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

Date: Wednesday, January 22, 2020
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. .......................... Veronica Contreras

6:05—6:09 III. Approval of Minutes
1. Board Meeting Minutes - (11/18/19)
2. Fiscal Committee Meeting Minutes - (11/18/19)
3. Service Provider Advisory Committee Meeting Minutes -(12/4/19)
4. Program Policy Committee Meeting Minutes - (1/7/20)
5. Board Development Committee Meeting Minutes - (1/7/20)
6. Executive Committee Meeting Minutes - 1/7/20
7. Quality Assurance Advisory Committee Meeting Minutes - (1/7/20)
8. People’s Advisory Committee Meeting Minutes–

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

Note: Time is allowed for public input on all agenda items prior to board action on that item. Time is also allowed for public input on any issue not included on the agenda. (Welfare and Institutions Code Section 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. New Year, New Beginnings

6:30 — 6:55 VI. Executive Director’s Report: Javier Zaldivar  
1. Legislative Update  
2. AB 5

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

7:15 — 7:40 VIII. Committee Reports  
1. Fiscal: Mary Le  
2. Board Development: Kim Yen Nguyen  
**Action Item:** Recommendation to approve the re-election of Mr. Keith Forster to his second two-year term on the Board.  
**Action Item:** Recommendation to approve the re-election of Ms. Glendora Pitre to her second 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  
6. Program Policy: Martha Johanson  
**Action Item:** Recommendation to adopt the Request for Proposal (RFP) Policy.

7:40 — 7:45 IX. Public Comment

7:45 — 7:50 X. Board Comment

7:50 — 8:00 XI. Announcements  
* 2/7/20 Night to Shine Prom

8:00 XII. Adjournment
SAN ANDREAS REGIONAL CENTER  
Board of Directors Meeting Minutes  
San Jose Office  
November 18, 2019

Presiding: Pamela Kerman Board President

Board Members Present: Veronica Contreras Jon Drennan  
Elisabeth Einaudi Christine Gianola  
Martha Johanson Mary Le  
Virginia Manguray Kim Yen Nguyen  
Glendora Pitre Beth Prentiss (via phone)  
Daniel Stickney

Board Members Absent: Nefte Couttolenc Keith Forster

Staff Present: Ruben Colon Karla Cruz  
Jeff Darling Debbie Ellis  
Wendy-Ann Francis Mia Garza  
Lourdes Gonzalez Greg Hoffman  
Angel Jonson Mike Keeley  
Carrie Molho Maria Moreto  
Arushie Nugapitiya Phien Phan  
Remelia Ranjbar Irene De La Rosa  
Ann Sieber Francisco Valenzuela  
Anna Wall Javier Zaldivar

Community Present: Breeanne Burns Jennifer Bush  
David Grady Kristel Maikranz (CPA)

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, with a five minute limit. (Welfare and Institutions Code Section 4660 (c)). Self-introductions were made and the mission statement was read by Mr. Daniel Stickney.

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

1. Board Meeting Minutes – (10/21/19)  
2. Fiscal Committee Meeting Minutes – (10/21/19)  
3. Service Provider Advisory Committee Meeting Minutes – (10/23/19)  
4. Program Policy Committee Meeting Minutes – None  
5. Board Development Committee Meeting Minutes – (11/5/19)
Independent Accountants Audit Report
Ms. Kristel Maikranz of AGT gave a summary of the report:
SARC received a clean audit report, and unmodified opinion which is the best opinion. There were no findings in the documents.

PRESIDENT’S REPORT
Ms. Pamela Kerman in light of nearing the Thanksgiving Holiday chose her topic on giving thanks. She highlighted several countries that also celebrate Thanksgiving, but most inspiring she and the whole Board gave thanks to the Executive Team for all of their hard work. She gifted each one with an engraved glass paperweight. The team was shocked and humbled for the nice gesture. We are all very thankful for the recognition.

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES CENTRAL COAST
Mr. David Grady gave the report:
- State Council is working in parallel with SARC in many activities including a training done for the police department in Santa Cruz with Ms. Saskia Vanderkamp
- The Self-Determination Advisory Committee with the support of SARC did a training for vendors on Self-Determination (SD)
- Ms. Johanson formed part of a panel discussing SD in Spanish at the Bay Area Autism Conference.
- Mr. Grady encouraged the audience to go on line and fill out the State Plan survey

