

**SAN GABRIEL/POMONA VALLEYS  
DEVELOPMENTAL SERVICES, INC.  
VENDOR ADVISORY COMMITTEE MINUTES**

**January 5, 2017**

The regular meeting of Vendor Advisory Committee was held on Thursday, November 3, 2016. The following committee members were in attendance at said meeting:

**PRESENT:**

Cindy Sendor, Chairperson  
George Stransky  
Karen Jones  
Jay Bhavsar  
Victor Lira  
Nicole Mirikitani  
Vanessa Osborn  
Lisa Chen  
Gregory Mathes  
Sharon Ehrig  
Chris Schlanser

**STAFF:**

Keith Penman, Executive Director  
Erika Gomez, Exec. Assistant - BOD

**MEMBERS ABSENT:**

Terry Kappe  
Julie Martin

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**RECOMMENDED ACTIONS**

**THE VENDOR ADVISORY COMMITTEE RECOMMENDATION:**

None

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**A. CALL TO ORDER**

Cindy Sendor called the meeting to order at 9:34 a.m. A quorum was established. Introductions were made of everyone in the room.

The minutes from the November 3, 2016 meeting were reviewed and approved with the following changes:

- Section D should say “Assistant Rate Discussion.”
- In Section F, under “Vocational,” the last sentence should say, “...Self Determination, peer mentoring and self advocacy.
- In Section H, under “Legislation,” the AB should be AB 488.

**M/S/C (Ehrig & Mirikitani) The committee approved minutes.**

## **B. FUTURE TRAINING TOPICS**

- The Small Business Administration will do a training at the February 2, 2017 VAC meeting.
- The committee would like to receive training on the incentive payment to recruit and retain bilingual staff in the March 2, 2017 meeting.

## **C. ASSISTANT RATE DISCUSSION**

Cindy Sendor and Aaron Christian, Associate Director of Community Services, informed the committee that the rate negotiation has been completed for those that use assistance. SG/PRC will contact providers with a 116 service code, individually, who reported that they are not currently using assistance to ask that if in the future they do use assistance to please inform SG/PRC. The vendors were thanked for their cooperation.

## **D. PRESENTATION BY CAROL TOMBLIN, DIRECTOR OF COMPLIANCE**

- Ms. Tomblin presented on Employment Data. The following information as covered:
  - NCI indicators
  - Topics that are surveyed
  - What NCI compares
  - Limitations of data
  - What the NCI Adult Family Survey is
  - What the NCI Adult/Guardian Survey is
  - Adults living outside of the family home
  - Adults living with family
  - Day Program/Work Setting: Clients living outside the family home
  - Day Program/Work Setting: Clients living with family
  - Adults living outside the family home-ILS, SLS, Residential
  - Adults living with the family
- Ms. Tomblin presented on POS Expenditures. The following information as covered:
  - As required by DDS, the POS Expenditures are posted to SG/PRC's website.
  - Per state law, SG/PRC will have a series of meeting. There was a reference to a flyer with the dates for the meetings. One of those sessions will take place at the VAC meeting in March. There will be three session on March 29, 2017 and translation will be provided.
- Ms. Tomblin informed the committee that DDS approved SG/PRC's

performance contract.

- Lastly Ms. Tomblin informed the members that two out of 3 proposals have been posted on the website and the third will be posted the following week. She also made a reference to a document that list support groups.

## **E. UPDATES**

Ernie Cruz, Director of Community Services, gave updates on the following:

- *New Reporting Requirements*- There was reference to a letter developed by Mr. Cruz to providers about the expanded reporting requirements due to enactment of AB1606. The memo was generated based on information provided by DDS in their memo dated 11/22/16.
- *Minimum Wage Increase*- Effective July 1, 2016, the County of Los Angeles enacted a minimum wage ordinance which increases the minimum wage in the unincorporated areas of L.A. County to \$10.50 per hour (for employers with 26 or more employees). To request increase vendor must employ 26 or more staff and have identified staff who were being paid less than \$10.50. Increase is only to cover costs associated with paying a wage of \$10.50 and the associated mandated employer costs. Day programs (505, 510, 515), ILS (520) and In-Home Respite Agencies (862) need to complete the Excel worksheet on DDS site. ARM level CCF's rate was automatically adjusted on 1/1/17. Negotiated rate vendors must complete the Excel worksheet on SG/PRC site
- *CalABLE*- The California ABLE Act Board will be presenting information about this new program which allows disabled individuals to establish tax-advantaged saving accounts. Clients Can save up to \$14k per year and \$100k in a lifetime. It is an excellent opportunity for clients to save money from employment earnings.
- *CMS Compliance Transition Plan*- DDS sent a letter requesting that regional centers send them feedback about the proposals that they were granted. The letter also reminded regional centers that it should each have a CMS Evaluator position, which SG/PRC does. All local CMS Evaluators will meet next week to strategize.

## **F. VENDOR CATEGORY REPORTS**

### **Adult Programs**

*Vocational* – Karen Jones and George Stransky spoke about the following:

- There is a Federal exemption on hold regarding the minimum wage increase.
- Effective January 1, 2018, AB 908 increases the amount of paid family leave benefits from 55% of earnings to either 60% or 70% earnings, depending on the employees income.

