

**SAN ANDREAS REGIONAL CENTER
Board of Directors Meeting Minutes
San Jose Office/Via Zoom
October 21, 2024**

Presiding:	Lisa Lopez Board President	
Board Members Present:	Maya Bareket Elisabeth Einaudi Erika Gonzalez Alicia Mesa Uma Venkatesh	Veronica Contreras Christine Gianola Pamela Kerman Nicolas Santos
Board Members Absent:	Cole Baumeister Gus Maldonado	Paloma Barraza Rajesh Patel
Staff Present	Grabiela Alvarez Christiana Gardner Angel Johnson Arushie Nugapitiya Phien Phan Corina Bobeda Francisco Valenzuela Laura Washington John Hunt	Rosalina Cone Lourdes Gonzalez Mike Keeley Irene De La Rosa Ai-Lien Thai Grecia Quintero Isela Solorzano Javier Zaldivar Rocio King
Community Present:	Jaclyn Balanay (DDS) Janica Hadley Suzan Skotzke	David Grady (SCDD) Adriana de los Santos Yaskkara Ne

CALL TO ORDER

Ms. Lisa Lopez Board President called to order the regularly scheduled business meeting of San Andreas Regional Center at 6:05 p.m. Ms. Lopez 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 Ms. Maya Bareket read the mission statement.

APPROVAL OF MINUTES

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

1. Board Meeting Minutes – 8/19/24
2. Fiscal Committee Meeting Minutes – 8/19/24
3. Service Provider Advisory Committee Meeting Minutes – 8/28/24, 9/25/24
4. Program Policy Committee Meeting Minutes – 10/1/24
5. Board Development Committee Meeting Minutes – 10/1/24
6. Executive Committee Meeting Minutes – 10/1/24
7. Quality Assurance Advisory Committee Meeting Minutes 10/8/24

STATE COUNCIL ON DEVELOPMENTAL DISABILITIES CENTRAL COAST

Mr. David Grady discussed these issues:

- Hosting seminars in Emergency Preparedness.
- Doing voting activities with self-advocates
- Ms. Lucas offered workshops in Relations & Sexuality
- Mr. Grady hosted an inclusion celebration in September
- Mr. Grady announced this as his last meeting since he is retiring.

PRESIDENT'S REPORT

Ms. Lisa Lopez reported some highlights of the year-end and Board Retreat:

- She thanked the Board members for volunteering their time and participation.
- Director Pete Cervinka joined the Board Retreat via zoom and discussed his priorities, his commitment to transparency, and inclusion.
- Legal council discussed the role and responsibilities of Board members and Roberts Rules of Order.
- Mr. Tony Anderson discussed:
 - ARCA bylaws
 - Board Representation in the community
 - The Master Plan on Developmental Disabilities

EXECUTIVE DIRECTOR'S REPORT:

Mr. Javier Zaldivar presented the report and discussed these issues.

- Thanked Board members for their participation at events and meetings
- Thanked Mr. David Grady for his years of service and building bridges.
- New staff were introduced:
 - Rosalina Cone Employment Specialist
 - Monica Cosio-Martinez Associate Director of Federal Programs and Special Projects.

Budget Highlights:

- The fiscal hole was significant, but DDS was left intact.
- Priorities from 2021 are intact, ensuring that sufficient support is available.
- The Burns & Associates rate study that permitted the rate implementation will be completed on 1/2025.
- The Department is collaborating with the vendor community to make them whole with incentives such as the:
 - Provider portal participation
 - Early Start services provided within 30 days.
 - Long term 10% increase still in development
- SARC will be subject to the Public Records Act (PRA) from now on, staff and Board will be trained in it.

