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

Date: Monday, August 17, 2020           Time: 4:00 - 6:00 p.m.
Location: Via Zoom — Register for a zoom link at:
https://zoom.us/meeting/register/tJcrduCvrT0iGtTJCdOmLCqax1SBcMSfI8

AGENDA

4:00 — 4:02 I. Call to Order & Introduction. ............... Pamela Kerman

4:02 — 4:05 II. Vision Statement. .................. Christine Gianola

4:05 — 4:09 III. Approval of Minutes
1. Board Meeting Minutes - 6/15/20
2. Fiscal Committee Meeting Minutes - 6/15/20, 7/16/20
3. Service Provider Advisory Committee Meeting Minutes - 6/24, 7/22/20
4. Program Policy Committee Meeting Minutes - none
5. Board Development Committee Meeting Minutes – 8/4/20
6. Executive Committee Meeting Minutes - 8/4/20
7. Quality Assurance Advisory Committee Meeting Minutes- 8/11/20
8. People’s Advisory Committee Meeting Minutes – 7/12/20

4:09 — 4:20 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.
4:20 — 4:35 V. Presidents Report ........................................ Pamela Kerman
  1. American’s Disability Act Day - 7/25/2020

4:35 — 5:00 VI. Executive Director’s Report. .......................... Javier Zaldivar
  1. Budget Update
  2. Covid-19 Update
  3. Diversity Outreach Update
  4. Employment Programs Update

5:00 — 5:20 VII. Director of Consumer Services Report.............. Mike Keeley
  1. New and Closing Programs
  2. Self-Determination Update
  3. Performance Contract Year-End 2019

5:20 — 5:45 VIII. Committee Reports
  1. Fiscal ................................................................. Mary Le
  2. Board Development ............................................. Kim Yen Nguyen
  3. People’s Advisory Committee .............................. Christine Gianola
  4. Quality Assurance Advisory ................................. Christine Gianola
  5. Service Provider Advisory ................................. Beth Prentiss

  **Action Item:** Recommendation to elect Ms. Desiree Q. Luong to SPAC for her first two-year term.

  6. Program Policy ..................................................... Martha Johanson

  **Action Item:** Adopt the Role of SARC in Securing Services for Individuals Policy

  **Action Item:** Adopt the Transportation Policy

  7. ARCA ................................................................. Pam Kerman

5:45 — 5:50 IX. Public Comment

5:50 — 5:55 X. Board Comment

5:55 — 6:00 XI. Announcements

6:00 XII. Adjournment
SAN ANDREAS REGIONAL CENTER
Board of Directors Meeting Minutes
Via Zoom
June 15, 2020

Presiding: Pamela Kerman Board President

Board Members Present: Veronica Contreras  Nefte Couttolenc
Jon Drennan        Elisabeth Einaudi
Christine Gianola  Keith Forster
Mary Le            Martha Johanson
Virginia Manguray  Kim Yen Nguyen
Glendora Pitre     Beth Prentiss
Daniel Stickney

Board Members Absent: Jock Mayes

Staff Present
Ruben Colon        Mahnaz Ehsan
Debbie Ellis      Lauria Furuya
Lourdes González  Greg Hoffman
Angel Johnson     Arushie Nugapitiya
Phien Phan         Irene De La Rosa
Rommel Sanchez    Katherine Sanders
Ann Sieber        Francisco Valenzuela
Saskia Vandekamp  Javier Zaldivar

Community Present: Breanne Burns  David Grady
Doris Harrington  Tracey Marquart
Terri Rhode       Melissa Robinson (DDS)

CALL TO ORDER
Ms. Pamela Kerman Board President called to order the regularly scheduled business meeting of San Andreas Regional Center at 4:01 p.m. via zoom, 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. Keith Forster.

APPROVAL OF MINUTES
M/S/C Moved to approve the May 2020 meeting minutes. (Johanson/Le) No further discussions. All in favor, Motion carries.

1. Board Meeting Minutes – (5/18/20)
2. Fiscal Committee Meeting Minutes – (5/18/20, 6/1/20)
3. Service Provider Advisory Committee Meeting Minutes – (5/27/20)
4. Program Policy Committee Meeting Minutes – (6/2/20)
5. Board Development Committee Meeting Minutes – (6/2/20)
STATE COUNCIL ON DEVELOPMENTAL DISABILITIES CENTRAL COAST

Mr. Grady gave this updates:
- Will distribute PPE shipment to families in tandem with SARC
- Webinar trainings in various subjects will be scheduled contact Mr. Grady for details:
  - Independent Facilitation
  - Self-Advocacy
  - Especial Education on how to prepare students on their transition
- PHP’s page contains the videos David and Ann Sieber filmed with the Sunnyvale Police on how to work with our individuals.
- Ms. Cheryl Hewitt a great advocate and Chair to the Self Determination Advisory Committee passed away on 5/21/20, a virtual celebration of life will be done for her on 6/20/20 she will be missed.

PRESIDENT’S REPORT

Ms. Pamela Kerman informed that June is National Aphasia Awareness Month, Aphasia is loss of ability to understand or express speech, caused by brain damage. About two million people suffer from it, she said that it should not be mistaken with intellectual disability as it is similar to some signs of intellectual disability. For more information visit https://www.stroke.org/en.

EXECUTIVE DIRECTOR’S REPORT:

Mr. Javier Zaldivar Executive Director informed that the legislature still continues working on the budget revise, negotiations continue and they are working on maintaining the safety net for the individuals, a compromise should be reached by the end of the week.

Diversity Update

Mr. Ruben Colon informed that he has been connecting with the various family resource centers to help with their grant awarded projects.
- Special Kids Connect is working to orient consumers on respite in Spanish
- A virtual meeting was held with the South Asian families

Mr. Zaldivar informed that the Department has released the award grants and SARC is working with the partners that received them.

