North Los Angeles County Regional Center  
Vendor Advisory Committee Meeting Minutes  
March 8, 2018

Jennifer Kaiser, George Stevens, Kim Rolfes, Arsho Garlanian, Evelyn McOmie, Jenny Dao, Erin Broughton-Rodriguez, Constence Perez, Danny Castanon, and Anna Polin – Staff  
Ken Lane, Nat Mitchell, Terrence Carson, Suad Bisogno, Asilia “Dolly” Wauls, Sharon Weinberg, Maria Ortiz, Michele C. Linares, Frances Park, Diana Richardson, Pat Walsh, Lori Sivazlian, Debra Dinielli, Lauren Bishop, Mark Steidl, Harry Bruell, Chelsea Rivera, Tina Castro, Moira Letzer, Katina Powe, Debra Donovan, Rita Zelena, Darrell Bunch, Michael Stephens, Haley Rhyne, Bob Myatt, Rebecca Holik, Kendra Espinosa, Lisa Peterson, Genesis, Fred Rockwood, Erik Elliott, Monica Bhuyan, Erica Beall, Hal Kirklin, Joel Smollett, Alexandra Rivera, Alisha Turner, Mary David, Saeda Farah, Cristina Preuss, and Nicole Gilbert - Guests

Absent:  Michelle Heid and Tyler Ternus

I. Call to Order & Introductions

Sharoll Jackson called the meeting to order at 9:32 a.m. in Michelle Heid’s absence, and introductions were made.

II. Public Input

A. Terence Carson, of Strategic Technology Solutions, announced that his company provides viable solutions to get service providers into HIPAA compliance and ongoing support to keep them up to date with any changes. Any service providers interested should contact him directly at tcarson@investapex.com. Informational fliers were available on the information table.

B. Michele Linares announced that the ICC white paper titled “Guidelines for the Speech Language-Pathology Assistants (SLPAs) Duties and Responsibilities in Early Intervention Services” from the Department of Developmental Services’ (DDS’s) website allowed for SLPA use in home and in clinic. In that white paper, duties that the SLPAs are able to perform are: the SLPAs is considered a specialized consultant assistant in the Early Start personnel model; and the SLPAs provides direct treatment assistance to
children and families under the supervision of a speech-language pathologist. All services will be provided in the child’s natural environment to the maximum extent appropriate unless there is a justification in the Individualized Family Service Plan (IFSP) stating why the early intervention service will not be provided in the natural environment.

III. Consent Items

A. Approval of Agenda

M/S/C (J. Moran/K. Laurino) To approve the agenda as presented.

B. Approval of Minutes from the February 1st VAC Meeting

M/S/C (J. Moran/M. Feldman) To approve the minutes as presented.

IV. Executive Director’s Report

George Stevens gave the following reports:

A. Recognition: George recognized all of the hard-working women in the room and thanked them for their many contributions, on this International Women’s Day.

B. Behavioral Intervention Services Transition: Dr. Arpi Arabian reported that the behavioral health treatment (BHT) has now been renamed behavioral intervention services (BIS). We are supposed to have all behavioral services transitioned to the managed care plans by July 1st. The Department of Developmental Services (DDS) has provided us with a list of about 250 consumers they believe will need to be transitioned, but we believe the number to be a bit higher than that. We are in the process of making clinical recommendations for each of these consumers. We have also begun contacting families and providing them with consent forms because we don’t know when the managed care plans will get around to doing that. Please encourage families to complete and return the consent forms to us ASAP so we can keep the process going. The process is a little trickier this time around because it will be addressing consumers who do not have an autism diagnosis. As such, we will be having webinars for our providers so they understand the process. Please contact Arpi with any questions at: AArabian@nlacrc.org.

C. Town Hall Meeting: We are going to hold a town hall meeting at New Horizons on Thursday, April 5th, from 6:00 to 8:00 p.m. The purpose of
the meeting is to bring our elected officials and key players to meet with members of our community and to focus the discussion entirely on the issues that were identified in the recent needs assessment survey. These issues include good places to live, good services with staff who are stable, well trained, and paid a decent wage, the need for good public transportation, good jobs, and healthcare. It will be very important that we all RSVP to participate in this event, so we can make our elected officials aware of our issues – and we also want them to see our numbers. We want to show them that we are a community to be listened to and taken seriously. Please help us get the word out about this important town hall meeting to your consumers, families, and staff.

