



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

Date: Monday, March 18, 2019
Time: 6:00 - 8:00 pm



Location: San Jose Office
6203 San Ignacio Avenue.
San Jose CA. 95119



AGENDA



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



6:02—6:05 II. Vision Statement. Pamela Kerman



- 6:05—6:09 III.** Approval of Minutes
1. Board Meeting Minutes - (2/20/2019)
 2. Fiscal Committee Meeting Minutes - (2/20/2019)
 3. Service Provider Advisory Committee Meeting Minutes (2/27/2019)
 4. Program Policy Committee Meeting Minutes - (3/5/2019)
 5. Board Development Committee Meeting Minutes - (3/5/2019)
 6. Executive Committee Meeting Minutes - (3/5/2019)
 7. Quality Assurance Advisory Committee Meeting Minutes - 3/5/2019
 8. People’s Advisory Committee Meeting Minutes—



6:09—6:20 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.



6:20 —6:30 V. Presidents Report Pamela Kerman
 1. Celebrating Social Workers and Their Contributions



6:30—6:55 VI. Executive Director’s Report. Javier Zaldivar
 1. Rate Study / Budget Update
 2. Disparity Presentation
 3. Google Film by Daniel Stickney



6:55—7:15 VII. Director of Consumer Services Report.Mike Keeley
 1. New and Closing Programs
 2. Self Determination
 3. Mission Moment

7:15—7:40 VIII. Committee Reports
 1. Fiscal Mary Le
 2. Board Development Keith Forster
Action Item: Recommendation to approve the election of Ms. Marisa Escalera to her first two-year term on the Board
 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 Ms. Sylvia Yeh of FCSN to her first two-year term on SPAC
 6. Program PolicyMartha Johanson



7:40—7:45 IX. Public Comment



7:45—7:50 X. Board Comment



7:50—8:00 XI. Announcements
 **Gatepath Power of Possibilities 3/21/19*
 **FCSN Talent Show 3/23/19*
 **Autism Speaks Walk 4/27/19*



8:00 XII. Adjournment

**SAN ANDREAS REGIONAL CENTER
Board of Directors Meeting Minutes
Watsonville Office
February 20 2019**

Presiding: Pamela Kerman Board President

Board Members Present: Michele Alanis Jon Drennan
Keith Forster (via phone) Christine Gianola
Martha Johanson Mary Le
Virginia Manguray Kim Yen Nguyen
Glendora Pitre Beth Prentiss
Dr. Lori Riggio (via phone) Daniel Stickney

Board Members Absent: Maya Bareket Nefte Couttolenc

Staff Present: Gina Billeci Lourdes Gonzalez
Mike Keeley Arushie Nugapitiya
Vanessa Oamelda Irene De La Rosa
Katherine Sanders Francisco Valenzuela
Javier Zaldivar

Community Present: Stoney Godet David Grady
Susan Skotzke

CALL TO ORDER

Ms. Pamela Kerman Board President called to order the regularly scheduled business meeting of San Andreas Regional Center at 6:06 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 Ms. Christine Gianola

APPROVAL OF MINUTES

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

1. Board Meeting Minutes – (1/28/2019)
2. Fiscal Committee Meeting Minutes – (1/28/2019)
3. Service Provider Advisory Committee Meeting Minutes – (1/23/2019)
4. Program Policy Committee Meeting Minutes – (2/5/2019)
5. Board Development Committee Meeting Minutes – (2/5/2019)
6. Executive Committee Meeting Minutes - (2/5/2019)
7. Quality Assurance Advisory Committee Meeting Minutes – (2/12/2019)
8. People’s Advisory Committee Meeting Minutes – None

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES CENTRAL COAST

Mr. David Grady Regional manager informed the Board on these issues:

- The Self Determination Advisory Committee (SDAC) meets every third Thursday of the month at the SARC office
 - The Train the Trainor workshop has been scheduled for 3/1/2019
- They continue to collaborate with Katherine Sanders on the Employment matters
- The Rate Study will be released soon and the public will have a chance to give recommendations
- They are working on building advocacy groups that will lead to leadership and policy development
- Mental Health trainings will be offered to Service providers free of cost.