The release of the Public Council Report recognized SARC as one of the regional centers that has improved in disparity issues.
Employment Update
Ms. Katherine Sanders gave the following information:
- Continue working on the Blueprint Report
- SARC has participated in 1,402 paid internships
- SARC has 3 signed LPAs (Local Partnership Agreements) and a Business committee that are working on a data sharing agreement
- Webinars for families will be arranged
- Unemployment has been a big issue during Covid-19, but 50% of our individuals are still working and the rest will return as soon as it is permitted
- Paid partnerships are on pause until the re-opening
- More remote positions have become available during the pandemic
- Unemployment virtual meetings have resumed

Mr. Zaldivar shared that:
- The shelter in place continues even though many counties are re-opening
- SARC buildings will continue to be closed and if opened it will be done letting people in by appointment only and following the CDC checklist, however our staff is working remotely and you can always email or call them.
- Directs Personal Contact is prohibited
- The DS Task Force has released a draft re-entry plan that has been discussed with the Day Program providers at the weekly Q&A calls

DIRECTOR OF CONSUMER SERVICES REPORT:
NEW AND CLOSING PROGRAMS
4 New
  - 2 Individual & Group, Social Vocation Services in Watsonville and Gilroy
  - Therapeutic Service Surge home in Hollister
  - River of Live Transportation services in Monterey

0 Closed

Self-Determination (SDP) Update
The program is moving forward.
- 124 spots available to SARC
- 16 need orientation
- 2 open spots due to a transfer and a death

COMMITTEE REPORTS:
FISCAL
Ms. Mary Le Committee chair gave the report.

1. Purchase of Services (Non-CPP only)
The Purchase of Service expense for the month of April 2020 was $35 Million and the year to date was $352.4 Million. The current allocation is $439.4 Million and the projection for FY19/20 is $443 Million. The deficit is $3.6 Million.
2. Individuals Served  
The number of individuals served as of April 2020 was 16,919. This is an increase of 50 since April 2019.

3. Operations (OPS)  
Expenses for the month of May 2020 were $3.35 Million and Year-to Date were $37.24 Million. The Fiscal Year Projection is $41.16 Million. The allocation is $41.26 Million leaving a surplus of $94K which is an increase of $42K since April.

4. Cash Position  
The cash position through the end of May was $47.9 Million, a decrease of $16 Million since April. This is due to the standard action of DDS pulling back some of the cash advance they gave in July 2019. The cash balance will fall in June for the same reason.

5. Donation Fund  
The balance in the Donation Fund through the end of May was $189.3K a net increase of $69 for the month. This change consisted of, donations totaling $69.

6. Medicaid Waiver Enrollment  
The enrollment for SARC at the end of March was 8,737 a net increase of 57 enrollments since February. Statewide was 134,856 a net increase of 270 enrollments since the month of February. April numbers were not available at the time of this report.

Ms. Le recommended 21 reviewed contracts to the Board for approval:

1. **M/S/C Moved to approve the Bayside Adult Day Program Transportation Contract FY 2020-2021, 2021-2022, 2022-2023 totaling $1,120,201.20.**  
   (Drennan/ Stickney) No further discussions. All in favor. One Abstention (Beth Prentiss) Motion carries.

2. **M/S/C Moved to approve the Community Integrated Work Program Transportation Contract FY 2020-2021, 2021-2022, 2022-2023 totaling $943,920.00** (Johanson/Manguray) No further discussions. All in favor. One Abstention (Beth Prentiss) Motion carries.

3. **M/S/C Moved to approve the Creative Mind Day Program Transportation Contract FY 2020-2021, 2021-2022, 2022-2023 totaling $491,169.90** (Nguyen/ Contreras) No further discussions. All in favor. One Abstention (Beth Prentiss) Motion carries.

4. **M/S/C Moved to approve the Friends of Children with Special Needs Transportation Contract FY 2020-2021, 2021-2022, 2022-2023 totaling $798,150.60** (Manguray/ Stickney) No further discussions. All in favor. One Abstention (Beth Prentiss) Motion carries.
5. M/S/C Moved to approve the Terra Bella Homes Transportation Contract FY 2020-2021, 2021-2022, 2022-2023 totaling $636,963.84 (Nguyen/Pitre) No further discussions. All in favor. One Abstention (Beth Prentiss) Motion carries.

6. M/S/C Moved to approve the Lights of Hope Transportation Contract FY 2019-2020, 2020-2021, 2021-2022, totaling $1,658,760.00 (Kerman/Manguray) No further discussions. All in favor. One Abstention (Beth Prentiss) Motion carries.

7. M/S/C Moved to approve the Corpuz Transportation Contract FY2020 – 2021, 2021-2022 totaling $1,979,467.92 (Contreras/Pitre) No further discussions. All in favor. One Abstention (Beth Prentiss) Motion carries.

8. M/S/C Moved to approve the A&T Training Center Transportation Contract FY 2020-2021, 2021-2022, 2022-2023 totaling $1,284,410.16 (Manguray/Stickney) No further discussions. All in favor. One Abstention (Beth Prentiss) Motion carries.

9. M/S/C Moved to approve First Transit Inc. Transportation Contract FY 2020-21 for a 3 month term totaling $759,096.60 (Pitre/Forster) No further discussions. All in favor. One Abstention (Beth Prentiss) Motion carries.

10. M/S/C Moved to approve the MMS Behavioral Day Program Inc. Transportation Contract FY 2020-2021, 2021-2022 totaling $632,564.40 (Kerman/Manguray) No further discussions. All in favor. One Abstention (Beth Prentiss) Motion carries.

11. M/S/C Moved to approve the Tupaz Day Care Services Inc. Transportation Contract FY 2020-2021, 2021-2022 totaling $1,691,902.08 (Nguyen/Pitre) No further discussions. All in favor. One Abstention (Beth Prentiss) Motion carries.

