

# **SAN GABRIEL/POMONA** **REGIONAL CENTER**

## **NOTICE OF MEETING**

Notice is hereby given that the Board of Directors of the San Gabriel/Pomona Valleys Developmental Services, Inc. will hold their monthly Board meeting on the following date and at the listed location:

**DATE: Wednesday, June 24, 2020**

**TIME: 7:15 p.m.**

**PLACE: THE MEETING SESSION IS OPEN TO THE PUBLIC VIA VIDEOCONFERENCE.**

All SG/PRC Board and related Committee meetings will not be cancelled, however they will be temporarily adapted to video-conference to maintain distancing during the COVID-19 outbreak. All scheduling for such video-conferenced meetings will remain at their regularly scheduled times.

**The upcoming meeting will be convened via videoconference. Please check our website, [sgprc.org](http://sgprc.org) to access the videoconference link.**

75 Rancho Camino Drive, Pomona, CA 91766  
(909) 620-7722

Program of San Gabriel/Pomona Valleys Developmental Services, Inc.

**SAN GABRIEL/POMONA**  
**REGIONAL CENTER**  
**75 Rancho Camino Drive**  
**Pomona, CA 91766**

**MEETING AGENDA**  
**BOARD OF DIRECTORS MEETING**  
 (Meets 4<sup>th</sup> Wednesday of each Month)

**Wednesday, June 24, 2020 at 7:15 p.m.**  
**Videoconference Meeting**

**BOARD OF DIRECTORS**

**Gisele Ragusa, Board President**

**Sheila James, 1<sup>st</sup> Vice President**

**Julie Chetney, 2<sup>nd</sup> Vice President**

**Anabel Franco, Secretary**

**Mary Soldato, Treasurer**

**Joseph Huang, Immediate Past President**

**David Bernstein, VAC Chairperson**

**Preeti Subramaniam**

**John Randall**

**Georgina Molina**

**Shannon Hines**

**Daniel Rodriguez**

**Natalie Webber**

APPROXIMATE SCHEDULE	ITEM	ACTION	MATERIAL	COLOR
<b>7:15 - 7:25</b>	<b>CALL TO ORDER</b> <b>(Gisele Ragusa, President)</b>	None	None	None
	• <b>Roll Call</b>	<b>Quorum</b>	<b>None</b>	<b>None</b>
	• <b>Review Agenda</b>	Info	Attached	White
	• <b>Minutes of May 27, 2020 Meeting</b>	<b>Consent</b>	<b>Attached</b>	<b>White</b>
<b>7:25 - 7:30</b>	GENERAL PUBLIC INPUT	Info	None	None
<b>7:30 - 7:35</b>	EXECUTIVE/FINANCE COMMITTEE (Gisele Ragusa, Anthony Hill & Rosa Ham) - <b>Financial Report</b>	<b>Action</b>	None	None
<b>7:35 - 7:40</b>	COMMUNITY RELATIONS/LEGISLATIVE COMMITTEE (Daniel Rodriguez)	Info	Handout	White
<b>7:40 - 7:45</b>	CLIENT SERVICES/ADVISORY COMMITTEE (Mary Soldato) <b>BMRC Policy</b>	<b>Action</b>	Attached	Yellow
<b>7:45 - 7:50</b>	VENDOR ADVISORY COMMITTEE (David Bernstein)	Info	Attached	Goldenrod
<b>7:50 - 7:55</b>	STRATEGIC DEVELOPMENT COMMITTEE (Julie Chetney)	Info	Attached	Green

