



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

**Date: Monday, October 18, 2021**

**Time: 5:00 - 7:00 p.m.**

**Location: Via Zoom — Register for a zoom link at:**

<https://zoom.us/meeting/register/tJcrduCvrT0iGtTJCaCDomLCqax1SBcMSfI8>

## AGENDA



**5:00 — 5:02 I.** Call to Order & Introduction. . . . . Christine Gianola



**5:02 — 5:05 II.** Vision Statement. . . . .Veronica Contreras

**5:05 — 5:09 III.** Approval of Minutes



1. Board Meeting Minutes - (8/16/21)
2. Fiscal Committee Meeting Minutes - (8/16/21)
3. Service Provider Advisory Committee Meeting Minutes - 8/25, 9/22/21
4. Program Policy Committee Meeting Minutes - (10/5/21)
5. Board Development Committee Meeting Minutes – (10/5/21)
6. Executive Committee Meeting Minutes - (10/5/21)
7. Quality Assurance Advisory Committee Meeting Minutes– (10/12/21)
8. People’s Advisory Committee Meeting Minutes –



**5:09 — 5:20 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.**



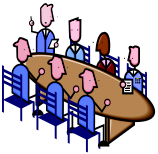
**5:20 — 5:35 V.** Presidents Report . . . . . Christine Gianola  
 1. “My Experience in the Board of Directors”



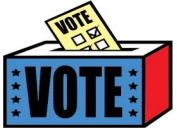
**5:35 — 6:00 VI.** Executive Director’s Report. . . . . Javier Zaldivar  
 1. Diversity Outreach Update  
 2. Employment Programs Update  
 3. Vaccine Update  
 4. Performance Contract Presentation



**6:00 — 6:15 VII.** Director of Consumer Services Report. . . . . Mike Keeley  
 1. New and Closing Programs  
 2. Self-Determination Update



**6:15 — 6:40 VIII.** Committee Reports  
 1. Fiscal . . . . . Elisabeth Einaudi  
 2. Board Development . . . . . Martha Johanson  
**Action Item:** Recommendation to elect Mr. **Gus Maldonado** to his first two-year term in the Board.  
**Action Item:** Recommendation to re-elect Ms. **Nefte Couttolenc** to her third and final term in the Board.  
**Action Item:** Recommendation to adopt the 2022 Meeting Schedule  
 3. People’s Advisory Committee . . . . . Christine Gianola  
 4. Quality Assurance Advisory . . . . . Glendora Pitre  
 5. Service Provider Advisory . . . . . Mary Ellen Eaton  
**Action Item:** Recommendation to elect **Erika Gonzalez** to her first two-year term in SPAC.  
**Action Item:** Recommendation to elect **Melanie Gonzalez** to her first two-year term in SPAC.  
**Action Item:** Recommendation to re-elect Mr. **Adegbeyega Tade Akintade** to his second two--year term in SPAC.  
**Action Item:** Recommendation to re-elect Ms. **Beth Prentiss** to her third and final term in SPAC  
 6. Program Policy . . . . . Martha Johanson  
 7. ARCA . . . . . Pam Kerman



**6:40 — 6:45 IX. Vote for 2022 Slate of Officers**  
President - Mary Le  
Vice-president - Glendora Pitre  
Treasurer - Elisabeth Einaudi  
Secretary - Veronica Contreras



**6:45 — 6:50 X. Public Comment**



**6:50 — 6:55 XI. Board Comment**



**6:55 — 7:00 XII. Announcements**  
*\*Service Above Self Awards 12/4/21*  
*\* Holiday Craft Fair 11/13/21*



**7:00 XIII. Adjournment**

**SAN ANDREAS REGIONAL CENTER**  
**Board of Directors Meeting Minutes**  
**Via Zoom**  
**August 16, 2021**

**Presiding:** Christine Gianola Board President

**Board Members Present:** Veronica Contreras Nefte Couttolenc  
Jon Drennan Elisabeth Einaudi  
Martha Johanson Pamela Kerman  
Andy Le Mary Le  
Kim Yen Nguyen Glendora Pitre  
Daniel Stickney

**Board Members Absent:** Mary Ellen Eaton Jock Mayes

**Staff Present** Ruben Colon John Hunt  
Gina Jennings Arushie Nugapitiya  
Phien Phan Saskia Vandekamp  
Katherine Sanders Javier Zaldivar

**Community Present:** David Grady Erika Gonzalez

**CALL TO ORDER**

Ms. Christine Gianola Board President called to order the regularly scheduled business meeting of San Andreas Regional Center at 5:01 p.m. via zoom, Ms. Gianola 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's sister.

