

Frank D. Lanterman Regional Center

Programs & Services Committee

May 10, 2017

MINUTES

**PRESENT**

Lupe Trevizo-Reinoso, Chair  
Oscar Carvajal  
Aaron Kitzman  
Yudy Mazariegos  
Howard McBroom  
Michiko Wilkins

**STAFF**

Enrique Roman  
Taeki Kim

**NOT PRESENT**

Karla Garcia-Diaz  
Marjorie Heller  
Josephine Ko

**CALL TO ORDER**

The meeting was called to order at 10:11 A.M.

**APPROVAL OF MINUTES**

The minutes of March 8, 2017 and April 12, 2017 were reviewed and approved by consensus.

**REVIEW OF 2017 PERFORMANCE PLAN: Q1**

Mr. Roman reviewed the 2017 performance plan, quarter 1. He highlighted a few objectives. After discussion, no changes were proposed. The following are suggestions from the committee:

-Regarding Goal J, B: The committee would like more details regarding audits of documentation standards. Mr. Roman and Mr. Kim will provide that data at an upcoming meeting.

-The committee asked if and when the Center will begin to offer automated signatures. Mr. Roman responded that currently the Center was in development of the Individual Program Plan, Annual Review, and Individualized Family Service Plan and that the Center has in fact had the discussion to providing its clients and families with the opportunity to provide an electronic signature, however, the Center is nowhere near ready to implement such an option; perhaps in the future.

-Ms. Mazariegos would like parent trainings to be about more specific topics. Mr. Roman said that he is working with Ms. Chacana and Mr. Sullivan to develop something like this.

-Ms. Mazariegos suggested having computer literacy classes.

-Ms. Trevizo-Reinoso suggested having a small section in the newsletter that includes "quick/smart tips" or "did you know" about topics such as signing IPPs, or certain resources available.

-Mr. Carvajal recommended that the center have a stronger partnership with providers in order to increase communication and benefit to families.

-The committee discussed the process to license homes and how the process takes a long time to be finalized.

### **INITIAL DISCUSSION FOR 2018 PERFORMANCE PLAN**

Mr. Roman reported that the 2018 performance plan needs to be approved by August by this committee. It will then be presented to the community in September.

### **CASELOAD RATIO COMMUNITY MEETING**

Mr. Roman reported that this committee will host the caseload ratio community meeting in June. Lanterman has not met the caseload ratio requirements for two years in a row and thus is required to conduct a community meeting to discuss with its community its plan to address the issue.

### **NEXT MEETING**

The next meeting is scheduled on June 14, 2017.

### **ADJOURNMENT**

The meeting was adjourned at 11:57 A.M.

/gs