



**EASTERN LOS ANGELES REGIONAL CENTER**  
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**Minutes of Board of Directors Meeting  
 October 11, 2011  
 Approved as Corrected November 8, 2011**

**Present:**

Olga Sarabia, President  
 Terry Munoz, Treasurer  
 Felicitas Navera, Secretary  
 Pat Gomez, Vice-Chairperson  
 Robert Hazard  
 Theresa Chen  
 Deborah Gallardo  
 Marvin Brown  
 Miguel Lugo

**Staff Present:**

Gloria Wong, Executive Director  
 Rosalie Estrada, Executive Asst.  
 Felipe Hernandez, Chief of  
 Consumer Svs.

**Absent:**

Joe Utar (LOA)  
 Theresa Chen (excused)  
 Elton Lui (excused)  
 Tammy Bachrach, VAC

**Guests:**

Refer to Sign-In Sheet

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Olga Sarabia, President, called the meeting to order at 6:15 P.M.

**I Welcome and Roll Call**

Olga Sarabia, President, welcomed all and stated the Board Meeting this evening is being held in honor of Angelina Levy, vendor, and a former board member who passed away on Thursday, October 6<sup>th</sup>, after a long battle with cancer.

**II Introductions**

The Board members and the audience were introduced.

**III Community Input**

Cristina Beylia stated the Key Housing Committee needs more board members.

#### **IV Approval of Board of Directors Meeting Minutes**

##### **A. Minutes of September 13, 2011**

Correction: Page 6, paragraph #2, third line, change “written response” to “verbal response.”

Robert Hazard, board member, indicated at the last meeting he reported on the medical clinic which was to be open to the public. Robert reported during a recent conference call DDS has indicated it will not allow residents from the community to use the LDC medical clinic until they have the Medi-Cal/Medi-Care billing situation taken care of.

***M/S/C (Olga Sarabia/Terry Munoz) To approve the Minutes of September 13, 2011 as corrected. Unanimous.***

##### **V. Executive Director’s Report**

##### **A. Performance Contract 2012**

Elizabeth Harrell, Supervisor, Information & Training, addressed the Board on the Performance Contract (PC). Liz reported there have been no changes on the document since the Performance Contract was presented to the Board on September 13<sup>th</sup>.

Terry Munoz, Pat Gomez, and Olga Sarabia, board members, suggested the acronyms used in the Performance Contract be changed to the full name. Liz will go through the document and make the necessary changes.

Olga Sarabia, President, asked if there was anyway to be more specific with numbers rather than the use of percentages. Liz referred Olga to the Mid Year Data Report which provides both the specific numbers and percentages, and comparing the results with the other regional centers. The format used is one developed by DDS and regional centers are required to use. The report card also explains what the PC is, who uses ELARC services and regional center goals based on the Lanterman Act. These documents are provided by DDS and are posted on the ELARC website.

***M/S/C (Pat Gomez/Felicitas Navera) To approve the Performance Contract for 2012 as amended. Unanimous.***

##### **B. Transparency & Public Information Policy**

The Transparency and Public Information Policy was shared with the Board. In the Trailer Bill Language and the Regional Center contract language it is specific as to the type of information which must be posted and what material needs to be provided in a timely manner.

***M/S/C (Theresa Chen/Robert Hazard) To approve the Transparency & Public Information Policy as presented. Unanimous.***

C. ELARC Website Updates

At the last board meeting there were comments regarding the difficulty of getting onto the ELARC website.

Liz Harrell reported she received input individuals that were frustrated with trying to access information on the ELARC website and that occasionally received a message which stated "unauthorized access." Liz reported the website needs updating and is currently exploring options available given the current budget situation. She reported she recently met with her counterparts at the other regional centers regarding website and resources which may be available and how they are dealing with the demands of Trailer Bill Language (TBL), and posting information quickly. Some of the demands around the TBL include the posting vendor rates without giving out confidential information, etc., which must be done by hand. The ELARC Information and Training Specialist, Roxy Ortiz, updates the website. While she is working on the website there is always a possibility that if an individual happens to go onto the website at the same time she is updating content one that the visitor may receive a screen with a message "page under construction please check back."

Liz provided a brief presentation of the ELARC website. Currently all required material is posted with the exception of the Transparency and Public Information Policy which is being presented to the Board of Directors for approval. Additionally the other item which is not posted is the service provider rates. There is a list of names, types of service and contact information of all purchase of services vendors, except consumers or family members of consumers.