Priority of Master Plan:

- Equity
- Individuals and families experience person-centered service systems they trust. Their basic needs are met so they can live in the community of their choice.
- Individuals receive timely, inclusive, and seamless services throughout their life span across all service systems.
- Individuals and their families receive services from a high-quality, stable, and person-centered workforce.
- Individuals and their families experience consistent, transparent, accountable, and data-driven systems that focus on outcomes
- Individuals receive quality, life-long, person-centered services from systems with adequate resources

Employment Update

Ms. Rosalina Cone Employment Specialist discussed these issues:

- Coordinated Career Pathways (CCP) program will be a navigator program that will work with the unique needs of the individuals.
 - One vendor has completed the process and it's ready to serve. Two more are on the process path.
- DDS has extended the training incentives for the navigator program until 6/2025
- The Department of Rehabilitation (DOR) a generic resource has increased their referrals due to streamlining their process to provide quicker services.
- October is National Disability Awareness Month. Please share your success stories on accessing good jobs by filling out the seamless form. [GovOS: Next Gen Form and eSignature Platform](#)
- For more information, reach-out to Ms. Rosalina Cone.

Health and Safety Awareness Strategy

- Available for individuals that demonstrate a need for it
- It ensures that providers have staff willing to collaborate with them and keep the individual safe
- Explore possibilities through the IPP needs.

Diversity Outreach Update

Ms. Christiana Gardner Diversity Inclusion Supervisor presented the report:

Event Activities:

- September - Emergency Preparedness at Special Kids Connect
- 10/10/24 – Disability Awareness Day
- 10/12/24 - Pumpkins in the Park
- 10/19/24 - Filipino Conference
- November - Day of the Dead for staff only

Parent Support Groups that continue to meet:

- Vietnamese
- Spanish
- African American
- New group in Hollister

DIRECTOR OF CONSUMER SERVICES REPORT: Mike Keeley

NEW AND CLOSING PROGRAMS

4 New

- Residential Home
- Two Social Recreation programs
- Elderly Home

5 Closed – SARC continues to clean its database of services not being utilized:

- Children's home converted to Adult residential home

Self Determination Update:

- Mr. Keeley presented the SDP Report, which is an alternative way to secure services and gives more flexibility to families.
- Current numbers:
 - 256 participants (53 pilot program)
 - The average age is 22 years
 - Participating races:
 - 74 White
 - 28 Spanish/Latin
 - 13 Vietnamese
 - 2 African American
 - 10 Indian

- 21 Chinese
 - 12 Korean
 - 3 Russian
 - 2 Japanese
 - 16 Asian Indian
- Participating languages:
 - 196 English
 - 11 Spanish
 - 8 Vietnamese
 - 10 Mandarin
- Where they live:
 - 222 Family home
 - 9 Independent Living
 - 8 Supportive Living
 - 1 Community Care Facility
- FMS (Financial Management Services) systems
 - Aveanna
 - GT Independence
 - Mains'1
 - Acumen
 - Essential Pay
 - FMS Pay
 - Ritz FMS
 - Cambrian FMS
 - Action FMS
 - Ace FMS
- Average timeline to complete the process is a little over 1 year.
- Self Determination Advisory Committee is continually active in outreach.

COMMITTEE REPORTS

FISCAL

Ms. Elisabeth Einaudi, Board member, gave the report.

1. Purchase of Services (Non-CPP only)

The Purchase of Service expense for the month of June was \$56.9M and the year to date was \$677.6M. The current allocation is \$779.9M.

2. Individuals Served

The number of individuals served as of June was 16,260. This is a decrease of 630 since June 2023

3. Operations (OPS)

Expenses for the month of June & Late Bills were \$5.3M and the year to date was \$60.7M. The Fiscal Year Projection is \$62.4M and the estimated allocation is \$62.6M. This leaves us with a surplus of approximately \$165.9K.

4. Cash Position

The cash position through the end of September was \$118.6M. This is an increase of \$7.4M since August.

5. Donation Fund

The balance in the Donation Fund through the end of September was 373,970. This is an increase of \$884. This change was due to miscellaneous contributions and/or disbursement requests received during the month.

Two contracts were recommended for approval.

- 1. M/S/C Moved to approve the Serra Medical Transportation, Inc. amendment FY 2022-2023, 2023-2024, contract. Totaling \$4,683,000.00 (Bareket/Kerman) No further discussions. All in favor. One Abstention – Erika Gonzalez. Motion carries.**
- 2. M/S/C Moved to approve the Serra Medical Transportation, Inc. amendment FY 2024-2025, 2025-2026, 2026-2027, contract. Totaling \$20,775,000.00 (LopezContreras) No further discussions. All in favor. One Abstention – Erika Gonzalez. Motion carries.**

BOARD DEVELOPMENT

Ms. Maya Bareket, committee chair, recommended Ms. Alicia Mesa, and Mr. Rajesh Patel to their second board term, and adoption of the 2025 Meeting Schedule.

