

**SAN GABRIEL/POMONA VALLEYS
DEVELOPMENTAL SERVICES, INC.**

**COMMUNITY RELATIONS/
LEGISLATIVE COMMITTEE**

MINUTES FROM THE MAY 20, 2020 MEETING

The following committee members were present at said meeting:

PRESENT

Daniel Rodriguez (Chair)
Gisele Ragusa
Joseph Huang
Natalie Webber
Rachel McGrath
Georgina Molina
Penne Fode

STAFF:

Anthony Hill, Executive Director
Lucina Galarza, Director of Community Services
Carol Tomblin, Director of Compliance
Joe Alvarez, Associate Director of Clinical Services
Lupe Magallanes, Associate Director of Early Start
and Intake Services
Yvonne Gratianne, Manager of Community
Relations/Information

ABSENT:

None

RECOMMENDED BOARD ACTIONS

The Community Relations/Legislative Committee recommends the following:
None

CALL TO ORDER

Daniel Rodriguez, Committee Chairperson called the meeting to order at 6:05 pm.
A quorum was established.

The minutes from April 15, 2020 were reviewed and approved.

M/S/C (Ragusa & Molina) The committee approved the minutes.

PUBLIC INPUT

None

COMMUNITY OUTREACH MONTHLY REPORT*

Carol Tomblin, Director of Compliance, presented the monthly Outreach Report.

The Community Outreach Specialist have focused on the following projects:

- Progress/Status of Continuing POS Equity Projects Funded by DDS FY 19-20 Disparity Program Grants
- Ongoing Projects Previously Funded
- Other Equity Related Activities non-supported with Disparity Grant Funds
- Family Support/ Training
- Outreach/ Events Participation
- Other major activities of the Compliance and Outreach Department

SG/PRC BYLAWS DISCUSSION

Dr. Ragusa gave an update to the committee regarding the review of the Bylaws. There is currently a taskforce working on this assignment on behalf of the Board of Directors along with SG/PRC's Corporate Attorney. The committee will review the Bylaws at the June meeting.

SG/PRC ACTION/RESPONSE TO COVID-19

Mr. Anthony Hill, Executive Director shared with the committee the following updates regarding SG/PRC's response to the current situation to the Coronavirus (COVID-19) health crisis:

- Critical SG/PRC functions that are still being provided such as:
 - Fiscal Department responsibilities
 - Intake Assessments
 - Monitoring from the Quality Assurance Unit
 - Resource Development responsibilities
 - Office Services Support
 - IT Department Support
 - Case Management – IE
 - and others
- Remote SG/PRC workforce – 93% of staff members are working remotely.
- Weekly COVID-19 Vendor Advisory Committee Meetings – A very supportive forum to discuss strategy and problem-solving ideas between the service provider community and SG/PRC to best serve our families.
- Weekly Community Meetings – New meeting day – Tuesdays from 10 a.m. to 11 a.m.
- Office Cleaning – Maintaining a consistent cleaning throughout the day to keep access to the building safe for SG/PRC staff.
- Maintaining social distancing at meetings, assessments, or other essential gatherings of business functions.

- PPE – Masks are now available for all SG/PRC employees that are having to be in the field and to all building visitors.
- Daily surveillance report – Mr. Alvarez is leading the tracking of individuals served by SG/PRC, vendor community or SG/PRC staff that are at risk, exposed or being tested for COVID-19.
- Daily Directors Meeting – Daily assessment of COVID-19 by the Executive Team and other key staff at a daily morning meeting.
- Identifying local testing sites available to our community
- Identify service providers and locations that can assist with surge capacity.
- Assist with securing resources of PPEs for our service provider community and assist other agencies on SGPRC grounds to distribute mass quantities of PPEs.
- Best Practices Document – Designed by SG/PRC nurses for service providers and has been adopted by DDS.
- Website – Designated Coronavirus (COVID-19) Section with Information & Resources for families, service providers and general community. Information is assessed and updated every day.
www.sgprc.org
- May Revise – There was a discussion about recommended savings for the next year. The “Hero’s Act Legislation” left the House on Friday and is on its way to the Senate. Many of the proposed cuts would not go into effect if the “Hero’s Act Legislation” passes. The committee was encouraged to call their legislators and advocate for this. Dr. Ragusa will write out a script that can be used.
- Strategies with Local Legislators – SG/PRC staff had a zoom meeting with Assemblywoman Blanca Rubio to inform her what is being done in response to Covid-19.

ADJOURNMENT:

Next meeting is on for June 17, 2020 via videoconference.