EXECUTIVE DIRECTOR’S REPORT:
Mr. Javier Zaldivar Executive Director thanked the Board for grand gesture of recognizing the executive team. He then discussed the following issues:
- The 4th person has completed the approval process for the Self-Determination Program and a lot of movement is expected in the near future.
- In Santa Clara County $10 Million have been awarded for affordable housing for people with Developmental Disabilities, it is their testament to inclusion.
- The Board of Santa Clara County has put a moratorium on the Receiving Center where children are taken to be safe in times of trouble. There has been concern on the appropriateness of the used of beds, oversight, and safety of children.
- The Moratorium of the Receiving Center impacts the regional center because there is a pressure to place the children right away, and the regional center is already struggling with a low number of beds available. Many children’s homes have closed because providers are unable to do business in this area.
• This complex issue is being worked on by different organizations the solution is to develop more Enhanced Behavioral Services Homes (EBSH) for Children, even when the homes exist it is hard to find providers to manage them; recently one SARC had one pulled out.
• New DDS Mandate is for regional centers to develop MOUs to properly serve foster kids in a smooth transition.
  o One MOU across counties sounds good in theory but it is difficult in practice every county is very different, the strategic planning is to get it done in 2 years.
• The new SARC website will be launched soon stay tune.
• Mr. Zaldivar presented a slide show of the year-end in review 2019 he highlighted events that we organized, sponsored, and attend such as:
  o Special Needs Talent Show FCSN
  o Celebration of Asian New Year
  o Celebrated African American Month
  o 5th Annual Vietnamese Conference
  o Grass Roots Day
  o Autism Awareness Month
  o Legislative Luncheon
  o PHP Gala
  o Summer Festivals
  o 5th Annual Una Voz Conference
  o African American Conference
  o Vendor Fairs
  o Board Retreat
  o Disability Awareness Day
  o 2nd Annual Filipino Conference
  o Movie Night
  o 21st Annual Service Above Self Luncheon

**DIRECTOR OF CONSUMER SERVICES REPORT:**

**NEW AND CLOSING PROGRAMS – Jeff Darling**

3 Closed
- Hope services closing day program
- Children’s home closing
- 2 Adult Level 4i homes closing but will be transferred soon to new operators

3 New
- Transportation Santa Cruz County
- Darwin Home taken over in Santa Cruz County
- Maxim house providing behavioral respite

**Self Determination (SDP) Update – Mike Keeley**

Mr. Keeley gave the following update:

- SDT definition – option for people to own their own budget and do their own Person Centered Plan (PCP)
- SDP presentation in Spanish was done at the Bay Area Autism Conference
• Vendor training on SDP was done for providers
• 107 out of 128 people have done the orientation
• 18 open spots are available
• DDS will re-select more people to replace the drop-outs
  o Focused categories will be:
  o 42 years or older
  o Siblings of individuals selected
  o Self Determination advisory committee members

Mission Moment
Mr. Keeley shared several positive stories of individuals that showcase the objective of the Lanterman Act such as:
• Deaf and Hard to Hear group collaborating with other programs to tear down barriers
• Patrick earned a paid internship to work on his passion which is film
• Families that are very grateful for all the support SARC gives

COMMITTEE REPORTS:
FISCAL
Ms. Mary Le Board Treasurer gave the report.

POS (Non-CPP only)
The Purchase of Service Expense for the month of September 2019 was $30.98 Million and the year to date was $99 Million. The current allocation is $425.1 Million.

Individuals Served
The number of individuals served as of September 2019 was 16,998 this is an increase of 377 since September 2018.

Operations (OPS)
Expenses for the month of October 2019 were $3.45 Million and Year-to Date were $13.4 Million. The Fiscal Year Projection is $41.2 Million. The estimated allocation is $41.2 Million leaving a surplus of $12.5K which is a decrease of $7K since September.

Current Year Cash Flow
The cash position through the end of October was $82.2 Million, an increase of $31 Million. This increase is due to receiving the cash advance for the A-1.

Donations Account
The balance in the Donation Fund through the end of October 2019 was $190.4K a net increase of approximately $624 for the month. This change consisted of, donations totaling $521, loan repayments of $350 and disbursements of $250
Medicaid Waver Enrollment
The Medical Waiver enrollments for SARC at the end of August was 8,477 a net increase of 41 enrollments for August, Statewide was 133,844 a net increase of 344 enrollments for the month of August. September numbers were not available when this report was issued.

BOARD DEVELOPMENT
Ms. Kim Yen Nguyen presided over several motions that the Board approved:
She made a recommendation to elect Ms. Elisabeth Einaudi to the Board, and re-elect Ms. Pamela Kerman and Ms. Christine Gianola. Ms. Virginia Manguray was re-elected as well but she was not due to be re-elected until next year. Her re-election will be ignored.

M/S/C Moved to elect Ms. Elisabeth Einaudi to her first two-year term in the Board (Le/Kerman) No further discussions. All in favor. Motion carries.

M/S/C Moved to re-elect Ms. Pamela Kerman to her third and last two-year term in the Board (Gianola/Contreras) No further discussions. All in favor. Motion carries.

