for ARCA legislative training.

LRC Updates

Review Implementation of Directives

Mr. Ibañez shared that an E-bulletin will be sent to providers this week. This bulletin will include:

- Encouragement for providers to complete the Self Certification form,
- Links to the DDS website,
- Encouragement for providers to continue to submit re-entry plans.

Mr. Ibañez clarified that providers are not required to submit new Program Designs and that an Addendum will be sufficient at this time. LRC is considering re-entry plans which describe remote and/or in-person services as the protection plans referenced by DDS. He also clarified that per Lanterman, providers that have several vendor numbers can submit only one re-entry plan per agency and not per vendor number. DDS, however, is meant to provide clarification. Providers are asked to submit their re-entry plans so those can be part of their vendor file but Mr. Ibañez reiterated that LRC will not be approving any re-entry plans. All plans should be sent to Mr. Ibañez.

A concern was raised regarding the directions providers get from different regional centers as they vary from RC to RC.

Budget Update

Mr. Ibañez reported that LRC will need to have federal funds available to keep regional center operations afloat.

UPDATES/ANNOUNCEMENTS/CONCERNS

- Mr. Ibañez – A zoom meeting with residential providers will be scheduled for next week.
- Ms. Prescott – For residential providers that don't have access to internet services, there is a low cost high speed internet service as low as \$10.00/mo. A flier with info will be shared with the committee.
- Mr. Ibañez – KYRC offers assistance to families that don't have access to internet services. They offer three different intern options for families.
- Ms. Castaneda – Virtual educational units are now available free of charge.

ADJOURNEMENT

The meeting was adjourned at 11:37 AM

Service Provider Advisory Committee Meeting **ATTENDANCE**

2019-2020	N O V 19	D E C 19	J A N 20	F E B 20	M A R 20	A P R 20	M A Y 20	J U N 20	J U L 20	A U G 20	S E P 20	O C T 20	T O T A L
K. WEST-ISAAC - Chair	SP	X	N	X	X	X	X	X	X	X			
T. JONES MARTINEZ	B	X	O	X	X	X	X	X	X	X			
K. CASTANEDA	R	X	M	X	X	X	X	X	X	X			
N. HAJJAR	E	X	E	E	E	X	X	E	X	X			
D. PRESCOTT	A	E	E	X	X	X	X	X	X	X			
J. STORCK	K	X	T	X	X	X	X	X	X	X			
Y. NAKAMOTO	F	X	I	X	X	X	X	X	X	X			
G. SANCHEZ	A	X	N	X	X	E	X	X	X	X			
K. GRIFFITH	S	X	G	X	X	X	X	X	X	X			
K. WHITE	T	X		X	E	X	X	X	X	X			