12. M/S/C Moved to approve the Piedmont Adult Day Program Transportation Contract FY 2020-2021, 2021-2022 totaling $888,112.80 (Stickney/Drennan) No further discussions. All in favor. One Abstention (Beth Prentiss) Motion carries.

13. M/S/C Moved to approve the Options for All Transportation Contract FY 2020-2021, 2021-2022 totaling $264,446.64 (Manguray/Nguyen) No further discussions. All in favor. One Abstention (Beth Prentiss) Motion carries.

14. M/S/C Moved to approve the Multiple Intelligence Training Center Transportation Contract FY 2020-2021, 2021-2022 totaling $938,041.20 (Nguyen/Stickney) No further discussions. All in favor. One Abstention (Beth Prentiss) Motion carries.
15. M/S/C Moved to approve the Hope Services Transportation Contract FY 2020-2021, 2021-2022 totaling $6,355,170.24 (Pitre/Couttolenc) No further discussions. All in favor. One Abstention (Beth Prentiss) Motion carries.


17. M/S/C Moved to approve the Mission Bay Works Transportation Contract FY 2020-2021, 2021-2022 totaling $6,410,707.20 (Manguray/Stickney) No further discussions. All in favor. One Abstention (Beth Prentiss) Motion carries.

18. M/S/C Moved to approve the Maryllin Reinhardt- DDS General Anesthesia Contract FY 2020-2021 totaling $678,100.80 (Johanson/Pitre) No further discussions. All in favor. One Abstention (Beth Prentiss) Motion carries.

19. M/S/C Moved to approve the Maryllin Reinhardt- DDS Conscious Sedation Contract FY 2020-2021 totaling $337,420.44 (Nguyen/Stickney) No further discussions. All in favor. One Abstention (Beth Prentiss) Motion carries.

20. M/S/C Moved to approve the Hope Services HCBS Star-Up Contract FY 2019-2020, 2020-2021 totaling $280,328.00 (Manguray/Couttolenc) No further discussions. All in favor. One Abstention (Beth Prentiss) Motion carries.


BOARD DEVELOPMENT
Ms. Kim Yen Nguyen recommended that three members be re-elected to the Board:

M/S/C Moved to re-elect Mr. John Drennan to his second two-year term in the Board of Directors (Johanson/Prentiss) No further discussions. All in favor. Motion carries.

M/S/C Moved to re-elect Ms. Mary Le to her third and last two-year term in the Board of Directors (Pitre/Manguray) No further discussions. All in favor. Motion carries.

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

PEOPLE’S ADVISORY COMMITTEE (PAC)
There was a virtual meeting on June 3, 2020 and the individuals discussed current issues.
QUALITY ASSURANCE ADVISORY COMMITTEE
Minutes are in the packet.

SERVICE PROVIDER ADVISORY COMMITTEE (SPAC)
Ms. Beth Prentiss committee chair informed many providers continue delivering services remotely. The weekly Q&A calls with the SARC team provides a lot of communication.

PROGRAM POLICY COMMITTEE
The Early Intervention Services policy and the Competitive and Integrated Employment policy were reviewed this month in the meeting.

ARCA
Ms. Kerman informed that she attended the call they discussed the following issues:
- Covid-19 impact
- Budget
- The Developmentally Disabled (DD) population infected has been a lower number than expected
- Check SARC’s Coronavirus page on the website for in-depth information

Mr. Zaldivar informed that just recently the Department released a directive that instructs continuation of services for children in Early Start past the age of 3 years old.
- He shared that there will be huge cuts that will impact the DD population
- Prepare for second wave of Covid-19

PUBLIC COMMENT
None

BOARD COMMENT
None

ANNOUNCEMENTS
6/16/2020 Facebook Live Forum with Senator Beall
6/22/20 PPE giveaway in Santa Cruz and Watsonville
6/24/20 PPE giveaway in Hollister

ADJOURNMENT
Meeting adjourned at 5:45 p.m.

Recording Secretary, Ms. Lourdes González

Submitted by,

Ms. Martha Johanson
San Andreas Regional Center  
Board of Directors  
Fiscal Committee - Meeting Minutes  
June 15, 2020

Committee Members Present:  
Jon Drennan  
Martha Johanson  
Mary Le  
Pamela Kerman  
Daniel Stickney

Committee Member Absent:  
Nefte Couttolenc  
Elisabeth Einaudi  
Virginia Manguray

Staff Present:  
Lourdes Gonzalez  
Greg Hoffman  
Ann Sieber  
Saskia Vandekamp  
Javier Zaldivar

Meeting called to order at 1:06 pm. by Ms. Mary Le Committee Chair.  
The Fiscal Committee met via zoom.

1. Purchase of Services (Non-CPP only)  
The Purchase of Service expense for the month of April 2020 was $35 Million and the  
year to date was $352.4 Million. The current allocation is $439.4 Million and the projection  
for FY19/20 is $443 Million. The deficit is $3.6 Million.

2. Individuals Served  
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Million. The Fiscal Year Projection is $41.16 Million. The allocation is $41.26 Million  
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since April. This is due to the standard action of DDS pulling back some of the cash  
advance they gave in July 2019. The cash balance will fall in June for the same reason.

5. Donation Fund  
The balance in the Donation Fund through the end of May was $189.3K a net increase of  
$69 for the month. This change consisted of, donations totaling $69.

6. Medicaid Waiver Enrollment  
The enrollment for SARC at the end of March was 8,737 a net increase of 57 enrollments  
since February. Statewide was 134,856 a net increase of 270 enrollments since the  
month of February. April numbers were not available at the time of this report.
7. Contract Review
The committee reviewed 13 contracts and agreed to recommend them to the full Board for approval.

