



# SAN ANDREAS REGIONAL CENTER BOARD OF DIRECTORS MEETING MEETING NOTICE/AGENDA

**Date: Tuesday, January 17, 2017**

**Time: 6:00 - 8:00 pm**

**Location: Campbell Office**



**300 Orchard City Dr. Suite 170  
Campbell, CA. 95008**



## AGENDA



**6:00—6:02 I.** Call to Order & Introduction. . . . . Michele Alanis



**6:02—6:05 II.** Vision Statement. . . . . Kim Yen Nguyen



- 6:05—6:09 III.** Approval of Minutes
1. Board Meeting Minutes - (11/21/2016)
  2. Fiscal Committee Meeting Minutes - (11/21/2016)
  3. Service Provider Advisory Committee Meeting Minutes -(12/7/2016)
  4. Program Policy Committee Meeting Minutes - (1/3/2017)
  5. Board Development Committee Meeting Minutes - (1/3/2017)
  6. Executive Committee Meeting Minutes - (1/3/2017)
  7. Quality Assurance Advisory Committee Minutes -(1/10/2017)
  8. People’s Advisory Committee Meeting Minutes–



**6:09—6:20 IV.** State Council on Developmental Disabilities Central Coast ....D Grady

**Note: Time is allowed for public input on all agenda items prior to board action on that item. Time is also allowed for public input on any issue not included on the agenda. (Welfare and Institutions Code Section 4116). People wishing to give input are invited to use the lectern or remain at their seats while speaking.**



**6:20 —6:30 V.** Presidents Report . . . . . Michele Alanis  
 1. New Year Review of Board Goals



**6:30—6:55 VI.** Executive Director’s Report. . . . . Javier Zaldivar  
 1. Legislative Update  
 2. End of Life Bill in California



**6:55—7:15 VII.** Director of Consumer Services Report. . . . .Mike Keeley  
 1. New and Closing Programs  
 2. Employment Blue Print in California



**7:15—7:40 VIII.** Committee Reports  
 1. Fiscal . . . . . Sherrie Ganier  
 2. Board Development . . . . .Michele Alanis  
**Action Item:** Approve Revised Meeting Schedule 2017  
 3. People’s Advisory Committee . . . . . Christine Gianola  
 4. Quality Assurance Advisory . . . . . Troy Hernandez  
 5. Service Provider Advisory . . . . . Wes Moss  
 6. Program Policy . . . . .Maya Bareket  
**Action Item:** Approve “Role of SARC in Securing Services for Consumers”  
 7. ARCA . . . . . Maya Bareket



**7:40—7:45 IX.** Public Comment



**7:45—7:50 X.** Board Comment



**7:50—8:00 XI.** Announcements  
*\*Staff Years of Service*  
*\*Certificates of Achievement - Darwin House, Capri Home 1, Nantucket Care Home, Abby’s Home, Seacove RCH, Sienta Vista Home*



**8:00 XII.** Adjournment

**SAN ANDREAS REGIONAL CENTER  
Board of Directors Meeting Minutes  
Salinas Office  
November 21, 2016**

**Presiding:** Mitsuno Baurmeister (Board President)

**Board Members Present:** Maya Bareket Jon Drennan  
Sherrie Ganier Christine Gianola  
Troy Hernandez Virginia Manguray  
Wesley Moss

**Board Members Absent:** Michele Alanis Martha Johanson  
Pamela Kerman Mary Le  
Dr. Lori Riggio Kim Yen Nguyen

**Staff Present:** Debbie Ellis Wendy-Ann Francis  
Lourdes González Greg Hoffman  
Angel Johnson Mike Keeley  
Arushie Nugapitiya Kim Pierce  
Irene De La Rosa Minerva Valdez  
Anna Wall Javier Zaldivar

**Community Present:** Cele Glover David Grady  
Robert Thornton

**CALL TO ORDER**

Ms. Mitsuno Baurmeister Board President called to order the regularly scheduled business meeting of San Andreas Regional Center at 6:11 p.m. Ms. Baurmeister also called attention to the note on the agenda stating that time is allowed for public input on any issue not included on the agenda (Welfare and Institutions Code Section 4116). Self-introductions were made and the vision statement was read by Mr. Wes Moss.

**APPROVAL OF MINUTES**

**M/S/C Moved to approve the following meeting minutes. (Bareket/Gianola) No further discussions. All in favor. Motion carries.**

1. Board Meeting Minutes - (10/17/16)
2. Fiscal Committee Meeting - (10/17/16)
3. Service Provider Advisory Committee Meeting – (10/26/16)
4. Program Policy Committee Meeting Minutes – None
5. Board Development Committee Meeting - (11/1/16)
6. Executive Committee Meeting Minutes – (11/1/16)
7. Quality Assurance Advisory Committee – None
8. People’s Advisory Committee Meeting Minutes – None

## **INDEPENDT AUDITORS REPORT**

Ms. Sandra Martinez of Lindquist Von Husen & Joyce gave a brief summary of the report she presented to the Fiscal Committee. She explained that SARC requires a single audit because it receives federal funds. These are the topics that were reported to the committee:

- Reports
  - Three reports were issued on the
    - Financial Statements
    - Internal Controls
    - Compliance Requirements
  - Two UNMODIFIED (clean) opinions were issued
- Required Communications
- Financial Statements Highlights
- Internal Control/compliance
- Uniform Guidance Findings
- Recommendations
- General Items & Passed Journal Entry

The firm also issues a separate Management Letter that the management team has responded to already.

The Fiscal Committee had an Executive Session with Ms. Martinez as it is their privilege. Ms. Martinez gave thanks to all the staff that helped with the audit.

## **STATE COUNCIL ON DEVELOPMENTAL DISABILITIES CENTRAL COAST**

Mr. David Grady informed that State Council:

- Attended the Self Determination Advisory Committee (SDAC) meeting, they will be meeting bi-monthly in 2017, and continue their outreach efforts.
- Will participate in the panel discussion at the “Autism Speaks” conference on 12/3/2016.
- Continues doing advocacy trainings
- Will collaborate with SPAC to do a workshop on “Best Practices on HCBS Issues”
- Continue meetings on the disparity task force and will discuss SARC’s DDS approved monies to correct disparities at the next meeting.
- Continues with ongoing SELPAS trainings

Mr. Zaldivar informed that the Competitive Integrated Employment (CIE) Blueprint has been released to gather public feedback it will be open until December 30, 2016.

## **PRESIDENT’S REPORT**

Ms. Mitsuno Baurmeister Board President gave a summary of the 2016 accomplishments:

- The signing of the ABX2-1 bill infused our system what much needed money in operations and purchase of services.
- Celebrated the 50<sup>th</sup> anniversary of the Lanterman Act only one of its kind.
- The end of institutionalized care has arrived, Sonoma Developmental Center will close by 2018 and the rest of the three DCs will be closed within three years.
- The State made Employment a central service for people with disabilities.

- SARC did more outreach than ever before with conferences, workshops, summer festivals, stress workshops, and a Self Determination symposium.

### **EXECUTIVE DIRECTOR'S REPORT:**

Mr. Javier Zaldivar Executive Director reported that the signing of the ABX2-1 bill infused money into our operations budget and allowed SARC to replace 9 vacant positions and create 1 new one in housing resources. Vendors got an increase for the first time in 10 years. It is great that many families were helped but he injected a cautionary note that after the recent elections federally funded programs might be at risk because the new administration might be looking into reducing programs like ours.