M/S/C Moved to re-elect Ms. Christine Gianola to her third and last two-year term in the Board (Johanson/Contreras) No further discussions. All in favor. Motion carries.

PEOPLE’S ADVISORY COMMITTEE (PAC)
Ms. Gianola informed that there were meetings in San Jose and Salinas the members were excited to reconvene the meetings.

QUALITY ASSURANCE ADVISORY COMMITTEE
Minutes are in the packet.

SERVICE PROVIDER ADVISORY COMMITTEE (SPAC)
Ms. Beth Prentiss committee chair informed they had a good meeting and the minutes are in the packet.

PROGRAM POLICY COMMITTEE
None

PUBLIC COMMENT
Ms. Jennifer Bush shared with the Board that SARC has failed her family; she stated that her son an individual served has behavioral problems and has been displaced from four homes already because of their closure. Her family is having difficulties finding a stable home for their son they have even looked at the possibility of sending him out of state. She feels that the regional center system has failed to provide her son the services promised in the Lanterman Act.
BOARD COMMENT
Ms. Nguyen wished everyone happy holidays.

ANNOUNCEMENTS
Mr. Valenzuela announced the outreach effort being done by the Voter Registration staff for individuals with Developmental Disabilities.
12/7/2019 Holiday Craft Fair at SARC
12/13/2019 Years of Service Holiday Celebration
12/19/2019 Holiday Party Salinas office
12/21/2019 Holiday Party Watsonville office
12/21/2019 Holiday Party Santa Clara families at County Fairground 9 -1

ADJOURNMENT
Meeting adjourned at 7:50 p.m.

Recording Secretary, Ms. Lourdes González

Submitted by,

____________________________________

Ms. Martha Johanson
San Andreas Regional Center  
Board of Directors  
Fiscal Committee - Meeting Minutes  
November 18, 2019

Committee Members Present: Veronica Contreras  Jon Drennan  
Christine Gianola  Martha Johanson  
Pamela Kerman  Mary Le  
Virginia Manguray  Kim Yen Nguyen  
Daniel Stickney

Committee Member Absent: Nefte Couttolenc

Staff Present: Karla Cruz  Jeff Darling  
Wendy-Ann Francis  Lourdes Gonzalez  
Greg Hoffman  Mike Keeley  
Angel Johnson  Arushie Nugapitiya  
Irene De La Rosa  Javier Zaldivar

Accountant: Kristal of AGT

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 September 2019 was $30.98 Million and the year to date was $99 Million. The current allocation is $425.1 Million.

2. Individuals Served
The number of individuals served as of September 2019 was 16,998 this is an increase of 377 since September 2018.

3. Operations (OPS)
Expenses for the month of October 2019 were $3.45 Million and Year-to Date were $13.4 Million. The Fiscal Year Projection is $41.2 Million. The estimated allocation is $41.2 Million leaving a surplus of $12.5K which is a decrease of $7K since September.

4. Cash Position
The cash position through the end of October was $82.2 Million, an increase of $31 Million. This increase is due to receiving the cash advance for the A-1.

5. Donation Fund
The balance in the Donation Fund through the end of October 2019 was $190.4K a net increase of approximately $624 for the month. This change consisted of, donations...
totaling $521, loan repayments of $350 and disbursements of $250

6. Medicaid Waiver Enrollment
The Medical Waiver enrollments for SARC at the end of August was 8,477 a net increase of 41 enrollments for August, Statewide was 133,844 a net increase of 344 enrollments for the month of August. September numbers were not available when this report was issued.

7. Independent Accountants Audit Report
Ms. Krystal of AGT presented the June 30 2019 and 2018 Accountant’s report to the Board of Directors. She explained that it was a snap shot in time. She discussed the following topics:
- Report to the Board
  - Accountant’s Responsibility
  - Timing – SARC on time no hold-ups
  - Qualitative Aspects
    - Significant Accounting Policies
    - Significant Accounting Estimates
    - Financial Statement Disclosures
  - No Significant difficulties with management were encountered
  - Uncorrected and corrected misstatements none found
  - Disagreements with management none found
  - Other significant matters, findings or issues none found
- Financial Statement
  - SARC received a clean opinion which means a good job
  - No weaknesses found
  - Comments made were to receive the “Over/Under” report more than once per year; and the recommendations to communicate between departments.

8. Other
Krystal thanked the fiscal team for their collaboration and Mr. Javier Zaldivar Executive Director also thanked and praised the Accounting team.

9. Next Meeting Date
January 22, 2020 at the San Jose Office at 5:00 – 5:30 pm.

9. Adjournment
With no further discussion the meeting was adjourned at 5:50 p.m.
Ms. Beth Prentiss Committee Chair called the meeting to order at 10:08 a.m. beginning with introductions.

**Committee Updates**
Ms. Prentiss informed on these topics:
- That they had a first run on holding a roundtable for Independent Living Services providers in Santa Cruz. It went well and they discussed mileage issues.

