



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

Date: Monday, May 15, 2017

Time: 6:00 - 7:30 pm

Location: Campbell Office



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



AGENDA



6:00—6:02 I. Call to Order & Introduction. Mitsuno Baurmeister



6:02—6:05 II. Vision Statement. Maya Bareket



6:05—6:09 III. Approval of Minutes

1. Board Meeting Minutes - (4/17/17)
2. Fiscal Committee Meeting Minutes - (4/17/17)
3. Service Provider Advisory Committee Meeting Minutes - (4/26/17)
4. Program Policy Committee Meeting Minutes - (5/2/17)
5. Board Development Committee Meeting Minutes –None
6. Executive Committee Meeting Minutes - (5/2/17)
7. Quality Assurance Advisory Committee Meeting Minutes - (5/9/17)
8. People’s Advisory Committee Meeting Minutes– (5/2017)



6:09—6:17 IV. State Council on Developmental Disabilities Central CoastD 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 4660 (c)*). People wishing to give input are invited to use the lectern or remain at their seats while speaking.



6:17 —6:25 V. Presidents ReportMitsuno Baurmeister
 1. May Day - Review of Program Service Issues



6:25—6:45 VI. Executive Director’s Report. Javier Zaldivar
 1. Governor’s Budget Update



6:45—7:00 VII. Director of Consumer Services Report.Mike Keeley
 1. New and Closing Programs
 2. Caseload Ratio

7:00—7:20 VIII. Committee Reports
 1. Fiscal Sherrie Ganier
 2. Board DevelopmentMichele Alanis
 3. People’s Advisory Committee Christine Gianola
 4. Quality Assurance Advisory Troy Hernandez
 5. Service Provider Advisory Wesley Moss
Action Item: Recommendation to approve Ms. Sharmean Heffernan to her second two-year term in SPAC.
 6. Program PolicyMaya Bareket
 7. ARCA Maya Bareket



7:20—7:23 IX. Public Comment



7:23—7:26 X. Board Comment



7:26—7:30 XI. Announcements
 *”Una Voz” Spanish Conference 6/17/17



7:30 XII. Adjournment

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES CENTRAL COAST

Mr. David Grady informed that they are working on these issues:

1. Trainings on how to navigate meetings
2. Made presentations to the Latino communities in Salinas specifically the group "Angeles sin Fronteras"
3. Disability Collaborative and Parents Helping Parents (PHP) are ready for the upcoming presentation "Transition Summit" on 4/25/2017. There will be several panelist on different topics such as Social Security, IHSS, Employment, Trust, and Cal Able
4. In Collaboration with SPAC they are working on the presentation "Day of Employment" for some time in June. The focus will be HCBS regulations and best practices.

PRESIDENT'S REPORT

Ms. Mitsuno Baurmeister Board President informed that April is Autism Awareness month and our community puts extra effort in bringing awareness to this condition where 1 out of 68 people are on the spectrum.

These are some of the statistics:

- SARC serves 4800 individuals with Autism
- In identical twins if one child has autism the second child has a possibility of 36% - 95% of also having it; in fraternal twins the possibility is 0% - 31%.
- Parents with one autistic child have the possibility of 2%-18% of having a second child with ADS (Autism Spectrum Disorder).
- ADS occurs more often in people with certain genetic and chromosomal conditions, 10%of children with ASD will also have down syndrome and other genetic conditions
- 44% of children with ASD have average or above average intellectual ability.
- Children born to older parents, prematurely, and low weight have a higher risk of having ASD
- ASD commonly co-occurs with other developmental, psychiatric, neurological chromosomal and genetic, diagnosis.

SARC continues to work on programs that are challenging and offer the skill that allows the individuals to live fulfilling lives.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Javier Zaldivar Executive Director shared some facts on Autism that the CDCs (Centers for Disease Control) have released such as the high jump of cases in the last years. In 2000 1 out 150 had Autism; in 2012 1 out of 68 had autism. He informed that the "Dog and Pony Show" (program were SARC staff meet with Doctors and Peditricians to educate them on our services) program will be expanded to catch all those diagnosed children during the most critical years which are 1 to 3. Critical functions are hearing, speaking, and processing; motor, social and emotional domains are also critical. Dealing with insurance regulations and responsibilities is another challenge for individuals with ASD. Coming up is a big bubble of individuals that will be going into transition and have to be equipped with meaningful employment.