M/S/C Moved to approve the election of Ms. Alicia Mesa to the Board of Directors for her second two-year term. (Gonzalez/Santos). No further discussions. All in favor. Motion carries.

M/S/C Moved to approve the election of Mr. Rajesh Patel to the Board of Directors for his second two-year term. (Einaudi/Gonzalez). No further discussions. All in favor. Motion carries.

M/S/C Moved to approve the adoption of the 2025 Meeting Schedule (Kerman/Lopez). No further discussions. All in favor. Motion carries.

QUALITY ASSURANCE ADVISORY COMMITTEE

- The minutes are in the packet.

SERVICE PROVIDER ADVISORY COMMITTEE (SPAC)

- Ms. Gonzalez shared that the committee is discussing the possibility of merging the SPAC meeting with the “All Providers Call” since the information shared is the same one.
- The providers will have a Vendor Fair for SARC staff on 11/14/24

PROGRAM POLICY COMMITTEE

- The minutes are in the packet.

PEOPLE'S ADVISORY COMMITTEE (PAC)

- Ms. Bareket shared that she attended a painting class.

ARCA

Ms. Lisa Lopez shared that these topics were discussed:

- Budget Update
- Subcommittee to standardize bringing-in Board Delegates
- She shared that her attendance at the ARCA Academy Training was very educational.

Election of 2025 Board Officers:

M/S/C Moved to approve Ms. Lisa Lopez to her second year as Board President (Contreras/Santos). No further discussions. All in favor. Motion carries.

M/S/C Moved to approve Ms. Maya Bareket to her second year as Board Vice-President (Kerman/Gianola). No further discussions. All in favor. Motion carries.

M/S/C Moved to approve Mr. Gus Maldonado to his second year as Board Treasurer (Gonzalez/Bareket). No further discussions. All in favor. Motion carries.

M/S/C Moved to approve Ms. Pamela Kerman to her first year as Board Secretary (Contreras/Bareket). No further discussions. All in favor. Motion carries.

PUBLIC COMMENT

Ms. De Los Santos a parent praised the Board for their excellent work and showed interest in becoming a Board member.

BOARD COMMENT

- Ms. Baraket shared that she found the "Government & Disability Summit" very educational.
- Ms. Gianola shared that she found the "ARCA Academy Training" very informational and appropriate to make friends.
- Mr. Santos shared that he enjoys attending the SARC events and being of help.

ANNOUNCEMENTS

Mr. Valenzuela thanked the Board for all the support with the “Service Above Self Awards Dinner” on 10/26/24 the event is sold out.

Upcoming events:

- 11/5/24 Vote
- 11/9/24 Children’s Discovery Museum
- 11/14/24 Community Resource Fair
- 11/16/24 Holiday Craft Fair
- 12/2024 Christmas in the park

ADJOURNMENT

The meeting was adjourned at 7:53 p.m.

Recording Secretary, Ms. Lourdes Gonzalez

Submitted by,

Ms. Elisabeth Einaudi

**San Andreas Regional Center Board of Directors
Fiscal Committee - Meeting Minutes
San Jose Office/Via Zoom
October 21, 2024**

Committee Members Present:	Gus Maldonado (chair) Alicia Mesa	Elisabeth Einaudi
Committee Member Absent:	Rajesh Patel	Uma Venkatesh
Staff Present:	Gabriela Alvarez Lourdes Gonzalez Javier Zaldivar	Karla Cruz John Hunt
Community Present:	Cirinia Huerta (R&D) Adriana de lo Santos	Mayra Montejano (R&D)

Meeting called to order at 5:05 pm. by Mr. Gus Maldonado Committee Chair.

1. Fiscal Packet Review

Mr. Gus Maldonado Committee Chair gave the Monthly Fiscal report.

1. Purchase of Services (Non-CPP only)

The Purchase of Service expense for the month of June was \$56.9M and the year to date was \$677.6M. The current allocation is \$779.9M.

