



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

**Date: Wednesday, February 20, 2019**

**Location: Watsonville Office**

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



**1110 Main Street, Suite #8  
Watsonville, CA. 95076**

## AGENDA



**6:00—6:02 I.** Call to Order & Introduction. . . . . Pamela Kerman

**6:02—6:05 II.** Vision Statement. . . . . Christina Gianola



**6:05—6:09 III.** Approval of Minutes

1. Board Meeting Minutes - (1/28/19)
2. Fiscal Committee Meeting Minutes - (1/28/19)
3. Service Provider Advisory Committee Meeting Minutes (1/23/19)
4. Program Policy Committee Meeting Minutes - (2/5/19)
5. Board Development Committee Meeting Minutes - 2/5/19)
6. Executive Committee Meeting Minutes - 2/5/19)
7. Quality Assurance Advisory Committee Meeting Minutes-(2/5/19)
8. People’s Advisory Committee Meeting Minutes–



**6:09—6:20 IV.** State Council on Developmental Disabilities CC .....David 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.**



**6:20 —6:30 V.** Presidents Report . . . . .Pamela Kerman  
 1. Small Steps Toward Addressing the Housing Crisis



**6:30—6:55 VI.** Executive Director’s Report. . . . . Javier Zaldivar  
 1. Budget Update  
 2. Whole Person Model . . . . .Susan Skotzke



**6:55—7:15 VII.** Director of Consumer Services Report. . . . .Mike Keeley  
 1. New and Closing Programs  
 2. Disparity Efforts how to Address it



**7:15—7:40 VIII.** Committee Reports  
 1. Fiscal . . . . .Mary Le  
 2. Board Development . . . . .Keith Forster  
 3. People’s Advisory Committee . . . . .Christine Gianola  
 4. Quality Assurance Advisory . . . . .Christine Gianola  
 5. Service Provider Advisory . . . . .Beth Prentiss  
**Action Item:** Recommendation to approve the election of Nicholas Aguilar of Premiere services to his first two-year term on SPAC.  
 6. Program Policy . . . . .Martha Johanson  
**Action Item:** Recommendation to adopt the *Conference Policy*



**7:40—7:45 IX.** Public Comment



**7:45—7:50 X.** Board Comment

**7:50—8:00 XI.** Announcements  
 \**Vietnamese Conference 3/2/2019*  
 \**FCSN Talent Show 3/23/2019*  
 \* *Autism Walk Santa Cruz 4/13/2019*  
 \* *Autism Walk San Jose 4/27/2019*  
 \* *Resource Fair at Santa Cruz Museum 4/23/2019*



**8:00 XII.** Adjournment

**SAN ANDREAS REGIONAL CENTER  
Board of Directors Meeting Minutes  
San Jose Office  
January 28, 2019**

**Presiding:** Pamela Kerman Board President

**Board Members Present:** Michele Alanis Keith Forster  
Christine Gianola Martha Johanson  
Mary Le (via phone) Virginia Manguray  
Kim Yen Nguyen Glendora Pitre  
Beth Prentiss

**Board Members Absent:** Nefte Couttolenc Jon Drennan  
Daniel Stickney Maya Bareket  
Dr. Lori Riggio

**Staff Present:** Gina Billeci Scott Blow  
Jeff Darling Howard Doi  
Lauria Furuya Greg Hoffman  
Mia Garza Lourdes Gonzalez  
Angel Johnson Mike Keeley  
Rosa Linda Ogas Carrie Molho  
Jamie Nguyen Arushie Nugapitiya  
Phien Phan Remelia Ranjbar  
Irene De La Rosa Katherine Sanders  
Fawni Tornel Francisco Valenzuela  
Chanel Yates Javier Zaldivar

**Community Present:** Veronica Contreras David Grady  
Milagro Gonzalez

**CALL TO ORDER**

Ms. Pamela Kerman Board President called to order the regularly scheduled business meeting of San Andreas Regional Center at 6:07 p.m. Ms. Kerman 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 4660 (c)). Self-introductions were made and the mission statement was read by Mr. Keith Forster.

## **APPROVAL OF MINUTES**

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

1. Board Meeting Minutes – (11/19/2018)
2. Fiscal Committee Meeting Minutes – (11/19/2018)
3. Service Provider Advisory Committee Meeting Minutes – (11/28/2019)
4. Program Policy Committee Meeting Minutes – None
5. Board Development Committee Meeting Minutes – (1/8/2019)
6. Executive Committee Meeting Minutes - (1/8/2019)
7. Quality Assurance Advisory Committee Meeting Minutes – (1/8/2019)
8. People’s Advisory Committee Meeting Minutes – None

## **PRESIDENT’S REPORT**

Ms. Pamela Kerman Board President welcomed the audience and reflected on the happenings of last year, especially the constant attack on disability rights. She asked the audience to look at new opportunities on how to advocate on behalf of SARC individuals, such as:

- Researching and connecting to Resources
- Communicating with legislators to influence their advocacy
- Looking at work opportunities for individuals

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

Mr. David Grady Regional manager informed that they are continuing their work on:

- The Task Force meeting to address disparity issues
- Collaborating with Service Coordinators and the Community to better serve individuals
- Helping Providers – A Mental Wellness Program will be available to them free of charge.