1. M/S/C Moved to recommend to the full Board approval of the First Transit Inc. Transportation Contract FY 2020-21 for a 3 month term totaling $759,096.60 (Johanson/ Kerman) No further discussions. All in favor. Motion carries.

2. M/S/C Moved to recommend to the full Board approval of the MMS Behavioral Day Program Inc. Transportation Contract FY 2020-2021, 2021-2022 totaling $632,564.40 (Kerman/Drennan) No further discussions. All in favor. Motion carries.

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4. M/S/C Moved to recommend to the full Board approval of the Piedmont Adult Day Program Transportation Contract FY 2020-2021, 2021-2022 totaling $888,112.80 (Drennan/Johanson) No further discussions. All in favor. Motion Carries.

5. M/S/C Moved to recommend to the full Board approval of the Options for All Transportation Contract FY 2020-2021, 2021-2022 totaling $264,446.64 (Kerman/Johanson No further discussions. All in favor. Motion carries.

6. M/S/C Moved to recommend to the full Board approval of the Multiple Intelligence Training Center Transportation Contract FY 2020-2021, 2021-2022 totaling $938,041.20 (Johanson/Kerman) No further discussions. All in favor. Motion carries.

7. M/S/C Moved to recommend to the full Board approval of the Hope Services Transportation Contract FY 2020-2021, 2021-2022 totaling $6,355,170.24 (Johanson/Drennan) No further discussions. All in favor. Motion carries.

8. M/S/C Moved to recommend to the full Board approval of the Social Vocational Services, Inc. Transportation Contract FY 2020-2021, 2021-2022 totaling $6,308,311.20 (Kerman/Drennan) No further discussions. All in favor. Motion carries.

10. M/S/C Moved to recommend to the full Board approval of the Marylinn Reinhardt- DDS General Anesthesia Contract FY 2020-2021 totaling $678,100.80 (Johanson/Kerman) No further discussions. All in favor. Motion carries.

11. M/S/C Moved to recommend to the full Board approval of the Marylinn Reinhardt- DDS Conscious Sedation Contract FY 2020-2021 totaling $337,420.44 (Stickney/Johanson) No further discussions. All in favor. Motion carries.

12. M/S/C Moved to recommend to the full Board approval of the Hope Services HCBS Star-Up Contract FY 2019-2020, 2020-2021 totaling $280,328.00 (Drennan/ Stickney) No further discussions. All in favor. Motion carries.


8. Next Meeting Date
August 17, 2020 @ 3:00 pm via zoom

9. Adjournment
With no further discussion the meeting was adjourned at 2:00 p.m.
San Andreas Regional Center
Board of Directors
Fiscal Committee - Meeting Minutes
July 16, 2020

Committee Members Present: Jon Drennan  Elisabeth Einaudi
                 Mary Le  Pamela Kerman
                 Virginia Manguray

Committee Member Absent: Martha Johanson  Nefte Couttolenc
                 Daniel Stickney

Staff Present: Lourdes Gonzalez  Saskia Vandekamp
                 Javier Zaldivar

Meeting called to order at 2:00 pm. by Ms. Mary Le Committee Chair. The Fiscal Committee met via zoom

1.  Contract Review
The committee met to review addendums to two contracts:

   1. M/S/C Moved to recommend to the full Board approval of the updated Santa Clara County Office of Education (SCCOE) Early Start Assessment Contract FY 2020-21 totaling $1,094,203.99 (Drennan/Manguray) No further discussions. All in favor. Motion carries.

   2. M/S/C Moved to recommend to the full Board approval of the updated Stars Bay Area Early Start Assessment Contract FY 2019-2020 totaling $550,490.14 (Drennan/Manguray) No further discussions. All in favor. Motion carries.

2.  Other
The committee agreed to have the full Board approve the contracts via e-mail.

3.  Next Meeting Date
August 17, 2020 @ 3:00 pm via zoom

4.  Adjournment
With no further discussion the meeting was adjourned at 2:15 p.m.

Contract Approval:
The Board of Directors approved the contracts via email reaching a majority on July 17, 2020 see below:
<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Pamela Kerman - President</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>Veronica Contreras</td>
<td>Yes</td>
</tr>
<tr>
<td>3</td>
<td>Nefte Couttolenc</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>Jon Drennan</td>
<td>Yes</td>
</tr>
<tr>
<td>5</td>
<td>Elisabeth Einaudi</td>
<td>Yes</td>
</tr>
<tr>
<td>6</td>
<td>Keith Forster</td>
<td>Yes</td>
</tr>
<tr>
<td>7</td>
<td>Christine Gianola - VP</td>
<td>No Response</td>
</tr>
<tr>
<td>8</td>
<td>Martha Johanson - Sec.</td>
<td>Yes</td>
</tr>
<tr>
<td>9</td>
<td>Mary Le - Treasurer</td>
<td>Yes</td>
</tr>
<tr>
<td>10</td>
<td>Virginia Manguray</td>
<td>Yes</td>
</tr>
<tr>
<td>11</td>
<td>Jock Mayes</td>
<td>No Response</td>
</tr>
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<td>12</td>
<td>Glendora Pitre</td>
<td>Yes</td>
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<tr>
<td>13</td>
<td>Beth Prentiss (SPAC)</td>
<td>Abstained</td>
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<tr>
<td>14</td>
<td>Kim Yen Nguyen</td>
<td>Yes</td>
</tr>
<tr>
<td>15</td>
<td>Daniel Stickney</td>
<td>Yes</td>
</tr>
</tbody>
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Ms. Beth Prentiss Committee Chair led the meeting via zoom.