Mr. Zaldivar asked the audience to be aware of the following bills:

- SB 54 (De León) – Law Enforcement, where California wants to be a passive state and not collaborate with the federal government in immigration situations. It states that immigrants are a value to the community they should be treated with respect. It could impact our system if federal grants are withheld from sanctuary states.
- SB 3 (Beall) – It would allow \$3Billion in bonds earmarked for affordable housing incentives.
- SB 398 (Monning) –Traumatic Brain Injury it would eliminate the sunset date for Department of Rehabilitation to support person it would continue until need it.
- SB 38 (Beall) – Incarcerated people with mental illness that are incompetent to stand trial would be eligible for diversion plans that are fair and make sense.

The update on the budget was that it is sound and we are in a good place.

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

Mr. Mike Keeley gave the report:

0 Closed

7 Opened

- Capitol Care Home – a level 4I home for intense medical needs San Jose
- Global Aquaponics – behavioral management program in Santa Cruz
- I Fur’s Care Home - a level 4I home in San Jose
- Jaders – 4F adult residential home San Jose
- Individual Choice LLC – Independent Living Services in San Jose
- Yvette Dobson – Specialized Therapeutic Services in Hollister
- My Neighbor Pharmacy in San Jose

The Welcome Book

Mr. Keeley presented the welcome book that he and the Associate Directors Ms. De La Rosa, and Ms. Nugapitiya created from the feed-back they received from the Disparity meetings. Mr. Zaldivar gave them Kudos for their good Job. The booklet is a result of the monies granted to address disparity issues. It is an introduction of SARC to New families into the system. The book is still in a draft format and accepting comments and suggestions from the public.

Mission Moment

Mr. Keeley shared the success story of a staff member that started as a secretary with SARC then became a Service Coordinator and now she is a District Manager her name is Yvonne Padron and she works in the Salinas office.

COMMITTEE REPORTS:

FISCAL

Ms. Mitsuno Baurmeister Board President gave the report.

POS (Non-CPP only)

The Purchase of Service expense for the month of February 2017 was \$27 Million and the year to date was \$236.7M. The current allocation is \$359.8M and the current projection is \$364.1M. This leaves a deficit of \$4.2M a decrease of \$1.1M over last month.

Individuals Served

The number of individuals served as of February 2017 was 16,102. This is an increase of 582 since February 2016.

Operations (OPS)

Expenses for the month of March 2017 were \$2.8M and Year-to Date were \$224.3M. The Fiscal Year Projection is \$34.9M. The allocation is \$35.1M leaving a surplus of \$156K, an increase of \$6K over last month.

Current Year Cash Flow

The cash position through the end of March was \$61.3M. SARC has received \$1.1M for some of the start-up projects.

Donations Account

The balance in the Donation Fund through the end of March was \$139,916. There was a small decrease due to payments made for child mental health services.

Medicaid Waiver Enrollment

February enrollment went up by 19 and March also saw an increase of 15 to 7321. The statewide numbers for February were 124,228 an increase of 464 and March was 124,301 an increase of 73.

The Fiscal committee reviewed several contracts and recommended them to the full Board for approval; this is the list of contracts the Board approved.

- 1. M/S/C Moved to approve the Bayside Transportation Contract FY 2017-18 for a total amount of \$355,921.78. (Gianola/Alanis) No further discussions. 11 in favor. One Abstention (Wes Moss). Motion carries.**
- 2. M/S/C Moved to approve the Beyond Potential Transportation Contract FY 2017-18 for a total amount of \$300,853.98. (Nguyen/Baraket) No further discussions. 11 in favor. One Abstention (Wes Moss). Motion carries.**
- 3. M/S/C Moved to approve the Community Integrated Work Program Transportation Contract FY 2017-18 for a total amount of \$287,665.56. (Nguyen/Kerman) No further discussions. 11 in favor. One Abstention (Wes Moss). Motion carries.**
- 4. M/S/C Moved to approve the Greater Tomorrow Transportation Contract FY 2017-18 for a total amount of \$281,221.05 (Johanson/Le) No further discussions. 11 in favor. One Abstention (Wes Moss). Motion carries.**