2. Individuals Served

The number of individuals served as of June was 16,260. This is a decrease of 630 since June 2023

3. Operations (OPS)

Expenses for the month of June & Late Bills were \$5.3M and the year to date was \$60.7M. The Fiscal Year Projection is \$62.4M and the estimated allocation is \$62.6M. This leaves us with a surplus of approximately \$165.9K.

4. Cash Position

The cash position through the end of September was \$118.6M. This is an increase of \$7.4M since August.

5. Donation Fund

The balance in the Donation Fund through the end of September was 373,970. This is an increase of \$884. This change was due to miscellaneous contributions and/or disbursement requests received during the month.

2. Contract Review

The committee reviewed 2 contracts to recommend to the Board.

- 1. M/S/C Moved to recommend to the full Board approval of the Serra Medical Transportation, Inc. amendment FY 2022-2023, 2023-2024, contract. Totaling \$4,683,000.00 (Einaudi/Mesa) No further discussions. All in favor. Motion carries.**
- 2. M/S/C Moved to recommend to the full Board approval of the Serra Medical Transportation, Inc. amendment FY 2024-2025, 2025-2026, 2026-2027, contract. Totaling \$20,775,000.00 (Mesa/ Einaudi) No further discussions. All in favor. Motion carries.**

3. Other - Lease Expansion

Mr. Zaldivar informed the committee that SARC and property management have agreed on the Lease Expansion for the San Jose office building.

- SARC will have use of 75% of the building, suites 100, 108, 113, 200 and 300.
- The lease has been extended to August 31, 2037.
- Cost amounts and square footage were discussed.
- Construction of approved tenant improvements will commence soon

The committee made a motion to present the “Finalized Lease Expansion” for the full Board for approval.

- 1. M/S/C Moved to recommend to the full Board approval of the Finalized Lease Expansion. Einaudi/(Mesa) No further discussions. All in favor. Motion carries.**

4. Next Meeting Date

November 18, 2024, at 4:00 p.m.

5. Adjournment

With no further discussion the meeting was adjourned at 5:32 p.m.

Recorded by Lourdes Gonzalez

**San Andreas Regional Center Board of Directors
SERVICE PROVIDER ADVISORY COMMITTEE (SPAC)
Meeting Minutes (via zoom)
October 23, 2024**

Members Present	Tade Akintade Desiree Luong	Erika Gonzalez (chair) Sylvia Yeh
Members absent	Wesley Moss	
Staff Present	Rosalina Cone John Hunt Ann Sieber Mia Garza	Lourdes Gonzalez Michelle Livoni Francisco Valenzuela Javier Zaldivar
Community Present	Beth Prentiss Danielle Azzalino Diana Gonzalez Dylan W Jenica Hadley J. Williams Krystal Mata Sarah Verity Yahna Dick	Cathy Bouchard David Grady Doug Pascover Esmeralda Jeff Mitchell Kerry Mitachew Abebe Venita Parrish Yen

Ms. Erika Gonzalez Committee Chair led the meeting via zoom starting at 10:04 a.m.

Committee Updates

Ms. Gonzalez asked for feedback from the committee on the possibility of merging the SPAC meeting and the All-Providers Call. She asked them to participate in the poll. She will update the committee with the feedback she receives. She reminded the providers to sign up for the vendor fair.

Provider Input

None

Community Resource Update

New and Closing Programs

Ms. Ann Sieber, Community Resource Manager, discussed these issues:

4 New

- Residential Home
- Two Social Recreation programs
- Elderly Home

5 Closed – SARC continues to clean its database of services not being utilized:

- Children’s home converted to Adult residential home

Rate Implementation

- Effective 1/1/25
- If the rate is less than 90% of benchmark, it will increase to 90% with the opportunity to earn the remaining 10% through the quality incentive payments:
 - Service Provider Directory
 - Workforce payments
 - Prevention and Wellness
 - Early Start Intervention to provide services quickly

DSP (Direct Service Provider):

- DSP program has closed

Coordinated Family Support (CFS)

- Changes to Supported Living Services came into effect.