PRESIDENT'S REPORT

Ms. Pamela Kerman Board President discussed the number one barrier facing individuals which is affordable housing, she listed some baby steps towards addressing the issue:

- The Kelsey Project – Built complex dedicated for individuals with Developmental Disabilities
- SARC and Housing Choices Coalition are currently working with the San Jose Board of supervisors to obtain funds to address affordable housing

EXECUTIVE DIRECTOR'S REPORT:

Mr. Javier Zaldivar Executive Director discussed the following issues:

- Affordable housing is the number one issue affecting our system
 - Advocacy needed to obtain housing and sustainability
 - Education of communities is also essential so that they don't discriminate
- Support the Frazier Holden Letter – "RE: Immediate investment is needed to protect services for Californians with intellectual and developmental disabilities"
- The Rate Study will be released soon will it:
 - Recommend funding for services?
 - Take into consideration the regional variations of regional centers?
- In March there will be meetings for public input to the study

Whole Person Model

Ms. Susan Skotzke a parent and advocate shared a presentation on the "Whole child model program" (WCMP) it consists of partners creating good relationships and collaborating to improve the overall care of Individuals. The partnerships include families, nurses, care givers and social workers.

DIRECTOR OF CONSUMER SERVICES REPORT:
NEW AND CLOSING PROGRAMS – Mike Keeley

Mr. Keeley gave the report:

3 Closed

- Darwin House – Residential Facility in Santa Cruz County
- Casa Santa Day Program in Gilroy
- Rosewood Terrace level 4I home for children

7 Opened

- 2 Connections – Behavioral Services in Monterey County
- 2 Hope Services – Community integration one in Aptos and one in Watsonville
- New Perspectives- Behavioral modification in Watsonville
- Ro Health – Home Health San Jose
- Vista Verde – Respite Santa Clara

Disparity Efforts how to Address them – Mike Keeley

Mr. Keeley discussed SARC's efforts to address disparity:

- Will begin welcome orientations for all intake clients
- Continue with Ujima organization to reach African American community
- Completed 8 series workshop for Spanish speaking families
- Continue with annual conferences: Vietnamese, Chinese, African American, and Spanish
- Sponsors two bilingual parent organized conferences in southern Monterey County
- Recording video segments that provide information about services in all threshold languages
- Sarc will join a subcommittee of the Santa Clara County Office of the census to ensure that our individuals are counted

COMMITTEE REPORTS:

FISCAL

Ms. Mary Le Board Treasurer gave the report.

POS (Non-CPP only)

The Purchase of Service Expense for the month of December 2018 was \$2.7 Million and the year to date was \$187.7 Million. The current allocation is \$402 Million and the projection for FY 18/19 is \$386.3 Million. The surplus is 15.8 Million.

Individuals Served

The number of individuals served as of December 31 2018 was 16,871 this is an increase of 407 since December 2017.

Operations (OPS)

Expenses for the month of January 2019 were \$3.2 Million and Year-to Date were \$21.9 Million. The Fiscal Year Projection is \$39 Million. The allocation is \$39.3 Million leaving a surplus of \$262K, an increase of \$221K over December.

Current Year Cash Flow

The cash position through the end of January was \$72.1 Million, an increase of \$1.7 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 January 2018 was \$184K. This was a net increase of \$9K for the month. This change consisted of, donations totaling \$9.1K, loan repayments of \$181 and disbursements of \$0.

Medicaid Waiver Enrollment

The Medical Waiver enrollments for December was 8,208, a net increase of 46 enrollments for December, statewide was 130,684 a net increase of 253 enrollments for the month of December.

Ms. Le asked the Board to approve the Santa Clara County Office of Education (SCCOE) contract for the Fiscal year 2019-20 that was reviewed at the Fiscal Committee.

M/S/C Moved to approve the Santa Clara County Office of Education (SCCOE) contract fiscal year 2019-20 for a total amount of \$1,290,757.00 (Johanson/Nguyen) No further discussions. Twelve in favor. One Abstention (Prentiss). Motion carries.

BOARD DEVELOPMENT

Mr. Keith Forster Committee Chair informed that an Executive Committee meeting was scheduled with Stanford Neurodiversity Program team: Dr. Fung and Mary Hurlbut. They also have a potential Board member that will attend next meeting.

PEOPLE'S ADVISORY COMMITTEE (PAC)

Ms. Chris Gianola Committee Chair informed that they have a replacement for Jackie. They are looking forward to attending the "People First Conference"

QUALITY ASSURANCE ADVISORY COMMITTEE

Minutes are in the packet.

SERVICE PROVIDER ADVISORY COMMITTEE (SPAC)

Ms. Beth Prentiss committee chair informed that the committee voted to add a new member and she recommend him to the Board for approval. Mr. Nicholas Aguilar of Premiere services will be the new member.

M/S/C Moved to approve the election of Nicholas Aguilar of Premiere services to his first two-year term on SPAC (Pitre/Kerman) No further discussions. All in favor. Motion carries.

PROGRAM POLICY COMMITTEE

The Board adopted one policy approved by DDS.