Mr. Zaldivar gave the audience a copy of the NCI (National Core Indicators) report to review, and promised that at the January meeting there will be a presentation on some of the highlights. The NCI is a federal effort to look at the system at a point in time.

Mr. Zaldivar informed that DDS authorized us monies to reduce some of our disparities. Our requests came straight from the feedback SARC received from our families, Board, and community. SARC's total requests totaled about \$400,000 but it was granted around \$370,000.

These are the items approved from our list of requests:

- Headsets to translate meetings – onetime expense
- Digital Workshops via video conferencing
- Welcome binders for families
- One on one interaction/mentoring for new families to the system – recurring expense
- Website redesign
- Competency Training for staff such as PCP (Person Centered Planning)

Mr. Zaldivar promised that SARC will keep working to reduce disparities by continuing the outreach.

Mr. Zaldivar's legislative update was a summary of the propositions that might impact us.

- Proposition 52 - Medical tax passed will continue to receive federal dollars
- Proposition 54 passed – All bills need to be printed at least 72 hours before voted on. Good for us it gives us more time.
- Proposition 55 passed - 12 year extension of taxing the high earners monies go to schools.
- Proposition 62 - Marijuana legalized it might affect residential living services.
- Measure A – approval of affordable housing.

### **DIRECTOR OF CONSUMER SERVICES REPORT:** **NEW AND CLOSING PROGRAMS**

Mr. Mike Keeley gave the report:

**0 Closed**

**3 Opened**

- 2 Hope Services - Community Integrated Programs in Monterey County

- Coastline Support – intervention program in Santa Cruz serving someone in Los Gatos.

Mr. Keeley gave a summary of what Independent Living Services (ILS) does; it teaches adult individuals how to be independent whether they live at home or on their own. Ms. Bareket and Ms. Gianola shared specific details of what the program does. It teaches them how to:

- Cook
- Do laundry
- Grocery shopping
- Count money
- Ride the bus

### **Success Stories**

Mr. Keeley shared with the audience some of the success stories from 2016.

- Individual 1 – is a gentleman that is doing very well after having problems with drugs, he is drug free now, active member of Narcotics Anonymous, living on his own, and attending college part-time
- Individual 2 – lives in his own studio, likes working at Safeway, and studies computer skills.
- Individual 3 – successfully found work at the Cisco campus
- Individual 4 – has cerebral palsy and does amazing art work by using a brush attached to a helmet on his head.
- Individual 5 – has cerebral palsy and is working with his brother to develop technology that will allow him to maneuver his wheel chair with his thoughts.

### **COMMITTEE REPORTS:**

#### **FISCAL**

Ms. Sherrie Ganier Treasurer and committee chair gave the report.

#### **POS (Non-CPP only)**

The Purchase of Service expense for the month of September 2016 was \$28,259,208 and the year to date was \$87,895,642. The current allocation is \$359,834,403.

#### **Individuals Served**

The number of individuals served as of September 30, 2016 was 16,095. This is an increase of 835 since September 2015.

#### **Operations (OPS)**

Expenses for the month of October 2016 were \$2,753,410 and Year-to Date were \$10,793,771. The Fiscal Year Projection is \$35,513,654. The allocation is \$35,585,145 leaving a surplus of \$71,491, a decrease of \$1,165 over last month.

#### **Current Year Cash Flow**

The cash position through the end of October was \$62,682,929. We received the cash advance (\$26,321,405) for the C-1 amendment in October.

### **Donations Account**

The balance in the Donation Fund through the end of October was \$137,840. This was a net decrease of \$959 for the month. This change consisted loan repayments of \$1199.50, loan payments of \$2,664.50, donations of \$500 and interest of \$6.

### **Medicaid Waiver Enrollment**

The enrollment for SARC at the end of September was 7,163, statewide it was 122,222. The targets for San Andreas and the regional centers statewide have not been set as yet.

Ms. Ganier informed the Board that a contract with BAHC had been reviewed and that it needed full Board approval a motion was made.

**M/S/C Moved to approve the BAHC contract to develop an Enhanced Behavioral Supports Home. Total contract amount is \$850,000. (Bareket/Baurmeister) No further discussion. All in favor. One abstention Mr. Wes Moss. Motion carries.**

### **BOARD DEVELOPMENT**

Minutes are in the packet.

### **PEOPLE'S ADVISORY COMMITTEE (PAC)**

Ms. Christine Gianola committee chair that at their last meeting they discussed the election results, their surprise and concerns.

### **QUALITY ASSURANCE ADVISORY COMMITTEE**

Mr. Hernandez committee chair discussed the letter he sent to several legislators on the impact that raising the price of medicines will have on the developmentally disabled community.

### **SERVICE PROVIDER ADVISORY COMMITTEE**

Mr. Wes Moss SPAC chair recommended Mr. Ramon Robles to his second term in SPAC.

**M/S/C Moved to approve Mr. Ramon Robles to his second two-year term in SPAC. (Baurmeister/Ganier) No further discussions. All in favor. Motion carries.**

SPAC decided to consolidate the November and December meetings into one only and having it on December 7, 2016.

Mr. Moss informed that they are working to meet with legislators.

### **PROGRAM POLICY COMMITTEE**

None

## **ARCA**

Ms. Maya Bareket informed that at the ARCA meeting everyone shared stories and information about their regional centers. They also celebrated the fact that Ms. Eileen Richey received the Advocate of the year award.

## **PUBLIC COMMENT**

None

## **BOARD COMMENT**

Ms. Bareket shared that she will be going on a cruise by herself, and she will begin her behind the wheel driving class she is very proud of herself.

Ms. Gianola shared that she will begin writing a book.

Ms. Ganier introduced Mr. Rob Thornton as potential Board member.

## **ANNOUNCEMENTS**

Mr. Francisco Valenzuela thanked everyone for attending and participating in the Awards Dinner it was very successful. He informed that the Spanish Speaking conferences went very well those families really appreciate them since they have so few resources in the southern Counties.

Mr. Valenzuela is working with Salinas and Watsonville to have a Toy Drive for our individuals and their families. The food banks are supporting the effort.

He shared the following announcements:

December 3, 2016 Autism Conference at Stanford

December 8, 2016 Foster Grandparent Senior Companion Holiday Party at the Hilton

December 16, 2016 Staff Years of Service & Holiday Celebration

December 17, 2016 Salinas and Watsonville Toy Drive

December 18, 2016 San Jose Toy Drive

SARC will participate once again in "Christmas in the Park" with a decorated tree.

## **ADJOURNMENT**

Meeting adjourned at 7:46 p.m. by the President Ms. Mitsuno Baurmeister

Recording Secretary, Ms. Lourdes González

Submitted by,

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Ms. Maya Bareket, Board Secretary



**San Andreas Regional Center  
Board of Directors  
Fiscal Committee - Meeting Minutes  
November 21, 2016**

**Committee Members Present:** Mitsuno Baurmeister                      Sherrie Ganier  
Virginia Manguray

**Committee Member Absent:** Mary Le

**Staff Present:** Debbie Ellis    Wendy-Ann Francis  
Lourdes González    Greg Hoffman  
Angel Johnson    Mike Keeley  
Arushie Nugapitiya    Irene De La Rosa  
Javier Zaldivar

**Community Present** Sandra Martinez (LVHJ)

Meeting called to order at 5:10 pm. by Mr. Greg Hoffman Chief Financial Officer and he presented the report.