Gallagher Verified – SARC is aware of the challenge that represents collaborating with Gallagher, be patient as SARC wants to support the providers by offering some flexibility, however it cannot waive essential insurance coverage or limit requirement. SARC will respond to your inquiries as soon as possible.

Electronic Visit Verification (EVV) Update

- Virtual office visits : [Electronic Visit Verification \(EVV\) : CA Department of Developmental Services](#)

Ms. Garza announced that rate adjustments are out for:

- Minimum Wage
- Sick Leave
- Adult care facilities

Director Update

Mr. Zaldivar discussed these issues:

- He thanked Mr. David Grady for his service
- Urged attendees to share Employment success stories.
- Informed that the rates have been updated to the DDS website.
- Shared that the Acting Director Mr. Pete Cervinka is very approachable and can reach out to him with any concerns.
- For any Early Starters subject to provisional eligibility reach out to the service coordinator.
- The Provider Portal initiative is to be transparent and it's here.

HCBS (Home & Community Based Services)

Ms. Michele Livoni gave the report:

- Have been busy training, need feedback on what else you want as training.
- Program Design help is still available to make them compliant.

Health and Safety Waiver Awareness Strategy

- SARC continues to work on identifying individuals with unique needs that need referrals to access the program
- Reach out if you need help

Employment

Ms. Rosalina Cone Employment Specialist discussed these issues:

- Coordinated Career Pathways (CCP) program will be a navigator program that will work with the unique needs of the individuals.
 - One vendor has completed the process and it's ready to serve. Two more are on the process path.
- DDS has extended the training incentives for the navigator program until 6/2025
 - ACRE CE Training has been extended to get certified and paid, for more information check these websites:
 - [Customized Employment Online Training - Griffin-Hammis Associates \(griffinhammis.com\)](#)
 - [National Disability Employment Awareness Month \(NDEAM\) | U.S. Department of Labor \(dol.gov\)](#)
 - [DRAFT Quality Incentive Program – Extension of Employment Capacity Measure and Incentive Payment](#)

Emergency Preparedness

Ms. Mia Garza gave the report:

- A Public Safety Power Shutoff (PSPS) event was initiated by PG&E from October 17, 2024, to October 20, 2024, impacting San Benito, Santa Clara, Santa Cruz, and Monterey counties. The PSPS was triggered due to a Red Flag Warning to prevent potential wildfires.
 - Service Coordinators notified impacted individuals
- Thunderstorm Safety, Fire Safety, and High Wind Safety tips were shared
- Hosted an Emergency Preparedness meeting with SCDD
- Emergency Go Kits project completed, waiting for DDS to address pending requests
- Preparedness Packets are available
- Emergency Backup Battery Project is ongoing reach-out if you need assistance.

Announcements:

Mr. Valenzuela shared the upcoming events:

- 10/26/24 Awards Dinner
- 10/29/24 Employment Recognition Event
- 11/14/24 Vendor Fair bring information to share with staff.
- 11/16/24 Arts & Crafts Fair
- December Christmas in the park

SCDD Central Coast

Mr. David Grady offered his thanks for all the good wishes he received.

- Ms. Jeniffer Lucas will be the new contact at SCDD.

- Shared events and opportunities:
 - Disasters preparedness
 - Peer Navigators
 - Stanford Study
 - Need interviewers for the NCI (National Core Indicators) project.

Next SPAC Committee Meeting:
December 6, 2024, via zoom at 10:00 a.m.

Adjournment

The meeting was adjourned at 11:03 a.m.

**San Andreas Regional Center
Board of Directors
BOARD DEVELOPMENT COMMITTEE MINUTES
November 6, 2024**

Committee Members Present: Maya Bareket (Chair) Cole Baurmeister
Pamela Kerman Nicolas Santos

Committee Members Absent: Christine Gianola

Staff Present: Lourdes González Lisa Hartley
John Hunt Javier Zaldivar

The Board Development Committee Meeting was called to order at 4:34 p.m., by Ms. Maya Bareket, committee chair via zoom.

1. Confirm Board Education

On November 18, 2024, the Board will participate in the annual Fiscal Audit Presentation.