## **EXECUTIVE DIRECTOR’S REPORT:**

Mr. Javier Zaldivar Executive Director discussed the following issues:

- Call your legislators to advocate for our system
- Working hard on Disparity by reaching out to diverse communities in innovative ways without funding from the Department
  - Translate in the top 5 thresh languages
  - Make available the Parent support groups
  - Provide the different conferences:
    - Vietnamese 3/1/19
    - Samoan outreach
    - Chinese
    - Filipino
    - Spanish in May
- The Purchase of Service (POS) Data has been posted and the trend is moving in a good direction

- Budget update:
  - New Governor is more conservative than the previous one as all the surplus is going into the rainy fund and nothing to our system
  - Reintroduction of the Holiday schedule 14 days of unpaid holidays, it supposedly saves money but it increases it in other services, so really there are no savings
- A \$53.8 M will be given to address caseloads
- A reduction will be done to POS due for last year's increase due to the minimum wage
- \$4.5M one-time for development of Community Crisis Homes for Children (3 home
- \$8.1 Million for Headquarters Restructuring and Reorganization one will be in the Southern California and the other one in Sacramento
  - Support of increased responsiveness and effectiveness with adequate funding for service providers as well as regional centers staff for critical functions related to service
- Experts on HCBS (Home and Community Based Services) will be brought in to train
- Legislative Tours on 4/16/19
- Burns and Associates will release Rate study on 3/1/2019 to the Department then they will hold public meetings

**DIRECTOR OF CONSUMER SERVICES REPORT:**  
**NEW AND CLOSING PROGRAMS – Jeff Darling**

Mr. Jeff Darling gave the report:

**2 Closed**

- Casa Santa Day Program in Gilroy
- Rosewood Terrace level 4I home for children

**3 Opened**

- Community Alliance Independent Living Services in Santa Cruz
- Intake Assessments in Campbell
- Maxim will provide personal Assistance

**Communication in Special Needs Individuals – Mike Keeley**

Mr. Keeley informed on the main forms of communication:

- 4 forms of Communication:
  - Verbal : Spoken word
  - Non-Verbal: Facial expressions, body language, hand gestures
  - Written: typed or handwritten notes
  - Visual: photos, drawings, maps
- Individual differences will affect the impact of communication
- Young children will benefit from speech therapy strategies such as:
  - Motor exercises
  - Modeling
  - Imitation
- Older children will benefit from speech therapy strategies such as:

- Speaking words or sounds that approximate words
- Using objects
- Facial expressions
- Gestures
- Sign Language
- Using photographs or symbols
- Communication Boards
- Voice output communication aids

## **COMMITTEE REPORTS:**

### **FISCAL**

Ms. Mary Le Board Treasurer gave the report.

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

The Purchase of Service Expense for the month of November 2018 was \$29 Million and the year to date was \$156.5 Million. The current allocation is \$402 Million and the projection for FY 18/19 is \$386.8 Million. The surplus is 15.2 Million.

### **Individuals Served**

The number of individuals served as of November 30 2018 was 16,768 this is an increase of 265 since November 2017.

### **Operations (OPS)**

Expenses for the month of December 2018 were \$3 Million and Year-to Date were \$18.7 Million. The Fiscal Year Projection is \$38.7 Million. The allocation is \$38.74 Million leaving a surplus of \$41 K, an increase of \$16K over November.

### **Current Year Cash Flow**

The cash position through the end of December was \$70.4 Million, an increase of \$2.5 Million. This increase is due to SARC receiving reimbursement for prior year receivables from DDS

### **Donations Account**

The balance in the Donation Fund through the end of December 2018 was \$175K. This was a net increase of \$1K for the month. This change consisted of, donations totaling \$1.3K, loan repayments of \$181 and disbursements of \$434.

### **Medicaid Waiver Enrollment**

The Medical Waiver enrollments for November was 8,162, statewide was 130,431.

Ms. Le asked the Board to approve two resolutions the committee reviewed.

Resolution one:

**M/S/C Moved to approve liquidating funds for the Bay Area Housing (BAHC) Bond Project that finances the Agnews closure. SARC will establish a bank account to invest in secure treasury notes that will be used in the event of a default. (Johanson/Kerman) No further discussions. Nine in favor. One Abstention**

**(Prentiss). Motion carries.**

Resolution two:

**M/S/C Moved to approve the use of a credit card from Chase J.P. Morgan bank that works with our Concur system. (Pitre/Nguyen) No further discussions. Nine in favor. One Abstention (Prentiss). Motion carries.**

### **BOARD DEVELOPMENT**

Mr. Keith Forster Committee Chair informed on a meeting they had on Neurodiversity with a Stanford Doctor. They also have a potential Boar member.

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

Ms. Chris Gianola Committee Chair informed Jackie has moved on to another job. At the last meeting they learned on the different types of cigarettes teens are using.

### **QUALITY ASSURANCE ADVISORY COMMITTEE**

Minutes are in the packet.

### **SERVICE PROVIDER ADVISORY COMMITTEE (SPAC)**

Ms. Beth Prentiss committee chair informed that two members have termed out. The feedback she has received is that all the providers are facing very challenging times, they are no longer accepting new referrals and they have a long waiting list.