5. **M/S/C Moved to approve the Hope Services Transportation Contract FY 2017-18 for a total amount of \$3,009,565.94 (Le/Gianola) No further discussions. 11 in favor. One Abstention (Wes Moss). Motion carries.**
6. **M/S/C Moved to approve the Laurel Street Transportation Contract FY 2017-18 for a total amount of \$274,843.80 (Kerman/Manguray) No further discussions. 11 in favor. One Abstention (Wes Moss). Motion carries.**
7. **M/S/C Moved to approve the MMS, Bridle Path, MMS Manor I Transportation Contract FY 2017-18 for a total amount of \$266,560.85 (Johanson/Bareket) No further discussions. 11 in favor. One Abstention (Wes Moss). Motion carries.**
8. **M/S/C Moved to approve the Multiple Intelligence Training Center Transportation Contract FY 2017-18 for a total amount of \$311,425.38 (Nguyen/Kerman) No further discussions. 11 in favor. One Abstention (Wes Moss). Motion carries.**
9. **M/S/C Moved to approve the New Perspectives Transportation Contract FY 2017-18 for a total amount of \$318,129.84 (Manguray/Alanis) No further discussions. 11 in favor. One Abstention (Wes Moss). Motion carries.**
10. **M/S/C Moved to approve the Outbound Transportation Contract FY 2017-18 for a total amount of \$1,812,736.80 (Baraket/Le) No further discussions. 11 in favor. One Abstention (Wes Moss). Motion carries.**
11. **M/S/C Moved to approve the Piedmont Adult Day Program Transportation Contract FY 2017-18 for a total amount of \$291,861.11 (Kerman/Gianola) No further discussions. 11 in favor. One Abstention (Wes Moss). Motion carries.**
12. **M/S/C Moved to approve the Social Vocational Services Transportation Contract FY 2017-18 for a total amount of \$2,304,889.02 (Alanis/Manguray) No further discussions. 11 in favor. One Abstention (Wes Moss). Motion carries.**
13. **M/S/C Moved to approve the UBF Transport Services Transportation Contract FY 2017-18 for a total amount of \$1,344,296.52 (Bareket/Nguyen) No further discussions. 11 in favor. One Abstention (Wes Moss). Motion carries.**

BOARD DEVELOPMENT

Minutes are in the packet.

PEOPLE'S ADVISORY COMMITTEE (PAC)

Mr. Francisco Valenzuela informed that a new group has been formed they will be meeting in Mars Hill Coffeehouse in Hollister.

QUALITY ASSURANCE ADVISORY COMMITTEE

Mr. Keeley informed that comments were made of the detailed information given at the QA meeting attendants see a different perspective and see how much work the regional center does. Supportive Living Services, mortality rate, incident reports and trainings are some the issues discussed in QA.

SERVICE PROVIDER ADVISORY COMMITTEE

Mr. Jeff Darling gave informed that the:

- HCBS presentation to the vendors went very well.
- Career Fair is in the planning process
- Employment initiative in collaboration with State Council is also in the planning stage.

PROGRAM POLICY COMMITTEE

None

ARCA

Ms. Bareket informed on her attendance to Grass Roots day. She along with her team advocated for funding and to keep their medical insurance. All the attendees did a great job.

PUBLIC COMMENT

None

BOARD COMMENT

Ms. Gianola shared that Hope will open its Thrift Shop soon and many individuals will work there as well.

Ms. Le shared that the Vietnamese conference was a success and that the families are very appreciative of the information they receive.

Ms. Kerman shared that Senator Beall's staff person directed them to get involved in the Employment Integration effort. Mr. Zaldivar informed that the regional center in collaboration with DOR (Department of Rehabilitation) and the Education system are working so that individuals have meaningful jobs.

Mr. Greg Hoffman Chief Financial Officer informed that the Tax Form 990 had been reviewed by the Fiscal Committee and will be filed soon then published on the website.

ANNOUNCEMENTS

Disparity Presentations at 6:00 to 7:30 pm:

April 20, 2017 Camden Community Center - 3369 Union Avenue, San Jose

Mr. Valenzuela shared these announcements:

SARC's delegation to Grass Roots always is the best prepared it went very well.

The Legislative Tour with local legislators went very well.

April 21, 2017 Foster Grandparent/Senior Companion Annual Awards Recognition Luncheon

April 21-23, 2017 Angels on Stage Sunnyvale

April 23, 2017 Celebrating Difference Milpitas Community center

April 26, 2017 FCSN Coffee Shop grand opening San Jose

April 28, 2016 Legislative Luncheon at the Holiday Inn North 1st St. San Jose theme is "Celebrating Inclusion"

Ash Karla and Senator Beall will be speaking

April 30, 2017 Jeena Yahaan Event

May 11, 2017 Coffee Social in Watsonville office

May 13, 2017 Special Kids Crusade presentation Ariel Theatrical Salinas

ADJOURNMENT

Meeting adjourned at 8:06 p.m. by the President Ms. Mitsuno Baurmeister

Recording Secretary, Ms. Lourdes González

Submitted by,

Ms. Maya Bareket, Board Secretary

**San Andreas Regional Center
Board of Directors
Fiscal Committee - Meeting Minutes
April 17 2017**

Committee Members Present: Mitsuno Baurmeister Mary Le
Virginia Manguray

Committee Member Absent: Sherrie Ganier

Staff Present: Jeff Darling Debbie Ellis
Wendy Ann Francis Lourdes González
Greg Hoffman Angel Johnson
Javier Zaldivar

Meeting called to order at 4:50 pm. Mr. Greg Hoffman Chief Financial Officer presented the Fiscal Packet.