**1. Purchase of Services (Non-CPP only)**

The Purchase of Service expense for the month of September 2016 was \$28,259,208 and the year to date was \$87,895,642. The current allocation is \$359,834,403.

**2. Individuals Served**

The number of individuals served as of September 30, 2016 was 16,095. This is an increase of 835 since September 2015.

**3. Operations (OPS)**

Expenses for the month of October 2016 were \$2,753,410 and Year-to Date were \$10,793,771. The Fiscal Year Projection is \$35,513,654. The allocation is \$35,585,145 leaving a surplus of \$71,491, a decrease of \$1,165 over last month.

**4. Cash Position**

The cash position through the end of October was \$62,682,929. We received the cash advance (\$26,321,405) for the C-1 amendment in October.

**5. Donation Fund**

The balance in the Donation Fund through the end of October was \$137,840. This was a net decrease of \$959 for the month. This change consisted loan repayments of \$1199.50, loan payments of \$2,664.50, donations of \$500 and interest of \$6.

**6. Medicaid Waiver Enrollment**

The enrollment for SARC at the end of September was 7,163, statewide it was 122,222. The targets for San Andreas and the regional centers statewide have not been set as yet.

## 7. Contract Review

The committee reviewed the CPP (Community Placemen Plan) Housing Agreement given to Bay Area Housing Corporation (BAHC) to develop an Enhanced Behavioral Supports Home. DDS has approved the contract that will be using monies from Fiscal Year 2014-15. Total amount of the contract is \$850,000; \$500,000 is for the acquisition of the Sycamore property and \$350,000 for the renovations. The committee voted to recommend the contract to the full Board for approval.

**M/S/C Moved to recommend to the full Board approval of the BAHC contract to develop an Enhanced Behavioral Supports Home Total contract amount \$850.000. (Ganier/Baurmeister) No further discussions. All in favor. Motion carries.**

## 8. Independent Audit Report

Ms. Sandra Martinez of Lindquist Von Husen & Joyce presented the report she covered the following topics:

- Reports
  1. Federal Awards require a single audit
  2. Therefore, 3 reports are issued
    - Financial Statements
    - Yellow Book – Internal Control over Financial Reporting and Compliance
    - Compliance Requirements with Major Federal Programs – Uniform Guidance
  3. 2 opinions issued are UNMODIFIED (clean):
    - Fairly Stated
    - Audit report in accordance with U.S. accounting principles (GAAP)
    - No Scope limitations by management
- Required Communication
  1. None of the following noted:
    - Significant risk, exposures and uncertainties such as pending litigation
    - Unusual or nonrecurring amounts that affect the financial statement and disclosures
    - Disagreements with managements
    - Any selective correction to misstatements
  2. Journal entries
    - 2 Adjusting Journal Entries – client provided
    - Several Reclass Journal Entries (RJE) posted to present the financial statements in accordance with GAAP
    - Passed Adjusting Journal Entry for deferred rent
  3. No difficulties encountered during the audit
    - No scope limitations – all requested items and questions received (access to all documents)

- Financial Statement Highlights
  1. The following event occurred during the fiscal year that contributed to increase/decrease over prior year financial statement amounts:
    - Overall increase in federal awards per DDS contract resulting in increase in revenue and expenses
  2. Assets
  3. Liabilities and Net Assets
  4. Revenue and Expenses
- Internal Control/Compliance
  1. Narratives / walkthroughs
    - Cash receipts
    - Cash disbursements – POS and OPS
    - Payroll
  2. Internal Control / Compliance testing performed (out of 40 samples)
    - Cash receipts
    - Cash disbursements – POS and OPS
    - Payroll
    - Medicaid Waiver eligibility
    - Targeted Case Management allowable units
- Uniform Guidance Findings – current and prior years
- Recommendations – current and status of past year, refer to Management Letter for more details
- General Items and Passed Journal Entry
  1. Fraud Inquiry
  2. Open Items
    - Pending management’s review and approval of the financial statements and any journal entries needed
    - After approval, we will ask Management to sign a representation letter
    - We will perform subsequent events testing to cover the period from the last day of fieldwork through the date of approval
    - Confirm number of bound copies
- Management Letter – observations printed out for Management

Ms. Martinez thanked Wendy-Ann Francis, Debbie Ellis, and the Accounting team for their time and assistance. Following the presentation the fiscal committee had and Executive Session with Ms. Sandra Martinez.

**9. Next Meeting Date**

**January 17, 2016 at 5:00 pm. Campbell Office**

**10. Adjournment**

The meeting was adjourned at 6:03 pm.

**San Andreas Regional Center  
Board of Directors  
SERVICE PROVIDER ADVISORY COMMITTEE (SPAC)  
Meeting Minutes  
December 7, 2016**

<b>Members Present</b>	Sharmean Heffernan Monique Migdol Doug Pascover Ramon Robles	Rebekah Jackson Wesley Moss(Chair) Soheila Razban
<b>Members absent</b>	Monica Pritchett	
<b>Staff Present</b>	Jeff Darling Greg Huffman Arushie Nugapitiya Irene De La Rosa Francisco Valenzuela	Lourdes Gonzalez Mike Keeley Phien Phan Fawni Tornel Javier Zaldivar
<b>Community Members</b>	Alicia Coagill Andrew Dumbuya David Grady Wayne Jasper Stephanie Lyon Stephen Schulte Dylan Wales	Kim Dodd Patrick Ford Christina Hunt Natalie Kristensen Christine Shane (via phone) Jeromy Summit

Mr. Wes Moss Committee Chair called the meeting to order at 10:09 a.m. beginning with introductions.

**Committee Updates**

Mr. Moss announced that the committee members have taken on specific responsibilities for next year.

- Mr. Pascover will lead Policy issues
- Ms. Razban will lead Technical Support
- Mr. Moss will lead Outreach
- Ms. Jackson and Ms. Heffernan will lead Staffing support.
- Ms. Migdol will assist in Technical support and Outreach

SPAC meetings in 2017 will be similar to this year's no meeting in September due to the vendor fairs, and no meeting in November but have one in early December.

The teleconference meetings will be discontinued in Gilroy and Santa Cruz, but will try out a new place in the Monterey County.

Ms. Razban announced that Abilities United will be taking the lead in supporting Supported Employment anyone that wishes to collaborate should contact her.

Mr. Moss announced that the Autism conference on 12/3/16 was a success and Mr. David Grady was part of a presentation on Self Determination. The Self Determination Advisory Committee will meet every other month in 2017. SARC's Board of Directors has changed the number of times it will meet in 2017 as well, they will meet 10 times. Check the website for details.