2. Applicants Update

The committee discussed an applicant that meets our Asian representation requirement, and he will be interviewed.

3. Vacancies

Two Vacancies

- 1 San Benito County
- 1 At-Large

4. Member Terms

All up to date

5. Other

None

6. Next Committee Meeting Date/Time

Tuesday, January 7, 2025, at 4:30 p.m.

7. Adjournment:

There being no further discussion, the meeting was adjourned at 4:45 p.m.

**San Andreas Regional Center Board of Directors
EXECUTIVE COMMITTEE MINUTES
Via Zoom
November 6, 2024**

Committee Members Present: Maya Bareket
Pamela Kerman
Gus Maldonado
Christine Gianola
Lisa Lopez (Chair)
Nicolas Santos

Committee Members Absent: Veronica Contreras
Erika Gonzalez
Paloma Barraza

Staff Present: Monica Cosio-Martinez
Lourdes González
John Hunt
Arushie Nugapitiya
Francisco Valenzuela
Mia Garza
Lisa Hartley
Mike Keeley
Irene De La Rosa
Javier Zaldivar

Ms. Lisa Lopez, committee chair, called the meeting to order at 5:05 p.m. via Zoom.

1. Risk Assessment Report

Ms. Monica Cosio-Martinez Federal Programs & Special Projects Associate Director presented the SIR report for the month of November.

Total Incidents 776

119 Incidents reportable to DDS.

657 Incidents not reportable to DDS.

8 Deaths

2 Consumers reported missing with 0 not yet located

17 Suspected Abuse/Exploitation

5 Injuries Requiring Treatment Beyond First Aid

29 Medical Need/Accident

6 Victim of Crime

8 Suspected Neglect

77 Unplanned hospitalizations

2. Development of the November 18, 2024, Board Meeting Via Zoom.

The Board will participate in the annual Fiscal Audit Presentation.

a. President's Report: Lisa Lopez

1. The importance of voting

b. Executive Director's Report: Javier Zaldivar

1. Diversity Outreach Update
2. Employment Programs Update
3. Health and Safety Awareness Strategy
4. Budget Update

c. Directors of Consumer Services: Mike Keeley

1. New and Closing Programs
2. Self-Determination Update
3. Performance Contract Year-End Report

d. Committee Reports:

Fiscal – There will be a report.

Board Development - There will be a report.

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.

Program Policy – None

3. Director's Update

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

- Updates to significant SIRs:
 - Two agencies are being monitored and investigated due to harassment of individuals.
- For the sex offender home, the facility is ready to go now working on the RFP process.
- The memory home is ready to go currently vetting the program design.
- The lease for the building has been signed, remodeling activity will begin

4731 Complaints and Whistleblowers submitted.

4731 is a client's rights violation, SARC must investigate and respond to the complaint within 21 days, The department gets notified as well.

Whistle Blower Complaint allows the individual to report concerns of inappropriate behavior without fear of retaliation. The department does not need to be notified.

Find the policy at:

<https://www.sanandreasregional.org/transparency/policies/whistleblower/>

- There were one 4731 complaints reported:
 1. EBSH in Morgan Hill had a drunk neighbor that harassed and threatened the staff the police got involved.
 2. Complaint about misspending an individual's money seems more like a difference of opinion than a rights violation; it is with the department now.

- There were three Whistle blowers reported:
 1. Complaint filed with the department against a home alleging medication issue, staff drinking and sleeping on the job. It was investigated and the individuals seemed to be okay.
 2. Investigation of a home was substantiated and SARC has decided to sanction the home and move individuals out of there.
 3. Following up on complaint of day program that discriminates against people.

4. Artificial Intelligence (AI)

Mr. Zaldivar shared that DDS prohibits the use of AI in IPP development, regional centers are to abide by the contractual language.

5. Announcements/Events

- 11/14/24 Provider Fair
- 11/15/24 Crafts Fair
- 12/8/24 Christmas in the Park

6. Other

none

7. Next committee/meeting date

Tuesday 7, 2025, at 5:00 p.m.

8. Adjournment

There being no further discussion, the meeting adjourned at 5:45 p.m.