M/S/C Moved to approve the Conference Policy. (Nguyen/Stickney) No further discussions. All in favor. Motion carries.

PUBLIC COMMENT

Mr. Stoney Godet of the Autism Family Network and a parent shared that he is an avid advocate in Santa Cruz. He works tirelessly to bring activities to the individuals served in that region. Such as the "Costume Heroes for Autism and 6th Annual Resource and Safety Fair" April 13, 2019

Ms. Skotzke thanked SARC for their hard work.

BOARD COMMENT

Ms. Pitre recommended the audience to keep an eye and make sure that housing units allocated for people with developmental disabilities in fact are getting them; she has been reading a lot on fraud regarding the issue.

Ms. Kerman shared that College of Adaptive Arts will receive an award from the city of San Jose on March 12, 2019 at 6:00 pm.

ANNOUNCEMENTS

Mr. Valenzuela announced that the Night to Shine Prom Event was very successful.

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

ADJOURNMENT

Meeting adjourned at 7:55 p.m.

Recording Secretary, Ms. Lourdes González

Submitted by,

Ms. Martha Johanson

6. Medicaid Waiver Enrollment

The Medical Waiver enrollments for December was 8,208, a net increase of 46 enrollments for December, statewide was 130,684 a net increase of 253 enrollments for the month of December.

7. Contract Review

The committee reviewed the Santa Clara County Office of Education (SCCOE) contract for the Fiscal year 2019-20. They agreed to recommend it to the full Board for approval.

M/S/C Moved to recommend to the full Board approval of the Santa Clara County Office of Education (SCCOE) contract fiscal year 2019-20 for a total amount of \$1,290,757.00 (Kerman/Stickney) No further discussions. All in favor. Motion carries

8. Other

Mr. Zaldivar informed the committee that SARC has complied with the cap on vacation hours SARC no longer has that liability.

9. Next Meeting Date

March 20, 2019 at the San Jose Office

10. Adjournment

With no further discussion the meeting was adjourned at 5:35 p.m.

**San Andreas Regional Center Board of Directors
SERVICE PROVIDER ADVISORY COMMITTEE (SPAC)
Meeting Minutes
February 27, 2019**

Members Present	Nicholas Aguilar Beth Prentiss (Chair) Doug Pascover	Sharmean Heffernan Monique Migdol Soheila Razban
Members absent	Brandon Woosley	
Staff Present	Scott Blow Hazel Jordan Katherine Sanders Tom Yetter	Lourdes Gonzalez Rommel Sanchez Fawni Tornel
Community Members	Mitachew Abebe Luz Chavez David Grady Wayne Jasper Dennise Mansfield Lisa Peterson Vincenzo Tarantino Sylvia Yeh	Karin Babbitt Mark Fleming Claudia Harty Dennise Jauregui Sonia Mungia Mark Sung Dylan Wales

Ms. Beth Prentiss Committee Chair called the meeting to order at 10:06 a.m. beginning with introductions.

Committee Updates

Ms. Prentiss announced a new SPAC member Mr. Nicholas Aguilar from Premier Services.

She attended the Task Force Rate Study Briefing meetings on February 26-27, 2019 She said that the study has been published and it is available for public input.

Some recommendations were:

- Increase rates to costly areas such as SARC.
- Stream line program codes by collapsing them
- Local minimum wage increases were not considered at all

Other updates:

- The Uniform Holiday schedule will go into effect as planned
- Cal Fresh benefits regulations have changed and individuals will

Provider Input

- Abilities United:
 - Ms. Razban announced that they will be merging with Gate Path but will continue to provide the same services
 - They have Silicon Valley Thrive Day Event on 3/23/19
 - Business Appreciation Day was very successful
- FCSN (Friends of Children with Special Needs) Talent show is on 3/23/19
- PHP (Parents Helping Parents) Adult Transition Fair 3/21/19
- Options for All – offering vocational services and employment in media
- Ms. Hazel Jordan asked the providers if they were having trouble finding and retaining staff. The response was a resounding yes and the committee discussed ways to retain and share qualified staff.
- Mr. Grady from State Council encourage the committee advocate and reach out to the legislators
- FCSN mentioned the ARC event on 4/3/19 to ask for the 8% increase invited everyone to participate
- Options for All advised to include families and individuals in the advocacy
- Ms. Sanders informed that she has partnered with Gavilan College to develop a class on DSP (Direct Support Professionals)

New and Closing Programs

Mr. Tom Yetter of Community Services gave the report:

7 Opened

- 2 Connections – Behavioral Services in Monterey County
- 2 Hope Services – Community integration one in Aptos and one in Watsonville
- New Perspectives- Behavioral modification in Watsonville
- Ro Health – Home Health San Jose
- Vista Verde – Respite Santa Clara

4 Closed

- Darwin House – Residential Facility in Santa Cruz County
- Casa Santa Day Program in Gilroy
- Rosewood Terrace level 4I home for children
- Blue Catalina Supportive Living Services in San Jose

HCBS (Home & Community Based Services)

Mr. Yetter informed that:

- Ms. Ann Sieber will be visiting programs to ensure they are ready for the Final Rule
- Roundtable meeting will be on 3/13/19

Employment

Ms. Katherine Sanders Employment Specialist discussed these issues:

- Next Roundtable is at Watsonville 3/19/19
- Discussion includes, cultural diversity, and resources available
- There will be a presentation on CAL ABLE to discuss benefits
- Webinar on “Making the shift in the community” on 3/7/19

- Discussion at the Local Partnership (LPS) meetings has been on “Facing the Challenges” and “Employment Focused”
- Providers were encouraged to make use of the incentive payments by incorporating employment in their programs

SCDD Central Coast

Mr. David Grady informed on the following issues:

- A Training on Mental Health will be schedule soon, all will be invited
- The POS Disparity meetings have been schedule by SARC for 3/13/19 and 3/14/19 check the website for locations.
- The Train the Trainer workshop has been done and SARC will move on to planning the Orientations.

Next SPAC Committee Meeting:

March 27, 2019 in the Big Sur Room

Adjournment

The meeting was adjourned at 11:18 a.m.

**San Andreas Regional Center
Board of Directors
Program Policy Committee Minutes
March 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: James Elliott Lourdes González
Mike Keeley Arushie Nugapitiya
Javier Zaldivar

The meeting was called to order at :4:41 p.m. by Ms. Martha Johanson Committee Chair.

Mr. Javier Zaldivar Executive Director informed the committee that the *Personal Assistance Policy* is new and it is to supplement, specialized services to individuals that are not covered by generic resources. He also informed that soon SARC will develop the Self Determination policy.

The following policies were reviewed:

1. Purchase of Service - no changes were done

PURCHASE OF SERVICE POLICY

- I. **Purpose:** It is the intent of San Andreas Regional Center to secure services and supports that meet the needs of the individual as determined in the individual's Individual Program Plan (IPP).
- II. **Definitions:**
 - *Consumer, Individual, and person served are used interchangeably in regional center policy and the Lanterman Development Disabilities Services Act, and mean a person who has been found eligible and receives services from the regional center.*
 - *Planning Team* consists of the individual with developmental disabilities; the parent or legal guardian of a minor individual, or the conservator of an adult individual; one or more regional center representatives, including the service coordinator; and any individual invited by the individual parent, guardian, or conservator.
 - *Individual Program Plan (IPP)* is a written plan describing what services and supports will be provided to the individual. It is centered on individual and family needs and preferences, and it promotes independence and inclusion in the community. The Individual Program Plan shall be prepared by the planning team.
 - *Generic Services* means the services and supports provided by any agency that has the legal responsibility to serve all members of the general public and receives public funds to provide such services.

- *Service Coordination* means the action taken to implement an Individual Program Plan, including, but not limited to: participating in the IPP process; considering all appropriate options for meeting each objective in the IPP; securing the services and supports specified in the IPP, through purchase or from generic agencies or other resources; coordinating, collecting and disseminating information; and monitoring the plan to ensure that the IPP objectives have been met.

- III. **Policy:** San Andreas shall find innovative and economical methods to achieve the objectives contained in the individual's Individual Program Plan (IPP).

San Andreas Regional Center shall give preference to those services and supports that enable minors with developmental disabilities to live with their families, adult persons with developmental disabilities to live as independently as possible, and enable all individuals to interact with persons without disabilities in positive meaningful ways.

The regional center shall monitor purchase of services for adherence to regional center policy for amounts and types of services being requested in order to provide fiscal accountability to the Board of Directors and to the Department of Developmental Services.

It is the policy of the regional center to stay within the budget contracted with the Department of Developmental Services.

Families and individual have a right to make choices in their own lives, including but not limited to: where and with whom they live; their relationships with people in their community; the way they spend their time, including education, employment and leisure.

The planning team shall:

- Determine all the agreed upon needs related to the individual and his/her developmental disability and list them on the IPP.
- Determine the appropriateness of a particular service to meet the needs of the individual.
- Make the decision to secure, fund, change or terminate any service or service provider.
- Decisions will be based on the assessment of the individuals' needs, life choices and life preferences. No service or support provided by any agency or individual shall be continued without the approval of the individual/family/conservator.
- Determine the source of funding for the identified service, e.g., by generic agencies, the regional center, the individual /parents/family, or other resources.