Gloria Wong indicated the items being posted on the website are related to the passage of the budget on June 28, 2011 which resulted in a cascade of additional work to DDS and to the Regional Centers. The posting is a start in trying to meet the requirement. ELARC is posting documents over and above what is required by Trailer Bill language.

D. Boardsmanship Training Series Update

Mark Starford, Consultant, presented the first part of the Board training sessions. There are six different videos which are being created, five different subjects which include Boardmanship, the Role of Board Members, the Role of the Committees, Board Development and Facilitation. Gloria Wong, and board members, Theresa Chen, Olga Sarabia, Marvin Brown Terry Munoz participated in the making of these videos. Additionally members from the State Council on Developmental Disabilities were also collaborators on the project. All five of the videos will be on a special website and visitors to the ELARC website will be able to access the site. The first video provides an introduction by Gloria Wong and Olga Sarabia and also has resources individuals can access to learn more about a particular area. Additionally the special website will ask individuals to complete a volunteer mission statement. A draft of the worksheet was

distributed. Following the viewing of the videos the person viewing the video will be asked to complete the worksheet sheets, save and have all five ready when being interviewed for a position on the Board in order to share what his/her mission statement is and why he/she would like to be a board member.

The first video was viewed. The draft version packet for the first video "Boards for All" was distributed. Elizabeth Harrell, ELARC staff, provided the narration on all five videos. Mark requested Olga Sarabia work with him once he has all packets in draft form to review in detail for any changes/recommendations.

Area Board 10 representative in the audience stated he felt these training videos would be beneficial. Cris responded he thought it would have a lot of value and by watching the first video thought it accomplished goals he intended. Mark also suggested the videos could be used at retreats.

E. Southern California Conference of Regional Center Directors & Board Presidents: "The Way Forward" Project Update

Gloria Wong reported the Executive Directors and the Board Presidents met at Harbor Regional Center in August. The feeling among those present was an overall frustration over the depth of the cuts to the Regional Center System. Another budget cut is expected in January 2012. In comparing the last two fiscal years, last year there was a \$334 million and looking at \$576 million this year and a possible \$100 million in January would result in over a billion-dollar reduction in just two fiscal years.

G. Wong reported she is running a deficit of \$1.7 million in Purchase of Services (POS) for last fiscal year.

The Southern California Regional Center group is working on a strategic plan to counter the deep cuts. Once a draft strategic plan is completed it will be presented to the twenty-one regional centers, through ARCA (Association of Regional Center Agencies).

F. Notice of Proposed Rulemaking Financial Management Services: Participant Directed Services

The Notice of Proposed Rulemaking Financial Management Services: Participant Directed Services was distributed. This concept is generating a tremendous amount of work for the regional center system and is tied to the Federal funding. It requires regional centers to make available fiscal management services agencies. It was to go into effect on October 1<sup>st</sup>. ELARC is having a very difficult time finding the resources. We are collaborating with other Los Angeles County Regional Centers to establish the needed resources. ELARC expects to have at least one vendor in place by November 1st. Families have received notices if they are under the Medi-Caid Wavier and are funded for respite services, transportation and day care, and receive direct payment for these services. Parents currently vendored to receive direct

payment for these services will be required to engage the services of a “Fiscal Management Services” agency. The fiscal management agency will oversee and ensure payments are being made directly for worker’s compensation and payroll taxes. This is a requirement as of October 1, 2011 under the Medi-Caid Waiver Federal Program. The task is very labor intense and regional centers are doing their best to institute the new system as soon as possible.

Gloria reported over half of the budget the regional center’s receives are federal dollars.

#### G. ARCA Dues Correspondence

Correspondence from ARCA dated September 16<sup>th</sup> re: Motion from Executive Committee Meeting of September 15, 2011 was distributed to the Board. The letter was addressed to the President of the Board, Olga Sarabia.

Gloria reported the dues for the 2011/12 were paid to ARCA prior to the action by the Association to reduce dues by 2.5%. ARCA would like to know if regional centers would like to be reimbursed the 2.5% or make a contribution to ARCA. Gloria’s recommendation is to leave it with ARCA as they are in a deficit and it would only amount to approximately \$2,000. The Board concurred with the recommendation.

#### H. Budget Status Fiscal Year 2011-12

There is no Sufficiency of Allocation Report for Purchase of Services. The first SOAR is due to DDS on November 15<sup>th</sup>. ELARC continues to work on the report.

The first allocation was received and are awaiting the second allocation which is mostly tied to the Community Placement Plan (CPP). In operations for CPP there is an outstanding allocation of \$1 million, still leaving a deficit in operations of \$572,684. For the current fiscal year the Board voted to put into effect a reduced work schedule, which is helping, but there is still a deficit in Operations. Currently working on strategies to contain operations shortage.