**San Andreas Regional Center
Quality Assurance Advisory Committee via Zoom
November 12, 2024**

Committee Members Present: Maya Bareket Lisa Lopez
Alicia Mesa Rajesh Patel

Committee Members Absent: Veronica Contreras (Chair)
Uma Venkatesh

Staff Present Lior Aronoff Monica Cosio-Martinez
Mia Garza Lourdes Gonzalez
Lisa Hartley Rae'chel Jensen
Mike Keeley Julie Lussier
Arushie Nugapitiya Ann Sieber
Cal Smith

The meeting was called to order by Ms. Maya Bareket, Committee member at 4:07 p.m. via zoom.

LEGEND: **APS** = Adult Protective Services; **ARF**= Adult Residential Facility; **ARFPSHN** = Adult Residential Facility for Persons with Special Health Care Needs; **BX** = Behavior; **CAP** = Corrective Action Plan; **CCH**= Community Crisis Home; **CCL** = Community Care Licensing; **CM** = Case Management; **CPS** = Child Protective Services; **CRA** = Client's Right Advocate; **DFCS** = Department of Family Court Services; **DHOH**= Deaf and Hard Of Hearing; **DOHS** = Department of Health Care Services; **EC**= Emergency Coordinator; **FHA** = Family Home Agency; **ICF** = Intermediate Care Facility; **IDT** = Interdisciplinary Team; **ILS** = Independent Living Service; **LTCO** = Long Term Care Ombudsman; **M&M** = Mortality & Morbidity Meeting ; **PD** = Police Department; **RCH** = Residential Care Home; **SC** = Service Coordinator; **SP** = Service Provider; **SLS** =Supportive Living Service

I. Special Incident Reports

- 776 Total number of incidents.
- 8 Total number of deaths.
- 119 Incidents reportable to DDS.
- 657 Incidents not reportable to DDS.
- 77 Unplanned hospitalizations with 8 individuals remaining hospitalized.
- 44 Planned hospitalizations.
- 2 Consumers reported missing with 0 not yet located.

Breakdown of Incident Reports by Residence type:

RCH - 323 ICF - 21 SNF/NF - 6 ILS - 47 SLS - 90
Family Home – 263 Foster Home - 1 Family Home Agency - 7 Psych Treat/Other - 18

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

II. Quality Assurance (QA).

A. QA Facility Monitoring - Residential Care Homes, Level 2 - L4I

28 Out of 29 scheduled FMs completed.

3 Facilities received recommendations. 2 received a follow-up visit.

1 Facilities received corrective action plans.

B. QA Unannounced Visit(s) based on complaint(s).

1 Out of 1 completed. One level 4I home

1 Facility received recommendations.

0 Facility received a corrective action plan.

C. Adult Residential Facility for Persons with Special Health Care Needs (ARFPSHN) Visits:

13 Out of 13 were completed by 02.29.24.

D. Enhanced Behavior Support Homes (ESBH) Quarterly Monitoring Visits. There are eight EBSH'S total. (Three children's and five adult homes). Two new homes are coming soon.

0 Monitoring visits were completed for October 2024.

Community Crisis Home (CCH) Quarterly Monitoring Visit. There is only one CCH.

1 CCH monitoring visit was completed on October 25, 2024.

2 Unannounced visits completed by the Quality Assurance Specialist on 10/17/24 & 10/30/24.

E. Trainings:

New Employee Training. No training scheduled for October 2024.

Residential Services Orientation (RSO) - no meeting scheduled for October 2024.

Service Provider Facility Monitoring Training - no meeting scheduled for October 2024

F. Standing QA Meetings:

Mortality and Morbidity: On 10/08/24, 4 deaths reviewed – 11 attendees.

Let's Talk QA: Salinas office on 10/02/24 and San Jose office on 10/16/24, cancelled.

Quality Assurance around the Bay (QAAB) Quarterly meeting. 10/25/24, 21 attendees

Mortality and Morbidity: 10 deaths reviewed on 11/12/24.

0 Infants 1 Children 3 Adults 6 Elderly

G. Highlights:

Ms. Garza updated the committee on the specific details of the deaths, such as gender, age, living arrangement, and cause of death.