To ensure the cost effective use of public resources, San Andreas Regional Center advocates with individuals and families to secure generic agency funding and ensures that generic agencies do not discriminate against individuals/families in the provision of services.

- IV. **Purchase of Service Standard:** This section appears in each individual's services policy. It either describes the guidelines that San Andreas Regional Center follows when it purchases services, or it indicates that San Andreas does not purchase the service.
- V. **Exceptions to this Policy:** The executive director has full discretion to authorize service purchases which are exceptions to the board-adopted purchase of service policies. The executive director has designated different members within the organization who may authorize a director's exception. They are called the 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 individual/family that it has not been granted, informs the 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 individual or the individual's representative, a Notice of Action will be sent. (Please refer to Fair Hearing Process.)

Adopted 05/16/2016
Reviewed March 5, 2019

2. Behavioral Health Treatment Policy

BEHAVIORAL HEALTH TREATMENT POLICY

- I. **Purpose:** It is the intent of San Andreas Regional Center to provide behavior intervention services to promote the health and safety of the individual, limit the need for psychotherapeutic medication, and to maintain the individual in the least restrictive environment, 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 Development Disabilities Services Act, and mean a person who has been found eligible and receives services from the regional center.**
- *Behavior* is a means used by individuals to communicate and interact with their environment.
- *Behavior Intervention* is a prescribed plan under which an individual is exposed to a stimulus, event, activity or response that is intended to cause the individual to change, adapt or alter the occurrence or the performance of a behavior.
 - Behavior Intervention services consist of five components:
 1. Functional assessment of identified maladaptive behaviors
 2. Data collection on identified behaviors including baselines and post intervention
 3. Development of an intervention plan to reduce the identified maladaptive behaviors by replacement with functional behaviors
 4. Implementation of the plan by the parent or primary care giver
 5. Follow-up assessment, including assessment of generalization of skills across setting and persons
 - *Parent Consultation Training* is working directly with the parent to teach skills, techniques, and interventions in an individual or group environment.
 - *Social Skills Training* is peer learning in a group setting.

- *Adaptive Skills Training* improves an individual’s existing functional skills required for day-to-day activities.
- *Behavior Intervention Techniques* are evidence-based methods that rely upon current knowledge about human learning and conform to requirements for effective training and increased skill development. Behavior intervention focuses on developing functionally relevant behaviors, rather than merely eliminating or reducing undesirable ones.
- *Non-aversive Behavior Intervention Techniques* are those that do not consist of restraint or aversive conditioning such as a time out room for behavior management. Behavior intervention services should ~~strive to~~ **not** include ~~non-~~aversive behavior modification techniques. Use of any aversive technique must conform with Title 17 Regulations prior to approval **by the planning team**.

Any plans approved by San Andreas that include any aversive interventions will be monitored and reported to DDS by the 15th of February of each year.

III. Policy: It is the policy of San Andreas to obtain behavioral health treatment for individuals who exhibit behaviors that impede their social, self-care, health, or vocational development, or jeopardize their current living arrangement/program. This treatment may consist of parent consultation and training, social skills training, community integration training, adaptive skills training, or behavior intervention (e.g. Applied Behavior Analysis (aka “ABA”)) that occurs in the home, in a center-based environment, or in the community. The regional center will work to ensure that the ~~consumer-~~ **individual** is receiving the appropriate services and supports from any and all generic public or private entities with an obligation to assist the individual, such as health insurance or health care providers and local education agencies.

Behavior Intervention services shall not be used for the purposes of providing respite, day care, or school support.

The planning team shall determine the need for behavior intervention services and will describe in the Individual Program Plan (IPP) the behaviors to be modified. For individuals residing in a family home setting, parent/guardian participation is required.

A Behavior Analyst or a Behavior Management Consultant shall:

1. Assess the individual
2. Develop a non-aversive plan
3. Assure the protection of the individual’s rights, health, and safety
4. Train the parent or primary care giver on general theory as well as techniques
5. Monitor the implementation of the plan
6. Consult on future problematic behavior situations
7. Provide post training reports

IV. Purchase of Service Standard: Generic resources must be used or ruled out before regional center funding can be considered. Generic resources for behavior modification are the educational system, ~~private~~ **health** insurance, Department of Rehabilitation, or Department of Mental Health. Individuals with Autism are required to access insurance as required by state laws and mandates.