1. Purchase of Services (Non-CPP only)

The Purchase of Service expense for the month of February 2017 was \$27 Million and the year to date was \$236.7M. The current allocation is \$359,8M and the current projection is \$364.1M. This leaves a deficit of \$4.2M a decrease of \$1.1M over last month.

2. Individuals Served

The number of individuals served as of February 2017 was 16,102. This is an increase of 582 since February 2016, but growth for this has slowed down; one reason being is the immigration policy atmosphere we are living in.

3. Operations (OPS)

Expenses for the month of March 2017 were \$2.8M and Year-to Date were \$224.3M. The Fiscal Year Projection is \$34.9M. The allocation is \$35.1M leaving a surplus of \$156K, an increase of \$6K over last month.

4. Cash Position

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5. Donation Fund

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6. Medicaid Waiver Enrollment

February enrollment went up by 19 and March also saw an increase of 15 to 7321. The statewide numbers for February were 124,228 an increase of 464 and March was 124,301 an increase of 73.

7. Other

Ms. Wendy Ann Francis Controller informed that tax form 990 needs to be filed by SARC. She reviewed the form that will be signed, submitted to the accountants, and then published on the website.

8. Contract Review

The committee reviewed a list of transportation contracts over \$250,000 for the fiscal year 2017-18 that include the ABX2-1 rate increases that in turn will be recommended to the full Board for approval.

- 1. M/S/C Moved to recommend to the full Board approval of the Bayside Transportation Contract FY 2017-18 for a total amount of \$355,921.78. (Le/Manguray) No further discussions. All in favor. Motion carries.**
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9. Next Meeting Date

May 15, 2016 at 4:30 pm. Campbell Office

10. Adjournment

The meeting was adjourned at 5:33 pm.

**San Andreas Regional Center Board of Directors
SERVICE PROVIDER ADVISORY COMMITTEE (SPAC)
Meeting Minutes
April 26, 2017**

Members Present	Rebekah Jackson Doug Pascover Soheila Razban	Monique Migdol Monica Pritchett Ramon Robles
Members absent	Sharmean Heffernan	Wesley Moss(Chair)
Staff Present	Jeff Darling Mike Keeley Irene De La Rosa Fawni Tornel Javier Zaldivar	Lourdes Gonzalez Arushie Nugapitiya Rommel Sanchez Francisco Valenzuela
Community Members	Amparo Contreras Bill Coker Mark Fleming David Grady Christine Hunt Wayne Jasper Heidi Morgan Jeromy Tilmant Dylan Wales	ReneéBrose Debbie Drennan David Forderer Amy Hellyer Dennise Jauregui Stephanie Lyon Lauren Rosiles Andrea Tuua

Mr. Ramon Robles Committee Co-Chair called the meeting to order at 10:05 a.m. beginning with introductions.

Provider Input

- Dr. Heidi Morgan introduced her program “essential CEU Institute”. They offer CEUs (Continuing Education Unit) on line for providers and their staff. She went over details of the courses and emphasized that they give certificates of completion instead of certificates of attendance to ensure the person takes the full course.
- Ms. Debbie Drennan of PHP (Parents Helping Parents) informed on the free trainings she is offering to vendors and their staff on “Communication tools to Use with Clients”. You will learn to use the tools and strategies to help the individuals with their behaviors. Deadline to signup is May 22, 2017.