**APPROVAL OF MINUTES**

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

1. Board Meeting Minutes – 6/21/21
2. Fiscal Committee Meeting Minutes 6/21/21
3. Service Provider Advisory Committee Meeting Minutes – 6/23/21, 7/28/21
4. Program Policy Committee Meeting Minutes - none
5. Board Development Committee Meeting Minutes – 8/3/21
6. Executive Committee Meeting Minutes – 8/3/21
7. Quality Assurance Advisory Committee Meeting Minutes– 8/10/21
8. People's Advisory Committee

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

Mr. David Grady gave an update on what they are currently working on:

- Ms. Lucas gave a respite training in collaboration with Special Kids Connect, in English and Spanish
- Gave an Early Start training in Ventura County
- Self-Determination now available to all eligible, service coordinators getting calls from interested families
  - 38 requests received from people that want to be active in self-determination
  - A registry has been created
- The symposium to bridge the gap and navigate the regional center and Mental Health worlds has been schedule and expect a lot of participation.
  - Date 9/23/21 8:00 – 12:00

## **PRESIDENT'S REPORT**

Ms. Christine Gianola shared that she attended the People First conference on “Finding Balance”. She learned:

- The importance of having good self-esteem
- To be grateful it leads to good self-esteem
- Be unique and don't copy anyone

## **EXECUTIVE DIRECTOR'S REPORT:**

Mr. Javier Zaldivar Executive Director discussed the following topic:

- Budget update on priority items that need more direction from the Department:
  - Criteria for Provisional Eligibility of 3- to 4-year-olds
  - Restoration of service:
    - Camping
    - Social recreation
    - Education services
    - Non-medical therapies such as art, dance and music
- Provider supports coming are:
  - Support staff
  - Bilingual differential payments
  - Rate increases
- Self-Determination supports are:
  - Ombudsman – neutral overseer
  - Trainings
- Covid-19 updates:
  - By 11/21/21 providers of Alternative Services should have completed a meeting with the individual served to access if he/she wants and needs the service; what is working what is not, and what are the individuals' needs
  - There have been reinfections of vaccinated individuals but no deaths all stable.
  - SARC encourages individuals, staff, and family to get the vaccine

## Employment Update

Ms. Katherine Sanders Employment Specialist gave the following information:

- Changes are coming to the Paid Internship, and the Competitive Integrated Employment programs soon, more information will be relayed once available
- Bill SB639 is in Appropriations Committee, then moves to Assembly, then Senate, and finally to governor's desk
- An Employer of Record for the Paid Internship programs is being done by the Financial Management System for GT Independent.

## Disparity Outreach Update

Mr. Ruben Colon discussed these topics:

### **ASSOCIATE DIRECTOR OF CONSUMER SERVICES REPORT: Mike Keeley** **NEW AND CLOSING PROGRAMS**

#### **2 New**

- Interpreter
- Early Start Occupational Therapist

#### **0 Closed**

### **Self-Determination (SDP) Update:**

Mr. Keeley summarized the program and informed that is open to all eligible individuals now and he gave some current statistics:

<b>SD Process</b>	<b>Current Month July 2021</b>
Slots Available	125
Enrolled Cases	101
Withdrawn	33
Individual budgets certifications completed	43
FMS completed	35
Spending plan done	36
<b>New families- Orientations</b>	<b>135</b>
<b>Certified Process</b>	<b>8</b>

### **Day Programs Reopening**

- Some providers are opening their programs for face-to-face interaction
- 39 providers have submitted their Safety Plans so far, and 30 have not
- The transportation aspect is working-out well
- A Directive was issue to keep fragile individuals safe, for them not to participate in the Day-programs, and for their staff to be vaccinated

## **COMMITTEE REPORTS**

### **FISCAL**

Ms. Elisabeth Einaudi Committee Chair gave the report:

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

The Purchase of Service expense for the month of June 2021 was \$34.9M and the year to date was \$374M. The current allocation is \$502.1M.

#### **2. Individuals Served**

The number of individuals served as of June 2021 was 16,888. This is an increase of 53 since June 2020.

#### **3. Operations (OPS)**

Expenses for the month of June were \$3.1M and the year to date were \$40.6M. The Fiscal Year Projection is \$42.3M and the estimated allocation is \$42.6M. This leaves us with a surplus of approximately \$27.1K.

#### **4. Cash Position**

The cash position through the end of July was \$89.1M. This is a decrease of \$51.6M since June.

#### **5. Donation Fund**

The balance in the Donation Fund through the end of July was \$202.4K. This is an increase of \$4,573. This change was due to miscellaneous contributions and/or disbursement requests received during the month.

#### **6. Medicaid Waiver Enrollment**

The enrollment for SARC at the end of July was 9162. This is an increase of 98 enrollments since January. Statewide enrollment was 142,858 an increase of 1681 enrollments since January.

Ms. Einaudi recommended these reviewed contracts to the whole Board for approval.