### **PROGRAM POLICY COMMITTEE**

The Board adopted two policies approved by DDS.

**M/S/C Moved to approve the Day Care Policy. (Le/Nguyen) No further discussions. All in favor. Motion carries.**

**M/S/C Moved to approve the Employment First Policy. (Manguray/Forster) No further discussions. All in favor. Motion carries.**

### **ARCA**

Ms. Kerman informed that ARCA discussed the Governor's Budget which is the summary the Executive Director gave.

### **PUBLIC COMMENT**

Ms. Veronica Contreras from the Spanish Parent Support Group shared that she and all the parents are very thankful for the group. She thanked SARC for all the support; it has been a great experience learning "Self Care".

### **BOARD COMMENT**

Ms. Le shared that there is a need for parent support when children become violent in their teens. They should have an education program to help stressed families dealing with challenging behavioral issues.

Mr. Darling discussed looking into the "Ukeru" method which is free of restraints.

Ms. Johanson requested that more efforts be done in closing disparities

**ANNOUNCEMENTS**

Mr. Valenzuela thanked everyone that helped in Holiday events of 2018.

February 8, 2019 Night to Shine Prom by the Tim Tebow foundation

April 2-3, 2019 Grass Roots Day

April 16, 2019 Legislative Tour

April 27, 2019 Shining Star High School Prom in Gilroy

Mr. Zaldivar, Mr. Keeley and Mr. Darling read a list of all the Facilities that were awarded with the “2018 Certificate of Achievement for Excellence” there was a total of 27 facilities.

**ADJOURNMENT**

Meeting adjourned at 7:52 p.m.

Recording Secretary, Ms. Lourdes González

Submitted by,

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Ms. Martha Johanson



**San Andreas Regional Center  
Board of Directors  
Fiscal Committee - Meeting Minutes  
January 28, 2019**

<b>Committee Members Present:</b>	Martha Johanson Mary Le Lori Riggio	Pamela Kerman Virginia Manguray
<b>Committee Member Absent:</b>	Nefte Couttolenc Michele Alanis	Jon Drennan Daniel Stickney
<b>Staff Present:</b>	Lourdes Gonzalez Javier Zaldivar	Greg Hoffman

Meeting called to order at 5:03 pm. by Ms. Mary Le Committee Chair.

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

The Purchase of Service Expense for the month of November 2018 was \$29 Million and the year to date was \$156.5 Million. The current allocation is \$402 Million and the projection for FY 18/19 is \$386.8 Million. The surplus is 15.2 Million.

**2. Individuals Served**

The number of individuals served as of November 30 2018 was 16,768 this is an increase of 265 since November 2017.

**3. Operations (OPS)**

Expenses for the month of December 2018 were \$3 Million and Year-to Date were \$18.7 Million. The Fiscal Year Projection is \$38.7 Million. The allocation is \$38.74 Million leaving a surplus of \$41 K, an increase of \$16K over November.

**4. Cash Position**

The cash position through the end of December was \$70.4 Million, an increase of \$2.5 Million. This increase is due to SARC receiving reimbursement for prior year receivables from DDS

**5. Donation Fund**

The balance in the Donation Fund through the end of December 2018 was \$175K. This was a net increase of \$1K for the month. This change consisted of, donations totaling \$1.3K, loan repayments of \$181 and disbursements of \$434.

## **6. Medicaid Waiver Enrollment**

The Medical Waiver enrollments for November was 8,162, statewide was 130,431.

## **7. Board Resolutions**

Mr. Hoffman informed the committee that they needed to review and recommend two resolutions to the Board.

Resolution one: to recommend the approval of liquidating funds for the Bay Area Housing (BAHC) Bond Project that finances the Agnews closure. SARC will establish a bank account to invest in secure treasury notes that will be used in the event of a default. It is to be used for the Unified Plan only.

**M/S/C Moved to recommend to the full Board approval of liquidating funds for the Bay Area Housing (BAHC) Bond Project that finances the Agnews closure. SARC will establish a bank account to invest in secure treasury notes that will be used in the event of a default. (Johanson/Manguray) No further discussions. All in favor. Motion carries**

Resolution two: SARC will begin using a credit card from Chase J.P. Morgan bank so that it works with our Concur system.

**M/S/C Moved to recommend to the full Board approval using a credit card from Chase J.P. Morgan bank to work with our Concur system. (Manguray/Kerman) No further discussions. All in favor. Motion carries**

## **8. Next Meeting Date**

**February 20, 2019 at the Watsonville Office**

## **9. Adjournment**

With no further discussion the meeting was adjourned at 5:27 p.m.