**Director Update**
Mr. Mike Keeley Director of Consumer Services informed on these topics:
- The vendor training on Self-Determination Program on 11/6/2019 went well
- Ms. Saskia Vanderkamp is the new Associate Director of Community Services
- The new local minimum wage increases for January 2020 have not been addressed by the department and the only way to make adjustments is via the Health and Safety requests

**New and Closing Programs**
Mr. Jeff Darling gave the report.

**Closed**
- Two level 4-I homes have closed, but a replacement is being searched for

**New**
- Transportation company in Santa Cruz
- Re-Vendorization of home that takes care of Mental Health Issues
- Maxim agency providing Behavioral Respite
HCBS (Home & Community Based Services)
- Ms. Ann Sieber has been promoted to District Manager in the Community Services Department but she will continue to oversee the HCBS program
- SARC has been a leader in accessing the HCBS grants
- The Department asked for more focus on consultants rather than objects

Mr. Keeley informed that the Receiving Center in Santa Clara County will be closing; the center is a temporary shelter for children that are not safe. The Center is supposed to hold children for only 24 hours, but due to the lack of resources they stay there for longer periods of time.

Employment
Mr. Keeley gave the report:
- Next Roundtable is on January 21, 2020
- Local Partnership Agreement (LPA) Meeting is on January 9, 2020
- LPA in Santa Cruz is on February 11, 2020
- Ms. Sanders is working closely for employment opportunities for our individuals with the neurodiversity program in Palo Alto and Mobility for All
- There is an Action Alert on civil rights and being paid a sub wage to our individuals
- LPAs are focusing on the transition part of the Individual

SARC Events
- 12/7/2019 Holiday Craft Fair at SARC
- 12/21/19 Holiday Toy Drives

SCDD Central Coast
Mr. David Grady informed on the following topics:
- Self Determination Program (SDP) vendor training on 11/6/19 was videotaped and it will be released in You Tube in the near future
- SD Statewide conference in Los Angeles was well attended and some families want a repeat of it in Northern California, a meeting to discuss the issue has been scheduled
- The empty slots of the selectee list have been replaced
- Mr. Grady will host a “Choice Making” workshop
- DDS is creating workgroups on the Legislative Process and how to respond to the community, anyone interested can apply to the workgroups

Next SPAC Committee Meeting:
January 22, 2020 in the Big Sur Room at 10:00 am.

Adjournment
The meeting was adjourned at 11:05 a.m.
**Voters Choice Act (VCA) Presentation**
Mr. Cheung made a presentation on the new voting options available to people:

- Vote by Mail or in Person
- Return envelope via mail, drop box, or vote at any center
- Vote Centers services will include:
  - Open 10 days before election
  - More accessible equipment
  - Same day voting and conditional registration
Committee Members Present: Veronica Contreras
Christine Gianola
Kim Yen Nguyen
Elisabeth Einaudi
Pamela Kerman

Committee Members Absent: Martha Johanson (Chair) Mary Le

Staff Present: Lourdes González
Irene De La Rosa
Arushie Nugapitiya
Javier Zaldivar

The meeting was called to order at: 4:35 p.m. by Ms. Pamela Kerman Board President.

1. The committee reviewed the Role of SARC Securing Services for Consumers and the Transportation Policies.

Revisions to the Role of SARC Securing Services for Consumers are:

**The Role of San Andreas Regional Center in Securing Services for Consumers**

*Consumer, individual served by the regional center, and persons we serve are terms that are used interchangeably throughout the San Andreas Purchase of Service policies to refer to those individuals who receive services from the regional center. These same terms are used throughout the Lanterman Developmental Disabilities Services Act.*

*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.*

Families have the same basic responsibility to their children with special needs as to their children without special needs. People with developmental disabilities often require additional supports that many families may be unable to provide. The role of the regional center is to assist families in fulfilling their basic responsibility and arranging for those additional supports to meet the needs of the developmentally disabled person individual served. The regional center will ensure that consumers individuals and families are empowered and recognized as decision makers. The regional center places a high priority on providing opportunities for children with developmental disabilities to live with their families by advocating for and developing a comprehensive pattern of services to assist families in caring for their children at home.

Adults with disabilities have the right to make choices about their lives and to make decisions about what services and supports are needed. They also have the same legal rights as any adults have when they reach the age of majority at 18.

The regional center places a high priority on providing opportunities for adults with developmental disabilities to live with their families or in any living situation in which they are comfortable. The regional
center will advocate for the consumer individual to explore all potential services that will help them lead a fulfilling life.