- 1. M/S/C Moved to approve the Amended Bay Area Housing Corporation (BAHC) Start-Up Community Placement Plan Contract FY 2020-21 (Sycamore Home) totaling \$938,072 (Johanson/Kerman). No further discussions. All in favor. Motion carries.**
- 2. M/S/C Moved to approve the Bay Area Housing Corporation (BAHC) Start-Up Community Placement Plan Contract FY 2020-21 (Bautista Home) totaling \$1,121,488.00 (Pitre/Kerman) No further discussions. All in favor. Motion carries.**

## **BOARD DEVELOPMENT**

Minutes are in the packet. Action item to re-elect Ms. Contreras.

**M/S/C Moved to approve the re-election of Ms. Veronica Contreras to her second two-year term as a board member. (Johanson/Drennan) No further discussions. All in favor, Motion carries.**

**PEOPLE’S ADVISORY COMMITTEE (PAC)**

Next meeting on 8/25/21

**QUALITY ASSURANCE ADVISORY COMMITTEE**

Ms. Pitre referred the audience to the minutes in the packet

**SERVICE PROVIDER ADVISORY COMMITTEE (SPAC)**

Minutes are in the packet.

**PROGRAM POLICY COMMITTEE**

None

**PUBLIC COMMENT**

The ladies from Integrated Community Collaborative introduced themselves and explained how they help our families.

**BOARD COMMENT**

- Ms. Kerman shared that the Hero themed back-pack give away was a great success

**ANNOUNCEMENTS**

- SARC provides weekly Covid-19 testing in San Jose, and every other week in the outer offices.
- 9/24/21 Self Determination Conference
- 10/8/21 Consumer Advisory Committee Conference
- 11/13/21 Craft Fair
- 11/20/21 Virtual Service Above Self Awards

**ADJOURNMENT**

Meeting adjourned at 6:30 p.m.

Recording Secretary, Ms. Lourdes González

Submitted by,

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Ms. Glendora Pitre



**San Andreas Regional Center  
Board of Directors  
Fiscal Committee - Meeting Minutes  
August 16, 2021**

**Committee Members Present:** Nefte Couttolenc                      Jon Drennan  
Elisabeth Einaudi                      Martha Johanson  
Mary Le                      Pamela Kerman  
Daniel Stickney

**Committee Member Absent:**

**Staff Present:**                      Karla Cruz                      John Hunt  
Gina Jennings                      Saskia Vandekamp  
Javier Zaldivar

Meeting called to order at 4:00 pm. by Ms. Pamela Kerman Committee Member.  
The Fiscal Committee met via zoom.

**Contracts Review**

The committee reviewed 2 contracts to recommend to the full Board for approval:

- 1. M/S/C Moved to recommend to the full Board approval of the Amended Bay Area Housing Corporation (BAHC) Start-Up Community Placement Plan Contract FY 2020-21 (Sycamore Home) totaling \$938,072 (Mary Le/Kerman) No further discussions. All in favor. Motion carries.**
  
- 2. M/S/C Moved to recommend to the full Board approval of the Bay Area Housing Corporation (BAHC) Start-Up Community Placement Plan Contract FY 2020-21 (Bautista Home) totaling \$1,121,488.00 (Drennan/Couttolenc) No further discussions. All in favor. Motion carries.**

**Fiscal Packet**

Mr. John Hunt, CFO reported on the Monthly Fiscal Summary.

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

The Purchase of Service expense for the month of June 2021 was \$34.9M and the year to date was \$374M. The current allocation is \$502.1M.

**2. Individuals Served**

The number of individuals served as of June 2021 was 16,888. This is an increase of 53 since June 2020.

### **3. Operations (OPS)**

Expenses for the month of June were \$3.1M and the year to date were \$40.6M. The Fiscal Year Projection is \$42.3M and the estimated allocation is \$42.6M. This leaves us with a surplus of approximately \$27.1K.

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### **5. Donation Fund**

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### **6. Medicaid Waiver Enrollment**

The enrollment for SARC at the end of July was 9162. This is an increase of 98 enrollments since January. Statewide enrollment was 142,858 an increase of 1681 enrollments since January.

### **Next Meeting Date**

**October 18, 2021**

### **Adjournment**

With no further discussion the meeting was adjourned at 4:30 p.m.

**San Andreas Regional Center Board of Directors  
SERVICE PROVIDER ADVISORY COMMITTEE (SPAC)  
Meeting Minutes (via zoom)  
September 22, 2021**

<b>Members Present</b>	Tade Akintade Desiree Luong	Mary Ellen Eaton (Chair) Doug Pascover
<b>Members absent</b>	Beth Prentiss	Sylvia Yeh
<b>Staff Present</b>	Lourdes Gonzalez Gina Jennings Arushie Nugapitiya Katherine Sanders Ann Sieber Javier Zaldivar	John Hunt Mike Keeley Irene De La Rosa Rommel Sanchez Francisco Valenzuela
<b>Community Present</b>	Erika Gonzalez Wayne Jasper	David Grady Soheila Mozayan

Ms. Mary Ellen Eaton Committee Chair led the meeting via zoom.