**San Andreas Regional Center Board of Directors  
SERVICE PROVIDER ADVISORY COMMITTEE (SPAC)  
Meeting Minutes  
January 23, 2019**

<b>Members Present</b>	Beth Prentiss (Chair) Doug Pascover Soheila Razban	Monica Pritchett Brandon Woosley
<b>Members absent</b>	Monique Migdol Wesley Moss	Sharmean Heffernan
<b>Staff Present</b>	Gina Billeci Jim Elliott Denise Hart Mike Keeley Arushie Nugapitiya Rommel Sanchez Ann Sieber Francisco Valenzuela	Jeff Darling Lourdes Gonzalez Greg Huffman Monica Martinez Irene De La Rosa Katherine Sanders Fawni Tornel Javier Zaldivar
<b>Community Members</b>	Mitachew Abebe Shannon Beatty Eramelisse De Castro Peggy Cho David Grady Stan Higgins Sarah Macy Sonia Mungia Sylvia Yeh	Nicholas Aguilar Stephanie Bravo Luz Chavez Kathy Chong-Lee Amy Hellyer Mahtenye Lakew Dennise Mansfield Mark Sung

Ms. Beth Prentiss Committee Chair called the meeting to order at 10:05 a.m. beginning with introductions.

**Committee Updates**

Ms. Prentiss announced that committee members are needed she asked the audience to apply for SPAC.

**Provider Input**

- Pediatric Care offered tours on palliative care
- Therap informed of their electronic documentation system for regional centers
- Friends of Children with Special Needs (FCSN) events:
  - Chinese Year celebration on 2/10/2019
  - Talent Contest 3/23/2019

## **Director Update**

Mr. Javier Zaldivar Executive Director discussed the following issues:

- It is a new year of challenges and opportunities for representation
- Ms. Gina Bellice SARC's new manager was introduced
- Self Determination Program (SDP)
  - SARC will host the trainings "Train the Trainer"
  - An individualized budget based on Person Centered needs will be determined
  - Individual can not belong to both models (Self Determination & Regional Center) simultaneously
  - I will allow flexibility of vendor services
  - It is a person centered approach
  - 2500 participants will be in the soft roll for 3 years then it will be open to everyone, SARC has an allotment of 125 individuals
  - The time table for SDP is not complete yet:
    - Informational meetings - done
    - Orientations - not done until the Trainings are provided
    - Financial Management System (FMS) – no training yet
    - Independent Facilitator - no training yet
  - More concrete information is needed to respond to all the questions on SDP, as soon as DDS releases the training material SARC will inform vendors and families
- SARC has provided information and support to the county on the quest for funds from Measure A (addresses homelessness) we just wait for a response
- High Lights of Preliminary Budget:
  - Governor being very conservative, it is time to mobilize to get our system funded
  - Many meetings will happen until the May revise is released then it should be finalized in June
- Burns and Associates will release the Rate Study to the department on March 1, 2019 with its recommendations
- Minimum Wage increases continue putting our vendors in a precarious position
- Uniform Holiday schedule will be reinstated in July 1, 2019 were providers go with 14 unpaid days. It saves money there but it goes up on other services
- The NCI report is available on the web site now, it represents a snapshot in time
- Vendors can give input to the UCLA group doing a study on Why Disparity Exists go to the ARCA site

## **Santa Clara County Behavioral Health Services Presentation**

Ms. Melissa Castro and Ms. Peggy Cho informed that they do free trainings on Mental Health Resources these are some of the services they provide:

- Mental Health First Aid Training
- Wellness Recovery Action Plan Support Groups
- Question Persuade Refer Suicide Prevention Training
- Peer Support
- Advocacy

- Why Mental Health First Aid?
  - Mental health problems are common.
  - Stigma is associated with mental health problems.
  - Many people are not well informed about mental health problems.
  - Professional help is not always on hand.
  - People often do not know how to respond.
  - People with mental health problems often do not seek help.

### **New and Closing Programs**

Mr. Jeff Darling Director of Community Services gave the report:

#### **2 Closed**

- Casa Santa Day Program in Gilroy
- Rosewood Terrace level 4I home for children

#### **3 Opened**

- Community Alliance Independent Living Program
- Licensed Psychologist for Assessments
- Maxim Health Care offering personal assistant

Mr. Darling emphasized that many programs have gone under recently, but he advised the providers that they can always reach out to the regional center for support and resources.

He reminded the vendors that by completing the Health & Safety requests is the only way to address the minimum wage increases.

Ms. Prentiss advised that providers should be transparent with the families and let them know what is going on.

### **SARC Announcements / Events**

Spanish conference in Pajaro valley went well

February 8, 2019 Night to Shine Prom by the Tim Tebow foundation

April 2-3, 2019 Grass Roots Day

April 19, 2019 Legislative Luncheon

### **HCBS (Home & Community Based Services)**

Ms. Ann Sieber informed that the proposals are in, SARC submitted 52 more than any of the other 38 agencies. Response is expected in March

- Monthly Roundtable Meetings continue
- Ms. Sieber will be calendaring visits to verify that programs are including HCBS language in their program designs

## **Employment**

Ms. Katherine Sanders Employment Specialist informed that she in collaboration with the school districts forming local partnership agreements and the Department of Rehabilitation working together towards employment first.