Transportation

Ms. Lauren Rosiles of VTA briefed the committee on these issues:

- Eligibility
- Issue of quarterly Newsletter
- Community input on barriers and challenges
- Community Outreach
- How to contact VTA

Director Update

Mr. Javier Zaldivar Executive Director informed on these issues:

- The state's priority continues to be the closure of the developmental centers (DC) by 2021
- Sonoma developmental center will be closed by 2018 and the current concerns are:
 - Finding the right infrastructure/homes
 - Obtaining the correct services such as medical and behavioral emergencies
- There is the concern of moving people from the DCs into the community and vice-versa there is the also the concern with people from the community headed into the DCs so not to end in Jail.
- The crisis homes being developed are envisioned to be a strong provider within the community with innovative ideas, we just need to learn how make it work.
- Difficulties for providers to abide by all the wage increases in different areas.
- Mr. Zaldivar shared several Legislative flyers with the audience for their information:
 - Senator Jeff Stone letter to the legislators were it thanks them for the fund increase, but it is not enough to support the system the fight must continue.
 - ARCA's testimony on closed homes, were the surplus to POS is due to providers closing their doors and not having anyone to provide the services needed.
 - Disparity Suspended Services – why the variances in services used if it is based on needs of individuals.
 - WIOA (Workforce Innovation and Opportunity Act) – to look at all the state mandates and collaboration between agencies.
- CAL-ABLE coming soon to Californian were individuals can save up to \$14,000 per year or \$120,000 for the life of the account.
- SARC will have monthly meetings to prepare in the HCBS process Ms. Alex Ostell will lead the meetings.
- The independent audit letters will go our soon please respond to them.

New and Closing Programs

Mr. Mike Keeley Director of consumer services gave the report:

0 Closed

4 Opened 3 Revendorized

- Global Aquaponics – behavioral management program in Santa Cruz
- Individual Choice LLC – Independent Living Services in San Jose
- Yvette Dobson – Specialized Therapeutic Services in Hollister
- My Neighbor Pharmacy in San Jose

SARC is finalizing the hiring process for the:

- Cultural Diversity Position
- Employment Specialist Position – it will help with internship, incentive programs and transition from schools.
- HCBS position filled

SARC Events

April 28, 2017 Legislative Luncheon at the Holiday Inn North 1st St. San Jose the theme is "Celebrating inclusion"

May 11, 2017 Coffee Social Watsonville office

State Council on Developmental Disability Central Coast

Mr. David Grady informed that they are working on:

- "Day in Employment Services & Best Practices" in collaboration with SPAC to train staff, families, and individuals.

Announcements

Ms. Soheila Razban shared that they did a training on diversity for the Menlo Park city staff they were very appreciative.

May 6, 2017 Fishability Day McAlpine Lake

May 6, 2017 PHP Gala at Rotary Summit

Mr. Francisco Valenzuela thanked the SPAC members for their help organizing the Legislative Luncheon.

Next SPAC Committee Meeting:

May 24, 2017 at 10:00 a.m. Room 35

Adjournment

The meeting was adjourned at 11:22 p.m.

**San Andreas Regional Center
Board of Directors
Program Policy Committee Minutes
May 2, 2017**

Committee Members Present:	Maya Baraket (Chair) Mary Le	Christine Gianola
Committee Members Absent:	Michele Alanis Kim Yen Nguyen	Mitsuno Baurmeister
Staff Present:	Lourdes González Arushie Nugapitiya	Mike Keeley Irene De La Rosa

The meeting was called to order at 4:50 p.m. by Ms. Maya Baraket Committee Chair.

The following policies were reviewed:

1. Adult Work Services Policy

This policy will be postponed until the Employment Specialist comes on Board so that she can be part of the process.

2. Therapeutic Services Policy

These services are mostly provided to babies.

The policy was revised with the following changes.

Therapeutic Services Policy

- I. **Purpose:** San Andreas Regional Center recognizes that some ~~consumers~~ **individuals** have conditions related to their developmental disability that may require therapeutic intervention. The intent of this policy is to ensure that ~~consumers~~ **individuals** have access to these services, **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.**
 - *Therapeutic services* are therapies generally prescribed by a physician to rehabilitate or treat a condition related to a ~~consumer's~~ **individual's** developmental disability.
- III. **Policy:** Therapeutic services may be purchased when they are necessary to enhance functioning or to prevent deterioration in an area of development. The need for a therapeutic service must be clinically related to a developmentally disabling condition.
- IV. **Purchase of Service Standard:** San Andreas Regional Center will purchase only those therapeutic services that are generally recognized by clinical professionals as safe and effective, and which are intended to maximize the ~~consumers'~~ **individuals'** potential. For ~~consumers~~ **individuals** three years of age and over, generic resources, public insurance, and any existing private insurance must be explored and exhausted prior to regional center funding.