To ensure that the provision of services is consistent with the Lanterman Developmental Disabilities Services Act and the consumers individuals’ Individual Program Plan (IPP), San Andreas Regional Center shall follow the consumers individuals services policies. The center will ensure to the fullest extent possible the appropriate and effective use of funds in purchasing services for all consumers individuals and the provision of quality services.

The regional center shall advocate for consumers individuals to prevent generic agencies from discriminating against them. The regional center shall also fulfill its mandate to evaluate and plan for unmet service needs. The center will not deny services nor discriminate in the provision of service to eligible persons because of race, color, creed, national origin, citizenship, sex, gender, sexual orientation, or age.

Purchase of service decisions are made in the context of the planning team (Planning Team consists of the individual with developmental disabilities; the parent or legal guardian of a minor consumer individual, or the conservator of an adult consumer individual; one or more regional center representatives, including the service coordinator; and any individual invited by the consumer individual, parent, guardian, or conservator.) The IPP developed by the team describes the consumers individuals’s individual service needs and the various agency resources necessary to meet those needs.

Generally, San Andreas Regional Center shall not fund those services which are the mandated responsibility of a generic resource including, but not limited to, the Department of Education, Department of Social Services, the Department of Health Services, and the Department of Rehabilitation, and insurance companies. The regional center may consider funding a service which is the mandated responsibility of a generic resource only after the following have been done:

A. A written refusal denial has been secured from the agency denying the service, and appeal process has been considered and

B. A plan has been implemented as part of the IPP (Individual Program Plan) which specifies the administrative and legal remedies being pursued to obtain services from the generic source.

Note: The process described in the previous paragraph is different for early intervention consumers individuals. See Early Intervention Policy, IV. POS Standard.

San Andreas Regional Center shall identify and pursue all possible sources of funding, including private entities such as legal settlements ruled to be for the care of the consumers individuals. Private resources, including trusts, court ordered settlements and payments, may be pursued, but only to the extent that they are liable for the costs of services, aid, insurance, or medical assistance to the consumer individuals. [Welf. & Inst. Code,§ 4659. subd. (a)(2)]
In implementing these policies, the determination of which services and supports are necessary for each consumer individual shall be made through the Individual Program Plan (IPP) process or the Individualized Family Service Plan (IFSP) process for Early Start program eligible children. The determination shall be made based on the needs and preferences of the consumer individual, or when appropriate, the consumer individual's family, and shall include consideration of a range of service options proposed by the IPP or IFSP team, the effectiveness of each option in meeting the goals stated in the IPP or IFSP, and the cost-effectiveness of each option. The IPP planning team shall consider the cost of providing services or supports of comparable quality by different providers if available. The least costly available provider of comparable service, including the cost of transportation will also be considered. Other considerations include which provider (or providers) is able to accomplish all or part of the consumer individual's IPP consistent with the particular needs of the consumer individual and family as identified in the IPP, shall be selected. In determining the least costly provider, the availability of federal financial participation shall be considered. The individual shall not be required to use the least costly provider if it will result in the consumer individual moving from an existing provider of services or supports to more restrictive or less integrated services or supports. [Welf. & Inst. Code, section 4512, subd. (b), and section 4648 subd. (a)(6)(D), 34 CFR 303.344 and 303.527]

Note: Please see also the Purchase of Service Policy for further details on service purchases and for definitions of planning team, individual program plan, generic services, and service coordination.

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 consumer 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 consumer individual/family, and gives a copy of the amended plan to the consumer individual/family.

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

**DDS Approval: 1/31/2017**
**Adopted: 3/20/2017**
**Revised January 7, 2020**

2. Second Policy Reviewed was the *Transportation Policy*, here is the revised draft:

**TRANSPORTATION POLICY**

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

II. **Definitions:**

- **Consumer, individual, and person served** are used interchangeably in regional center policy and the Lanterman Developmental Disabilities Services Act, and mean a person who has been found eligible and receives services from the regional center.

- **Transportation** is the provision of a means of travel from one location to another.

- **Transportation Services** means the conveyance of an individual including boarding and exiting the vehicle.

- **Generic Agency** (Transportation) means any agency which has a legal responsibility to serve members of the general public and which is receiving public funds for providing services.

- **Natural Supports** means personal associations and relationships typically developed in the community that enhance the quality and security of life for people, including, but not limited to, family relationships, friendships reflecting the diversity of the neighborhood and the community, associations with fellow students or employees in regular classrooms and work places, and associations developed through participation in clubs, organizations, and other civic activities.

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

III. **Policy:**

A. **Children**
Transportation to and from after-school programs is the responsibility of parents and primary care providers.

San Andreas will secure services that are in the natural environment, however transportation (and related costs) may be funded by San Andreas Regional Center for children up to age three attending San Andreas-vendored, center-based early intervention programs.

Transportation to and from preschool and school programs is the responsibility of the school system.