APPROXIMATE SCHEDULE	ITEM	ACTION	MATERIAL	COLOR
7:55 – 8:05	<p>Nominating Committee (Julie Chetney)</p> <ul style="list-style-type: none"> <li>• <b>2<sup>nd</sup> TERM DIRECTORS - NOTICE</b> Pursuant to Bylaws, Sections 6.01&amp; 7.01 Notice of the intent to conduct an election to confirm 2<sup>nd</sup> term Directors at the June 24, 2020 meeting for the following Board Directors: <ul style="list-style-type: none"> <li>- Sheila James</li> <li>- Gisele Ragusa</li> <li>- Preeti Subramaniam</li> <li>- Shannon Hines</li> <li>- Mary Soldato</li> <li>- Natalie Webber</li> <li>- Georgina Molina</li> </ul> </li>   <li>• <b>NOMINATING COMMITTEE - NOTICE</b> Pursuant to Bylaws, Section 15.04 &amp; 15.05 Notice of the intent to conduct an election at the June 24, 2020 meeting for the following Proposed Slate of Officers, Fiscal Year 2020-2021 <ul style="list-style-type: none"> <li>- Board President: Gisele Ragusa</li> <li>- 1<sup>st</sup> Vice President: Sheila James</li> <li>- 2<sup>nd</sup> Vice President: Julie Chetney</li> <li>- Treasurer: Mary Soldato</li> <li>- Secretary: Shannon Hines</li> </ul> </li> </ul>	Action	None	None
8:05– 8:10	<p>BOARD OVERVIEW (Gisele Ragusa)</p> <ul style="list-style-type: none"> <li>-Board Bylaws</li> <li>-Board Training in July</li> </ul>			
8:10– 8:20	<p>EXECUTIVE DIRECTOR'S REPORT (Anthony Hill, Executive Director)</p> <ul style="list-style-type: none"> <li>- Budget</li> <li>- Covid-19</li> </ul>	Info	None	None
8:20 – 8:25	OTHER BOARD & COMMUNITY ANNOUNCEMENTS	Info	Attached	Blue
<b><u>ADJOURNMENT OF THE BOARD OF DIRECTORS MEETING</u></b>				
8:25	<b>EXECUTIVE SESSION</b> - Personnel (Efficiencies)	Info	None	None

**SAN GABRIEL/POMONA REGIONAL CENTER  
DEVELOPMENTAL SERVICES, INC.  
BOARD OF DIRECTORS  
DRAFT Minutes of the Meeting of the Board of Directors  
(A California Corporation)**

**May 27, 2020**

**ATTENDANCE**

The following members of the Board of Director's were present at said meeting:

**PRESENT:**

Gisele Ragusa  
Joseph Huang  
Sheila James  
Julie Chetney  
Anabel Franco  
David Bernstein  
Preeti Subramaniam  
Georgina Molina  
Shannon Hines  
Natalie Webber  
Mary Soldato

**STAFF:**

Anthony Hill, Executive Director  
Lucina Galarza, Director of Community Services  
Rosa Ham, Interim Chief Financial Officer  
Aaron Christian, Director of Client Services  
Carol Tomblin, Director of Compliance  
Joe Alvarez, Associate Director of Clinical Services  
Willannette Satchell, Executive Assistant in Management  
Yvonne Gratianna, Manager of Community Relations and Communication  
Erika Gomez, Exec. Assistant BOD

**GUESTS:**

Jason Francisco  
Jacqueline Gaytan  
Bruce Cruickshank

**ABSENT:**

Daniel Rodriguez  
John Randall

**A. CALL TO ORDER:**

Gisele Ragusa, Board President, called the meeting to order at 7:17 p.m. Roll call was taken, and a quorum was established.

**B. PUBLIC INPUT:**

None

The minutes for the March 25, 2020 meeting were reviewed and approved by the Board.

**M/S/C (James & Hines) The Board approved the minutes.**



The minutes for the April 22, 2020 meeting were reviewed and approved by the Board.

**M/S/C (Chetney & Hines) The Board approved the minutes.**

**C. SPECIAL PRESENTATION**

Board President, Gisele Ragusa, thanked and acknowledged all Board and Committee members for their time and dedication.

**D. EXECUTIVE/FINANCE COMMITTEE**

Rosa Ham, Interim Chief Financial Officer, reported on the following:

**Financial Report**

- Operations

The A-5 contract amendment received on March 10, 2020 has been added to this month report, the operations allocation for fiscal year 2019-20 currently is \$34,763,449.

For the month of March, the regular operations expenditures were \$2,497,063 and staff have spent \$22,309,921 (70.5%) year to date with expenditures remaining of \$9,357,167, resulting in a zero balance in allocation.

- Restricted Funds

1. The Family Resource Center allocation is projected to meet expenditure projections, resulting in a zero-balance remaining in allocation. The current allocation is \$154,564 with projected expenditures of \$154,564.
2. The Foster Grandparent/Senior Companion includes both programs: North (Lanterman) and South (Fairview), have a current allocation in the amount of \$1,140,094 with projected expenditures for the year in the amount of \$1,125,699 which leaves an allocation balance of \$14,395.
3. The Community Placement Plan (CPP) operations allocation is currently at \$1,801,704. Expenditures for the year are projected to be \$1,900,608 resulting in an allocation deficit of (\$98,904); at this time, we don't know if we will get more funds to cover the deficit.
4. Purchase of Services - Based on the A-5 contract amendment, the total for Purchase of Services allocation is in the amount of \$249,489,321. For the month of March, the regular Purchase of Services expenditures were \$21,027,756 with year-to-date expenditures for services in the amount of \$172,319,769 (69.5%). Projected expenditures and late bills remaining are

in the amount of \$78,496,300 resulting in an allocation deficit in the amount of (\$2,917,648).