**Committee Updates**

Ms. Eaton informed that they are reviewing two potential committee candidates.

**Provider Input**

- The committee discussed the possibility of losing employees if the vaccine is mandated
- Mr. Zaldivar informed that SARC will support the programs decisions, but that families want the programs open, so providers are to have complete, updated, and concise mitigation plans for any eventuality; they should follow latest CDC and county regulations
- Be flexible until you can, was one of the suggestions given
- Mr. Keeley stressed that SARC does not have the authority to mandate providers and their staff be vaccinated, that is an internal decision that each agency should work-out with their HR department

**Director Update**

Mr. Javier Zaldivar Executive Director discussed these issues:

- LA county has issued a vaccine letter
- SARC will always follow the strictest regulations
- PPE is available
- EVV deadline is 4/1/22
- All letters regarding the cyber-incident have been sent
- Self Determination introduction trainings will be schedule for those that one to learn more about it
- Bridging the Gap Symposium will be on 9/23/21

- Providers will be invited to do meet and greets with the service coordinators to explain your services, all will be done virtually
- Still working with the Department on the rate increases will send out information as soon as it is available
  - 
  - Bilingual differential payments
  - Rate increases
- Self-Determination supports are:
  - Ombudsman – neutral overseer
  - Trainings
- Update on Cyber incident was that the Forensic results came in more information will be going out soon

### **New and Closing Programs**

Ms. Ann Sieber Community Services Manager gave the report:

#### **3 New**

- Housing Access Services in Santa Cruz County
- Residential Facility in Santa Clara County
- Behavior Management in Santa Cruz County

#### **3 Closed**

- Residential facilities

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

Ms. Ann Sieber Community Services Manager gave the report:

- Expect to hear from DDS on the next cycle grant, they will be laser focus on what they approve
- Workshops will be done to prepare for the compliance due date of 3/23, get started on compliance
- PCG reviews should come-in between October and December
- Keep your appointments with PCG don't reschedule them
- New proposals will be restricted on what is asked for, forms will be more targeted

### **Employment**

Ms. Katherine Sanders Employment Specialist discussed the following topics:

- Updates to the Paid Internship, and the Competitive Integrated Employment programs include doubling of payment and hours but timeline stays the same

### **Announcements:**

- SARC provides weekly Covid-19 testing in San Jose, and every other week in the outer offices.
- 11/13/21 Craft Fair
- 12/4/21 Virtual Service Above Self Awards

### **Next SPAC Committee Meeting:**

**September 22, 2021, via zoom at 10:00 am.**

### **Adjournment**

The meeting was adjourned at 11:15 a.m.

**San Andreas Regional Center Board of Directors  
SERVICE PROVIDER ADVISORY COMMITTEE (SPAC)  
Meeting Minutes (via zoom)  
September 22, 2021**

<b>Members Present</b>	Tade Akintade Desiree Luong	Mary Ellen Eaton (Chair) Doug Pascover
<b>Members absent</b>	Beth Prentiss	Sylvia Yeh
<b>Staff Present</b>	Lourdes Gonzalez Gina Jennings Arushie Nugapitiya Katherine Sanders Ann Sieber Javier Zaldivar	John Hunt Mike Keeley Irene De La Rosa Rommel Sanchez Francisco Valenzuela
<b>Community Present</b>	Erika Gonzalez Wayne Jasper Nohemi Orduno Angel Ocampo	David Grady Soheila Mozayan Alicia Gendron Claudia Heart

Ms. Mary Ellen Eaton Committee Chair led the meeting via zoom.

**Committee Updates**

Ms. Eaton informed that they are reviewing two potential committee candidates.

**Provider Input**

- The committee discussed the possibility of losing employees if the vaccine is mandated
- Mr. Zaldivar informed that SARC will support the programs decisions, but that families want the programs open, so providers are to have complete, updated, and concise mitigation plans for any eventuality; they should follow latest CDC and county regulations
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**Director Update**

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- SARC will always follow the strictest regulations
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- EVV deadline is 4/1/22
- All letters regarding the cyber-incident have been sent
- Self Determination introduction trainings will be schedule for those that one to learn more about it

- Bridging the Gap Symposium will be on 9/23/21
- Providers will be invited to do meet and greets with the service coordinators to explain your services, all will be done virtually
- Still working with the Department on the rate increases will send out information as soon as it is available
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- Self-Determination supports are:
  - Ombudsman – neutral overseer
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- Update on Cyber incident was that the Forensic results came in more information will be going out soon

### **New and Closing Programs**

Ms. Ann Sieber Community Services Manager gave the report:

#### **3 New**

- Residential homes
- Intervention therapy
- 

#### **3 Closed**

- Comfort Care

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

Ms. Ann Sieber Community Services Manager gave the report:

- Expect to hear from DDS on the next cycle grant, they will be laser focus on what they approve
- Workshops will be done to prepare for the compliance due date of 3/23, get started on compliance
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### **Next SPAC Committee Meeting:**

**September 22, 2021, via zoom at 10:00 am.**

### **Adjournment**

The meeting was adjourned at 11:15 a.m.