Gloria reported one of the actions taken when the budget was passed last year was the major changes in Early Start. Last year in the Early Start program there was an allocation of \$572,000 and this year the allocation was \$67,000 which will result in staffing changes which will drastically change the Early Start Program. All indicators at this time is that regional centers will receive an additional cut by January 2012 if revenues continue to decrease.

## VI Consumer Services Report

Felipe Hernandez, Chief of Consumer Services reported the following:

*FMS (Financial Management Services):* As reported earlier notices have been mailed out to families to be affected. Notices are available in English, and on the ELARC website in Spanish and Chinese.

Employment Committee: The Employment Committee met at the regional center and have been working with the Department of Rehabilitation for the last three years in order to establish a good working relationship with their specialists who interact with our service coordinators and consumers and their families. ELARC is looking to better understand the DOR regulations which assists consumers in securing job coaching and employment.

Trailer Bill Language (TBL): Supervisors are spending time at their meetings to come up with ideas to develop work strategies which will assist service coordinators in completing their job. Service Coordinators have received a lot of information re: Trailer Bill Language that they try to share with their families. Some of the TBL consists of formulas which they must use for Family Cost Participation Program (FCPP) and other programs which require use of fiscal formulas. Service Coordinators must now ask their families for financial information and the SC's are getting resistance in sharing their financial information.

Existing caseloads are growing and supervisors are trying to come up with ideas in order to give the service coordinators some relief which could include reducing the amount of forms used or any other parts of their jobs that are not absolutely necessary.

**Delta Dental**: DDS has established and has signed a contract with Delta Dental which will go into effect January 13, 2012 with providers who accept the Delta Dental plan. DDS will provide the Regional Centers with the name of the consumer receiving the services and the amount owed and the regional centers will pay the dentist providing the services.

## **VII Committee Reports**

### **A. Vendor Advisory Committee**

Tammy Bachrach, Vendor Representative, was unable to attend the board meeting this evening therefore there was no report.

### **B. Consumer Advisory Committee**

Miguel Lugo, Consumer, was unable to attend the board meeting this evening therefore there was no report provided.

### **C. Family Advisory Committee**

Felicitas Navera, Board Member, was unable to attend the FAC Meeting. Elizabeth Harrell, Supervisor, Community Services, was at the meeting and was asked to provide a brief report on the meeting. She reported members of the committee share information about events. There are quite a large number of parents represent other parent groups which allows for a good exchange of information. The FRC provided an update on some of the activities that are going on at the Family Resource Center Library. Additionally Gloria Wong provided a budget update which led to some discussion on Fiscal Management Services for some services (day care, respite and transportation) due to increased requirements from the Federal Government. There also was

discussion on the respite policy and in particular the out of home respite policy. Parents shared their strong feelings about using out-of-home respite as this is a very emotional issue for them. There was discussion around this issue and concluded further discussion was necessary and would invite Felipe Hernandez to attend a FAC meeting so help clarify the changes.

Ms. Harrell also reported she shared with the FAC the DDS website where the Trailer Bill Language (TBL) is posted. The goal is to make the TBL more understandable for consumers and parents. The parents were requested to look at TBL on the website and provide feedback so that possibly a fact sheet could be developed to *help* parents understand.

Ms. Harrell reported at the previous FAC meeting the committee began working on a quality assurance document. Based upon the suggestions provided Liz is still making some changes to the document.

Debbie Gallardo, board members, expressed her concern regarding the families who do not have access to a computer to get information. Liz responded a flyer was developed in English, Spanish and Chinese providing information on how to get obtain computer access as well as a listing how to obtain free email accounts. Some of the venues available include the Family Resource Center, the public libraries. Flyers are available in the reception

Elizabeth Harrell announced ELARC will be participating in the Great Shake Out which is scheduled to take place on Thursday, October 20<sup>th</sup> at 10:20 A.M. and business will be as usual. Vendors have also been notified and asking they also participate.

#### D. Finance/Personnel Committee

There was no Finance/Personnel meeting scheduled therefore there was no report.

### **VIII Misc. Announcements**

Gloria Wong stated she will schedule a presentation on the Housing corporation in the next few months.

### **IX Adjournment**

There being no further business to discuss the general session was adjourned at 8:00 P.M.

**X Executive Session**

An Executive Session was called to order at 8:05 P.M. to discuss a consumer matter.

Respectfully submitted:

**Felicitas Navera, Secretary  
ELARC Board of Directors**

**Recorded by: Rosalie M. Estrada, Executive Assistant**