- The schools districts can be paid when they provide internships for individuals over 18 years.
- Next employment roundtable will be in Salinas

## **SCDD Central Coast**

Mr. David Grady informed on the following issues:

- The Self Determination Advisory Committee (SDAC) is active and it meets at SARC monthly on the 3<sup>rd</sup> Thursday of the month.
  - They are working on reaching out to selected families
  - Have created a google list of interested people in Facilitation
- The newspaper project to promote disability awareness is on route but need more participation
- HCBS implementation will require expansion of language and technical support on person centered planning

## **Award**

Ms. Monica Pritchett ended her term as a SPAC member, SARC presented her with a plaque to thank her for her service she was very grateful.

## **Next SPAC Committee Meeting:**

**February 23, 2019 in the Big Sur Room**

## **Adjournment**

The meeting was adjourned at 11:46 a.m.

**San Andreas Regional Center  
Board of Directors  
Program Policy Committee Minutes  
February 5, 2019**

**Committee Members Present:** Michele Alanis  
Martha Johanson (Chair) Christine Gianola  
Pamela Kerman Mary Le Kim  
Yen Nguyen

**Committee Members Absent:** Maya Baraket Keith Forster

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

The meeting was called to order at 5:9 p.m. by Ms. Martha Johanson Committee Chair.

Mr. Javier Zaldivar Executive Director informed the committee of the reasons the Request for Proposal (RFP) is used; such as when looking for a particular vendor, or service. The RFP generally lasts 30 days.

The following policies were reviewed:

## **1. Request for Proposal**

### REQUESTS FOR PROPOSAL POLICY

#### **I. Guidelines:**

San Andreas Regional Center (San Andreas) opens a Request For Proposal (RFP) cycle in response to one of the following two scenarios:

- Start-up funding is available for an identified, needed service, and / or
- The vendorization process has revealed that the service being vendored will result in a rate that exceeds ~~\$100,000~~ **\$250,000** annually.

Current and potential service providers are encouraged to utilize the RFP process to submit applications for services and supports that reflect the description of current needs for people served by San Andreas Regional Center.

#### **Equity and Diversity Section Included in the RFP**

An RFP prepared by San Andreas to develop or provide client services and supports shall include a section on issues of equity and diversity. The section on equity and diversity shall request, but not be limited to, all of the following information:

- A statement outlining the applicant's plan to serve diverse populations, including, but not limited to, culturally and linguistically diverse populations;
- Examples of the applicant's commitment to addressing the needs of those diverse populations; and
- Any additional information that the applicant deems relevant to issues of equity and diversity.

A RFP that applies only to specifically identified clients shall include a request for information on how the applicant plans to provide culturally and linguistically competent services and supports to those specific clients.

The above two paragraphs encompass the requirements set forth in the Welfare and Institutions Code (WIC) Section 4648.11.

A. Development of RFP

RFP is developed by the ~~Resource District Manager~~ **Associate Director of Community Services** and San Andreas Directors or District Managers.

B. Announcement of RFP

Interested service providers receive notification of RFP's by:

1. Announcements received through the mail or
2. Announcement on the ~~Resource~~ **Community Services** page of the San Andreas web site.

C. Review of RFP

Proposals received by the ~~Resource District Manager~~ **Associate Director of Community Services** are initially screened by RFP Review Committee and judged by the criteria set forth in the RFP. ~~Resource District Manager~~ **Associate Director of Community Services** notifies RFP applicants that based upon the RFP's criteria:

1. Service provider has been selected to be interviewed by the RFP Review Committee regarding service provider's proposal or
2. Service provider's proposal will not move on to the interview phase.

If selected the service providers are interviewed by RFP Review Committee.

D. Awarding of Contract to Selected Provider.

~~Resource District Manager~~ **Associate Director of Community Services** notifies service providers interviewed by the RFP Review Committee that based upon the RFP's criteria:

1. Service provider has been selected to be awarded the contract to develop the service outlined in the RFP or
2. Service provider's proposal will not move on to the interview phase.

If selected the service provider signs contract and begins development of service.

II. **Procedure:**

Development of RFP

San Andreas ~~Resource District Manager~~ **Associate Director of Community Services** will conduct the following activities:

1. Either alone, or in collaboration with San Andreas Directors or other San Andreas District Managers, develop the following sections of the RFP:
  - a. Service Description (Appendix A)
    - i. Problem/opportunity
    - ii. Goals / objectives
    - iii. Any additional information



- b. Required Proposal Documents
  - i. Appendix A – Service Description
  - ii. Appendix B – Proposal Title Page with instructions to service provider regarding formatting of proposal.
  - iii. Appendix C – Financial Statement
  - iv. Appendix D – Resumes, Statements of Qualifications and References including Statement of Obligations
  - v. Appendix E – Estimated Cost Worksheet
  - vi. Appendix F – Program Design Checklist, if applicable
  - vii. Program Description, if applicable,
  - viii. Timeline Schedule
- c. Estimated Service Duration
- d. Assumptions and Agreements
- e. Submission Information
- f. Contact Persons for Additional Information or Clarification
- g. Basis for Award of Contract (Criteria)
- h. Anticipated Selection Schedule
  - i. RFP Orientation Session date, location, etc.
  - ii. Initial review period timeframe and announcement of those proposals moving to interview phase.
  - iii. RFP Review Committee interviews dates, locations, etc.
  - iv. Notification of selected service provider
  - v. Date service(s) will begin
  - vi. Reserve rooms for above activities i-v.