**San Andreas Regional Center  
Board of Directors  
Program Policy Committee Minutes  
October 5, 2021**

**Committee Members Present:** Christine Gianola Pamela Kerman  
Andy Le Jock Mayes

**Committee Members Absent:** Martha Johanson (Chair) Mary Le

**Staff Present:** Jim Elliott Lourdes González  
John Hunt Mike Keeley  
Saskia Vandekamp

The meeting was called to order at: 2:35 p.m. by Ms. Christine Gianola Committee member via Zoom.

1. The committee reviewed the *Adult Day Programs, Conference and Request for Proposal (RFP) Policies*. No revisions were done to the *Adult Day Programs, and Conference Policies*. The *RFP* was revamped to look like our standard policies and not like the procedure as it stands now.

**REQUEST FOR PROPOSAL POLICY**

I. **Purpose:** *It is the intent of San Andreas Regional Center to engage and secure qualified service providers through the Request for Proposal (RFP) process in compliance with California Code of Regulations, Title 17. RFP applicants must submit service proposals and other required documents as well as participate in an interview process to determine the most qualified and capable provider for a specific service.*

II. **Policy:**

A. Guidelines

*San Andreas Regional Center (San Andreas) may open a Request for Proposal (RFP) cycle in response to one of the following scenarios:*

1. *Community Placement Plan/Community Resource Developmental Plan Start-Up funding is available for an identified, needed service\*;*
2. *A RFP is required to identify a new provider for a specific service according to California Code of Regulations, Title 17, i.e. a Family Home Agency, and/or*
3. *The vendorization process has revealed that the service being vendored will result in a rate that exceeds \$250,000 annually.*

*Current and potential service providers are encouraged to utilize the RFP process to submit applications for services and supports that reflect the description of current needs for Individuals Served by San Andreas.*



*\*No RFP will be required when start-up funding is available for a multi-family housing project through the Community Resource Development Plan (CRDP), CA Welfare and Institutions Code Sections 4418.25 and 4679 [Enclosure A], and when:*

- The CRDP funding for multi-family housing results from a request from the community for the service pursuant to CRDP provisions for such community requests*
- The multi-family housing developer, and grantee of the start-up funding, has been specifically identified in San Andreas' CRDP proposal submitted to, and approved by, the Department of Developmental Services (DDS)*

**B. Equity and Diversity in the RFP**

*An RFP prepared by San Andreas to develop or provide services and supports for Individuals Served shall include a section addressing equity and diversity, per Welfare and Institutions Code (WIC) Section 4648.11.*

*For the purposes of an RFP, culturally and linguistically diverse populations include, but are not limited to, Individuals of varying race, ethnicity, preferred language, sex, sexual orientation, gender identity, religion, age, physical disability, or mental disability.*

**C. RFP Process**

**1. Development of RFP**

*An internal review of service and program needs may be conducted by San Andreas leadership, their designees, and/or the Community Services department. Proposed needs will be reviewed for prevalence, intensity, and any other criteria deemed appropriate by leadership or the funding source. Upon selection of the need(s) to be addressed, an RFP will be developed by designated staff and approved by leadership for distribution. The RFP shall contain, at minimum, a statement of need, an explanation of requirements, and an explanation of criteria for consideration.*

**2. Announcement of RFP**

*The RFP(s) shall be published and distributed by email lists, publication on the San Andreas website, written or verbal advertisement, and/or other means as appropriate and approved by San Andreas leadership. This publication shall include a deadline and preferred or required manner of submission. San Andreas reserves the right to solicit proposals from identified providers appropriate to the need(s) identified in the RFP.*

**3. Review of RFP**

*A committee of San Andreas staff shall review each written proposal submitted by the specified deadline. Selection of interviewees shall be by a simple majority of the committee.*

*All providers being interviewed shall be asked the same questions regarding the proposal; follow-up questions may vary based upon provider responses to the standard questions. Interviewee responses shall be given a score on a Likert scale and weighted according to specified criteria within the RFP. Interviewees will then be ranked by Likert score and qualitative impressions by the committee.*

#### 4. *Awarding of Contract to Selected Applicant*

*The selected proposal shall be notified and proceed with the service and vendor agreement process with the Community Services department. San Andreas reserves the right to not award the RFP to any applicant and to engage in further requests at its discretion.*

#### D. *Conflict of Interest*

*Any proposal from which a member of the San Andreas Board of Directors, San Andreas executive leadership, a member of the review committee, and their family members, may derive financial benefit shall be excluded from consideration. No employee of San Andreas shall participate in the service development or vendor agreement contract process stemming from a winning proposal in which they have a financial or familial interest.*

~~**DDS Approved July 5, 2019**~~

~~**Board Adopted January 22, 2020**~~

**Board Review October 5, 2021**

## **2. Policy Tracking List**

Policies to be reviewed next: November 2, 2021

- **\*\*Transparency & Public Information (DDS approval not needed)**
- **\*\*Informational Technology (DDS approval not needed)**

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

**Tuesday, November 2, 2021**

## **4. Adjournment**

There being no further discussion, the meeting adjourned at 4:00 p.m.