- Community Placement Plan (CPP) POS allocation is \$1,590,900. Expenditures are projected to be \$1,590,900 resulting in a zero balance.
- *Staff are keeping track of the Covid-19 POS related expenses. These unforeseen expenditures are being encumbered thru May.*

**Line of Credit Signature** – The bank informed staff that the Board must authorize a new person to sign the new Promissory Note.

**M/S/C (Hines & Chetney) The Board approved for Executive Director, Anthony Hill and Board Secretary, Anabel Franco, to sign the new Line of Credit Promissory Note.**

**Contract Reviews**

*All Faith Transportation*, presented by Lucina Galarza, Director of Community Services - The Board approved the contract of over \$250,000.

**M/S/C (Molina & James)**

**Abstain: Bernstein**

*Columbus*, presented by Joe Alvarez, Associate Director of Associate Director of Clinical Services - The Board approved the contract of over \$250,000.

**M/S/C (James & Subramaniam)**

**Abstain: Bernstein**

**E. COMMUNITY RELATIONS/LEGISLATIVE COMMITTEE**

Dr. Ragusa, on behalf of Daniel Rodriguez, shared that the committee discussed changes to the Board Bylaws to include legislation advocacy.

**F. CLIENT SERVICES ADVISORY COMMITTEE**

Mary Soldato reported the committee had a presentation on the BMRC Policy. The members will review it more at the next meeting and perhaps recommend it to the Board for approval. The committee also discussed Board Bylaw changes, Self Determination and received a Covid-19 update from SG/PRC staff.

**G. VENDOR ADVISORY COMMITTEE (VAC)**

David Bernstein shared that the Service Providers continue having weekly Covid-19 meetings via videoconference. The VAC has started to also have their regular VAC monthly meetings and the subcommittees are meeting regularly.

**H. STRATEGIC DEVELOPMENT COMMITTEE**

Julie Chetney reported that the committee plans to roll out the Board Survey in August.

**I. NOMINATING COMMITTEE**

**2<sup>ND</sup> TERM DIRECTORS – NOTICE:**

This is a notice of the intent to conduct an election to confirm 2<sup>nd</sup> term Directors at the June 24, 2020 meeting.

*Pursuant to Bylaws, Sections 6.01 & 7.01 Directors standing for re-election shall be voted on at the Annual meeting of the Board of Directors of the Corporation. Nominations for the first term Directors made pursuant to Article 21.03 can be acted on by the Board at the annual, special or regular meeting when a voting quorum is present. A majority of the votes cast shall elect a Director to the Board*

The following Directors will end their first term on the Board on June 30, 2020. Therefore, the Board must vote for the following individuals to continue on to a second term on the Board of Directors starting July 1, 2020:

- Sheila James
- Gisele Ragusa
- Preeti Subramaniam
- Shannon Hines
- Mary Soldato
- Natalie Webber
- Georgina Molina

**ELECTION – SLATE OF OFFICERS**

Julie Chetney reported on behalf of the Nominating Committee the following Proposed Slate of Officers to the Board of Directors for Fiscal Year 20/21

- Board President: Gisele Ragusa
- 1<sup>st</sup> Vice President: Sheila James
- 2<sup>nd</sup> Vice President: Julie Chetney
- Treasurer: Mary Soldato
- Secretary: Shannon Hines

An alternate may be submitted in accordance to Bylaws, Section 15.04:  
*A Director may be nominated for an office only by the Nominating Committee in accordance with Section 21.03 or by written nominations that is signed by at least one Director, that gives the names of a total of five Directors who support the nomination, and that is submitted to the Executive Director at least 10 days before the election is to be held. The Executive Director, upon receiving a in writing by first class mail or by personal deliver, identifying the Director so nominated, the office for which she or he has been nominated, and the Director who signed or supported the nominations.*

#### **J. BOARD OVERVIEW**

Dr. Gisele Ragusa shared the following information:

- Bylaws – All committees will have this item on their agendas. A taskforce will be created for this task and has worked on the revisions. The draft will be sent to Judy Enright and Associates and will also be shared for revision with committee members and the Board for approval.
- Whistleblower Policy – SG/PRC’s Whistleblower Policy was updated and reviewed.