### **Provider Input**

- Mr. Dylan Wales of Maxim announced that he will be helping with the upcoming Employment fair. A roundtable to discuss staffing, recruiting, and retention will be organized.
- Education and Training on Mental Health issues was requested
- More DSP (Direct Service Provider) training from DDS is needed.
- Some providers shared that the rate increase was a wonderful thing and that their staff is very happy about it.
- Mr. Moss shared that in the coming year SPAC will be working to have several presentations:
  - o ABLE Act
  - o Social Security
  - o Rate Increase
  - o Crisis Intervention
  - o Mental Health Resources
- Mr. Keeley advised that for any transportation issues providers should contact Robert Gebo of VTA.

### **Director Update**

Executive Director Javier Zaldivar asked the providers to track expenditures from the pass through very carefully for when it is time to report it. Mr. Pascover informed the providers that if they do not report the pass through correctly it will be taken back. Mr. Zaldivar shared that after the elections there is an uncertain implication in regards to the federal funding, social services are always hit first. California already operates on a razor thin approach so keep an eye out for the changing priorities at the state and federal level.

Mr. Zaldivar informed that:

- 2017 will present opportunities for more training for vendors that will ultimately benefit the people we serve.
- Progress Reports must meet requirements from the IPP and the goals should be specific and meaningful.
- The final rule should be finalized in 2017 it should help regulate individualized plans for people.

Issues to be aware of:

- Winter Ball at YMCA December 17, 2016
- The Competitive Integrated Employment (CEI) blueprint has been released to gather feedback from the public.

- Employment Recognition Awards at Abilities United February 24, 2016
  - Employer Recognition events are great to thank those people that give an opportunity to our individuals, it promotes their businesses, and it is an opportunity to recruit other employers.
- The Federal Government is asking for public input on the HCBS (Home and Community Based Services) waiver. It is your opportunity to give your feedback, the public input period is open until January 9, 2016.
- Prepare for the annual audit and please participate because our records show a very low compliance.
- DDS will soon publish its dashboard that will contain information on the closure of the Developmental Centers (DC).
  - Sonoma should close by 2018
  - All other DCs should close by 2021
- The NCI (National Core Indicator) report has been released and published on our website. It represents a snap shot in time of data from FY 2013-14
- The Disparity report will be published at the end of the year when we receive the data it is a huge thing for the state.
- Monies awarded to SARC for Disparity reduction will be for these items:
  - Redesign webpage
  - Information binders – opportunity for provider input
  - One on one program for families entering the system
  - Robocall for mass information will be absorbed by Lanterman RC's grant
- Friends of Children with Special Needs (FCSN) Talent Showcase
  - January 13, 2017 entries due
  - January 22, 2017 preliminary auditions
  - March 18, 2017 final competition

### **New and Closing Programs**

Mr. Mike Keeley gave the report:

**0 Closed**

**4 Opened**

- Physical Therapy for Early start families
- Three secured homes for hard to serve population
  - Special Residential facility for children - Los Gatos area
  - Enhance Behavior support home for adults - San Martin area
  - Transition support home for adults - San Martin area

The Foster Grandparent Senior Companion Holiday Party at the Hilton will be on December 8, 2016. This group of seniors is very committed and supportive of our individuals we thank them for their service.

### **SARC Events**

Toy drives for the families:

San Jose – December 18, 2016

Watsonville - December 17, 2016

Salinas - December 17, 2016

January 21, 2017 Spanish Speaking conference in Greenfield  
January 28, 2017 Spanish Speaking conference in Pajaro Valley, resources are very limited in these areas all the help they receive is very welcome. Parents learn a lot from these events and are very grateful for it.

March 18, 2017 Fundraiser Rummage Sale Fair grounds.

April 4-5 2017 Grass Roots

April 21, 2016 Legislative Luncheon

Mr. Valenzuela mentioned that it is time for SARC to reintroduce ourselves to the newly appointed legislators, Ash Karla and Ana Caballero.

SARC's first round of training on PCP has been completed second round is in the spring of 2017.

### **State Council on Developmental Disabilities Central Coast**

Mr. David Grady announced that SSDD is working on these issues:

- DSP (Direct Service Provider) training has been petitioned from DDS and other topics as well.
- Service delivery moving into an integrated focus and he asked the providers to focus on developing individualized Person Centered Planning (PCP) programs for the individuals and to adopt it as a policy.
- Collaborating with SPAC to do a presentation on best practices on "Day and Employment Services"
- Invited Joseph Nacario to speak on the Employment First Person Centered Community Integrated Model.

### **Next SPAC Committee Meeting:**

**January 25, 2016 at 10:00 a.m. Room 35**

### **Adjournment**

The meeting was adjourned at 11:30 pm.

**San Andreas Regional Center  
Board of Directors  
BOARD DEVELOPMENT COMMITTEE MINUTES  
January 3, 2017**

**Committee Members Present:** Michele Alanis (Chair) Maya Baraket  
Christine Gianola Troy Hernandez  
Martha Johanson Pamela Kerman

**Committee Members Absent:** Kim Yen Nguyen

**Staff Present:** Lourdes González Greg Hoffman  
Irene De La Rosa Javier Zaldivar

The Board Development Committee Meeting was called to order at 6:01 p.m., by Ms. Michele Alanis Committee Chair.

**1. Confirm Board Education**

There will be a Board Education on January 17, 2017. The topic will be "Housing Choices Coalition (HCC) & Housing/Residential". Mr. Keeley and housing guest will present.

**2. Applicants Update**

Ms. Alanis informed a previous Board member that wants to return to the Board that there are no vacancies open for Santa Clara County. The Board will continue to look for representatives of the Monterey and Santa Cruz Counties

**3. Vacancies**

2 Vacancies in the Board

- 1 Monterey County
- 1 Santa Cruz County

**4. Member Terms**

Mr. Wes Moss needs to be re-elected in February.

**5. Next Committee Meeting Date/Time**

**February 7, 2017 Campbell Office Room 35 at 5:30 p.m.**

**6. Adjournment:**

There being no further discussion, the meeting adjourned at 6:06 p.m.



**San Andreas Regional Center  
Board of Directors  
EXECUTIVE COMMITTEE MINUTES  
January 3, 2017**

**Committee Members Present:** Michele Alanis                      Maya Bareket  
Christine Gianola                      Troy Hernandez  
Wesley Moss

**Committee Members Absent:** Mitsuno Baurmeister (chair)

**Staff Present:**                      Lourdes González                      Greg Hoffman  
Katie Magleby                      Javier Zaldivar

Ms. Michele Alanis Committee member called the meeting to order at 6:06 p.m.

**1. Special Incident Reports (SIR)**

Ms. Katie Magleby Risk Assessment Standards Compliance Coordinator presented the SIR reports for the months of November and December 2016.

**Total Incidents 505**

**87** Incidents reportable to DDS.

**418** Incidents not reportable to DDS.

**8 Deaths**

**4** Consumers reported missing with 0 not yet located

**12** Suspected Abuse/Exploitation

**2** Injuries Require Treatment Beyond First Aid

**29** Medical Need/Accident

**1** Victim of Crime

**4** Suspected Neglect

**27** Unplanned hospitalizations

**113** Aggressive Acts

## **Total Incidents 410**

**67** Incidents reportable to DDS.

**343** Incidents not reportable to DDS.

### **7 Deaths**

**7** Consumers reported missing with 0 not yet located

**9** Suspected Abuse/Exploitation

**3** Injuries Require Treatment Beyond First Aid

**18** Medical Need/Accident

**3** Victim of Crime

**2** Suspected Neglect

**18** Unplanned hospitalizations

**88**↓ Aggressive Acts

Ms. Magleby went over the specific details of the incidents that are true, false, unsubstantiated, and under investigation. She gave more detailed information on the deaths of the children as the Board requested.

