North Los Angeles County Regional Center  
Vendor Advisory Committee Meeting Minutes  
May 2, 2019

Present:  Orli Almog, Suad Bisogno, Bob Erio, Cynthia Fernandez, Sharoll Jackson, Dana Kalek, Don Lucas, Jenni Moran, Sonia Ojeda, and Nick Vukotic - Committee Members


Absent: Deborah Cutter, Mariela Feldman, and Staci Jordan

I. Call to Order & Introductions

Sharoll Jackson, VAC chair, called the meeting to order at 9:36 a.m. and introductions were made.

II. Public Input

A. Susie Pittman announced the Build Rehabilitation Industries in Sylmar will be holding an NLACRC community coffee with Ruth Janka on Friday, May 10th, from 9:00 to 11:00 a.m. They will be talking about transitioning their work activities program. Please come if you want to join in the discussion.

B. Ruth Janka announced that Jay Nolan Community Services will be hosting a community coffee tomorrow with their new director Edward Amey. There will be an open house from 1:00 to 3:00 p.m. and the community coffee will follow.
C. Steve Miller, one of the center’s legislative educators, reported that a budget committee meeting will be held in Sacramento on Thursday, May 9th, and they will be discussing our issues (rate reform, the 8% increase). You can also bring to their attention our local issues (workers compensation and local minimum wage increases). Each person will be given the opportunity to provide a minute or 2 of input. He encouraged everyone to go to Sacramento on that day to submit testimony. If they hear enough about our issues, they will have to react to them.

**Action:** Steve will draft a sample letter to Anthony Rendon, speaker of the Assembly, about rate reform and the 8% increase and Jennifer Kaiser will email it out to everyone. Please put it on your letterhead, sign it, and send a copy of it to Jennifer.

### III. Consent Items

**A. Approval of Agenda**

M/S/C [J. Moran/S. Ojeda] To approve the agenda as presented.

**B. Approval of Minutes from the April 4th VAC Meeting**

M/S/C [J. Moran/D. Kalek] To approve the minutes as presented.

### IV. Executive Director’s Report (George Stevens)

**A. Behavioral Health Treatment Transition:** Dr. Arpi Arabian reported that we have only 39 consumers left to transition from the regional center to the managed care programs for their behavioral health treatment services. The transition to Health Net is most problematic because they don’t see it as a transition – they see it as a new enrollment. Please contact Arpi with any questions at AArabian@nlacr.org.

**B. Bridge Funding:** The Centers for Medicare & Medicaid Services (CMS) has approved the state’s waiver application for the bridge funding. (See Section VI.D. below for additional information.)

### V. Deputy Director’s Report (Ruth Janka)

**A. Self-Determination Update:** The center continues to move forward to implement the self-determination program. Our first orientation will be held May 14th and person-centered planning can occur in advance of the
orientation or enrollment. A training for our service providers is being planned (see Section VII.A. below for additional information).

B. Risk Management: The center is recruiting for a risk assessment specialist who will work with our service coordinators to develop prevention action plans and safety and will also provide risk management trainings.

C. Community Engagement: As reported earlier in this meeting, Ruth continues to hold community coffee events in all 3 valleys. If you would like to host one, please contact Sandra Rizo, Ruth’s assistant, at SRizo@nlacrc.org.

D. Purchase of Service Disparity Proposals: The center received approval from the Department of Developmental Services (DDS) to continue our Family Empowerment Team in Action (FETA) program for a 3rd year. We are currently assistant about 35 families to help increase their access to services. This is managed by MSW students at CSUN! We also received DDS approval for our new parent navigator program; we will be hiring a parent who can show other parents how to navigate the system.

E. Community Integrated Employment (CIE) & the Paid Internship Program (PIP): Please contact Lisa Mayti with any questions at LMayti@nlacrc.org.

VI. Chief Financial Officer’s Report (Kim Rolfes)

A. NLACRC’s Budget: The center’s operations budget is budget is currently about $52 million and our POS budget is $430.6 million (almost a half a billion dollars!). We are currently projecting a deficit in the POS budget between $20 and $25 million but don’t anticipate any cash flow issues because the deficit will be resolved with future funding allocations from the DDS. We have the highest POS deficit in the state!

B. HIPAA Breach Prevention: Most breaches occur because of unsecured portable devices or with papers left out. The help avoid a HIPAA breach, please follow these steps:

1. Continue to educate your staff on breach prevention.
2. Maintain possession of mobile devices and lock or turn them off when they are not in use.
3. Use encryption and firewalls to prevent unwanted access to your data.
4. Make sure your records are stored properly.
5. Dispose of paper files by destruction (shredding).
6. Keep all consumer information out of the public’s eye.
7. Use social media sites cautiously.

C. **Special Incident Reporting:** DDS is closely monitoring regional center and the community including the timeliness of special incident reporting. The rule is you must report an SIR verbally within 24 hours and proper paperwork submitted within 48 hours. If you receive an SIR on a Friday, don’t wait until Monday to process it; the timelines include Saturdays and Sundays.

D. **Bridge Funding:** We received the notice from CMS that the state’s waiver application for the bridge funding was approved. We are now expecting to receive rate increase letters from DDS. It will be a 2.1% increase effective May 1, 2019 to April 30, 2020 – 1 year only. The rate increase will only be available for certain types of programs, such as community based day programs and community care facilities with ARM rates. We will process the rate increase letters as soon as we receive them.