**M/S/C (Bernstein & Molina) The Board approved the amended Whistleblower Policy.**

#### **K. EXECUTIVE DIRECTOR’S REPORT:**

Anthony Hill, Executive Director, shared the following information regarding Covid-19:

- Mr. Hill went over this Executive Director’s Report regarding the Governor’s May Revise Budget and SG/PRC’s continuous response to Covid-19 (please see the attached report)
- Self Determination – There are now biweekly meetings. DDS put out

a directive that requires that funds, \$56,719, allocated to SG/PRC's Self Determination Program support its Implementation by June 30, 2020. SG/PRC developed and posted a Notice of Request for Proposal, (RFP). The three identified areas in the order of importance were: Support/Coaching for Transition to SDP, Collaborative Groups/Workshops, and Additional identified needs.

**EXECUTIVE SESSION**

None

**Next meeting on Wednesday, June 24, 2020 at 7:15 p.m.**

**BOARD MINUTES FROM THE MAY 27, 2020 MEETING**

Submitted by:

\_\_\_\_\_  
Anabel Franco, Board Secretary

\_\_\_\_\_  
Date

# SAN GABRIEL/POMONA REGIONAL CENTER

May 27, 2020

TO: Dr. Gisele Ragusa, Board President & Board of Directors  
San Gabriel / Pomona Valleys Developmental Services, Inc.

FROM: Anthony Hill, M.A. Esq.  
Executive Director

RE: Executive Director's Report

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Dear Board of Directors; it has been over sixty days since Governor Newsom issued the current **stay at home** order. Throughout the COVID-19 health crisis, all of us have adjusted our ways of living to protect one another's health and safety. A positive upside is that we have increased unity, and togetherness; soul force that helps us overcome current challenges we face. The SG/PRC workforce is 93% percent remote. Accordingly, SG/PRC has set the example for others to follow as demonstrated below:

- The only regional center that continued to serve its community in offering full scope intake and eligibility services throughout the entirety of the COVID-19 health crisis.
- Developed a Best Practice COVID-19 protocol for treatment and care of individuals living in residential settings (adopted by DDS) and implemented throughout the [state].
- The first regional center to hold weekly COVID-19 Zoom meetings with its vendor community.
- The first regional center to hold weekly COVID-19 Zoom meetings with its entire community.
- The first regional center to hold Zoom Board and Board Committee meetings.
- The first regional center to hold bi-weekly COVID-19 Zoom meetings with its local SELPAs.
- SG/PRC is at the very top of the list of CalFresh enrollments in comparison with other regional centers.
- SG/PRC has developed viable surge capacity resources (multi-layer approach) to meet the needs of individuals displaced, exposed to COVID-19, have a confirmed positive COVID-19 testing outcome, and require quarantine or ongoing care and treatment.
- SG/PRC has implemented an extensive **Check-In** program assuring ongoing contact with individuals served and their families as follows:
  1. Weekly telephone contacts with individuals with high risk COVID-19 factors.
  2. Weekly telephone contacts with individuals with co-occurring psychiatric diagnosis.
  3. **Check-Ins** with all individuals served (14,053) through telephone, email, text messaging, U.S. mail accomplished by an agency wide inter-departmental effort.
  4. **Check-Ins** with all individuals served through Everbridge technology.

5. Ongoing weekly telephone contacts with individuals in high risk categories, those at risk of displacement, and those receiving independent or supported living services.

- SG/PRC has distributed at least 15,000 masks, PPE supplies (gowns, gloves, and hand sanitizers) and has served as the PPE distribution hub for Community Care Licensing.

#### SG/PRC Budget FY 19/20

SG/PRC's (OPS) operations budget has climbed above projections as anticipated with unexpected COVID-19 expenses for enhancement to its information technology infrastructure to support our robust remote workforce. Our Interim CFO, Ms. Rosa Ham reports the SG/PRC OPS budget even with additional COVID-19 specific expenses will likely balance at fiscal yearend.

As expected, SG/PRC's (POS) purchase of service expenditures have risen in service categories including respite, personal assistance, program support, overtime, surge resource utilization, staff registry costs, and health and safety services related to COVID-19. FY 19/20 OPS and POS budget COVID-19 related expenditures are incorporated within the [state] budget revision.