Group Parent Training programs will be considered by the IPP team prior to referring to an intensive behavioral program, and will be purchased when appropriate.

When the regional center planning team has determined that behavioral intervention services are needed, and there are no available generic options, the planning team may agree to purchase an assessment and a behavior plan. The planning team determines the number of hours to implement a behavior plan.

V. Exception to the Policy: The executive director has full discretion to authorize service purchases which are exceptions to the board-adopted purchase of service policies. The executive director has designated different members within the organization who may authorize a director's exception. They are called the 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 individual/family that it has not been granted, informs the 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 individual or the individual's representative, a Notice of Action will be sent.

Adopted 05/16/2016
Reviewed March 5, 2019

3. Personal Assistance Policy

PERSONAL ASSISTANCE POLICY

I. **Purpose:** It is the intent of San Andreas Regional Center to support the maximum development of an individual's potential by providing care and supervision to the individual in the home and the community, 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.**

- *Personal Assistance* means a continuum of support, care and supervision in the person's home and/or a variety of settings to enable or maintain integration in the community. Personal Assistance focuses on keeping individuals safe while providing direct support in a variety of settings, including work, appointments, community activities, and in their own home.

III. **Policy:** It is the policy of San Andreas Regional Center to assist with the safety and supervision of individuals at home and in the community to encourage choice, inclusion, and independence.

Personal assistance is typically provided to individuals who require additional support either at home or in a community setting. This can include personal care, daily living skills, attending appointments, medication reminders, household activities, support, and supervision. The Planning Team, having utilized all available generic resources and current services and supports, including natural supports, determines the amount of personal assistance hours needed.

- IV. **Purchase of Service Standard:** Hours are based on the needs of the individual identified in the Individual Program Plan process.

The Individual Program Plan (IPP) must identify specific needs requiring Personal Assistance. The need for Personal Assistance hours will be reviewed no less than annually in order to support the needs of the individual.

- 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 individual/family that it has not been granted, informs the 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 individual or the individual's representative, a Notice of Action will be sent.

Reviewed March 5, 2019

4. Policy Tracking List

Policies to be reviewed next May:

- Parenting Skills Training
- Parental Diagnosis Services

3. Next Committee Meeting Date/Time

May 7, 2019 San Jose Office

4. Adjournment

There being no further discussion, the meeting adjourned at 5:25 pm.

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

Committee Members Present:	Michele Alanis Martha Johanson Mary Le	Christine Gianola Pamela Kerman Kim Yen Nguyen
Committee Members Absent:	Maya Baraket	Keith Forster (chair)
Staff Present:	Lourdes González Mike Keeley Javier Zaldivar	Greg Hoffman Irene De La Rosa

The Board Development Committee Meeting was called to order at 5:45 p.m., by Ms. Pamela Kerman Board President

1. Confirm Board Education

There will be a Board Education on March 18, 2019 in the San Jose office the topic will be “Balancing Employment with Public Benefits” Ms. Katherine Sanders and Ms. Holly Phan will present.

2. Applicants Update

The committee will vote in Ms. Marisa Escalera to the Board on March 18, 2019.

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 the meeting with Dr. Fong of Stanford’s Neurodiversity Program they concluded that for now it is only promising for employment opportunities.

6. Next Committee Meeting Date/Time

May 7 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
March 5, 2019**

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

Committee Members Absent: Maya Bareket Beth Prentiss

Staff Present: Jeff Darling Lourdes González
Greg Hoffman Mike Keeley
Katie Magleby Arushie Nugapitiya
Irene de La Rosa Francisco Valenzuela
Javier Zaldivar

Ms. Pamela Kerman Board President called the meeting to order at 6:05 p.m.

1. Risk Assessment Report

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

Total Incidents 734

130 Incidents reportable to DDS.

604 Incidents not reportable to DDS.

12 Deaths

9 Consumers reported missing with 0 not yet located

12 Suspected Abuse/Exploitation

1 Injuries Require Treatment Beyond First Aid

39 Medical Need/Accident

6 Victim of Crime

10 Suspected Neglect

41 Unplanned hospitalizations

142↓ Aggressive Acts

Ms. Magleby went over the specific details of the incidents that are true, false, unsubstantiated, and under investigation. The committee discussed the need to train individuals on how to use social media in a safe manner.

2. Development of the March 18, 2019 Board Meeting in San Jose. There will be a Board Education the topic will be “Balancing Employment and Public Benefits” it will be presented by Mr. Mike Keeley.