## **2. Development of the January 17 Board Meeting in Campbell**

There will be a Board Education and the topic will be "Housing Choices Coalition (HCC) & Housing/Residential". Mr. Keeley and housing guest will present.

Mr. David Grady will present the State Council on Developmental Disabilities Central Coast report.

### **a. President's Report: Mitsuno Baurmeister**

1. New Year Review of Board Goals

### **b. Executive Director's Report: Javier Zaldivar**

1. Legislative Update

2. End of Life Bill in California

### **c. Director of Consumer Services: Mike Keeley**

1. New and Closing Programs

2. Employment Blue Print in California

### **d. Committee Reports:**

**Fiscal** – There will be a report.

**Board Development** – There will be a report.

**Action Item:** Approve Revised Meeting Schedule 2017

**Service Provider Advisory Committee** - There will be a report.

**People's Advisory Committee** – There will be a report

**Quality Assurance Advisory** – There will be a report

**Program Policy Committee** – There will be a report

**Action Item:** Approve “Role of SARC in Securing Services for Consumers”

**ARCA Update** – There will be a report.

### **3. Property Management Update**

Mr. Greg Hoffman gave the report

Salinas office – Lease is coming up and looking at options to reconfigure the office.

Gilroy Office – Lease coming up in November 2017

Campbell Office - Move effort progressing according to plan.

### **4. Director's Update**

Mr. Javier Zaldivar Executive Director informed:

- That Mr. Scott Wiener will chair the Health and Human Services committee it is good news because he is a friend of our system it means a continued voice for us. Assemblyman Ash Karla is a supportive representative as well. This year we will have the legislative tour to educate the new legislators in what our system does.
- Budget wise we should be fine because the State is in a good fiscal position. January 15, 2017 is when the first budget draft should be released. We do not anticipate any negative news for the Purchase of Services
- The Minimum wage is going up in different cities and many providers are being impacted, especially those that must pay a higher wage to staff that provide services in the location where the wage went up. The wage increase is a good thing but the cost of living differs throughout different areas. SARC always advises providers to follow Labor Law regulations and to seek advice from their accountants and or attorneys.
- On the Kevin and Avonte's Law geared towards children with autism where they are implanted with a tracking device. It is a controversial law that has been stalled this year because some people feel that their children should not be tagged like animals. The law is meant to help children that wander off it is similar to the Silver law where the elderly and people with disabilities are helped by issuing alerts. If SARC were to use such devices it would be all IPP directed.
- Keep an eye on the Employee Blue Print developments, and the End of Life Law that will be discussed at the Board Meeting.

## **5. Announcements/Events**

The Salinas office has hired its 3<sup>rd</sup> manager and it is Ms. Yvonne Padron.

January 21, 2017 Spanish Speaking Conference in Greenfield

January 28, 2017 Spanish Speaking Conference in Pajaro Valley

February 2017 Spanish Speaking Conference in Gilroy (Villa Esperanza)

## **6. Other**

Ms. Maya Bareket shared that she will go on a cruise by herself for the first time.

## **7. Next committee/meeting date/time**

**February 7, 2016 Campbell Office – Room 35 at 6:00 p.m.**

## **8. Adjournment**

There being no further discussion, the meeting adjourned at 7:15 p.m.

**San Andreas Regional Center  
Board of Directors  
Program Policy Committee Minutes  
January 3, 2017**

**Committee Members Present:** Michele Alanis                      Maya Baraket (Chair)  
Christine Gianola                      Troy Hernandez  
Mary Le

**Committee Members Absent:** Kim Yen Nguyen                      Mitsuno Baurmeister

**Staff Present:** Lourdes González                      Greg Hoffman  
Irene de la Rosa                      Javier Zaldivar

The meeting was called to order at 4:40 p.m. by Ms. Maya Baraket Committee Chair. The following policies were reviewed:

**1. Transportation Policy**

The policy was revised with the following changes.

*TRANSPORTATION POLICY*

I. **Purpose:** *It is the intent of San Andreas Regional Center that ~~consumers~~ **individuals** are afforded opportunities to travel safely and as independently as possible to and from their primary service program. San Andreas encourages the development and use of natural supports and generic services to facilitate transportation of ~~consumers~~ **individuals** to and from their primary service program whenever possible. The degree to which natural supports and generic services can be expected to meet the transportation needs of the ~~consumer~~ **individual** will vary depending upon the age and ability of the ~~consumer~~ **individual** as well as the availability of such supports. In those cases where such supports are not available or appropriate, San Andreas Regional Center shall purchase transportation by the most cost-effective means available, in compliance with all state and federal laws, regulations, and court decisions.*

II. **Definitions:**

- **Consumer, individual, and person served are used interchangeably in regional center policy and the Lanterman Developmental Disabilities Services Act, and mean a person who has been found eligible and receives services from the regional center.**
- *Transportation is the provision of a means of travel from one location to another.*
- *Transportation Services means the conveyance of an ~~consumer~~ **individual** including boarding and exiting the vehicle.*
- *Generic Agency (Transportation) means any agency which has a legal responsibility to serve members of the general public and which is receiving public funds for providing services.*
- *Natural Supports means personal associations and relationships typically developed in the community that enhance the quality and security of life for people, including, but not limited to, family relationships, friendships reflecting the diversity of the neighborhood and the community, associations with fellow students or employees in regular classrooms and work places, and associations developed through participation in clubs, organizations, and other civic activities.*

- *Natural Environment means places and social contexts commonly used by individuals without developmental disabilities.*

### **III. Policy:**

#### **A. Children**

*Transportation to and from after-school programs is the responsibility of parents and primary care providers. **San Andreas will secure services that are in the natural environment, however** transportation (and related costs) may be funded by San Andreas Regional Center for children up to age three attending San Andreas-vendored, center-based early intervention programs. Transportation to and from preschool and school programs is the responsibility of the school system.*

#### **B. Adults**

*When an adult ~~consumer~~ **individual** requires transportation to and from his/her primary service program, the planning team and the ~~consumer~~ **individual** or authorized ~~consumer~~ **individual** representative shall assess the ~~consumer's~~ **individual's** potential to benefit from mobility training. If it is determined the ~~consumer~~ **individual** will benefit from mobility training, San Andreas Regional Center will fund that service. The result of the training will be evaluated at intervals. If it is determined that additional training is necessary, those hours, as identified by the planning team, will be funded by San Andreas or a generic agency.*

*If it is determined the ~~consumer~~ **individual cannot benefit from mobility training and or there is no generic transportation option** ~~is not able to use generic transportation~~, San Andreas will fund transportation under the conditions stated in the Purchase of Service Standard.*

### **IV. Purchase of Service Standard:**

#### **A. Children**

*San Andreas Regional Center shall fund transportation services for a minor child living in the family residence, only if the family of the child provides sufficient written documentation to the regional center to demonstrate that it is unable to provide transportation for the child.*

*The amount and type of transportation service purchased shall be determined by the planning team based on:*

- *The safest most cost-effective method of transportation,*
- *Natural supports,*

- Family circumstances, such as the needs of other children in the home, and parent commitments.