#### May Revision Budget FY 20/21

Overall, the Department of Developmental Services community services budget FY 20/21 increased at \$730 million, primarily due to caseload growth and sandwiched COVID-19 anticipated expenses. However, there are proposed budget savings of \$135.4 million in regional centers' operations, along with withdrawal of the Performance Incentive Program, and enhanced caseload ratio for individuals served ages three, four and five.

The [state] budget FY 20/21 revision proposes savings in (POS) budget of \$544.6 million reflected in vendor payment reductions, implementation of uniformed holiday schedule, POS utilization reviews, withdrawal of rate increases for Early Start Specialized Therapeutic Services, Independent Living Programs and Infant Development Programs. Foreseeable threats against these savings are the proposed 7% percent reduction in hours allocated for In-Home Support Services recipients and the closure of Community Based Adult Services (CBAS) programs. Cost shifting to regional centers' (POS) budgets expenditure categories will occur to a certain extent because of budget policies impacting IHSS and CBAS programs unless funding exemptions are proposed and implemented.

**S**AN GABRIEL/POMONA  
REGIONAL CENTER

# Committee Reports & Information



May - June 2020



**SAN GABRIEL/POMONA VALLEYS  
DEVELOPMENTAL SERVICES, INC.  
Executive/Finance Committee Meeting DRAFT MINUTES**

**June 10, 2020**

**PRESENT**

Gisele Ragusa, President  
Joseph Huang, Immediate Past  
President  
Sheila James, 1<sup>st</sup> VP  
Julie Chetney, 2<sup>nd</sup> VP  
Anabel Franco, Secretary  
Mary Soldato, Treasurer  
Natalie Webber, Director  
Daniel Rodriguez, Director

**GUESTS:**

Bruce Cruickshank

**STAFF:**

Anthony Hill, Executive Director  
Lucina Galarza, Director of  
Community Services  
Rosa Ham, Interim Chief Financial  
Officer  
Carol Tomblin, Director of Compliance  
Aaron Christian, Associate Director of  
Client Services  
Guadalupe Magallanes, Associate  
Director, Early Start and Intake  
Services  
Joe Alvarez, Associate Director of  
Clinical Services  
Erika Gomez, Exec. Assistant – BOD

**ABSENT:**

**RECOMMENDED ACTIONS**

**THE EXECUTIVE/FINANCE COMMITTEE RECOMMENDATION:**

None

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**ACTIONS TAKEN BY THE EXECUTIVE/FINANCE COMMITTEE  
PURSUANT TO SECTION 20.04 OF THE BYLAWS**

All actions taken by the Executive/Finance Committee on behalf of the Board of Directors shall be reported at the next meeting of the Board. The actions taken by the Executive/ Finance Committee at this meeting were:

**Approval of Financial Report-** April 2020, for services paid through May 18, 2020

**ITEMS DISCUSSED**

**A. CALL TO ORDER**

Gisele Ragusa, Board President, called the meeting to order at 7:24 pm. A quorum was established.



The committee reviewed and approved the minutes from May 13, 2020 meeting.  
**(M/S/C Soldato & James) The committee approved the minutes.**

**Abstain: Franco**

**B. PUBLIC INPUT:**

None

**C. FINANCIAL REPORT**

Rosa Ham, Interim Chief Financial Officer, reported on the following:

**Financial Report**

Operations

- Based on the last contract amendment received (A-5), the operations allocation for fiscal year 2019-20 is currently \$34,763,449 SG/PRC is expecting to get the amendment A-6 soon, with allocation for OPS COVID expenses.
- For the month of April, the regular operations expenditures were \$2,305,919 and we have spent \$24,615,840 (77.7%) year to date, with expenditures remaining of \$7,051,247

*Restricted Funds:*

1. The Family Resource Center allocation is projected to meet expenditure projections, resulting in a zero balance remaining in allocation. The current allocation is \$154,564 with projected expenditures of \$154,564.
2. The Foster Grandparent/Senior Companion, includes both programs: North (Lanterman) and South (Fairview), have a current allocation in the amount of \$1,140,094 with projected expenditures for the year in the amount of \$1,138,138 which leaves an allocation balance of \$1,956.
3. The Community Placement Plan (CPP) operations allocation is currently at \$1,801,704. Expenditures for the year are projected to be \$1,919,623 resulting in an allocation deficit of (\$117,919); deficit will be covered with regular OPS funds.