The regional center may purchase a therapeutic service for ~~consumers~~ **individuals** if all the following conditions apply:

- There is an order from a physician indicating medical need;
- A qualified professional has provided an assessment with a treatment plan that includes goals, objectives and measurable outcomes;
- The planning team recognizes the need for treatment, approves the recommended treatment plan and determines the amount and frequency of service;
- There are no generic, private or public services available;
- Generic and private insurance, where applicable, have been denied

For ~~consumers~~ **individuals** 35 months of age and under, assessments must be completed prior to the Individual Family Service Plan (IFSP) meeting, and all service decisions must be made within the context of the IFSP. San Andreas will fund initial therapeutic services while referrals are pursued through generic private or public agencies that have the responsibility to provide such services. The regional center will require the use a family's private insurance if available. ~~The regional center will not pay the cost of accessing private insurance, i.e. deductibles.~~

- 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.

Adopted 06/16/2014

Revised 05/02/2017

3. Recreation Policy

The limitations on this policy were some of the issues for what was advocated at Grass Roots Day.

The Exception process will be discussed in more detail in future meetings.

The policy was revised with the following changes.

Recreation Services Policy

- I. **Purpose:** San Andreas Regional Center recognizes the importance of recreation for the people it serves and promotes access to community recreational activities. **It is the intent of San Andreas Regional Center to support the individuals we serve, 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.**
 - *Recreation* means a full range of naturally occurring leisure events or activities in the community.
- III. **Policy:** San Andreas Regional Center shall work in cooperation with families and agencies in the development of community and private recreational activities designed to meet the specific needs of the people it serves, and shall advocate with community agencies to enroll people with disabilities in their existing recreational programs.

The regional center may provide training for a community agency that wishes to promote access to and participation in its recreation activities.

The regional center shall assist the people it serves, and their families, in exploring existing community recreation activities and may provide support for accessing the activities.
- IV. **Purchase of Service Standard:** ~~The type and amount of recreation support services that San Andreas may purchase will be determined by the planning team based on consumer needs and, where appropriate, family needs.~~ **Regional centers are prohibited by statute from funding recreational services. The planning team will work together to secure generic recreational resources which currently exist in the community in order to meet the individual's needs.**
- 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.

Adopted 07/21/2014

Revised 05/02/2017

4. Policy Tracking List

- Adult Work – review in August
- Early Intervention – review in June
- Respite Care – review in June
- Conservatorship – review in June

5. Next Committee Meeting Date/Time

June 6, 2017 Campbell Office Room 35 at 4:30 p.m.

6. Adjournment

There being no further discussion, the meeting adjourned at 5:06 pm.

**San Andreas Regional Center
Board of Directors
EXECUTIVE COMMITTEE MINUTES
May 2, 2017**

Committee Members Present: Maya Bareket Mitsuno Baurmeister (chair)
Sherrie Ganier Christine Gianola
Troy Hernandez

Committee Members Absent: Michele Alanis Wesley Moss

Staff Present: Lourdes González Greg Hoffman
Mike Keeley Katie Magleby
Irene De La Rosa Francisco Valenzuela
Javier Zaldivar

Ms. Mitsuno Baurmeister Committee Chair called the meeting to order at 5:40 p.m.

1. Special Incident Reports (SIR)

Ms. Katie Magleby Risk Assessment Standards Compliance Coordinator presented the SIR reports for the months of March and April 2017.

Total Incidents 539 (March)

98 Incidents reportable to DDS.

441 Incidents not reportable to DDS.

9 Deaths

7 Consumers reported missing with 0 not yet located

12 Suspected Abuse/Exploitation

2 Injuries Require Treatment Beyond First Aid

23 Medical Need/Accident

6 Victim of Crime

5 Suspected Neglect

34 Unplanned hospitalizations

140 Aggressive Acts

Total Incidents 609 (April)

125 Incidents reportable to DDS.

484 Incidents not reportable to DDS.

8 Deaths

- 9 Consumers reported missing with 0 not yet located
- 24 Suspected Abuse/Exploitation
- 0 Injuries Require Treatment Beyond First Aid
- 32 Medical Need/Accident
- 3 Victim of Crime
- 10 Suspected Neglect
- 39 Unplanned hospitalizations
- 115↓ Aggressive Acts

Ms. Magleby went over the specific details of the incidents that are true, false, unsubstantiated, and under investigation. She informed the committee on a child's death as requested. During the discussion it came to light the need for stress management trainings for caretakers. These trainings will be done later in the year at the new facility.

2. Development of the May 15, 2017 Board Meeting in Campbell

There will a Board Education and the topic will be "Services and Supports under the Lanterman Act" Mr. Tucker Liske will present

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

- a. **President's Report: Mitsuno Baurmeister**
 - 1. May Day – Review of Services
- b. **Executive Director's Report: Javier Zaldivar**
 - 1. Governor's Budget Update
- c. **Director of Consumer Services: Mike Keeley**
 - 1. New and Closing Programs
 - 2. Caseload ratios – the public presentation has to be done to receive feedback from the community.
- d. **Committee Reports:**
 - Fiscal** – There will be a report.