**Director Update**
Mr. Javier Zaldivar Executive Director discussed the following subjects:

- **Budget Update:**
  - Budget hearings are concluding this week
  - Our system stays intact for now, some proposed cuts were not approved
  - Provider rate increases for Early Start, Infant Development, and ILS stays
  - Safety Net programs stay intact as well
  - Stay tuned for release of final budget revise

- **COVID-19 status update = 13 Infected**
  - 6 From a living community base (family home or apartment)
  - 1 From community base RCH
  - 6 From Skilled Nursing Facilities
    - 2 have passed away
  - 2 Direct Service professionals have passed away
  - A second individual has moved into the surge home due to Covid-19 exposure
  - SARC will reassess the surge home utilization at the end of July when the contract is over
  - A pattern has surfaced that indicates that a majority of Covid-19 cases come from the Monterey County, it makes sense since

- **Personal Protective Equipment (PPE) giveaways continue at different locations**
  - take advantage of them, we have face masks, face shields, and hand sanitizers
gloves are not available
• Please review the Department’s Re-Entry plan documents to start planning your opening plan, go to our Coronavirus page on the website https://www.sanandreasregional.org/coronavirus2/

• Ms. Prentiss advised that providers should check with the Regional Center on what should be done regarding services, and they should also participate in the various roundtables happening.

New and Closing Programs
Ms. Ann Sieber Community Services Manager gave the report.

4 New
• Two Supported Employment agencies
• One Transportation Services
• One Crisis home which is the Surge home

2 Closed
• Residential homes that will close at the end of the month

Ms. Prentiss informed the audience that many monolingual families don’t have or read emails, so any information to them should be sent via text or mailed via letter in their native language.

HCBS (Home & Community Based Services)
Ms. Ann Sieber manager for the Community Services Department gave the report:

• Virtual Roundtable will be on 7/8/20 to discuss:
  o Grants
  o Online Survey deadline 8/31/20
  o What the future of service will look like under Covid-19

Employment
Ms. Katherine Sanders Employment Specialist gave the report:

• Virtual Roundtable will be on 7/8/20 to discuss:
  o What the future of service will look like under Covid-19
• 7/2/20 Source Cast webinar to connect individuals with potential employers
• Local Partner Agreements (LPAs) released their report and it shows that we have more individuals working than ever.
• SARC has 3 LPAs in its catchment area that continue to meet and support individuals
• Unemployment data:
  o 50% of individuals are working higher than the regular population
  o 40% temporarily laid off
  o 10% laid off or not returning
• Paid internships have been paused but will return when allowed
• Ms. Anderson advised that individuals have an interdisciplinary team meeting to review the effect of income has on their benefits, like work, unemployment, and the stimulus check.
Other

- No Day programs can open anytime soon, if you hear different re-direct them to SARC. The re-opening will depend on the Department’s Directive, the County’s, and Public Health’s advisement.
- Ms. Prentiss informed that the State Council is also giving away PPE, contact Mr. David Grady for information.
- Gatepath has changed their name to abilitypath

Next SPAC Committee Meeting:
July 22, 2020 via zoom at 10:00 am.

Adjournment
The meeting was adjourned at 11:00 a.m.
Service Provider Advisory Committee

San Andreas Regional Center Board of Directors
SERVICE PROVIDER ADVISORY COMMITTEE (SPAC)
Meeting Minutes (via zoom)
July 22, 2020

Members Present
Tade Akintade
Beth Prentiss (Chair)
Doug Pascover
Sylvia Yeh

Members absent
Deanna Corpuz
Sharmean Heffernan

Staff Present
Lourdes Gonzalez
Arushie Nugapitiya
Katherine Sanders
Saskia Vandekamp
Mike Keeley
Irene De La Rosa
Ann Sieber
Javier Zaldivar

Community Present
Diana Bristol
Anne Marie Green
Wayne Jasper
Desiree Q. Louns
Lorie Menzies
Jan Onofe
Jane Stokley
Lindsay Takamoto
Amy Wright
Mary Ellen Eaton
Christina Hunt
Gina Jennings
Sarah Macy
Soheila Mozayan
Mireya Sanchez
Mark Sung
Jeremo Tilmant

Ms. Beth Prentiss Committee Chair led the meeting via zoom.

Committee Updates
Ms. Prentiss informed that this SPAC meeting is supplemental to the weekly Q&A calls that are done for the providers.
Mr. Pascover asked for clarification on the mandate to tap the “Provider Relief Fund: Medicaid”. Mr. Zaldivar stated that Department will be sending a Question & Answer soon stay tuned.

Resource Sharing
Ms. Prentiss asked the providers to share their COVID-19 protocols so as not to reinvent the wheel and all can make use of the resources, she also thanked those providers that have sent her their training materials to share.

Director Update
Mr. Javier Zaldivar Executive Director discussed the following subjects:
  • SARC continues with the weekly Q&A calls to update the providers:
    o The number one question asked is “when can we open programs” not anytime soon do to the pandemic.
    o Stay tuned as the situation changes constantly
  • SARC is still waiting for the final draft of the Department’s Re-Entry plan documents
• Make use of the “Listos California” webpage as a great source of information and training that can be translated into many languages. It can be found in our Coronavirus page under “Informational Flyers” or: https://www.listoscalifornia.org/

• COVID-19 status update = 28 Infected
  o 9 From a living community base (family home or apartment)
  o 11 From community base RCH
  o 2 Child but no symptoms
  o 6 From Skilled Nursing Facilities
    ▪ 3 have passed away
    ▪ 1 suspected only
  o 2 Direct Service professionals have passed away
  o SARC continues to monitor all infected individuals and the challenge has been in the living situation, some are at home, others at hotels, and the surge home is being used as well

• Two SARC employees have tested positive but are asymptomatic, the Salinas and Watsonville office were closed for two days to do a deep cleaning

• SARC’s PPE now includes gloves and gowns which will be given to those that are working with the COVID-19 exposed
  o If you need PPE send an email to soe@sarc.org

Budget:
• We are fine for the current Fiscal year
• We should be worried for the FY 2021-22 because of the unknown revenue
• The Directive extending the Absence billing until 8/21/20 counts as your 30 days’ notice, inform your staff of what is happening so they are aware and avoid the whistle blowers

New and Closing Programs
Ms. Ann Sieber Community Services Manager gave the report.