III. Health Services:

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

Class (Max attendance)	# Completed	Total Attendees	Test 1 Pass/Fail	Test 2 Pass/Fail
Assisting with Medications	1	19	29/0	0/0
Dementia in I/DD Population				
Difficulty Swallowing and Aspiration				
Oral Health	1	6	5/1	1/0
Pressure Injury Prevention & Recognition				
Recognizing Signs of Abuse				
Restricted Health Conditions	1	14	14/0	0/0
RN Training				
Signs/Symptoms of Illness/Injury	1	15	15/0	0/0
Special Incident Report				
Thinking Ahead – End of Life Issues				
Basics of Epilepsy				
Totals	4	54	53/1	1/0

B. Current projects/activities:

PPE (Personal Protective Equipment) Donations All Counties

- 3 homes received emergency PPE

Covid Update

- A few Covid outbreaks were monitored

C. Highlights:

- Farewell to Lisa, happy retirement!
- SARC introduced zoom training opportunities from the Salinas and Watsonville offices to better connect with the vendors in those counties. Classes are held on site at the designated office with nurses present to provide support.
- Early signs of dementia education was provided to the Senior Companion/Foster Grandparent program.
 - Training on basic safety and mobility will be provided by the OT (Occupational Therapy)

IV. Supported Living Services (SLS):

A. SLS QA's: No SLS QA's were facilitated in the month of October 2024.

B. SLS Roundtable: Resource Specialist Kai Reade presented the following information at the October Roundtable held virtually via Zoom.

- SARC Policy/Procedure: Resource Specialist discussed the ILS referral process and plans for the end of year roundtable meetings for November and December.

- Community Information: Providers asked questions regarding the rate study taking effect 01/01/25, the DSP internship program, and communications with Gallagher regarding their Certificate of Insurance.

Highlights:

The next Roundtable Meeting will be conducted virtually via Zoom on November 13, 2024. Following that, the December meeting will be held virtually via Zoom on December 11, 2024.

Supported Living Orientation For Individuals and Families

1 Completed, 12 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) 0 Completed, 0 Total attendees

VI. Emergency Response Plan Report

The Emergency Response Coordinator (ERC) tracked the various emergencies:

- One individual was evacuated for a few hours due to the Los Gatos fire.

Current projects/activities:

Emergency Shelter Kit Initiative – Hollister OES

The Hollister Office of Emergency Services (OES) is currently offering large emergency shelter kits to local organizations at no cost, providing an excellent opportunity to enhance our preparedness efforts. These kits are designed to supply immediate shelter and basic survival tools during emergencies, ensuring that individuals have access to essential items in times of crisis, priority will be given to businesses and organizations within San Benito County.

Key Items Included in the Emergency Shelter Kits:

- 200 emergency blankets
- 200 hooded ponchos
- 20 wool blankets
- 100 hand warmers
- 5 plastic sheeting rolls
- 1 large 65-gallon rolling bin
- 10 tarps
- 5 rolls of duct tape
- 5 paracord ropes
- 5 multi-functional utility knives

Emergency Go Kits Update

- **DDS Backup Order:** DDS has ordered additional kits should the need arise.
- **Additional Allocation:** SARC has been granted an exception request for 72 additional emergency go kits.
 - 42 kits are allocated for Options for All SLS
 - 30 extra kits

Emergency Backup Battery Project Update

- **Project Status:** The Emergency Backup Battery initiative continues to focus on providing backup power for essential Durable Medical Equipment (DME) during emergencies. This includes equipment such as Blood Glucose Monitors, CPAP Machines, Patient Lifts, and Motorized Wheelchairs.
- Pacific Gas & Electric (PG&E) offers a Portable Battery Program. For more information [PG&E Portable Battery Program](#).

Completed Projects:

Community Preparedness Conversation Panel

- Community Preparedness Conversation Panel
 - October 23, 2024, Panel:
The panel, hosted by the State Council on Developmental Disabilities (SCDD), was a success with approximately 27 attendees.
 - Upcoming Panel - November 13, 2024:

VII. Other:

None

VIII. Next QAAC meeting is scheduled for:

Tuesday, January 14, 2025

IX. Adjournment:

There being no further discussion, the meeting adjourned at 5:45 p.m.