**San Andreas Regional Center  
Board of Directors  
BOARD DEVELOPMENT COMMITTEE MINUTES  
October 5, 2021**

**Committee Members Present:** Christine Gianola Pamela Kerman  
Andy Le Jock Mayes

**Committee Members Absent:** Mary Le(chair)

**Staff Present:** Lourdes González John Hunt  
Mike Keeley

The Board Development Committee Meeting was called to order at 4:00 p.m.; by Christine Gianola Committee member.

**1. Confirm Board Education**

There will be a Board education on October 18, 2021, via Zoom. The topic will be on “Cultural Competency”. Mr. Ruben Colon will present.

**2. Applicants Update**

Mr. Gus Maldonado will be voted into the Board on October 18, 2021.  
Mr. Cole Glover showed interest in joining the Board we are waiting for his application

**3. Vacancies**

Three Vacancies in the Board:

- 1 At Large
- 1 Santa Cruz County
- 1 San Benito County

**4. Member Terms**

- Ms. Nefte Couttolenc will be reelected to her third term on 10/18/2021

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

**Tuesday, November 2, 2021,**

**6. Adjournment:**

There being no further discussion, the meeting adjourned a 4:15 p.m.

**Board of Directors  
EXECUTIVE COMMITTEE MINUTES  
October 5, 2021**

**Committee Members Present:** Mary Ellen Eaton Elisabeth Einaudi  
Christine Gianola (Chair) Martha Johanson  
Pamela Kerman Glendora Pitre

**Committee Members Absent:** Mary Le

**Staff Present:** Lourdes González John Hunt  
Mike Keeley Arushie Nugapitiya  
Irene De La Rosa Francisco Valenzuela  
Saskia Vandekamp Javier Zaldivar

Ms. Christine Gianola Board President called the meeting to order at 5:00 p.m. via Zoom

**1. Risk Assessment Report**

Ms. Saskia Vandekamp Director of Community Services presented the SIR reports for the months of July, August, and September 2021.

**Total Incidents 306 July**

57 Incidents reportable to DDS.  
249 Incidents not reportable to DDS.  
**4 Deaths**  
13 Consumers reported missing with 0 not yet located  
9 Suspected Abuse/Exploitation  
1 Injuries Requiring Treatment Beyond First Aid  
8 Medical Need/Accident  
1 Victim of Crime  
1 Suspected Neglect  
? Unplanned hospitalizations  
59↓ Aggressive Act

July numbers are low due to the cyber-incident.

**Total Incidents 596 August**

121 Incidents reportable to DDS.  
475 Incidents not reportable to DDS.  
**4 Deaths**  
5 Consumers reported missing with 0 not yet located  
16 Suspected Abuse/Exploitation  
2 Injuries Requiring Treatment Beyond First Aid  
29 Medical Need/Accident  
3 Victim of Crime

- 11 Suspected Neglect
- 51 Unplanned hospitalizations
- 131↑ Aggressive Act

**Total Incidents 519 September**

**103** Incidents reportable to DDS.

**416** Incidents not reportable to DDS.

**3 Deaths**

6 Consumers reported missing with 0 not yet located

22 Suspected Abuse/Exploitation

0 Injuries Requiring Treatment Beyond First Aid

31 Medical Need/Accident

1 Victim of Crime

1 Suspected Neglect

36 Unplanned hospitalizations

89↓ Aggressive Act

Ms. Vandekamp informed that for detailed information on the SIR report members can attend the QA meeting on 10/12/21 at 4:00 pm.

**2. Development of the October 18, 2021, Board Meeting via Zoom.** There will be a Board education. The topic will be on “Cultural Competency”. Mr. Ruben Colon will present.

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

**a. President’s Report: Christine Gianola**

1. “My Experience in the Board of Directors”

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

1. Diversity Outreach Update
2. Employment Programs Update
3. Vaccine Update
4. Performance Contract Presentation

**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 and action items:

- **Action Item**: Recommendation to elect Mr. **Gus Maldonado** to his first two-year term in the Board
- **Action Item**: Recommendation to re-elect Ms. **Nefte Couttolenc** to her third and final term in the Board.
- **Action Item**: Recommendation to adopt the 2022 Meeting Schedule

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

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

**Service Provider Advisory** – There will be a report and action items

- **Action Item**: Recommendation to elect **Erika Gonzalez** to her first two-year term in SPAC.
- **Action Item**: Recommendation to elect **Melanie Gonzalez** to her first two-year term in SPAC.
- **Action Item**: Recommendation to re-elect Mr. **Adegbeyega Tade Akintade** to his second two--year term in SPAC.
- **Action Item**: Recommendation to re-elect Ms. **Beth Prentiss** to her third and final term in SPAC