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

a. President’s Report: Pamela Kerman

1. Celebrating Social Workers and Their Contributions

b. Executive Director’s Report: Javier Zaldivar

1. Rate Study / Budget Update
2. Disparity Presentation
3. Google Film by Daniel Stickney

c. Director of Consumer Services: Mike Keeley

1. New and Closing Programs
2. Self Determination Update
3. Mission Moment

d. Committee Reports:

Fiscal – There will be a report.

Board Development – There will be a report.

Action Item: Recommendation to approve the election of Ms. Marisa Escalera to her two-year term on the Board.

Service Provider Advisory Committee – There will be a report.

Action Item: Recommendation to approve the election of Sylvia Yeh of FCSN services to her 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 – There will be a report

3. Property Management Update

Mr. Greg Hoffman Chief Financial Officer gave the report.

San Jose Office – Still waiting for a proposed solution on the elevator issue
Hiring service coordinators for the added unit and relocating people between floors

Mr. Hoffman informed that the security consultants (Aanko) are putting the emergency plans together, they will be reviewed in late March and train in April.

4. Director's Update

Mr. Javier Zaldivar Executive Director updated the committee on the:

4731 Complaints and Whistle Blowers submitted.

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 4731 complaints this month
- Three Whistle Blower complaints that are under investigation

Mr. Zaldivar also discussed the following issue:

- The Rate Study report is going to the legislature but it is not out yet
- It was disappointing that the local minimum wages were not addressed at all
- The regional centers were divided into 3 groups A – high cost, B – moderate cost, C – low cost. SARC falls into the A category for high cost of living but on the B category for travel
- There will be a period of public input and then the report will go to the legislature with all the recommendations it is unknown what will be approved
- Another recommendation of the Rate Study was the collapsing and elimination of codes; it would be a tremendous amount of work if it is implemented
- Advocacy to fund our system continues it is unreasonable that the State has \$75 Billion surplus and nothing comes our way
- The state hospital leavers going to the community are not being followed by the money
- The POS Disparity presentation will be in Salinas and Watsonville on 3/13/19 and 3/14/19 in San Jose

5. Announcements

March 30, 2019 Movie Matinee

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

April 27, 2019 PHP Gala

6. Other

Mr. Zaldivar thanked Ms. Kim Nguyen and Ms. Mary Le for their help at the very successful Vietnamese Conference on 3/2/2019

7. Next committee/meeting date/time

May 7, 2019 at 6:00 p.m.

8. Adjournment

There being no further discussion, the meeting adjourned at 7:25p.m.

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

Committee Members Present: Christine Gianola – Chair
Martha Johanson Kim Yen Nguyen
Glenda Pitre

Committee Members Absent: Maya Bareket Michele Alanis

Staff Present: Jeff Darling Lourdes Gonzalez
Hazel Jordan Mike Keeley
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 5:21 p.m.
The following information was collected for the months of February 2019.

I. Special Incident Reports:

734 Total number of incidents.
12 Total number of deaths.
130 Incidents reportable to DDS.
604 Incidents not reportable to DDS.
41 Unplanned hospitalizations with 7 consumers remaining hospitalized.
21 Planned hospitalizations.
9 Consumers reported missing with 0 not yet located.

Breakdown of Incident Reports by Residence type:

RCH - 306 ICF- 30 SNF/NF - 6 ILS - 50 SLS - 110
Family Home - 177 Foster Home – 0 Family Home Agency - 45 Psych Treat - 10

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

II. Quality Assurance (QA):

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

8 Out of 10 scheduled FM's completed.
0 Facilities received recommendations
0 Facilities received corrective action plans

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

- 8 Out of 10 scheduled QA's completed.
- 0 Facilities received recommendations
- 0 Facilities received corrective action plans

C. Trainings:

- Service Provider Facility Monitoring – 02/07/19 – 22 attendees
- Service Coordinator Facility Monitoring – rescheduled for 04/01/19
- 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 - No meeting scheduled
- Let's Talk QA: 02/06/19 – Watsonville 10 attendees and 02/20/19 – San Jose 9 attendees
- 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 2 Children 7 Adult and 3 Elderly

E. Highlights:

Ms. Jordan gave a detailed summary of the mortality report such as gender, age, and cause of death.
She also shared that the providers are struggling to find and retain quality staff, she brought that concern to the SPAC meeting were the conversation deepened.