Purchase of Services - Based on the A-5 contract amendment, the total for Purchase of Services allocation is in the amount of \$249,489,321. Staff is waiting for A-6 allocation with approved POS COVID expenses. For the month of April, the regular Purchase of Services expenditures were \$20,911,387 with year-to-date expenditures for services in the amount of \$193,231,157 (77.9%). Projected expenditures and late bills remaining are in the amount of \$55,824,746 resulting in an allocation deficit in the amount of



(\$1,157,482). *POS expenses related to COVID19 are included in the OTHER ITEMS section (page two).*

Community Placement Plan - (CPP) POS allocation is \$1,590,900. Expenditures projected to be \$1,590,900 resulting in a zero balance

**D. VENDOR INSURANCE REQUIREMENTS**

Lucina Galarza, Director of Community Services, informed the committee that a letter was sent to the Vendor community informing them of the additional insurance certificate requirement. The Committee would like to create a new resolution for the Vendor Insurance Requirements.

**E. CONTRACT REVIEWS**

Dara Mikesell, Associate Director of Community Services, presented the following contracts for review:

- People's Care Montellano
- People's Care Ferrero
- RSCR CA Grayburn
- Easter Seals Pasadena

**F. BOARD OVERVIEW**

Board President Dr. Gisele Ragusa reported on the following:

- Bylaws – A taskforce to overlook this project was formed and has met. All the committees provided input. Dr. Ragusa has a full draft of the revised bylaws. A draft with the changes will be presented to the committees, Board and Judy Enright & Associates.
- Board Composition – There are six committee members interested in joining the Board. The Strategic Development Committee will conduct interviews.
- Agenda items for the June 24, 2020 Board Meeting:
  - Slate of Officers Election
  - Bylaws
  - BMRC Policy
  - Covid-19
- Agenda items for the July 8, 2020 Executive Finance Committee meeting
  - Discussion about Bylaws



- Covid-19 Update
- Vendor Insurance Resolution Draft

**G. INFORMATION:**

Anthony Hill, Executive Director, reported the following regarding Covid-19:

- 95% of staff are working remotely.
- Surge Capacity – SG/PRC has secured locations to move clients from their residential homes due to Covid-19.
- Staff continue performing intake and eligibility assessments. Staff are wearing personal protective equipment when conducting the evaluations. While numbers slowed at first, they have since picked up. SG/PRC is the only regional center that never stopped conducting eligibility assessments.
- SG/PRC staff provide a surveillance report to DDS every morning and the data is also reported to staff, vendors, community members and Board of Directors.
- There is a day porter that cleans and disinfects throughout the day.
- Staff continue to secure resources of PPEs for the service provider community and assist other agencies on SGPRC grounds to distribute mass quantities of PPEs.
- Directors continue to meet every morning to assess the latest COVID-19 information.
- SG/PRC continues to host weekly COVID-19 Vendor Advisory Committee Meetings and weekly Community Meetings.

**MEETING ADJOURNED**

The next regular meeting will be held on July 8, 2020 at 7:15 p.m.