2 New
• 1 Durable Equipment in Santa Clara County
• 1 Supported Living Services in Santa Clara County

2 Closed
• 2 Residential homes closed in June
• 1 will close in September

Ms. Vandekamp informed that the Department will send more guidance on how to fill the application for the “Provider Relief Fund: Medicaid” prior to 8/3/20

HCBS (Home & Community Based Services)
Ms. Ann Sieber manager for the Community Services Department gave the report:
• The compliance deadline has been extended to 3/2023
• The virtual roundtable was very successful
• Make sure SARC has your correct contact information so that you can receive and complete the surveys on time
It is encouraged that you keep an agency e-mail so if the staff person leaves your agency still receives information

- Next Virtual Roundtable is on 8/12/20

**Employment**
Ms. Katherine Sanders Employment Specialist gave the report:

- Statewide unemployment went down, but our served counties went further down
- Our individuals are going back to work and in order for all to be safe have those conversations with the Interdisciplinary team and the employer to support our individuals
- The Paid internship program is a great option and it can be done remotely as well
  - Those that are on pause can use this time to train and learn skill that will help them once they return

**SCDD Central Coast**
- Providing remote support for self-advocates

**Announcements:**
Mr. Valenzuela informed that:

- A Virtual PAC meeting will be done on 7/22/20
- The Pen Pal Exchange program will be launched soon to match individuals with similar likes
- DDS is looking for success stories from our individuals please share them with SARC to send to DDS

**Other**

**Next SPAC Committee Meeting:**
August 26, 2020 via zoom at 10:00 am.

**Adjournment**
The meeting was adjourned at 11:00 a.m.
San Andreas Regional Center  
Board of Directors  
BOARD DEVELOPMENT COMMITTEE MINUTES  
August 4, 2020

Committee Members Present:  
Kim Yen Nguyen (chair)  
Pamela Kerman  
Mary Le

Committee Members Absent:  
Keith Forster  
Christine Gianola

Staff Present:  
Lourdes González  
Greg Hoffman  
Mike Keeley  
Phien Phan

The Board Development Committee Meeting was called to order at 3:05 p.m.; by Kim Yen Nguyen Committee Chair.

1. Confirm Board Education  
There will be a Board education on August 17, 2020 via Zoom. The topic will be on the “Support and Services in the world of Covid-19 and under Shelter in Place”.

2. Applicants Update  
We have 3 applicants on file for when a position opens up.

3. Vacancies  
One Vacancy in the Board  
• 1 Santa Cruz County

4. Member Terms  
Next member to be re-elected is:  
1. Virginia Manguray 10/15/20

6. Other  
It was recommended that the Board Retreat be done as a combination meeting of face to face and virtually. More will be discussed at the Executive Committee. Ms. Le suggested that a Q&A list be done for new members that join the Fiscal Committee since they all tend to have the same questions. Mr. Hoffman will work on one.

7. Next Committee Meeting Date/Time  
Tuesday, October 6, 2020 via Zoom

8. Adjournment:  
There being no further discussion, the meeting adjourned a 3:15 p.m.
Ms. Pamela Kerman Board President called the meeting to order at 3:30 p.m. via Zoom.

1. **Risk Assessment Report**

Ms. Saskia VandeKamp Associate Director of Community Services presented the SIR reports for the months of June & July 2020.

### Total Incidents 425  June

<table>
<thead>
<tr>
<th>Incidents</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>103</td>
<td>Incidents reportable to DDS.</td>
</tr>
<tr>
<td>322</td>
<td>Incidents not reportable to DDS.</td>
</tr>
<tr>
<td>10</td>
<td>Deaths</td>
</tr>
<tr>
<td>6</td>
<td>Consumers reported missing with 1 not yet located</td>
</tr>
<tr>
<td>7</td>
<td>Suspected Abuse/Exploitation</td>
</tr>
<tr>
<td>4</td>
<td>Injuries Require Treatment Beyond First Aid</td>
</tr>
<tr>
<td>29</td>
<td>Medical Need/Accident</td>
</tr>
<tr>
<td>3</td>
<td>Victim of Crime</td>
</tr>
<tr>
<td>2</td>
<td>Suspected Neglect</td>
</tr>
<tr>
<td>45</td>
<td>Unplanned hospitalizations</td>
</tr>
<tr>
<td>90</td>
<td>Aggressive Act</td>
</tr>
</tbody>
</table>

### Total Incidents 575  July

<table>
<thead>
<tr>
<th>Incidents</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>95</td>
<td>Incidents reportable to DDS.</td>
</tr>
<tr>
<td>430</td>
<td>Incidents not reportable to DDS.</td>
</tr>
<tr>
<td>9</td>
<td>Deaths</td>
</tr>
<tr>
<td>6</td>
<td>Consumers reported missing with 1 not yet located</td>
</tr>
<tr>
<td>11</td>
<td>Suspected Abuse/Exploitation</td>
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<td>3</td>
<td>Suspected Neglect</td>
</tr>
<tr>
<td>32</td>
<td>Unplanned hospitalizations</td>
</tr>
<tr>
<td>90</td>
<td>Aggressive Act</td>
</tr>
</tbody>
</table>
Ms. Vandekamp informed that the Covid-19 infected individuals are mostly asymptomatic they are being closely monitored.
Ms. Johanson asked for the reason some reports are reportable to DDS and others are not. Ms. Saskia explained that there are several reasons, she offered to share the list with the Board.