**Program Policy** - there will be a report

**ARCA** - there will be a report

### 3. 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 investigates and has 21 days to respond to the complaint, 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*

- **2 4731** reports submitted:  
Two complaints against SARC were submitted that are not applicable because it was regarding service issues not right violations, letters will be sent out. They can appeal to DDS for service issues.
- **1 Whistle Blower** reports submitted:
  1. Investigation the hostile behavior of an individual’s brother

- **CAP Updates:**
  1. Provider with staffing and negligent issues has not demonstrated that their training is good enough, have scheduled another meeting to review their compliance, meanwhile their service capacity has been reduced
  2. Issued a CAP to a rat-infested home and removed the individuals to other places
- Mr. Zaldivar informed the committee that Union Negotiations have concluded:
  - TA's have been signed-off
  - Ratification is expected next week
  - There will be new union leadership
- Fully recovered from the cyber-incident, and have implemented many security protocols
- SARC has received a lawsuit due to the cyber incident that is being handled by out new law firm
- The vaccine mandate has been rolled out according to county regulations, and DDS also released a Directive on mandatory vaccines.

#### **4. Announcements**

- Weekly Covid-19 testing available
- 10/16/21 Kids Connect Backpack event
- 11/23/2021 Holiday Craft Fair
- 12/4/21 Virtual Service Above Self Awards
- 12/17/21 Years of Service Celebration
- Self Determination Conference will be later in the year

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

**Tuesday, November 2, 2021, at 5:00 pm via Zoom**

#### **6. Adjournment**

There being no further discussion, the meeting adjourned at 6:00 p.m.

**San Andreas Regional Center  
Quality Assurance Advisory Committee via Zoom  
October 12, 2021**

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

**Committee Members Absent:** Veronica Contreras

**Staff Present** Hazel Jordan Mike Keeley  
Julie Lussier Katie Magleby  
Arushie Nugapitiya Lisa Rund  
Saskia Vandekamp

The meeting was called to order by Ms. Glendora Pitre committee Chair at 4:02 p.m.

**I. Special Incident Reports: September**

596 Total number of incidents.  
4 Total number of deaths.  
121 Incidents reportable to DDS.  
475 Incidents not reportable to DDS.  
51 Unplanned hospitalizations with 13 consumers remaining hospitalized.  
22 Planned hospitalizations.  
5 Consumers reported missing with 0 not yet located

Breakdown of Incident Reports by Residence type:

RCH - 297 ICF - 10 SNF/NF - 5 ILS - 37 SLS - 107  
Family Home - 96 Foster Home - 0 Family Home Agency - 34 Psych Treat - 10

**I. Special Incident Reports: October**

519 Total number of incidents.  
3 Total number of deaths.  
103 Incidents reportable to DDS.  
416 Incidents not reportable to DDS.  
36 Unplanned hospitalizations with 10 consumers remaining hospitalized.  
21 Planned hospitalizations.  
6 Consumers reported missing with 0 not yet located

Breakdown of Incident Reports by Residence type:

RCH -231 ICF – 14 SNF/NF – 8 ILS - 36 SLS – 93  
Family Home - 105 Foster Home - 0 Family Home Agency - 17 Psych Treat - 15



**Highlights:** Ms. Magleby went over the specific details of the incidents that are true, false, unsubstantiated, and under investigation. She also updated the committee on the gender, ethnicity, and diagnosis of the missing individuals. The committee discussed what are restrains and what are protective methods to deal with a behavior.

## **II. Quality Assurance (QA) July to Sep.**

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

24 Out of scheduled FM's completed  
3 Facilities received recommendations  
1 Facilities received corrective action plans

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

36 Completed.  
7 Facilities received recommendations  
0 Facilities received corrective action plans

### **C. Trainings:**

Service Provider Facility Monitoring – 5 trainings  
Service Coordinator Facility Monitoring –8/21 - 55 attendees, 9/9/21 10 attendees  
Behavior 101 Training – virtual for service coordinators – 1 training  
Behavior Skills Training virtual for vendors – no training scheduled  
Residential Services Orientation – 8/5/21 13 attendees  
New Employees Orientation – 9/13/21 - 9 attendees

### **D. Standing QA Meetings:**

Quality Assurance Around the Bay Quarterly Meeting – 7/23/21 attendees 27  
Let's Talk QA: Watsonville office 9/1/21 - 4 attendees and San Jose office – 9/15/21 - 4 attendees  
DSP Inability to Communicate – as needed  
QA Rap Session (Roundtable) Semi-annual – all meetings cancelled until further notice

Mortality and Morbidity 11 Number of Deaths

0 Infant 0 Child 9 Adults and 2 Elderly

### **E. Highlights:**

#### **Certificate of Achievement:**

No certificates given the month of September 2021

## **III. Health Services:**

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

There have not been formal training classes with providers In August or September. Health Services Coordinator and Associate provide information and answer questions during the Provider Information calls with SARC.