2. Identify RFP Review Committee members and inform them of their timelines and obligations as members of the RFP Review Committee.

a. San Andreas Director or Manager interested in developing an RFP will conduct the following activities:

- 1. Request of copy of the RFP template from the ~~Resource District Manager~~ **Associate Director of Community Services.**
- 2. In collaboration with the ~~Resource District Manager~~ **Associate Director of Community Services**, develop the following sections of the RFP:
  - a. Appendix A - Service Description
    - i. Problem/opportunity
    - ii. Goals / objectives
    - iii. Any additional information

- b. Proposal Requirements
  - i. Appendix A – Service Description
  - ii. Appendix B – Proposal Title Page with instructions to service provider regarding formatting of proposal.
  - iii. Appendix C – Financial Statement
  - iv. Appendix D – Resumes, Statements of Qualifications and References including Statement of Obligations
  - v. Appendix E – Estimated Cost Worksheet
  - vi. Appendix F – Program Design Checklist, if applicable
  - vii. Program Description
  - viii. Timeline Schedule
- c. Estimated Service Duration
- d. Assumptions and Agreements
- e. Submission Information
- f. Contact Persons for Additional Information or Clarification
- g. Basis for Award of Contract (Criteria)
- h. Anticipated Selection Schedule
  - i. RFP Orientation Session date, location, etc.
  - ii. Initial review period timeframe and announcement of those proposals moving to interview phase.
  - iii. RFP Review Committee interviews dates, locations, etc.
  - iv. Notification of selected service provider
  - v. Date service(s) will begin

Identify RFP Review Committee members.

A. Announcement of RFP

San Andreas ~~Resource District Manager~~ **Associate Director of Community Services** will conduct the following activities:

1. Submit RFP announcement and attachment appendixes A-F to the Information Systems Director or designee.
2. Inform Information Systems Director or designee of date RFP should be published to San Andreas' web site as well as date at which the RFP should be removed from San Andreas' web site.
3. Request that ~~Resource~~ **Community Services** Unit Secretary print mailing labels from the electronic address book of service providers wanting to be notified of RFP's.
4. Ensure that service providers on the above list receive the RFP announcement by the same date that the announcement is published to the San Andreas web site.

San Andreas Information Systems Director or designee will conduct the following activities:

1. Publish the RFP announcement and appendixes to the San Andreas web site on the date specified by the ~~Resource District Manager~~ **Associate Director of Community Services**.
2. Ensure the ongoing functionality of the electronic address book of service providers wanting to be notified of RFP's.

B. Review of RFP

San Andreas ~~Resource District Manager~~ **Associate Director of Community Services** will conduct the following activities:

1. In accordance with criteria stated in RFP, produce RFP Review Committee initial review evaluation forms as well as interview evaluation forms.
2. Supply RFP Review Committee members with copies of submitted proposals for their initial review.
3. Conduct the initial review meeting (if applicable) of the RFP Review Committee and provide scoring results from initial review to RFP Review Committee.
4. Notify service providers in writing of results of initial review, i.e. which service providers will move onto the interview phase (if applicable).
5. Conduct the interview meetings (if applicable) of the RFP Review Committee and provide scoring results from interviews to RFP Review Committee.

San Andreas RFP Review Committee will conduct the following activities:

1. Review proposals received from ~~Resource District Manager~~ **Associate Director of Community Services**.
2. Attend initial review meeting (if applicable) of the RFP Review Committee.
3. Submit initial review evaluation forms to the ~~Resource District Manager~~ **Associate Director of Community Services**.
4. Attend service provider interviews (if applicable)
5. Submit interview evaluation forms to the ~~Resource District Manager~~ **Associate Director of Community Services**.

C. Awarding of Contract to Selected Provider.

San Andreas ~~Resource District Manager~~ **Associate Director of Community Services** will conduct the following activities:

1. Notify service providers in writing of results of interviews, i.e. which service provider(s) is awarded contract.
2. Write contract(s) (if applicable) and execute contract(s) to encumber monies.
3. Write POS requests (if applicable).
4. Request check(s) for initial grant as well as for subsequent reimbursements (if applicable).

**Adopted 12/21/2015**

**Reviewed February 5, 2019**

## **2. Policy Tracking List**

Policies to be reviewed next:

- Behavioral Health Treatment
- Purchase of Service

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

**March 5, 2019 San Jose Office**

## **4. Adjournment**

There being no further discussion, the meeting adjourned at 5:40 pm.

**San Andreas Regional Center  
Board of Directors  
BOARD DEVELOPMENT COMMITTEE MINUTES  
February 5, 2019**

**Committee Members Present:** Michele Alanis Keith Forster (chair)  
Christine Gianola Martha Johanson  
Pamela Kerman Mary Le  
Kim Yen Nguyen

**Committee Members Absent:** Maya Baraket

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

The Board Development Committee Meeting was called to order at 5:51 p.m., by Mr. Keith Forster Committee Chair.

**1. Confirm Board Education**

There will be a Board Education on February 20, 2019 in the Watsonville office the topic will be “Day Programs” Ms. Saskia Vandekamp will present.

**2. Applicants Update**

The committee has invited Ms. Marisa Escalera to join the Board. She is very interested in joining as well.

