North Los Angeles County Regional Center
Consumer Services Committee Meeting Minutes
August 22, 2018

Present: Melissa Ferman, Jessica Gould, Anna Hamilton, Sharoll Jackson, Caroline Mitchell, and Jeremy Sunderland – Committee Members
Sonia Ojeda – Vendor Advisory Committee Representatives
Archie Rucker - Guest
Maria Bosch, Sheila Calove, Jamie DeWitt, Evan Ingber, Ruth Janka, Jennifer Kaiser, Michele Marra, George Stevens, and Jesse Weller – Staff Members

Absent: Marianne Davis and Angelina Martinez

I. Call to Order & Introductions

Anna Hamilton, chair, called the meeting to order at 6:03 p.m. Introductions were made. Anna welcomed Sonia Ojeda, the new Vendor Advisory Committee representative to this committee.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Agenda

M/S/C (C. Mitchell/M. Ferman) To approve the agenda as presented.

B. Approval of Minutes of July 18th Meeting

M/S/C (J. Gould/C. Mitchell) To approve the minutes as presented.

IV. Committee Business

A. Approved Committee Priorities for FY 2018-19

The board approved the committee’s 4 priorities for this fiscal year:

1. Oversee the implementation of the self-determination program consistent with statute, Medicaid waiver, and regulations.
2. Monitor purchase of service disparity within the provision of services.
3. Ensure that the center provides services that are in compliance with Medicaid waiver, statute, and regulations.
4. Monitor the center’s caseload ratios.
B. **Consumer Diagnosis Statistics by Age Group – Deferred**

C. **Self-Determination Program (SDP) Update**

Sheila reported that the center now has 287 consumers who have added their names to our interest list. It will be the responsibility of the Department of Developmental Services (DDS) to select consumers to fill our 183 spots for the 3-year pilot. The job descriptions for the SDP consumer service coordinators have been finalized and recruitment will begin shortly to fill those positions at all 3 of the center’s offices. We continue to wait for direction and guidelines from DDS on how the program should be run. In the meantime we continue with our outreach efforts to let our community know about this program.

Ruth added that the center’s self-determination advisory committee continues to meet on a monthly basis at one of the center’s 3 offices. The members had asked for transportation services, similar to those provided to board members, but unfortunately our contract does not allow for it; we can only reimburse our board members and staff for mileage. There are currently 2 vacancies on the committee that will need to be filled. When the committee was first formed, applications were solicited and once received, staff and some members from this committee interviewed and rated the applicants. Is the committee still okay with that process?

**M/S/C** (C. Mitchell/M. Ferman) To recommend to the Board of Trustees to convene a panel for the purpose of interviewing and rating applicants for the self-determination advisory committee.

**Action:** Caroline Mitchell and Anna Hamilton volunteered to serve with Sheila Calove on the interview panel.

D. **Monthly Community Placement Plan (CPP) Report**

The center only has 19 consumers left living in a developmental center, however 13 of those consumers we are not going to place because they are in the secure treatment area of Porterville Developmental Center and are court-ordered to be there. The developments for FY 2014-15 and FY 2015-16 have been completed, so they will be removed from the monthly report. We are finalizing our CPP for FY 2018-19, which is due to DDS at the end of August. Maria plans to reformat the report to make it more visual – and shorter.
E. **Update on 637 Proposals**

The center submitted 2 proposals to DDS for their review and hopefully their approval; we have not received a response from them as yet.

1. Speech & Language Pathology Assistants (SLPAs)
2. Community-Based Integrated Support Services

F. **Monthly Case Management Report** (Ruth)

1. **Personal Assistance:** At last month’s committee meeting, Jeremy questioned why personal assistance was included in the quarterly exceptions/exemptions report when all of the requests were approved. Ruth looked into this and found that personal assistance was added to the report in 2009 when the cap on respite services was implemented. This was done so requests for personal assistance could be tracked to make sure it was not being used as a replacement for respite services. As such, personal assistance will be removed from future exception/exemption reports. In addition, a new column will be added to the report; in addition to approved and denied, “alternate service recommended” will be added.

2. **Security Cameras in Keolis Vehicles:** Our transportation provider, Keolis, is adding interior cameras to their vehicles for passenger and driver safety reasons. The cameras will only record in certain situations (e.g. quick stops); the driver can also activate the camera manually if he/she deems recording is necessary. Notices about this will be going out to consumers and their families.

   **Action:** Per Jeremy’s recommendation, Ruth will confirm that the vehicles will have a sign posted stating that riders may be recorded on film.

3. **Community Coffee:** Ruth will be holding “community coffee” events in various areas in the center’s catchment area to give the community an opportunity to meet with her and answer any questions they may have; one of the case management directors will accompany her at each meeting. The following community coffee meetings have been scheduled:

   - Thursday, September 20th, 6:00-7:00 p.m. (Chimbole Center in Palmdale)
• Monday, September 24th, 9:00-10:00 a.m. (William S. Hart Community Center, Santa Clarita)
• Thursday, September 27th, 6:00-7:00 p.m. (Van Nuys Public Library)

A schedule of these meetings, and other community meetings, will be put together on a 6-month schedule that will be made available to the community.

4. **Commonly Coordinated Services Guide by Age Group:** The draft guides for 3 different age groups are being finalized. The guides will be full page size, made of durable card stock, and will have photographs reflecting that age group.

5. **Staff Development:** The center is providing trainings to staff on the following topics:
   - Goal writing (“ages and stages”), which focuses on what development goals should be expected for different age groups.
   - Risk assessment and mitigation.

6. **Early Start:** Jesse reported that NLACRC is a member of “Cohort 3,” a collaboration of 9 regional centers that are working together to implement the State Systemic Improvement Plan (SSIP) that is focusing on improving social and emotional developmental outcomes for infants and toddlers in Early Start. NLACRC will be implementing this initiative through a Local Implementation Team (a collaboration with DDS, local school districts, the Family Focus Resource Center, and vendors).

**G. FY 2017-18 Committee Action Log**

All of the actions that this committee took last fiscal year were listed in a log for the committee’s review. The log serves to show the number and types of actions that were taken for the committee’s information.

**V. Board Meeting Agenda Items**

The following items were identified for the committee’s section of the September 12th board meeting agenda:

A. Minutes of the August 22nd Meeting
B. Self-Determination Program Update
C. Approval to Convene a Panel to Interview & Select SDP Applicants
VI. Announcements / Information Items / Public Input

A. **Complete Meeting Evaluations**

Anna asked the committee members to please complete their evaluation forms after the meeting and submit them to her with any comments.

B. **Annual Legislative Training:** Wednesday, September 19th, at 6:00 p.m.

This training will be held in lieu of the Consumer Services & Government/Community Relations Committee meetings next month.

C. **Next Meeting:** Wednesday, October 17th, at 6:00 p.m.

VII. Adjournment

Anna adjourned the meeting at 6:41 p.m.

Submitted by:

Jennifer Kaiser
Executive Assistant