**EXECUTIVE SESSION** – Personnel – COVID-19



SAN GABRIEL/POMONA REGIONAL CENTER  
**PURCHASE OF SERVICES FUND FINANCIAL REPORT**

FISCAL YEAR 2019-20

PAYMENTS THROUGH MAY 18, 2020 FOR SERVICES PROVIDED THROUGH APRIL 30, 2020

83.3% OF YEAR ELAPSED

**DRAFT  
 COPY**

	A	B	C	D	E	F	G
	Current Allocation	Current Month Expenditures	Year-to-Date Expenditures	% of Actual Expenditures	Projected Remaining including Late Billings	Total Projected Expenditures	Projected as % of Current Allocation
<b>CONTRACT ALLOCATIONS</b>							
A Preliminary Allocation (Regular POS)	188,642,272						
A-1 Regular POS Allocation dated 8/30/2019	51,627,748						
A-2 CPP Allocation dated 10/10/2019	1,590,900						
A-3 Provider Supp Rate Increase	7,628,401						
A-4 (OPS only)	0						
A-5 (OPS only)	0						
<b>Total Contract Allocation</b>	<b>249,489,321</b>	<b>20,911,387</b>	<b>193,231,157</b>	<b>77.5%</b>	<b>57,415,646</b>	<b>250,646,803</b>	<b>100.46%</b>
<b>OUT OF HOME CARE</b>							
Community Care Facilities		7,897,862	71,430,781	37.0%	15,789,847	87,220,628	35.2%
ICF/SNF Facilities		38,625	397,532	0.2%	260,569	658,102	0.3%
<b>Total Out of Home Care</b>		<b>7,936,487</b>	<b>71,828,313</b>	<b>37.2%</b>	<b>16,050,416</b>	<b>87,878,729</b>	<b>35.4%</b>
<b>DAY PROGRAMS</b>							
Day Care		493,489	5,787,841	3.0%	2,134,247	7,922,088	3.2%
Day Training		4,925,520	42,726,336	22.1%	9,440,249	52,166,586	21.0%
Supported Employment		269,871	4,574,578	2.4%	2,037,298	6,611,876	2.7%
Work Activity Program		73,095	1,976,281	1.0%	857,403	2,833,684	1.1%
<b>Total Day Programs</b>		<b>5,761,976</b>	<b>55,065,036</b>	<b>28.5%</b>	<b>14,469,197</b>	<b>69,534,233</b>	<b>28.0%</b>
<b>OTHER SERVICES</b>							
Non-Medical: Professional		505,595	5,043,419	2.6%	2,213,175	7,256,593	2.9%
Non-Medical: Programs		1,280,604	12,335,209	6.4%	3,012,860	15,348,069	6.2%
Home Care: Programs		198,414	2,067,581	1.1%	743,775	2,811,356	1.1%
Transportation		618,779	5,634,612	2.9%	1,219,601	6,854,213	2.8%
Transportation Contracts		681,138	6,494,256	3.4%	1,451,030	7,945,285	3.2%
Prevention		958,001	10,147,613	5.3%	2,604,941	12,752,554	5.1%
Other Authorized Services		1,260,318	11,752,729	6.1%	4,868,863	16,621,592	6.7%
Personal and Incidentals		13,071	127,864	0.1%	29,121	156,986	0.1%
Hospital Care		0	462,451	0.2%	576,445	1,038,896	0.4%

SAN GABRIEL/POMONA REGIONAL CENTER  
**PURCHASE OF SERVICES FUND FINANCIAL REPORT**

FISCAL YEAR 2019-20

PAYMENTS THROUGH MAY 18, 2020 FOR SERVICES PROVIDED THROUGH APRIL 30, 2020

83.3% OF YEAR ELAPSED

**DRAFT  
 COPY**

	A	B	C	D	E	F	G
	Current Allocation	Current Month Expenditures	Year-to-Date Expenditures	% of Actual Expenditures	Projected Remaining including Late Billings	Total Projected Expenditures	Projected as % of Current Allocation
Medical Equipment		1,469	13,748	0.0%	18,356	32,104	0.0%
Medical Service: Professional		110,631	1,252,734	0.6%	562,711	1,815,445	0.7%
Medical Service: Programs		114,538	1,734,208	0.9%	403,704	2,137,912	0.9%
Respite: In Own Home		1,028,990	13,187,491	6.8%	3,902,954	17,090,445	6.9%
Respite: Out of Home		0	18,276	0.0%	94,101	112,377	0.0%
Camps		0	30,847	0.0%	20,646	51,493	0.0%
Total Other Services		6,771,549	70,303,036	36.4%	21,722,284	92,025,320	37.1%
Total Estimated Cost of Current Services		20,470,012	197,196,385	102.1%	52,241,898	249,438,283	100.6%
<u>OTHER ITEMS</u>							
Estimated Cost of COVID19 expenses		1,067,753	1,298,571	0.7%	4,619,049	5,917,620	2.4%
Total Other Items		1,067,753	1,298,571		4,619,049	5,917,620	2.4%
Total Purchase of Services		21,537,765	198,494,956	102.7%	56,860,946	255,355,903	103.0%
Deduct: Estimated Receipts from Intermediate Care Facilities for State Plan Amendment Services		(626,378)	(5,263,799)	-2.7%	(1,036,201)	(6,300,000)	-2.5%
<b>Net Expenditures Regular POS</b>	247,898,421	20,911,387	193,231,157	77.9%	55,824,746	249,055,903	100.5%
<b>Projected Allocation Balance (Deficit) Regular POS</b>						(1,157,482)	-0.5%
<u>COMMUNITY PLACEMENT PLAN EXPENDITURES</u>							
Total Community Placement Plan Expenditures	1,590,900	0	0		1,590,900	1,590,900	100.0%
Projected Allocation Balance (Deficit) Community Placement Plan						0	0.0%
<b>Total Projected Allocation Balance (Deficit) Regular &amp; Community Placement Plan POS</b>						(1,157,482)	-0.46%