2. Development of the August 17, 2020 Board Meeting via Zoom. There will be a Board education. The topic will be on the “Support and Services in the world of Covid-19 and under Shelter in Place”.

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

   a. President’s Report: Pamela Kerman
      1. America’s Disability Act Day - 7/25/20

   b. Executive Director’s Report: Javier Zaldivar
      1. Budge Update
      2. Covid-19 Update
      3. Diversity Outreach Update
      4. Employment Programs Update

   c. Directors of Consumer Services: Mike Keeley
      1. New and Closing Programs
      2. Self-Determination Update
      3. Performance Contract Year-End Data Report

   d. Committee Reports:
      Fiscal – There will be a report.
      Service Provider Advisory Committee – There will be a report.
      People’s Advisory Committee – There will be a report
      Action Item: Recommendation to elect Ms. Desiree Q. Luong to her first two-year term in SPAC.
      Quality Assurance Advisory – There will be a report
      Program Policy Committee – There will be a report
      ARCA – There will be a report

3. Property Management Update
Mr. Greg Hoffman Chief Financial Officer gave the report.
Two employees tested positive for Covid-19 in the outer offices and both offices were closed for two days to do a deep cleaning.
All Offices: Covid-19 testing was offered to all employees and it was done at the San Jose office, out of 120 tested no one was positive. The team is looking into a temperature scanner that will work at the door, and if someone has a high temperature their badge will not work.

San Jose Office – Elevators 1 and 3 are ready, elevator 2 will be done soon, then they will begin replacing the interiors one by one. The garage issues are almost resolved just a minor issues of distance with the reader card. Everbridge basic security training for managers has been completed, table top practice will be done in late August following social distancing protocols. Everbridge is also developing an e-learning module for the employees.

Watsonville Office – The demo permit has been approved, but some complications with the bank have delayed the project. Occupancy is expected for early December 2020.

Salina Office – None

4. Director’s Update
Mr. Javier Zaldivar Executive Director updated the committee on the following topics:

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.

- 0 4731 complaints were submitted since last report
- 2 Whistle Blower reports submitted since last report that are currently being investigated.
  Mr. Keeley informed on a case of fraudulent billing.
  Mr. Zaldivar informed on a case of extreme neglect where a CAP (Correction Action Plan) has been issued already.

Mr. Keeley informed that currently parents are asking to visit their loved ones at the residential homes, it is a complicated situation because SARC does not recommend home visits unless they are essential as the Department instructs on their Directive.
When families call the Department they say to work it out with the regional centers, and then SARC is in the middle of the dilemma. So SARC asked for feedback on a visiting form from the providers, but the providers have not been very proactive, they want a clear direct order.

5. Announcements
   - PPE distribution for the San Jose Office will be every first Thursday of the month.
   - PPE distribution for the one of the outer offices will be every third Thursday of the month.
   - 8/22/20 FCSN virtual talent show

6. Other
Mrs. Kerman shared that her friend has written an article that speaks well of SARC on LinkedIn she will share it.
Several ideas were suggested to hold the Board Retreat whether via zoom or a combination of zoom and face to face.

7. Next committee/meeting date/time
   Tuesday October 6, 2020 via Zoom

8. Adjournment
There being no further discussion, the meeting adjourned at 5:06 p.m.
San Andreas Regional Center  
Quality Assurance Advisory Committee via Zoom  
August 11, 2020

Committee Members Present: Veronica Contreras  Christine Gianola – Chair  
Martha Johanson  Virginia Manguray Co-Chair  
Jock Mayes  Glenda Pitre

Committee Members Absent: Elisabeth Einaudi

Staff Present: Lourdes Gonzalez  Hazel Jordan  
Lisa Rund  Katie Magleby  
Irene De La Rosa  Arushie Nugapitiya  
Saskia Vandekamp

I. Special Incident Reports:  

July  
414 Total number of incidents.  
  7 Total number of deaths.  
  91 Incidents reportable to DDS.  
323 Incidents not reportable to DDS.  
  41 Unplanned hospitalizations with 4 consumers remaining hospitalized.  
  7 Planned hospitalizations.  
  5 Consumers reported missing with 0 not yet located

Breakdown of Incident Reports by Residence type:  
RCH - 140 ICF - 11 SNF/NF - 6 ILS - 31 SLS - 97  
Family Home - 100 Foster Home - 0 Family Home Agency - 14 Psych Treat - 15

August  
525 Total number of incidents.  
  9 Total number of deaths.  
  95 Incidents reportable to DDS.  
430 Incidents not reportable to DDS.  
  32 Unplanned hospitalizations with 6 consumers remaining hospitalized.  
  25 Planned hospitalizations.  
  6 Consumers reported missing with 1 not yet located

Breakdown of Incident Reports by Residence type:  
RCH - 215 ICF - 18 SNF/NF - 54 ILS - 46 SLS - 101  
Family Home - 99 Foster Home - 1 Family Home Agency - 28 Psych Treat - 14
Highlights: Ms. Magleby went over the specific details of the incidents that are true, false, unsubstantiated, and under investigation. She also provided a detailed report on the missing individuals. The trend in missing individuals is usually the same person that prefers to be homeless, he comes and goes. She informed that the number of cases is starting to pick up again, and the trend is with many AWOL’s and behavior issues probably due to the shelter in place.