San Andreas Regional Center shall fund transportation, when required, from the ~~consumer's~~ individual's residence to the lowest-cost vendor that provides the service that meets the ~~consumer's~~ individual's needs, as set forth in the ~~consumer's~~ individual's IPP or IFSP.

#### B. Adults

Purchase of transportation services for an adult ~~consumer's~~ individual's to and from their primary service program may be approved only:

- If the ~~consumer~~ individual has a medical, physical or behavioral condition which makes public transportation inappropriate,
- If the mobility training assessment concludes that the ~~consumer's~~ individual's safety would be jeopardized traveling independently on public transportation,
- When the ~~consumer~~ individual is awaiting mobility training,
- If no other appropriate alternate transportation is available.

- V. **Exception Process:** The executive director has full discretion to authorize purchases of service which are exceptions to the board-adopted purchase of service policies and standards. The executive director has designated certain individuals within the regional center who are authorized to grant an exception in the executive director's stead; these individuals are referred to as director's designees.

The first formal discussion of a request for service takes place at the planning team meeting. If the request falls within the service policy, the request is granted.

If the request for service is not consistent with the policy, the service coordinator starts the exception review process by exploring the basis for the request. A time line for the director's exception review is set by agreement between the individual/family and the service coordinator but the time line may not exceed fifteen (15) days. Within that time, another planning team meeting will be convened. In the meantime the coordinator presents the information to the manager to determine whether a director's exception may be warranted. At the scheduled planning team meeting the decision will be made. The director's designee will attend the planning team meeting if necessary. If the exception is granted, the service coordinator amends the person-centered individual program plan, notifies the individual/family, and gives a copy of the amended plan to the individual/family.

- VI. **Notice of Action:** If the exception is not granted, the service coordinator promptly informs the ~~consumer~~ individual/family that it has not been granted, informs the ~~consumer~~ individual /family of their appeal rights, and sends a notice of action and a fair hearing form.

If a decision is made to deny, reduce, or cancel the service without the agreement of the ~~consumer~~ **individual** or the ~~consumer's~~ **individual's** representative, a Notice of Action will be sent.

**Reviewed 01-03-2017**

## 2. Adult Work Services Policy

This policy was tabled for next month to incorporate all the recent changes that have come about in Employment for individuals with disabilities.

## 3. Living Arrangements Policy

The policy was revised with the following changes.

### LIVING ARRANGEMENTS POLICY

VII. **Purpose:** It is the intent of San Andreas Regional Center to ensure that ~~consumers~~ **individuals** have access to appropriate residential living options of high quality, in compliance with all state and federal laws, regulations, and court decisions.

### VIII. Definitions:

- **Consumer, individual, and person served** are used interchangeably in regional center policy and the Lanterman Developmental Disabilities Services Act, and mean a person who has been found eligible and receives services from the regional center.
- **Community Care Facilities** are residential homes licensed and monitored by the Department of Social Services, Division of Community Care Licensing, and vendored by the San Andreas Regional Center. The facility may be owner-operated or staff-operated and serve children, adults or seniors. The facility may serve from one ~~to six or two consumers~~ **individuals** ~~to 49 or~~ **but no more than sixteen consumers individuals**; regional centers are prohibited from purchasing residential services from a facility with 16 or more beds unless otherwise noted in California Welfare & Institutions Code Section 4648(a)(9)(B). Regional centers are specifically prohibited from placing individuals out-of-state. The majority of the facilities in the regional center area serve six residents. The facilities may be profit or non-profit. The facility is vendored to provide a specific set of services to the ~~consumers~~ **individuals** living there.
  - i. Alternative Residential Model (ARM) for Community Care Facilities:
    1. Level I staffing is based on a 1:6 ratio. ~~Consumers~~ **Individuals** in this level of care are independent in their personal care and are able to be unsupervised in the facility and the community.
    2. Level II staffing is based on a 1:6 ratio. ~~Consumers~~ **Individuals** in this level of care are usually independent in their personal care or need minimal prompts. ~~Consumers~~ **Individuals** in this level of care usually have minimal behavioral challenges.
    3. Level III staffing in the facility is based on a 1:3 ratio. The facilities serve ~~consumers~~ **individuals** who have one or more of the



following conditions: (1) significant deficits in self-help skills (2) some limitations in physical coordination and mobility (3) disruptive or self-injurious behavior.

4. Level IV (a-i) staffing in the facilities is based on a 1:3 or 1:2-ratio. ~~Consumers~~ **Individuals** may have one or more of the following conditions: (1) severe deficits in self-help skills; (2) severe impairment in physical coordination and mobility; (3) severe behavioral challenges.
  5. **San Andreas Regional Center will work with all providers to meet the requirement of the Federal Final Rule.**
  6. **Community Crisis Homes** are facilities certified and licensed by the state as adult residential facilities, providing 24-hour nonmedical care to individual receiving regional center services in need of crisis intervention services would otherwise be at risk of admission to the acute crisis center at Fairview or Sonoma Developmental Center, an out-of-state placement, a general acute hospital, an acute psychiatric hospital, or an institution for mental disease. A community crisis home shall have a maximum capacity of eight individuals.
- *Adult Residential Facilities for Persons with Special Health Care Needs (ARFPSHN)* are five-bed homes specifically designed for meeting the needs of the medically fragile ~~consumers~~ **individuals** who meet the entrance criteria.
  - ***Enhanced Behavioral Support Homes*** are certified and licensed four-bed homes specifically designed for meeting the needs of individuals exiting state developmental centers or similar locked facilities whose behaviors prevent inclusion in a community care facility or other community-based residence. Some homes may be designated as having a Nursing (EBSH-N) component in order to serve individuals whose behaviors prevent inclusion in an ARPSHN.
  - *Family Home Agency* is a nonprofit agency vendored by the regional center to certify private family homes to serve ~~consumers~~ **individuals** over the age of 18. It allows for an adult with a developmental disability to live with and be a part of a family in a certified family home as a fully participating family member. Oversight is provided by the Department of Developmental Services (DDS). No more than two ~~consumers~~ **individuals** may reside in a home. Neither the agency nor the individual home is licensed. Family Home Agencies is a service modeled after foster-family agencies for children.
  - *Family Teaching Model (FTM)* is a residential model that is located in a duplex. The family lives on one side of the duplex and the ~~consumers~~ **individuals** live on the other. They share a common door for comingling and a family environment while allowing for independence and privacy. They are certified as a Family Home Agency.
    - i. *Extended Family Teaching (EFT)* is a residential service modeled after the Family Teaching Model yet based in a private family home similar to a

foster-family situation. They operate under the umbrella of a Family Home Agency.