- AB 2337 requires employers with 25 or more employees to provide with written notice about the rights of victims of domestic violence, sexual assault and stalking to take protected time off for medical treatment or legal proceedings.
- SB 1167 requires Cal/OSHA to propose a heat-illness and injury prevention standard for indoor workers by January 1, 2019.
- AB 1785 reaffirms the general ban on using wireless electronic devices while driving, but amends existing law to authorize drivers to use their hand to activate or deactivate a feature function of the device with a single swipe or tap, as long as the device is mounted so as not to hinder the driver's view of the road.
- Employers who provide services or construction on public works projects for the government or public-sector entities must pay the prevailing wage, which is usually significantly higher than the minimum wage.

*Adult Day* – Gregory Mathes and Lisa Chen shared that the sub-committee met before the VAC meeting and the following topics were discussed:

- Lihn Lee, Employment Specialist, recommends that providers document all actions taken regarding CCIR activities.
- The Crafts Fair was a huge success. There are plans to do one in the summer.
- There needs to be a meeting with transportation providers to discuss what holidays will be observed.
- Casa Colina and OPARC got a grant and more information will be provided at the February VAC meeting.

### **Infant & Children Services**

*Infant Development Program* – Cindy Sendor shared that SG/PRC has received all the rates and staff have typed up all payment agreements and sent to providers.

### **Transportation**

Vanessa Osborn reported that the subcommittee met on November 9, 2016. The topic of discussion was Special Incident Reporting. They also spoke about communication protocols. The next subcommittee meeting will be on February 8, 2017.

### **Independent Living Services**

*ILS Services* – Nicole Mirikitani had nothing to report.

*SLS Services* – Sharon Ehrig spoke about the following:

- Clients living in federal funded housing cannot use Marijuana; if they do their contract will be terminated.
- The SSP rate for clients that live independently that receive SSI benefits has gone down. The new rate is \$56.88/month and if the consumer is married to another consumer the rate is 83.10/month.
- There was an increase in SSI money and that makes the decrease in SSP to balance out.
- The Richard D. Davis Foundation will give a grant to provide clients in ILS and SLS with a disaster preparedness backpack.

### **Residential Services**

*ICF – Vacant*

CCF – Jay Bhavsar informed that the next sub-committee meeting will be on February 2, 2017.

Specialized- Chris Schlanser had nothing to report.

Other Vendored Services- Victor Lira spoke about Self Determination. The questions have been narrowed to 2-3. There is a concern that the process might slow down because of the new administration.

At Large- Terry Kappe and Julie Martin were not present.

### **G. EXECUTIVE DIRECTOR REPORT**

Keith Penman, Executive Director, reported on the following:

A reference was made to the monthly Executive Director Report.

*Closure of Fairview:* SG/PRC staff will attend a meeting on January 22, 2017.

There are only six clients from SG/PRC that are still living at Fairview.

*Self Determination:* The next meeting is scheduled for January 10, 2017. Victor Lira will be a presenter. A participant from the pilot from Eastern Los Angeles Regional Center will speak to the group. There will be a training for clients on February 7, 2017.

*Board Composition:* SG/PRC is not meeting the Board composition required by the Lanterman Act. The Board is in need of Hispanic persons and of legal expertise.

*Performance Contract:* The plan was approved by the Board and it was submitted to DDS on November 1, 2016.

*Disparity Proposals:* There was reference to a handout.\* SG/PRC was approved to provide incentives to selected service providers for hiring and retaining staff who are bilingual.

*ARCA Meeting:* SG/PRC is hosted the ARCA meeting on October 21, 2016. The

meeting was open to the public. A video of the “Back to School Readiness Festival” was shown and in it Premier was recognized as a contributor of that event.

## **H. SUB-COMMITTEE REPORTS**

**Membership and Recruitment** – Cindy Sendor, Nicole Mirikitani and George Stransky had nothing to report in this area.

**Socials and Special Functions** – Nicole Mirikitani and Victor Lira spoke about the VAC Holiday Social that was held on December 1, 2016.

**Legislation-** Karen Jones shared the following:

- The CalABLE website has a webinar available.
- The use of Marijuana by employees is illegal in any workplace that is funded with Federal money.
- Employees who are exempt from the payment of minimum wage and overtime are not required to have their hours tracked and logged on an itemized wage statement, commonly referred to as a pay stub.
- AB 1847 requires employers who must notify employees of their eligibility for the federal Earned Income Tax Credit to also notify these employees that they may be eligible for the California Earned Income Tax Credit. The bill updates the required notice that must be given to employees.
- Beginning March 1, 2017, all single toilet facilities in any business establishment, place of public accommodation or government agency must be identified as “all-gender” toilet facilities.
- Regarding Janitorial Workers, with the intent to protect them, new record keeping requirements began on January 1, 2017. Janitorial employers must register annually with the Labor Commissioner beginning July 1, 2018.
- SB 3 extends California’s paid sick leave law to cover in-home supportive services workers beginning July 1, 2018.

**Vendor Training** – Victor Lira – nothing to report.

## **MEETING ADJOURNED**

The next meeting will be held on February 2, 2017 at 9:30 a.m.