E. **Parental Fees:** Senator Jeffrey Stone (R-La Quinta) has introduced SB 412 which would eliminate the Family Cost Participation Program (FCPP) and the Annual Family Program Fee (AFPF).

F. **Money Management Service:** The center has finalized its contract with FACT to assume the duty of representative payee services for our consumers. The transition from the center providing this service to FACT should take about 18 months. Letters about this change have been sent to all of our residential service providers.

G. **Whistleblower Policy:** The center has sent out its whistleblower policy to all of our service providers. Service providers must review this information with their staff. The center is required to send this policy out on an annual basis.

VII. **Community Services Director’s Report** (Arsho Garlanian for Evelyn McOmie)

A. **Self-Determination Program:** The following information session have been scheduled for our service providers:

1. Monday, June 10th, from 10:00 a.m. to noon (San Fernando Valley office)
2. Wednesday, June 12th, from 10:00 a.m. to noon (Antelope Valley office)

Invitations will be posted on Eventbrite.
B. **Vendor Fairs**: This is the opportunity for you to reserve a table and have information about your program(s) to share with our service coordinators. Vendor fairs will be held at the San Fernando Valley office on September 4th, 5th, 10th, and 12th. A vendor fair will be held in the Antelope Valley in October. More information to come.

C. **Personal and Incidental (P&I) Training**: Will be held for our residential providers on Tuesday, May 28th, from 10:00 a.m. to noon at our San Fernando Valley and Antelope Valley offices. Invitations will be posted on Eventbrite.

D. **Requests for Proposals (RFPs)**: Have been posted on our website; projects begin sought are:

1. Level 4 adult residential facility with complex and challenging support needs.
2. Level 2 & 3 adult residential facilities with mild to moderate support needs.

Specifically for the Santa Clarita and Antelope Valleys:

3. Speech/language pathology
4. Occupational therapy
5. Physical therapy
6. Infant development program

The deadline for proposal submissions is Saturday, May 11th, at midnight.

E. **Service Provider Newsletter**: Copies of the most recent newsletter were made available on the information table. Please take one – the newsletters are full of really good information!

F. **Emails to the Community Services Department**: Please note that the department’s previous inbox (VUpdate@nlacrc.org) has been discontinued. Please forward updates to the appropriate team: Contract&Compliance@nlacrc.org or Resourcedevelopment@nlacrc.org. Thank you!

**VIII. Committee Business**

A. **Election of Sharoll Jackson to serve as FY 2019-20 VAC Chair**

M/S/C (J. Moran/D. Kalek) To elect Sharoll Jackson to continue serving as VAC chair in FY 2019-20.
B. **Discussion re: VAC Priorities for FY 2019-20 – Attachment**

Copies of the list of the VAC’s priorities for this fiscal year were provided. At last month’s VAC meeting, a question was raised as to whether additional break-out groups should be formed to include consumer employment and services for older adult consumers. Jenni Moran reported that the Adult Services group is already finalizing a policy statement on services for older consumers. Discussion ensued on whether or not employment should be added to the Adult Services group of discussion issues. As the Adult Services group already has its hands full, the following action was taken:

**Action:** A sign-up sheet was circulated around the room for people who were interested in participating in an employment roundtable, which would be separate from the VAC’s activities.

**Action:** The center’s employment specialist will be asked to join the employment roundtable meetings.

**M/S/C** (J. Moran/S. Bisogno) The VAC will present the same priority issues as this year to the Board of Trustees as their priorities for next fiscal year.

**IX. Reports from the VAC Priority Issue Work Groups**

A. **Early Start Services** (Dana Kalek): Lots of new Early Start service coordinators have been hired and the group was told who they were. There was discussion about the 805 service code and what will happen if it is divided. Etta is hosting a community coffee on Monday, May 20th, for Early Start providers.

B. **School Age Services** (Dr. Jesse Weller for Mariela Feldman): The group is too small and is looking for additional providers – please feel free to join our group!

C. **Adult Services** (Jenni Moran): The group is crafting a policy statement on services for older consumers and is close to finalizing it. Once it is finalized, it will be presented to the VAC and then to the Board of Trustees for their review and approval.

D. **Implementation of Legislative Changes** (Sharoll Jackson): The group helped organize an amazing “Keep the Promise” rally at the state building on April 5th – it was a huge success! Sharoll thanked everyone who had a part in planning it.
X. **Report on Board Committee Meetings**

The VAC members who represent the VAC on the following board committees gave reports on the latest meeting they attended. Minutes from the NLACRC Board of Trustees meetings and minutes from all of its subcommittee meetings are posted on the center’s website under the “Governance/Board of Trustees/Approved Meeting Minutes” tab.

A. Administrative Affairs (Cynthia Fernandez)
B. Board of Trustees (Sharoll Jackson)
C. Consumer Services (Sonia Ojeda)
D. Government & Community Relations (Orli Almog)
E. Nominating (Bob Erio)
F. Strategic Planning (Suad Bisogno)

XI. **Open Issues for Discussion**

No further issues were brought up for discussion.

XII. **Agenda Items for the Next Board Meeting**

The following item was identified for the VAC’s section of the May 8th board meeting agenda:

A. Minutes of the May 2nd VAC Meeting

XIII. **Announcements/Information/Public Input**

A. **Next VAC Meeting:** Thursday, June 6th (break out groups will meet)

XIV. **Adjournment**

Sharoll adjourned the meeting at 11:26 a.m.

Submitted by,

*Jennifer Kaiser*

Jennifer Kaiser  
Executive Assistant

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