- *Foster-Family Care* is placement in the private home of a family (or individual) certified by a Foster-Family Agency licensed by the Department of Social Services--Community Care Licensing and vendored by the regional center to serve children under the age of 18. Whenever possible, the child's family is expected to be actively involved with the child and his or her foster family.
- *Health Care Facilities* are residential facilities licensed and monitored by the California Department of Public Health, Division of Health Care Licensing. These facilities are staff-operated and serve children, adults, or seniors. The size of the facility varies from six beds to over 100 beds. The majority of the facilities in the regional center area serve six or fewer residents. The facilities may be run on a profit or non-profit basis.
  - i. *Habilitation* (Intermediate Care Facility ICF-DD/H). This type of Intermediate Care Facility provides habilitation services for children or adults who are developmentally disabled. Habilitation means skill building through active treatment. These are usually 6-bed "homelike" facilities that are based on a medical model with a physician, nurse, psychologist, OT/PT, etc., providing regular consultation to the direct care staff. ICFs are regulated and funded by Medi-Cal. The staff to ~~consumer~~ **individual** ratio is 1:3. The doctor must approve all treatment plans and visit the facility on a regular basis. A nurse (RN) and a Qualified **Intellectual Disability** ~~Mental Retardation~~ Professional (QIDMRP) must be present in the facility at regular intervals.
  - ii. *Nursing* (ICF-DD/N). This type of Intermediate Care Facility provides services to children or adults with developmental disabilities who require intermittent nursing care such as injections, colostomy/ileostomy care, seizure control, frequent repositioning to prevent skin breakdown (bedsores), etc. Medi-Cal funds and regulates as above. The staff to ~~consumers~~ **individuals** ratio is 1:3. ~~All~~ Direct care staff ~~must~~ may be ~~CNAs~~ certified nursing assistants, trained nursing assistants, licensed vocational nurses, or other licensed persons. A registered nurse (RN) and a Qualified **Intellectual Disability** ~~Mental Retardation~~ Professional (QIDMRP) must be present in the facility at regular intervals.
  - iii. *Skilled Nursing Facility* (SNF). This type of facility serves qualified ~~consumers~~ **individuals** who need 24-hour skilled nursing care and supportive care on an extended basis. SNFs are regulated and funded by Medi-Cal and Medicare.
- *Independent Living* is an unlicensed, unvendored living arrangement of the consumer's choice. The ~~consumer~~ **individual** may receive services as defined in his or her Individual Program Plan (IPP).

- *Residential Care* means a home or facility, other than the ~~consumer's~~ **individual's** home, which provides personal care, protection, supervision, assistance, and guidance in accordance with the needs of the developmentally disabled person.
- *Supported Living Service* provides an array of services and supports to enable an adult ~~consumer~~ **individual** to live in his or her own home (apartment, house, room, etc., shared or otherwise). Supported Living Agencies are vendored by the regional center to act as the ~~consumer's~~ **individual's** agent in arranging for the services and supports. The agency may be for profit or non-profit. Neither the agency nor the ~~consumer's~~ **individual's** home is licensed.

IX. **Policy:** San Andreas Regional Center will give the highest priority to the development and expansion of services and supports designed to assist families in maintaining their minor and/or adult children with developmental disabilities at home.

When it is the choice of the ~~consumer~~ **individual**/family to find an alternative living option, the ~~consumer~~ **individual**/family will be included in all phases of the planning and decision-making process. The regional center will afford the ~~consumer~~ **individual** and family the services and supports that assist them in achieving the greatest self-sufficiency possible in exercising personal choice. San Andreas will ensure that persons placed out of their homes are in the most appropriate, least restrictive living arrangement and in as close proximity to their families as possible.

The regional center will have available within the catchment area a continuum of community living options that support the principles of normalization, ~~consumer~~ **individual** choice, skill acquisition and community integration. As new residential living options are developed, San Andreas ~~consumers~~ **individuals** will have priority consideration for utilization.

The regional center will have a system of monitoring the quality of community living services. The regional center will ensure that residential living providers abide by the regulations set forth in the Welfare and Institutions Code, the California Code of Regulations, California Health and Safety Code and Regional Center Quality Assurance Standards.

X. **Purchase of Service Standard:**

A. Living Arrangements for Children–Birth to 18 Years of Age

The regional center places a high priority on providing opportunities for children with developmental disabilities to live with their families. To this end, the regional center advocates for and procures or provides a comprehensive pattern of services to assist families in caring for their children at home. Interagency collaboration is integral to this effort.

With the following considerations, the regional center shall develop and purchase appropriate out-of-home residential programs for children with developmental disabilities who are unable to reside in their natural homes:

- Parents/guardians are encouraged to take an active role in the selection and planning process for out-of-home placement and must approve the placement.
- Specific parental responsibilities and opportunities for continued parental interaction with the child will be included in the placement plan.
- Parents/guardians of children in out-of-home placement must provide financial support for their children as required by the State of California.
- The regional center will ensure that children placed out of their homes are in the most appropriate, least restrictive living arrangement and in as close proximity to their families as possible.
- The regional center will assess the child to determine if the child requires a special health care plan.

The financial resources of the ~~consumer~~ **individual** under the age of 18 could include SSI/SSA benefits, veteran benefits, trusts, railroad benefits, checking or savings accounts and other financial benefits will be applied to the costs of residential care.

#### B. Living Arrangements for Adults—18 Years of Age and Older

The regional center assists persons with developmental disabilities and their families to determine which of the following is the ~~more~~ **most** appropriate living arrangement to enhance the ~~consumer's~~ **individual's** individual growth.

- Remaining in the home with a specific plan to move from dependence on the parents to interdependence with them. This plan will include a mutually agreed upon day/work program and social/recreational activities to assist the ~~consumer~~ **individual** with increased independence. The plan will also include a provision for educating the parents and ~~consumer~~ **individual** around the issues of adult responsibilities within a household.
- Moving to an appropriate out-of-home residential program with a plan that includes a mutually agreed upon day/work program and social/recreational activities to assist the ~~consumer~~ **individual** with increased independence. The plan will also include encouraging continued interaction between the parents and the ~~consumer~~ **individual**.

The financial resources of the adult ~~consumers~~ **individuals** including SSI/SSA benefits, veteran benefits, trusts, railroad benefits, checking or savings accounts and other financial benefits will be applied to the costs of residential care.

The regional center will provide information and advice on the responsibilities associated with the conservatorship of adults.

XI. **Exception Process:** The executive director has full discretion to authorize purchases of service which are exceptions to the board-adopted purchase of service policies and standards. The executive director has designated certain individuals within the regional center who are authorized to grant an exception in the executive director's stead; these individuals are referred to as director's designees.

The first formal discussion of a request for service takes place at the planning team meeting. If the request falls within the service policy, the request is granted.

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XII. **Notice of Action:** If the exception is not granted, the service coordinator promptly informs the ~~consumer~~ individual/family that it has not been granted, informs the ~~consumer~~ individual/family of their appeal rights, and sends a notice of action and a fair hearing form.

If a decision is made to deny, reduce, or cancel the service without the agreement of the ~~consumer~~ individual or the ~~consumer's~~ individual's representative, a Notice of Action will be sent.

**Reviewed 01-03-2017**

#### **4. Next Committee Meeting Date/Time**

**February 7, 2017 Campbell Office Room 35 at 4:30 p.m.**

#### **5. Adjournment**

There being no further discussion, the meeting adjourned at 5:45 pm.