II. Quality Assurance (QA): July
A. QA Facility Monitoring - Residential Care, Level 4I only
07 Out of 7 scheduled FM’s completed
 2 Facilities received recommendations
 1 Facilities received corrective action plans

B. QA Unannounced Visits - Residential Care, Level 4I only
14 Out of 14 scheduled QA completed.
 4 Facilities received recommendations
 0 Facilities received corrective action plans

C. Trainings:
Service Provider Facility Monitoring – virtual 6/10/20 – 25 attendees
Service Coordinator Facility Monitoring – (3 SC’s trained separately)
Behavior 101 Training – virtual 6/18/20 35 attendees
Residential Services Orientation – no scheduled training
New Employees Orientation – no training scheduled

D. Standing QA Meetings:
Quality Assurance around the Bay Quarterly meeting – no scheduled training
Let’s Talk QA: Salinas office virtual 6/3/20 – 9 – San Jose - 6.17.20 – 8 attendees
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 3 Adults and 6 Elderly

E. Highlights:
Certificate of Achievement:
No certificates given the month of June 2020.

II. Quality Assurance (QA): August
A. QA Facility Monitoring - Residential Care, Level 4I only
11 Out of 7 scheduled FM’s completed
 0 Facilities received recommendations
 0 Facilities received corrective action plans
B. QA Unannounced Visits - Residential Care, Level 4I only

26 Out of 14 scheduled QA completed.
0 Facilities received recommendations
0 Facilities received corrective action plans

C. Trainings:
Service Provider Facility Monitoring – no scheduled meeting
Service Coordinator Facility Monitoring – (4 SC’s trained separately)
Behavior 101 Training – virtual 7/09/20 41 attendees
Residential Services Orientation – no scheduled training
New Employees Orientation – no training scheduled

D. Standing QA Meetings:
Quality Assurance around the Bay Quarterly meeting – Virtual 7/31/20 – 26 attendees
Let’s Talk QA: Salinas office virtual 7/1/20 – 6 – San Jose – 7/15.20 – 5 attendees
DSP Inability to Communicate – as needed
QA Rap Session (Roundtable) Semi-annual meeting – all scheduled meetings cancelled

Mortality and Morbidity: __9__ Number of deaths
1 Infant 0 Child 3 Adults and 5 Elderly

E. Highlights:

Certificate of Achievement:
No certificates given the month of July 2020.
Announced meetings are done following all the safety protocols.

III. Health Services:

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

<table>
<thead>
<tr>
<th>Class</th>
<th># Completed</th>
<th>Total Attendees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assisting with Medications</td>
<td></td>
<td></td>
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<tr>
<td>Basics of Nutrition and Obesity</td>
<td></td>
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<tr>
<td>Basics of Skin Care/Pressure Sores</td>
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<td></td>
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<tr>
<td>Difficulty Swallowing and Aspiration</td>
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<tr>
<td>Emergency Planning</td>
<td></td>
<td></td>
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<tr>
<td>Oral Health - Campbell</td>
<td></td>
<td></td>
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<tr>
<td>Oral Health – Gilroy</td>
<td></td>
<td></td>
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<tr>
<td>Recognizing Signs of Abuse</td>
<td></td>
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<tr>
<td>Restricted Health Conditions for Vendors</td>
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<tr>
<td>Restricted Health Conditions-RN</td>
<td></td>
<td></td>
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<tr>
<td>Scabies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signs/Symptoms of Illness/Injury</td>
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<td></td>
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<tr>
<td>Special Incident Report</td>
<td></td>
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<tr>
<td>Thinking Ahead</td>
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</tbody>
</table>
B. Current projects/activities:
Health Services Associate Coordinator is in process of setting up vendor trainings via Zoom. There are many technical details to work out, including how to provide handout packets, how to administer a post-test, and how to get feedback and class evaluations back from attendees. Work is in progress!

C. Highlights:
PPE distribution to care providers and families continue on an at least twice-monthly basis. The State of Emergency email (soe@sarc.org ) is to be used for individual facility or family requests, but there is now a registration form to use for the distribution days. The process for PPE ordering and pick-up continues to be refined with each experience.

IV. Supported Living Services (SLS):
A. SLS QA’s: QA evaluations are done on a monthly basis by a SARC team.

One QA evaluation was completed for the month of June. It was conducted remotely due to the pandemic. The files were evaluated on a self-report basis and were reported to be well organized and contained all of the required documents per Title 17 regulations. The staff and individuals served were both well supported. Interviews were conducted virtually to obtain these results by the SARC team. A virtual meeting was held to discuss the findings with the provider and the SARC team.

One QA evaluation was completed for the month of July. It was also conducted in a remote manner due to the pandemic. The files were evaluated on a self-report basis. Most of the required items were present in the files but there were some items missing. The provider will provide the missing items to SARC during the designated time frame. The interviews showed both the staff and individuals served were receiving good care and were well supported. A virtual meeting was held to discuss the findings with the provider and the SARC team.

B. SLS Roundtable:
Resource Specialist, Mary Lynn Rochlitz, held a SLS Roundtable on June 10, 2020 and another on July 8, 2020. Topics included:
- SARC Policy/Procedure:
- Quality Assurance Reviews remote.
- Coronavirus Information & precautions.
- Addendum to Program Designs to include pandemic section.
- Open items: Finding new staff during this challenging time, Online CPR classes were also discussed. Also the idea of incorporating ongoing pandemic training with staff and clients. How are agencies changing their services due to the pandemic? Workers compensation.
Highlights:
The next Roundtable Meeting will be conducted virtually on Wednesday, August 12th from 10 am to 12 noon on the LifeSize format. Following that, the Roundtable meeting will be held virtually on the LifeSize format on Wednesday, September 9th 2020 from 10 am to 12 noon.

**Supported Living Orientation For Individuals and Families**
2 Completed, 37 Total attendees

**SLS New Vendor Orientation**
1 Completed, 1 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 has been finalized and is being rolled out with AANKO, the security consultants who continue to work with SARC.

**Highlights:**
Managers have had three trainings with AANKO with the final manager training to be held in August. These trainings review various emergency response components and highlight the Incident Command System

**VII. Other:**

**VIII. Next QAAC meeting is scheduled for:**
October 12, 2020 via zoom