**3. Vacancies**

One Vacancy in the Board

- 1 San Benito County

**4. Member Terms**

The next member that needs to be re-elected is Ms. Lori Riggio in March 2019.

**5. Other**

The Committee discussed Stanford’s Neurodiversity Program and how they have a meeting with Dr. Fong to be introduced to the SARC Team.

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

**March 5, 2019**

**7. Adjournment:**

There being no further discussion, the meeting adjourned a 6:05 p.m.

**San Andreas Regional Center  
Board of Directors  
EXECUTIVE COMMITTEE MINUTES  
February 5, 2019**

**Committee Members Present:** Michele Alanis                      Keith Forster  
Christine Gianola                      Martha Johanson  
Pamela Kerman (Chair)              Mary Le  
Kim Yen Nguyen                      Beth Prentiss

**Committee Members Absent:** Maya Bareket

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

Ms. Pamela Kerman Board President called the meeting to order at 6:11 p.m.

**1. Risk Assessment Report**

Ms. Katie Magleby Risk Assessment Standards Compliance Coordinator presented the SIR report for the month of January 2019.

**Total Incidents 693**

**139** Incidents reportable to DDS.

**554** Incidents not reportable to DDS.

**12 Deaths**

8 Consumers reported missing with 0 not yet located

15 Suspected Abuse/Exploitation

4 Injuries Require Treatment Beyond First Aid

42 Medical Need/Accident

3 Victim of Crime

8 Suspected Neglect

48 Unplanned hospitalizations

156↑ Aggressive Acts

Ms. Magleby went over the specific details of the incidents that are true, false, unsubstantiated, and under investigation. The committee discussed restraints and how the care staff should be trained appropriately. They also shared that providers are having more difficulty hiring and retaining good, qualified staff.

**2. Development of the February 20, 2019 Board Meeting in Watsonville.** There will be a Board Education the topic will be “Day Programs” Presented by Ms. Saskia Vandekamp.

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

**a. President’s Report: Pamela Kerman**

1. Small Steps Toward the Housing Crisis

**b. Executive Director’s Report: Javier Zaldivar**

1. Budget Update
2. Whole Person Model presented by Ms. Susan Skotzke

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

1. New and Closing Programs
2. Disparity Efforts how to Address them

**d. Committee Reports:**

**Fiscal** – There will be a report.

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

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

**Action Item:** Recommendation to approve the election of Nicholas Aguilar of Premiere services to his first two-year term on SPAC

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

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

**Program Policy Committee** – No Report

**Action Item:** Recommendation to adopt the DDS Approved *Conference Policy*.

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

**3. Property Management Update**

Mr. Greg Hoffman Chief Financial Officer gave the report.

*San Jose Office* – Cubicles are complete, landlord promised to propose an elevator plan

*Salinas Office* –Cubicles are complete

Watsonville Office – Will replace warped Kitchen floor

Mr. Hoffman informed that the security consultants (Aanko) are putting the emergency plans together, they will be reviewed in March and train in April. He also informed that an RFP has gone out to choose a new Independent Auditor firm as it is mandated by DDS every five years.

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

Mr. Javier Zaldivar Executive Director update to the committee was on:

##### **4731 Complaints and Whistle Blower Update**

*4731 is a client's rights violation, SARC then has 20 days to respond and when the designee responds it goes to the department as well.*

*Whistle Blower complaints are when anybody can report whatever they want they do not go to the department only to SARC.*

- No complaints this month

Mr. Zaldivar also discussed the following issue:

- POS Disparity Data Meetings have been solidified, there will be two one day and one the following day in San Jose
- Grants awarded to the CBO (Community Based Organizations)
- Award of \$1 million for Affordable Housing in Sunnyvale
- \$15 thousand award for training in Alzheimer's
- Meetings continue with local legislators to discuss the \$40 thousand for affordable housing

#### **5. Announcements**

February 23, 2019 Movie Night

April 2-3, 2019 Grass Roots Day

April 16, 2019 Legislative Tour

April 19, 2019 Legislative Luncheon

April 27, 2019 Shining Star High School Prom in Gilroy

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

**March 5, 2019 at 6:00 p.m.**

#### **7. Adjournment**

There being no further discussion, the meeting adjourned at 7:31 p.m.



**San Andreas Regional Center  
Quality Assurance Advisory Committee  
February 12, 2019**

**Committee Members Present:** Christine Gianola – Chair  
Martha Johanson                      Glenda Pitre

**Committee Members Absent:** Maya Bareket                      Michele Alanis

**Staff Present:** Jeff Darling                      Lourdes Gonzalez  
Hazel Jordan                      Katie Magleby  
Arushie Nugapitiya              Irene De La Rosa  
Debbie Salazar

**Community Present:**

Meeting called to order by Ms. Christine Gianola Chair of the Committee at 5:06 p.m.  
The following information was collected for the months of January 2019.

**I. Special Incident Reports:**

693 Total number of incidents.  
12 Total number of deaths.  
139 Incidents reportable to DDS.  
554 Incidents not reportable to DDS.  
78 Unplanned hospitalizations with 7 consumers remaining hospitalized.  
17 Planned hospitalizations.  
7 Consumers reported missing with 1 not yet located.