Certificate of Achievement: February 2019

- Sunrise House – DBA Capri Homes – Milpitas 02/19/19
- Capri Home #2 INC – Milpitas - 02/19/19
- Ocampo # 2 RCH – San Jose - 02/22/19
- Ocampo # 4 RCH – San Jose – 02/22/19
- PACE – Miracle House Group Home – 02/26/19
- R.E.A.C.H – Cobblestone Manor – Watsonville – 02/28/19

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 – (24)	1	19	19/0	---
Basics of Nutrition and Obesity (24)				
Difficulty Swallowing and Aspiration (24)				
Emergency Planning (24)	1	10	10/0	---
Fundamentals of Dementia – (24)				
Oral Health (20)	1	11	10/1	0/1
Pressure Sore Prevention & Recognition (24)	1	17	17/0	---
Recognizing Signs of Abuse (24)	1	19	19/0	---
Restricted Health Conditions (24)				
RN Training				
Signs/Symptoms of Illness/Injury (24)				
Special Incident Report (24)	1	12	11/1	0/1
Thinking Ahead (24)				
What is Epilepsy (24)	1	13	13/0	---
Totals	7	101	99/2	0/2

B. Current projects/activities:

SARC nurses met with the Administrator, Director of Nursing and Social Services of A-Grace sub-acute. The purpose was to discuss how we might work more collaboratively together to improve communication and help staff understand what a developmental disability is. It was a good start to future discussions.

C. Highlights:

February was a month of people getting pneumonia. Hospitalizations were high but IV antibiotics work wonders.

Stanford presented a new grant program for neurodiversity. They are interested long term in helping Stanford employ persons with Autism. It sounds like a very exciting proposition.

Ms. Salazar informed that the number one reason the tests are failed is because that person does not understand the language.

She also shared that after their meeting with A-Grace sub-acute Kaiser and Regional Medical Center have reached out to the SARC nurses interested in collaborating.

IV. Supported Living Services (SLS):

A. SLS QA's: Two QA evaluations for SLS agencies have been completed for 2019. QA's are being done on a monthly basis. The results for the January QA provided positive results showing accurate staff/consumer records, consistent staff for the past 10-15 years and well supported consumers. The results of the QA in February were also positive with well-kept records, skilled staff and content consumers. Both providers were in compliance with Title 17 regulations.

B. SLS Roundtable: Resource Specialist Mary Lynn Rochlitz presented the following information at the February Roundtable held at the San Jose office.

- SARC Policy/Procedure:
- Health & Safety waivers
- Self Determination update
- Proposed rate increase in Governor's budget
- How to retain staff in Supported Living
- Suggestions for Roundtable meetings this year
- Community Information:
- SPAC update: Next meeting March 27th 2019 from 10 am – 12 noon
- Upcoming trainings including Annual 2019 California Supported Living Network (CSLN) on April 17th, 2019 in San Diego. Free trainings at SARC including 2/15 What is Epilepsy, 2/20 Special Incident Reports, 2/21 Supporting Living Orientation, 2/22 Recognizing the Signs of Abuse, 2/27 Healthy Relationships, 2/28 New Vendor Orientation

Highlights:

The next Roundtable meeting will be held at the San Jose office on April 10, 2019.

Supported Living Orientation For Individuals and Families

2 Completed, 9 Total attendees

SLS New Vendor Orientation

1 Completed, 3 Total attendees

V. Community Services:

Residential Service Orientation (RSO) Completed, Total attendees

RSO (mini for FHA) 1 Completed, 5 Total attendees

VI. Emergency Response Plan Report

Our consultants, AANKO, continue to work on SARC's emergency plan as well as security issues in all the offices. Next step is to get their final product and then get trained on what they propose.

A. Current projects/activities: SARC continues to have Jeff Darling serve on the CADRE group for Santa Clara County (emergency response alliance). CADRE recently become a not for profit corporation so this is now officially a board position.

Community Services Directors at the 21 regional centers have just started to plan fund raising events across the state this summer to raise money for those affected by the Camp Fire in Paradise, CA in Far Northern Regional Center's catchment area. Goal is to have the event focus on emergency preparedness in people's homes and businesses and have a presentation about this; e.g. how to build a fire defense zone around your property if you live in a wilderness area (Santa Cruz Mountains). Jeff will keep the group updated as plans proceed.

Open Agenda

Mr. Keeley and Mr. Darling shared that SARC is one of the regional centers that has been invited to pilot the START (Systematic Therapeutic Assessment Resource Training) program. It is a program where the police, the regional center, and mental health services will work together. More information to come, Mr. Darling and Ms. Gianola shared that they attended the Board of Supervisors meeting that approved the first \$10 Million of the \$40 Million promised for housing needs of our individuals.

VII. Next QAAC meeting is scheduled for:

May 14, 2019 at 5:00 p.m. - 6:30 p.m. San Jose Office

VIII. Adjournment

There being no further discussion, the meeting adjourned at 6.38 p.m.