

**SAN GABRIEL/POMONA REGIONAL CENTER**

**DEVELOPMENTALSERVICES, INC.**

**Minutes of the Meeting of the Client Services /Advisory Committee**

**March 25, 2020**

A regular meeting of the Client Services/Advisory Committee was held on Wednesday, March 25, 2020. The following committee members were present at said meeting:

**PRESENT**

Mary Soldato  
Pretti Subramaniam  
Shannon Hines  
Jenny Needham  
Sheila James  
Sherry Meng

**STAFF:**

Anthony Hill  
Lucina Galarza  
Tim Travis  
Aaron Christian  
Erika Gomez

**ABSENT:**

Julie Lopez  
Victor Guzman  
Herminio Escalante  
Daniel Clancy  
David Grisey  
John Randall  
Ardena Bartlett  
Ning Yang  
Louis Jones

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**ITEMS DISCUSSED**

- A. CALL TO ORDER**  
Committee member Shannon Hines called the meeting to order at 6:06 pm  
A Quorum was not established.  
-The minutes of February 26, 2020 tabled.
- B. PUBLIC COMMENT – None**
- C. CLIENT ADVOCATE – Elisa Herzog was not present.**

**D. Action Item**- None

**E. Committee Follow-up** – **Future training topics**

Lucina Galarza addressed training topics for the upcoming meetings. The committee agreed that for the time being, staff will focus on reporting how Covid-19 affects the individuals served by SG/PRC.

**F. Special Presentation – POS Expenditures**: This presentation was tabled until further notice.

**G. Amendment of Board Bylaws**

The Board of Directors is currently in the process of revising Bi-laws. The committee was asked to review the Bylaws to recommend any needed changes. Address any questions or comments to Erika Gomez via phone call or email at [egomez@sgprc.org](mailto:egomez@sgprc.org).

**H. Training – Transportation Services** - This presentation was tabled.

**I. Coronavirus Update** – Anthony Hill, Executive Director, reported on the following measures taken during this time due to Covid-19:

- SG/PRC operations – Staff are working remotely. Directors are meeting daily. The VAC is meeting weekly.
- As of this meeting, there have been no Covid-19 confirmed cases of individuals served and/or staff.
- Unannounced visits – Service Coordinators and Quality Assurance Specialists can conduct monitoring reviews remotely. Quality Assurance Specialists must do in person investigations.
- Masks and Other Supplies – DDS secured 8,000 masks. Staff has been distributing to service providers that serve individuals at high risk.
- DDS wants staff to continue performing intake and eligibility assessments. Staff are wearing personal protective equipment when conducting the evaluations.

**J. DIRECTOR REPORT**

- **Self Determination** – Currently there are 102 participants.

- **Local Advisory** – There are orientations on March 23 & 24, 2020, unless families cancel.
- **Cal Fresh**
  - SGPRC has established a project team to promote Cal Fresh
  - There was a meeting in El Monte where staff were able to assist 15 families. Families are also being supported by phone.

**K. ADJOURN**

The next Client Services/Advisory Committee meeting is scheduled for Wednesday, April 22, 2020. Meeting will be held in via videoconference.