D. **Budget Hearings:** The Assembly budget hearing was held yesterday and a lot of testimony was given supporting Assembly Member Holden’s proposal for $25 million in bridge funding for service providers. The Senate budget hearing will be held **Thursday, March 15th, at 9:30 a.m.** Please write letters supporting the bridge funding to members of that committee. Sharoll Jackson thanked George for going to Sacramento yesterday to provide testimony supporting the proposed bridge funding.

V. **Chief Financial Officer’s Report** (Kim Rolfes)

A. **Requests for Proposals (RFPs):** The center has issued RFPs for a residential provider and a money management provider. An informational meeting will be held for the money management project on **Monday, March 26th, at 1:30 p.m.**

B. **Internal Information Assessment:** The center is going to conduct and internal assessment to make sure the private health information for our 25,000+ consumers is completely protected. As such, we have issued an RFP for a risk assessment to make sure we are doing our best to protect consumer data. Kim recommended that service providers conduct a risk assessment at their agencies too.

C. **IHSS Workers Webinar:** Will be held **Friday, March 9th, from 1:00 to 3:00 p.m.;** call 1-800-288-8975 to participate.

D. **Whistleblower Policy:** The center will be sending out its whistleblower policy this month to all providers; this is done on an annual basis.

E. **Audited Financial Statement/IRS Form 990:** The center’s financial statement and IRS form are still in draft form because we now have to show the
unfunded liability for our retirement funding on our balance sheet and we are in the process of obtaining that information. So rather than presenting them for approval at the board meeting, they will be presented at the March 26th Executive Committee meeting for approval on behalf of the board. Once approved, they will be posted on our website.

F. **FY 2015-16**: DDS is closing out this fiscal year so any late bills from that time must be submitted to us ASAP so we can pay them before it’s closed.

G. **Resource Development Funds**: A new statute requires DDS to establish guidelines for resource development funds. A public meeting for stakeholders will be held sometime in April. Input on the guidelines is due May 18th.

VI. **Community Services Director’s Report** (Yolanda Bosch)

Evelyn McOmie and Arsho Garlanian gave the report in Yolanda’s absence.

A. **Rate Studies**: Burns and Associates has been retained by DDS to complete a statewide rate study on provider rates. They will be issuing a provider survey in early April. All providers are highly encouraged to complete the survey.

B. **Integrated Employment**: The center will be holding 6 webinars on integrated employment from **Thursday, March 15th through the end of May**.

C. **SIR Trainings**: The center held trainings on special incident reporting on March 1st and 7th and had over 100 people attend each training! More SIR trainings will be held but please RSVP quickly through Eventbrite as space is limited.

D. **Customized Employment**: San Gabriel/Pomona Regional Center will be holding a training on customized employment and job matching on **Friday, April 30th**, from **9:00 a.m. to 4:00 p.m.** ($15.00 registration fee). This training is geared especially for employment staff, school to work transition staff, direct service managers, rehabilitation counselors, and case managers. For more information, call Lynn Lee at (909) 706-3579 or visit SG/PRC’s website.

E. **DS 1891 Forms**: A new 2-year cycle began January 1st, so please go to the portal and update your information. If you have any questions about this, please email: contract&compliance@nlacrc.org.
F. Competitive Integrated Employment (CIE) & the Paid Internship Program (PIP): Danny Castanon and Evelyn McOmie will be staying after this meeting to answer questions anyone might have about either program.

G. Annual Program Evaluations: Thank you everyone for submitting your annual program evaluations. We had 100% compliance!

VII. Committee Business

A. Legislative Update: Sharoll reported that the legislative updates were already given earlier in this meeting.

B. 30 Day Notices & the IPP Planning Process – Deferred (This item was deferred because Ruth Janka was not present to give the report.)

C. Identify Nominees for FY 2018-19 VAC Chair: Only 1 nomination was made.

\[\text{M/S/C (J. Moran/D. Cutter) To nominate Sharoll Jackson to serve as the VAC chair next fiscal year.}\]

VIII. Reports from the VAC Priority Issue Work Groups

A. Early Start Services (Fredlyn Berger): The group met the center’s new Early Start supervisor and discussed how to streamline current processes.