**San Andreas Regional Center  
Quality Assurance Advisory Committee  
January 10, 2017**

**Committee Members Present:** Maya Bareket  
Troy Hernandez - Chair  
Christine Gianola  
Pamela Kerman

**Committee Members Absent:** Martha Johanson  
Dr. Lori Riggio

**Staff Present:** Jeff Darling  
Hazel Jordan  
Katie Magleby  
Lourdes Gonzalez  
Mike Keeley  
Irene De La Rosa

**Community Present:** David Grady

Meeting called to order by Mr. Troy Hernandez Chair of the Committee at 5:10 p.m. The following information was collected for the month of December 2016:

Ms. Katie Magleby gave the SIR report for the months of November, and December 2016 since the committee did not meet during those months.

**I. Special Incident Reports: (December 2016 report)**

505 Total number of incidents.  
8 Total number of deaths.  
87 Incidents reportable to DDS.  
418 Incidents not reportable to DDS.  
27 Unplanned hospitalizations with 4 consumers remaining hospitalized.  
21 Planned hospitalizations.  
8 Consumers reported missing with 0 not yet located.

Breakdown of Incident Reports by Residence type:

RCH 220 ICF 8 SNF/NF 0 ILS 37 SLS 101  
Family Home 114 Foster Home 1 Family Home Agency 9 Psych Treat. 15

**I. Special Incident Reports: (January 2017 report)**

410 Total number of incidents.  
7 Total number of deaths.  
67 Incidents reportable to DDS.  
343 Incidents not reportable to DDS.  
44 Unplanned hospitalizations with 3 consumers remaining hospitalized.  
12 Planned hospitalizations.  
7 Consumers reported missing with 0 not yet located.

Breakdown of Incident Reports by Residence type:

RCH: 150 ICF: 14 SNF/NF: 2 ILS: 43 SLS: 81

Family Home: 108 Foster Home: 2 Family Home Agency: 6 Psych Treat: 4

**Highlights:** Ms. Magleby went over the specific details of the incidents that are true, false, unsubstantiated, and under investigation.

Ms. Hazel Jordan provided an accumulated report for the months of October, November, and December 2016.

**II. Quality Assurance (QA):**

**A. QA Facility Monitoring - Residential Care, Level 4I only**

26 Out of 26 scheduled FM's completed.

5 Facilities received recommendations

3 Facilities received corrective action plans

**B. QA Unannounced Visits - Residential Care, Level 4I only**

26 Out of 26 scheduled QA's completed.

6 Facilities received recommendations

0 Facilities received corrective action plans

**C. Trainings:**

(3) RSO, New Employees and Hot Topics: I:/Fading plan's, DSP Training; and LGBTQ, 153 attendees.

**D. Standing QA Meetings:**

Quality Assurance Around the Bay (Oct.): 34 attendees

Mortality and Morbidity: 23 Number of deaths

0 Infants 3 Children 10 Adults 10 Elderly

**E. Highlights:**

Certificate of Achievements awarded to: 4 Facilities:

Nantucket #2, Capri Home #1, Laurel Street-Darwin House, and Flintcrest House #2

**III. Health Services:**

**A. Health-Related Trainings Presented by San Andreas Health Services Unit:**

<b>Class (Max attendance)</b>	<b># Completed</b>	<b>Total Attendees</b>	<b>Test 1 Pass/Fail</b>	<b>Test 2 Pass/Fail</b>
Assisting with Medications (32)	1	17	16/1	1/0
Basics of Dementia (30)				
Basics of Nutrition and Obesity (24)				
Difficulty Swallowing and Aspiration (24)				
Dysphagia (24)				
Emergency Planning (20)				
Oral Health (20)	1	6	3/3	No 2nd test
Pressure Sore Prevention & Recognition (32)				
Recognizing Signs of Abuse (32)	1	16	15/1	1/0
Restricted Health Conditions (30)	1	8	7/1	1/0
RN Training				
Signs/Symptoms of Illness/Injury (32)				
Special Incident Report (20)	1	16	14/2	1/1
Thinking Ahead (30)				
What is Epilepsy (20) Gilroy	1	18	17/1	0/1
<b>Totals</b>	<b>6</b>	<b>81</b>	<b>72/9</b>	<b>4/2</b>

**B. Current projects/activities:**

Hospitalizations over the holidays have primarily been pneumonia and flu. We have done outreach via the classes at SARC and e-mails to providers to let care providers know the flu shots are highly recommended as are the pneumonia vaccines.

Nurses have an important role in the transition of individuals from Developmental Centers to the community. A new QA requirement has been developed by DDS and along with the Service Coordinator and BCBA components, RNs must do either monthly or quarterly evaluations. At this time, we have one gentleman from Fairview DC whose conservator sister and brother-in-law have toured an ARFPSHN (962) and one gentleman from Sonoma whose conservator dad has toured an ARFPSHN. In addition, a non-conserved gentleman from Sonoma is nearing transfer to a specialized residential home. This home has experience in caring for persons with pretty severe behavioral issues. Nurses are part of the team along the way for each individual and the experience from Agnews is invaluable.

**C. Highlights:**

We continue to scour generic resources for dental anesthesia services for kids 10-21 who have DentiCal insurance only. There are few resources due to the poor reimbursement from DentiCal for the dentist's work. However, Debby Narcisso our



Dental Services Coordinator is following up on every lead. Meanwhile, for confirmed emergency cases, a few kids are being funded through SARC's dental GA resource Dr. Marilyn Reinhardt and Dr. Steve Kerba.

**IV. Supported Living Services (SLS):**

**A. SLS QA's:** QA evaluations for SLS agencies are not a requirement of Title 17 regulations; however, it has previously been a practice at San Andreas.

One QA evaluation was performed during this reporting period. Vendor was instructed on missing documentation in both consumer and personnel files. These items were discussed and vendor will submit a written plan to bring files up to date with required information.

***We will be reporting Nov, Dec and Jan SLS info in Feb as the person responsible for these activities is out on medical leave.***

**V. Resource Services:**

Residential Service Orientation (RSO)	<u>    </u> Completed,	<u>    </u> Total attendees
RSO (mini for FHA)	<u>  1  </u> Completed,	<u>  6  </u> Total attendees

**VI. Emergency Response Plan Report**

**A. Current projects/activities:**

Due to the holidays, there were no emergency preparedness activities.

Since it was announced that the Campbell office will be moving to a new location in south San Jose in May, there is not much need for further Campbell-related planning efforts. The committee hopes to be brought into the planning process for the new location so that we can be prepared with a plan and have an evacuation drill very soon after moving in.

Mr. Keeley shared that thanks to the drills we have had, we have learned new things such as we must improve our intercom system.

**VII. Open Agenda:**

Mr. Troy Hernandez shared his concerns for some of his neighbors that have been left without care staff.

Mr. David Grady from the State Council Central Coast suggested that SARC should provide trainings on Wellness, Mindfulness, and Stress Management to providers as it is such a necessary support.

The Committee made suggestions on topics that they would like to know about in 2017:

- Disaster Preparedness
- Safety for individuals
- Mental Emotions to improve well being

Ms. Bareket shared that her goals for 2017 is to learn more about the Police Department in Campbell and the Red Cross.

**VIII. Next QAAC meeting is scheduled for:**

**February 14, 2017 at 5:00 p.m. - 6:30 p.m. Campbell Office, Room 35**

**IX. Adjournment**

There being no further discussion, the meeting adjourned at 6:03 p.m.