Board Development – None

Service Provider Advisory Committee - There will be a report.

Action Item: Recommendation to approve the re-election of Ms. Sharmean Heffernan to her second two-year term in SPAC.

People’s Advisory Committee – There will be a report
Ms. Gianola shared that they delivered the goody bags to the homeless shelter.

Quality Assurance Advisory – There will be a report

Program Policy Committee – There will be a report

ARCA Update – There will be a report.

3. Property Management Update

Mr. Greg Hoffman Chief Financial Officer gave the report
Campbell Office – Mr. Hoffman presented a report of more accurate expenditures related to the new building. The report revealed that we have kept close to the projected budget and what the rental savings will be had we stayed in the current building.

Salinas Office – Still in the negotiation process and possible office reconfiguration.

Gilroy Office – Office will be relocated to the new building in San Jose working on the particulars.

4. Director’s Update

Mr. Javier Zaldivar Executive Director showed the committee a slide presentation of how the new facility is coming along. He answered questions regarding:

- Accessibility to the site – the light rail is close by, and a bus stop is right in front
- Use and maximization of space
- Growth allowance
- Security

5. Announcements/Events

May 29, Best Buddies Prom

June 17, 2017 “Una Voz Spanish Conference” Ocala Middle School, 2800 Ocala Ave. San Jose.

June/July Summer Festivals

6. Other

Ms. Sherrie Ganier Board Treasurer shared her recommendation that the Board form a subcommittee to review and revise the Board’s Bylaws.

Mr. Troy Hernandez shared that VTA (transportations services) will have some route changes, and are dealing with the security issues that have plagued them lately.

7. Next committee/meeting date/time

June 6, 2017 Campbell Office – Room 35 at 6:00 p.m.

8. Adjournment

There being no further discussion, the meeting adjourned at 7:06 p.m.

**San Andreas Regional Center
Quality Assurance Advisory Committee
May 9, 2017**

Committee Members Present: Maya Bareket Jon Drennan
Christine Gianola Troy Hernandez – Chair
Martha Johanson Pamela Kerman

Committee Members Absent: Dr. Lori Riggio

Staff Present: Jeffery Darling Lourdes Gonzalez
Hazel Jordan Mike Keeley
Katie Magleby Irene De La Rosa
Katherine Sanders

Community Present: Lynn Bariteau 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 April 2017:

Ms. Katie Magleby gave the SIR Special Incident Report (SIR) for the month of April 2017.

I. Special Incident Reports:

609 Total number of incidents.
8 Total number of deaths.
125 Incidents reportable to DDS.
484 Incidents not reportable to DDS.
39 Unplanned hospitalizations with 8 consumers remaining hospitalized.
16 Planned hospitalizations.
9 Consumers reported missing with 0 not yet located.

Breakdown of Incident Reports by Residence type:

RCH: 237 ICF: 24 SNF/NF: 3 ILS: 49 SLS: 93

Family Home: 170 Foster Home: 1 Family Home Agency: 19 Psych Treat: 13

Highlights: Ms. Magleby went over the specific details of the incidents that are true, false, unsubstantiated, and under investigation. She also made it clear that SARC always tries to close the loop and follow-up on the outcomes.

II. Quality Assurance (QA):

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

5 Out of 7 scheduled FM's completed.

0 Facilities received recommendations

0 Facilities received corrective action plans

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

5 Out of 7 scheduled QA's completed.

2 Facilities received recommendations

0 Facilities received corrective action plans

C. Trainings:

Service Provider Facility Monitoring, 00/00/00 00 attendees.

Service Coordinator Facility Monitoring 00/00/00 00 attendees.

Behavior Skills Training-DP's/RCH's/SARC SC's 00 attendees

Residential Services Orientation (RSO) 04/25/17 18 attendees

New Employees Orientation 00/00/00 00 attendees

Service Provider & RC staff, Hot Topics Training 00/00/00 attendees.

D. Standing QA Meetings:

Quality Assurance around the Bay: 04/28/17 21 attendees.

Let's Talk QA: 3/1/17 – Campbell 6 Attendees 3/15/17 – Gilroy office 16 attendees

DSP Interview w/SARC – as needed

QA Rap Session (Roundtable) Cancelled 04/06/17 00 attendees

Mortality and Morbidity: 8 Number of deaths

0 Infants 1 Children 3 Adults 4 Elderly

E. Highlights:

Certificate of Achievement:

4/7/17 – Viniart Care Home – San Jose

4/7/17 – Flintcrest House – San Jose

4/10/17 PACE – Matranga House – San Jose.