B. Adults

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

If it is determined the individual cannot benefit from mobility training and or there is no generic transportation option San Andreas Regional Center may fund transportation under the conditions stated in the Purchase of Service Standard and IPP.

IV. Purchase of Service Standard:

A. Children

San Andreas Regional Center may fund transportation services for a minor child living in the family residence, only if the family of the child provides sufficient written documentation to the regional center to demonstrate that it is unable to provide transportation for the child, after all generic and natural resources have been explored and are not available.

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

- The safest most cost-effective method of transportation,
- Natural supports,
- Family circumstances, such as the needs of other children in the home, and parent commitments.

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

B. Adults

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

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

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

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

VI. Notice of Action: If the exception is not granted, the service coordinator promptly informs the 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.

**DDA Approved January 22, 2018**
**Board Adopted February 20, 2018**
**Revised January 7, 2020**

3. Policy Tracking List
Policies to be reviewed next; February 4, 2020
- Employment First
- Urgent intervention Services

4. Next Committee Meeting Date/Time
**February 4, 2020 at 4:30 p.m., San Jose Office**

5. Adjournment
There being no further discussion, the meeting adjourned at 5:25 pm.
San Andreas Regional Center
Board of Directors
BOARD DEVELOPMENT COMMITTEE MINUTES
January 7, 2020

Committee Members Present: Veronica Contreras    Elisabeth Einaudi
                             Keith Forster         Christine Gianola
                             Pamela Kerman         Kim Yen Nguyen (chair)

Committee Members Absent:  Mary Le

Staff Present:             Lourdes González      Greg Hoffman
                          Arushie Nugapitiya   Irene De La Rosa
                          Saskia Vandekamp     Javier Zaldivar

The Board Development Committee Meeting was called to order at 5:31 p.m.; by
Kim Yen Nguyen Committee Chair.

1. Confirm Board Education
There will be a Board education on January 22, 2020 at the San Jose Office.
The topic will be on the 4731 and Whistle Blower process.

2. Applicants Update
The committee has a potential individual that wants to join the Board and he will
be interviewed.

3. Vacancies
Two Vacancies in the Board
• 1 San Benito County
• 1 Santa Cruz County

4. Member Terms
Next members to be re-elected are:
  1. Keith Forster
  2. Glendora Pitre

6. Next Committee Meeting Date/Time
Tuesday, February 4, 2020 at 5:30 p.m., San Jose Office

7. Adjournment:
There being no further discussion, the meeting adjourned a 5:55 p.m.
Ms. Pamela Kerman Board President called the meeting to order at 6:01 p.m.

1. Risk Assessment Report
Ms. Saskia Vandekamp Associate Director of Community Services presented the SIR report for the month of January 2020.

**Total Incidents 643** Nov.
- **97** Incidents reportable to DDS.
- **546** Incidents not reportable to DDS.
- **13** Deaths
  - **4** Consumers reported missing with _0_ not yet located
  - **12** Suspected Abuse/Exploitation
  - **0** Injuries Require Treatment Beyond First Aid
  - **24** Medical Need/Accident
  - **3** Victim of Crime
  - **9** Suspected Neglect
  - **32** Unplanned hospitalizations
- **147** Aggressive Act

**Total Incidents 533** Dec.
- **97** Incidents reportable to DDS.
- **456** Incidents not reportable to DDS.
- **10** Deaths
  - **3** Consumers reported missing with _0_ not yet located
  - **14** Suspected Abuse/Exploitation
  - **5** Injuries Require Treatment Beyond First Aid
  - **24** Medical Need/Accident
  - **1** Victim of Crime
  - **1** Suspected Neglect
  - **39** Unplanned hospitalizations
2. Development of the January 22, 2020 Board Meeting in San Jose. There will be a Board Education on the 4731 and Whistle Blower process.

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

a. President’s Report: Pamela Kerman
   1. New Year, New Beginnings

b. Executive Director’s Report: Javier Zaldivar
   1. Legislative Update
   2. AB 5

c. Directors of Consumer Services: Mike Keeley
   1. New and Closing Programs
   2. Self-Determination Update

d. Committee Reports:
   Fiscal – There will be a report.
   Board Development – There will be a report.
   **Action Item:** Recommendation to re-elect Mr. Keith Forster to his second two-year term in the Board
   **Action Item:** Recommendation to re-elect Ms. Glendora Pitre to her second two-year term in the Board
   Service Provider Advisory Committee – There will be a report.
   People’s Advisory Committee – There will be a report
   Quality Assurance Advisory – There will be a report
   Program Policy Committee – **Action Item:** Recommendation to adopt the Request for Proposal (RFP) policy.

3. Property Management Update
Mr. Greg Hoffman Chief Financial Officer gave the report.

*Watsonville Office* – The letter of intent has been completed and the draft lease is being worked on. The RFP has gone out as well.