Health services associate coordinator provided mandatory training on re-opening plan and PPE has mandated by OSHA to all SARC employees.

**B. Current projects/activities:**

In an effort to help make everyone safer, COVID testing is done weekly in the San Jose and Salinas office.

Testing is open to employees, family members, care providers and consumers.

**PPE DONATION:**

Health services also started doing Fit testing in June for the SARC employees requesting to wear N95 respirator masks. We have had a few employees requesting the fit test due to various reason.

SARC had PPE donation day for San Jose Families on August 14th and for San Jose providers on August 13th, and Watsonville on August 24th. Along with PPE supplies, Backpack donation containing Hand sanitizer bottles were giving to families that registered.

**San Jose Office:**

170 providers registered for the donation day and over 300 families for the Saturday August 14<sup>th</sup> registered and received PPE and backpacks.

**Watsonville Office:**

7 providers received PPE and 70 families received PPE and Backpacks.

We always try our best to accommodate special requests by providers or families.

Two ways to do so:

1. Contact your liaison SC or Nurses
2. Email to [SOE@sarc.org](mailto:SOE@sarc.org) and mention in subject line "PPE".

**Vaccination clinic**

No other vaccination clinics at this time were scheduled or planned. The Pfizer 3<sup>rd</sup> dose or Booster is available for specific population and criteria, some of our homes were approached by previous vaccination pharmacy to schedule the booster

**Covid infection:**

**August** SARC was notified of 16 cases of Covid Positive consumers

5 cases in ARF (all vaccinated except 1 consumer)

5 cases in ILS/SLS

7 cases living with family

**September**, SARC was notified of 23 Covid Positive cases within our population served.

7 cases in ARF (1 was not vaccinated under 12-years-old)

3 cases in ILS/SLS

11 cases living with family

3 cases in ICF-DDN ( all vaccinated and all hospitalized with moderate symptoms)

Some infections of Covid were directly transmitted by asymptomatic staff, and in other cases we could not figure out from where the Covid was acquired? Maybe visitors, family, attending day program or school, contamination in community?

### **C. Highlights:**

In September DDS gave the mandate to have all personnel in the Regional Center and agencies vendored and providing services to our consumers to be fully vaccinated or to have an exemption (religious belief or medical) in place for each case.

The deadline to have everyone vaccinated or applied for an exemption is November 30, 2021.

## **IV. Supported Living Services (SLS):**

### **A. SLS QA's:**

One Quality Assurance review was completed in August. The staff and participant files were missing several items. One staff and participant interview were completed. The participant is very happy with the services and the staff member reported she is well supported by the agency.

There was no Quality Assurance review done for the month of September. One QA was scheduled but the agency had a recent fire which damaged all the documentation to be reviewed. Therefore, the Resource Specialist consulted with case management to request an update about the agency. Case management reported the two participants they are serving are satisfied with the services. Case management also receives reports in a timely manner and consistent communication from the agency. There were no concerns reported.

**B. SLS Roundtable:** Resource Specialist, Mary Lynn Rochlitz, presented the following information at the August 11, 2021, Roundtable.

- COVID check in – Lisa Rund and Julie Lussier were present to address issues and questions from providers. Topics included:
  1. Delta variant
  2. California Dept. Of Health bulletin mandating certain health care facilities to be vaccinated
  3. Travel protocol during COVID
  4. Review of safety protocol during COVID
- Open items:
  1. ILS/SLS providers voiced concerns about the cyber incident at SARC
  2. Questions about Social Security and its impact on stimulus payments

SLS Roundtable: Resource Specialist, Mary Lynn Rochlitz, presented the following information at the September 8, 2021, Roundtable.

- COVID check in - Lisa Rund and Julie Lussier were present to address issues and questions from providers. Topics included:
  1. COVID booster shots
  2. Statistics on recent COVID hospitalizations and deaths
  3. Breakthrough COVID infections
  4. Difference between isolation and quarantine
- Open items:
  1. Hiring and retaining staff

**Highlights:**

The next Roundtable Meeting will be conducted on Wednesday, October 13.

**Supported Living Orientation For Individuals and Families**

2 Completed, 12 Total attendees

**SLS New Vendor Orientation**

1 Completed, 4 Total attendees

**V. Community Services:**

Residential Service Orientation (RSO) 1 Completed, 13 Total attendees  
 RSO (mini for FHA) 2 Completed, 3 Total attendees

**VI. Emergency Response Plan Report**

No Updates.

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

**November 9, 2021, at 4:00 pm via zoom**

**VIII. Adjournment:**

**There being no further discussion, the meeting adjourned at 4:55 p.m.**