4/26/17 – Apollo # 3 Group Home – San Jose

Ms. Hazel Jordan informed the committee about the deaths in more detail. She also informed that she makes the decision to award certificates based the specified criteria.

III. Health Services:

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

Class (Max attendance)	# Completed	Total Attendees	Test 1 Pass/Fail	Test 2 Pass/Fail
Assisting with Medications (30)	1	23	19/4	3/1
Basics of Dementia – Part 1 (30)				
Basics of Dementia - Part 2 (30)				
Basics of Nutrition and Obesity (20) Gilroy				
Difficulty Swallowing and Aspiration (24)				
Emergency Planning (20)				
Oral Health (20)				
Oral Health (20) Salinas	1	12	8/4	3/1
Pressure Sore Prevention & Recognition (30)				
Recognizing Signs of Abuse (30)				
Restricted Health Conditions (30)				
RN Training				
Signs/Symptoms of Illness/Injury (30)				
Special Incident Report (30)	1	20	19/1	1/0
Thinking Ahead (30)				
What is Epilepsy (30)				
Totals	3	55	46/9	7/2

B. Current projects/activities:

A very experienced RN has been hired to fill one open position in the Health Services Unit. Her name is Julie Lussier and she will start work on Monday, May 22nd. We look forward to her joining the team.

C. Highlights:

Contracts with our dental services providers are in process of annual renewal. These providers have been instrumental in vastly improving the oral health of the people SARC serves.

IV. Supported Living Services (SLS):

A. SLS QA's: One QA was done at an SLS Agency in Pacific Grove. Service records and training records were lacking.

B. SLS Roundtable: Resource Specialist Ann Sieber presented the following information at the April SLS Roundtable held at the Campbell office.

- SARC Policy/Procedure: Process for Health and Safety Waiver request to DDS
- Community Information:

Highlights:

The next Roundtable Meeting will be held at the Campbell office on June 14, 2017.

Supported Living Orientation For Individuals and Families

4 Families in attendance

SLS New Vendor Orientation

6 potential providers in attendance

Ms. Lynn Bariteau a parent attended the orientation she like it and she recommends it to any parent. She expressed that is sad that the QAs can only be done every three years due to budget constraints.

Mr. Jeff Darling explained what the median rates mean and how the only way to obtain a rate increase is via a Health and Safety Waiver Request. Mr. David Grady asked the question of what percentage of Health and Safety Waiver Requests are approved. Mr. Mike Keeley explained that it is difficult to calculate because it is based on a case by case basis, and many conversations have to happen between the vendor, the regional center and the Department (DDS).

V. Resource Services:

Residential Service Orientation (RSO)	<u>1</u> Completed,	<u>18</u> Total attendees
RSO (mini for FHA)	<u>1</u> Completed,	<u>4</u> Total attendees

VI. Emergency Response Plan Report

Emergency Response Plan Report: No additional work was done on the Emergency Response Plan in the month of April.

Highlights:

The quarterly FAST (Functional Assessment Service Team) meeting was held at the county Emergency Operations Center (EOC) April 26th. Lisa Rund, one of our 2 FAST members, attended. The Coyote Creek flood response was discussed and it became clear that some refinements in procedure and communication are needed. This group is led by David Fernandez, County Mass Care and Shelter Director.

FAST helps in the admission process and on an ongoing basis in Red Cross shelters after disasters, helping identify needs of people with different abilities and conditions. They help in the process of getting those needs met in the shelter, whether it is replacing a lens in their glasses or ordering a new wheelchair.

VII. Open Agenda:

Ms. Maya Bareket informed that Hope's Thrift store will have its grand opening on May 10, 2017.

Ms. Lynn Bariteau asked for the results of her complaint letter and if they would be public to the committee. Mr. Keeley informed her that the investigation was on its way and she would receive a report shortly. The results are only communicated to the person filing the complaint. Ms. Bariteau asked what happens to agencies that are behaving badly. Mr. Keeley and Ms. Jordan explained the Correction Action Plan (CAP):

- Issue CAP
- Stop referring individuals
- Reduce service level
- Sanctions

Mr. David Grady of State Council Developmental Disabilities Central Coast informed of the appeal process available for 4731 complaints and whistleblowers it can be found on the DDS webpage.

VIII. Next QAAC meeting is scheduled for:

June 13, 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 6:33 p.m.