*Salina Office* – Some sections of the building were flooded during the storm and the new carpeting was damaged again. Clean up work is being done.
San Jose Office – Elevators replacement work will commence in the April 2020 Timeframe. Aanko the security consultants are working on proceedings to obtain software for emergency notifications that will help in times of duress. The security training for employees will be in the February/March timeframe.

4. Director’s Update
Mr. Javier Zaldivar Executive Director updated the committee on the following topics:
- He thanked the Board for their support of the December events such as the craft fair that was a success.
- AB5 will be discussed at the Board meeting to explain how it affects the regional center, on what constitutes a contractor and an employee.
- The DDS Oversight Team is being deployed to northern and Southern California, SARC’s primary liaison is Ms. Melissa Robinson.

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.
- One 4731 complaint in the last months
- One Whistle Blower in October that spilled into November

5. ARCA Academy
Board members will have the opportunity to attend and meet other board members in Sacramento. ARCA Academy - Saturday, February 22 from 9 a.m. - 3 p.m.

6. Open Agenda
Ms. Beth Prentiss informed the committee that the California Disabilities Services Association (CDSA) will make an advocacy presentation after the SPAC meeting in February for any one that wishes to attend.

7. Next committee/meeting date/time
February 4, 2020 at 6:00 p.m.

8. Adjournment
There being no further discussion, the meeting adjourned at 7:43 p.m.
San Andreas Regional Center  
Quality Assurance Advisory Committee  
January 14, 2020

Committee Members Present: Veronica Contreras  Christine Gianola – Chair  
Elisabeth Einaudi  Martha Johanson  
Virginia Manguray  Glenda Pitre

Committee Members Absent:  
Staff Present  
Lourdes Gonzalez  Hazel Jordan  
Mike Keeley  Julie Lussier  
Katie Magleby  Arushie Nugapitiya  
Irene De La Rosa  Lisa Rund

I.  Special Incident Reports:  Dec.

643  Total number of incidents.  
13  Total number of deaths.  
97  Incidents reportable to DDS.  
546  Incidents not reportable to DDS.  
70  Unplanned hospitalizations with __4__ consumers remaining hospitalized.  
27  Planned hospitalizations.  
4  Consumers reported missing with 0 not yet located

Breakdown of Incident Reports by Residence type:  
RCH - 255  ICF - 23  SNF/NF - 1  ILS - 31  SLS - 98  
Family Home - 199  Foster Home - 4  Family Home Agency - 19  Psych Treat - 13

Special Incident Reports:  Jan.

553  Total number of incidents.  
10  Total number of deaths.  
97  Incidents reportable to DDS.  
456  Incidents not reportable to DDS.  
39  Unplanned hospitalizations with 6 consumers remaining hospitalized.  
14  Planned hospitalizations.  
3  Consumers reported missing with 0 not yet located

Breakdown of Incident Reports by Residence type:  
RCH - 210  ICF - 18  SNF/NF - 3  ILS - 28  SLS - 94  
Family Home - 174  Foster Home - 9  Family Home Agency - 13  Psych Treat - 4

Highlights: Ms. Magleby went over the specific details of the incidents that are true, false, unsubstantiated, and under investigation.
II. **Quality Assurance (QA): Dec.**

A. **QA Facility Monitoring - Residential Care, Level 4I only**
   - 10 Out of 12 scheduled FM’s completed.
   - 4 Facilities received recommendations
   - 2 Facilities received corrective action plans

B. **QA Unannounced Visits - Residential Care, Level 4I only**
   - 10 Out of 12 scheduled QA’s completed.
   - 5 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 training scheduled
   - Residential Services Orientation (RSO) – 10/23/19 - 18 attendees
   - DSP Inability to Communicate – as needed
   - New Employees Orientation – 10/02/19 - 15 attendees
   - DSP Inability to Communicate – as needed

D. **Standing QA Meetings:**
   - Quality Assurance around the Bay Quarterly meeting - no meeting scheduled
   - Let’s Talk QA: Watsonville office 10/02/19 Cancelled – and 10/16/19 – San Jose 9 attendees
   - DSP Inability to Communicate – as needed
   - QA Rap Session (Roundtable) Semi-annual meeting – 10/11/19 - 54 attendees
   - DSP Inability to Communicate – as needed

   Mortality and Morbidity: 13 Number of deaths
   - 0 Infant 1 Child 9 Adults and 3 Elderly

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

A. **QA Facility Monitoring - Residential Care, Level 4I only**
   - 0 Out of 0 scheduled FM’s completed.
   - 0 Facilities received recommendations
   - 0 Facilities received corrective action plans