Breakdown of Incident Reports by Residence type:

RCH - 293      ICF- 28      SNF/NF - 2      ILS - 44      SLS - 132  
Family Home - 158    Foster Home - 0    Family Home Agency - 20    Psych Treat - 16

**Highlights:** Ms. Magleby went over the specific details of the incidents that are true, false, unsubstantiated, and under investigation. The committee discussed restraints and how the care staff should be trained appropriately.

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

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

5 Out of 8 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 8 scheduled QA's completed.  
0 Facilities received recommendations  
0 Facilities received corrective action plans

**C. Trainings:**

Service Provider Facility Monitoring – No training scheduled  
 Service Coordinator Facility Monitoring – No training scheduled  
 Behavior Skills Training – no meeting scheduled  
 Residential Services Orientation (RSO) - No training scheduled  
 New Employees Orientation – No training scheduled

**D. Standing QA Meetings:**

Quality Assurance Around the Bay Quarterly meeting: 01/18/19 – 23 attendees  
 Let's Talk QA: No meeting scheduled  
 DSP Inability to Communicate – as needed  
 QA Rap Session (Roundtable) Semi-annual meeting – No meeting scheduled

Mortality and Morbidity: 12 Number of deaths  
0 Infants 1 Children 6 Adult and 5 Elderly

**E. Highlights:**

**Certificate of Achievement:** January 2019

PACE – Lamar House – Sunnyvale 01/08/19  
 Apollo Adult RCH #1 – San Jose - 01/10/19  
 Miranda's RCH – Gilroy - 01/11/19  
 Nikko's RCH – San Martin – 01/11/19  
 Green Valley RCH – 01/17/19

**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 – (24)	1	12	12/0	---
Basics of Nutrition and Obesity (24)				
Difficulty Swallowing and Aspiration (24)	1	8	8/0	---
Emergency Planning (24)				
Fundamentals of Dementia – (24)	1	9	9/0	---
Oral Health (20)	1	canceled		
Pressure Sore Prevention & Recognition (24)				
Recognizing Signs of Abuse (24)				
Restricted Health Conditions (24)	1	19	19/0	---
RN Training	1	14	11/0	3 SARC staff
Signs/Symptoms of Illness/Injury (24)	1	15	15/0	---
Special Incident Report (24)	1	20	20/0	---

Thinking Ahead (24)				
What is Epilepsy (24)				
Totals	7	97	94/0	---

**B. Current projects/activities:**

Dental coordinator continues to look for an oral surgeon to work with us for those individuals we serve who need complex extractions, for example a wisdom tooth either curved around the bone or tangled with a facial nerve. To date, we have no one who is willing to work with us.

In December we had 30-35 people in the hospital every week. This keeps our nurses running to and from of hospitals advocating for care and helping discharge planners understand the restrictions created by licensed care environments.

**C. Highlights:**

A meeting with the Director of the subacute facility in San Jose called A-Grace happened in December. His name is Steve Tu and he is interested in having his licensed and unlicensed staff learn more about the Developmentally Disabled population. We will have a meeting with their social services and nursing leadership team in February to introduce ourselves and see how we can help them understand the people we serve.

**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. Currently QA's are not being facilitated as the department focuses on providing resources and supports to Service Providers.

B. SLS Roundtable: Resource Specialist Mary Lynn Rochlitz presented the following information at the January Roundtable held at the Watsonville office.

SARC Policy/Procedure:

- Guest speaker, Dr. Carrie Molho from SARC discussed the challenges associated with dual diagnosis clients
- SLS (Supportive Living Services) out of state & liability insurance
- Health & Safety waivers reminder
- Statewide Minimum wage increase on 1/1/2019
- Plan for 2019 Roundtable meetings

Community Information:

- SPAC update

- Upcoming Trainings including free trainings at SARC (Healthy Relationships, New Vendor Orientation, Health-Related Trainings)

**Highlights:**

- The next Roundtable Meeting will be conducted at the San Jose office on February 13, 2019.
- Following that, the Roundtable meeting will be held at the Watsonville office on March 13, 2019.

Mr. Javier Zaldivar Executive Director discussed the Crisis Homes and the need for providing good services to individuals with intense behaviors, the pay is not there to find qualified staff.

**Supported Living Orientation For Individuals and Families**

1 Completed, 7 Total attendees

**SLS New Vendor Orientation**

1 Completed, 4 Total attendees

**V. Community Services:**

Residential Service Orientation (RSO)      Completed,      Total attendees

RSO (mini for FHA) 2 Completed 9 Total attendees

**VI. Emergency Response Plan Report**

Current projects/activities:

The team continues to meet with the safety and security consultants, AANKO. Many potential emergency scenarios are being read, discussed, and steps for action documented. The former emergency response plan for SARC was shared with AANKO and will be used in drafting the new plan. All offices are being considered and included in this planning phase. Training sessions and practice drills will take place later in the year.

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

**March 12, 2019 at 5:00 p.m. - 6:30 p.m. San Jose Office**

**VIII. Adjournment**

There being no further discussion, the meeting adjourned at 6.19 p.m.