B. School Age Services (Mariela Feldman): The group discussed the new BIS transition process and how to make it easier. Mariela announced that she and Arpi are going to Sacramento today to participate in the CalABA conference.

C. Adult Services (Jenni Moran): Jenni provided the VAC with written notes from the adult services group meeting. Primarily, the group discussed the CIE/PIP process. The Adult Skills Center (TASC) has graciously offered technical assistance. Jenni also reminded providers to submit information about how much funding it would take for them in order to provide A+ services to Burns & Associates, as they have been hired to conduct the rate study for DDS, which will be submitted to the legislature. Jenni added that it would be very beneficial at this time if the Association of Regional Center Agencies (ARCA) would update their excellent report called, “On the Brink of Collapse.”

\[\text{M/S/C (J. Moran/B. Erio) To ask the Board of Trustees to request that ARCA update their “On the Brink of Collapse” report so it can be provided to Burns & Associates.}\]
D.  **Implementation of Legislative Changes (Sharoll Jackson):** This group joined the adult services group last month and they discussed the town hall meeting which has now been scheduled for Thursday, April 5th.

**IX. Report on Board Committee Meetings**

A.  **Administrative Affairs (Orli Almog):** The committee reviewed the center’s draft IRS Form 990 and discussed expenses related to the 7th floor office expansion. The financial report showed a budget of over $442 million for this fiscal year with a projected POS budget deficit of $25 million. The human resources report showed that the center now has 504 staff positions for FY 2017-18.

B.  **Board of Trustees (Sharoll Jackson for Michelle Heid):** The board met on Valentine’s Day; they approved lots of contracts, discussed caseload ratio concerns, and were given an update on the self-determination program. The Executive Committee reported that they approved the center’s legislative platform for this fiscal year, which was:

1. Support Assembly Member Holden’s $25 million bridge funding.
2. Support the restoration of suspended services (camp and social/recreational activities).
3. Support funding the regional center operations budget at ABX2-1 levels.
4. Oppose the reinstatement of the uniform holiday schedule.

C.  **Consumer Services (Sharoll Jackson):** The committee spent most of their time reviewing the proposed changes to several service standards to reflect recent changes in law (e.g. the elimination of the cap on respite services).

D.  **Government & Community Relations (Sharoll Jackson):** The committee discussed all of the upcoming legislative activities including grassroots visits with local legislators, visits with legislators at the State Capitol as part of ARCA’s Grass Roots Day activities, and the planning of the town hall meeting on April 5th.

E.  **Nominating (Deborah Cutter):** The committee completed their interviews with the board and VAC applicants last night. Three of the VAC applicants will be presented for nomination at the May board meeting. The letters will be going out to the applicants today with the interview results.

F.  **Strategic Planning (Bob Erio):** The resignation of Cindy Chiu, director of the local State Council office, was announced; she moved out of the area. The
quarterly program closure report showed that there have been only 7 program closures so far this fiscal year; 6 were due to the provider failing to maintain an office in our catchment area (which is a regulatory requirement) and 1 was because the licensee deceased. A report was given on the center’s outreach efforts to talk with employers about the CIE/PIP programs. The 2017 year end data for the 21 regional center’s performance contracts was reviewed; NLACRC’s numbers were better than the statewide average in all but 1 category, but the margin was small: 2.76 compared to 2.47.

X. Open Issues for Discussion – No further topics were brought up for discussion.

XI. Agenda Items for the Next Board Meeting

The following items were identified for the VAC’s section of the March 14th board meeting agenda:

A. Minutes of the March 8th VAC Meeting
B. Approval to Ask ARCA to Update their report “On the Brink of Collapse”

XII. Announcements/Information/Public Input

A. Purchase of Service (POS) Disparity Meetings: George Stevens announced that NLACRC will be holding meetings at the main office and at the Antelope Valley office to share our POS disparity data with our community:

1. Antelope Valley: **Tuesday, March 20th, at 6:30 p.m.**
2. San Fernando Valley: **Tuesday, March 27th, at 6:30 p.m.**

B. **Next VAC Meeting:** Thursday, April 5th (break out groups will meet)

XIII. Adjournment

Sharoll adjourned the meeting at 10:39 a.m.

Submitted by,

**Jennifer Kaiser**

Jennifer Kaiser
Executive Assistant

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