B. **QA Unannounced Visits - Residential Care, Level 4I only**
   - 1 Out of 1 nonscheduled QA 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 training scheduled
Residential Services Orientation – 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: Watsonville office 12/04/19 Cancelled – and 12/18/19 – San Jose Cancelled
DSP Inability to Communicate – as needed
QA Rap Session (Roundtable) Semi-annual meeting – no scheduled meeting

Mortality and Morbidity: ___10___ Number of deaths
0 Infant 1 Child 6 Adults and 3 Elderly

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

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<thead>
<tr>
<th>Class (Max attendance)</th>
<th># Completed</th>
<th>Total Attendees</th>
<th>Test 1 Pass/Fail</th>
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<td>Fundamentals of Dementia – (24)</td>
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<tr>
<td>What is Epilepsy (24)</td>
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<td>14</td>
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Totals 7 108 95/13 6/7

B. Current projects/activities: A new nurse was hired and will start working in December.
III. Health Services: Jan.
A. Health-Related Trainings Presented by San Andreas Health Services Unit:

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B. Current projects/activities:
January marks the new SARC web site that will take registration for all the classes offered to the providers of SARC; Eventbrite will no longer be used.

C. Highlights:
New Nurse Laurelyn officially started on December 16 and will support adult II unit, Adult Residential Facility for People with Special Health Needs (ARFPSHN), and one Mentor home (Flora) as well as CCO (Community Care Opportunity).

IV. Supported Living Services (SLS): Dec.
A. SLS QA’s: One QA was conducted in November 2019. The provider displayed excellent organization and record keeping. All the staff & consumer files contained all the required documents. The consumers that were interviewed were well care for and had positive feedback for the SARC team. The staff also had positive feedback and would like to remain working for the agency.

There were no QA’s done for the month of December 2019. We will resume the monthly schedule of conducting QA’s beginning in January 2020.
B. SLS (Supported Living Services) Roundtable:
Resource Specialist Mary Lynn Rochlitz presented the following information at the November 13th 2019 Roundtable held at the Watsonville office.

- SARC Policy/Procedure:
- Combining SLS and ILS meetings.
- ILS and Transportation update
- PCP Trainings and Information
- New website [http://response.ca.gov](http://response.ca.gov) for those affected by the power outages and fires announced by Governor Newsom.
- Great movie! Dan Habib’s #Intelligent Lives is available now through November 21 online at: [https://worldchannel.org/episode/arf-intelligent-lives/](https://worldchannel.org/episode/arf-intelligent-lives/) through 11/21/19.
- Celebrating the holidays with people we serve and staff
- Biggest challenges in SLS/ILS.
- Community Information & Trainings: Thursday, Dec 12th Special Incident Reports, Monday, Dec 16th Pressure Injury Prevention and Skin Care
- SPAC update:
  Meetings take place the fourth Wednesday of the month. Anyone can attend.

IV. Supported Living Services (SLS): Jan.
Resource Specialist Mary Lynn Rochlitz presented the following information at the December 11th 2019 Roundtable held at the San Jose office.

- SARC Policy/Procedure:
- Combining SLS and ILS meetings.
- Changes in Community Services Department.
- Requirements for SLS providers to have electronic record keeping/time sheets.
- Health & Safety requests in January 2020 due to the minimum wage increases in local cities.
- Celebrating the holidays with the people we serve.
- Biggest challenges for SLS/ILS providers.
- Community Information & Trainings: Thursday, Dec 12th Special Incident Reports, Monday, Dec 16th Pressure Injury Prevention and Skin Care
- SPAC update
  The next meeting will be on Wednesday, January 22nd at SARC in San Jose from 10:00 to 12:00. Meetings take place the fourth Wednesday of the month. Anyone can attend.

Highlights:
The Roundtable meeting will be held at the San Jose office on February 12th 2020.

**Supported Living Orientation for Individuals and Families**

2 Completed, 11 Total attendees
SLS New Vendor Orientation

0 Completed, 0 Total attendees

V. Community Services:
   Residential Service Orientation (RSO) 0 Completed, 0 Total attendees
   RSO (mini for FHA) 1 Completed, 3 Total attendees

VI. Emergency Response Plan Report
   A. Current projects/activities:
      The agency Emergency Operations Plan is being finalized with AANKO, the security consultants who continue to work with SARC. Trainings on the plan will be rolled out over the next few months.

   Highlights:
   SARC is working with Everbridge to develop a duress alarm system for employees for on- and off-site crisis situations. SARC will collaborate with AANKO to facilitate implementation of the duress alarm system and training of all employees.

   Mr. Keeley informed the committee on dangerous situations that have risen and require tighter security.

VII. Open Agenda
   Mr. Keeley gave a brief update on the current whistle blowers, and 4731 SARC has received. He also informed of the proposed discussion on Conservatorships with Judges.

VIII. Next QAAC meeting is scheduled for:
   February 11, 2020 at 5:00 p.m. – 6:30 p.m. San Jose Office