SAN GABRIEL, MONA REGIONAL CENTER  
**OPERATIONS FUND FINANCIAL REPORT**

FISCAL YEAR 2019-20

PAYMENTS THROUGH MAY 18, 2020 FOR SERVICES PROVIDED THROUGH APRIL 30, 2020

83.3% OF YEAR ELAPSED

**DRAFT  
 COPY**

	A	B	C	D	E	F	D plus F G	A minus G H	I
	Current Allocation	% of Total Allocation	Current Month Expenditures April	Year-to-Date Expenditures July - January	% of Allocation Expended Actual	Projected Expenditures Remaining	Total Projected Expenditures	Projected Allocation Balance Remaining	Projected % of Allocation Remaining
<b>CONTRACT ALLOCATIONS</b>									
A Preliminary Allocation	25,140,182								
A-1 Regular Ops Allocation dated 8/30/2019	4,128,921								
A-1 FRC Allocation dated 8/30/2019	154,564								
A-1 FG/SCP Allocation dated 8/30/2019	1,140,094								
A-2 Regular Ops Allocation dated 10/10/2019	1,552,044								
A-2 CPP Allocation dated 10/10/2019	1,614,376								
A-3 CPP and Policy Items	419,498								
A-4 Provider Rate Supplemental Accessibility/Transparency	244,792								
A-5 Policy Disparities	368,978								
<b>Total Contract Allocations</b>	<b>34,763,449</b>	<b>100.00%</b>	<b>2,583,621</b>	<b>27,040,872</b>	<b>77.8%</b>	<b>7,838,540</b>	<b>34,879,412</b>	<b>(115,963)</b>	<b>-0.33%</b>
<b>PERSONAL SERVICES (REGULAR OPERATIONS)</b>									
Salaries	20,976,190	60.34%	1,519,668	16,595,294	79.1%	4,377,926	20,973,219	2,971	0.01%
Retirement ( includes 403B)	2,577,250	7.41%	190,611	2,060,258	79.9%	510,765	2,571,022	6,228	0.24%
Social Security (OASDI)	304,155	0.87%	21,476	235,199	77.3%	67,364	302,563	1,592	0.52%
Health Benefits/Long Term Care	1,816,464	5.23%	157,100	1,654,151	91.1%	157,877	1,812,028	4,436	0.24%
Worker's Comp Insurance	262,202	0.75%	12,265	176,344	67.3%	78,014	254,358	7,844	2.99%
Unemployment Insurance	10,000	0.03%	852	2,988	29.9%	5,996	8,984	1,016	10.16%
Non-Industrial Disability/Life Insurance	95,369	0.27%	7,142	77,843	81.6%	14,493	92,336	3,033	3.18%
Clinical Consultants - Consumer Services	412,095	1.19%	0	7,917	0.0%	404,177	412,095	0	0.00%
<b>Total Personal Services (Regular Operations)</b>	<b>26,453,726</b>	<b>76.10%</b>	<b>1,909,114</b>	<b>20,809,993</b>	<b>78.7%</b>	<b>5,616,612</b>	<b>26,426,605</b>	<b>27,121</b>	<b>0.10%</b>
<b>OPERATING EXPENSES (REGULAR OPERATIONS)</b>									
Equipment Rental	55,000	0.16%	374	50,725	92.2%	4,000	54,725	275	0.50%
Equipment Maintenance	35,000	0.10%	730	12,825	36.6%	20,565	33,391	1,609	4.60%
Facility Rent	2,628,000	7.56%	219,000	2,409,000	91.7%	219,000	2,628,000	0	0.00%
Facility Maintenance	26,000	0.07%	(635)	18,539	0.0%	6,708	25,247	753	0.00%
Communications (postage, phones)	351,000	1.01%	12,676	275,883	78.6%	70,853	346,736	4,264	1.21%
General Office Expense	213,721	0.61%	14,170	126,488	59.2%	75,415	201,903	11,818	5.53%
Printing	40,500	0.12%	1,662	32,336	79.8%	8,067	40,403	97	0.24%
Insurance	181,000	0.52%	0	180,564	99.8%	0	180,564	436	0.24%
Data Processing	95,000	0.27%	1,866	78,865	83.0%	15,773	94,638	362	0.38%
Data Processing Maintenance / Licenses	260,000	0.75%	8,214	185,115	71.2%	73,680	258,795	1,205	0.46%
Interest Expense	0	0.00%	0	0	0.0%	0	0	0	0.00%
Bank Service Fees	2,000	0.01%	(20)	893	44.6%	854	1,746	254	12.69%
Legal Fees	215,000	0.62%	36,179	143,598	66.8%	101,799	245,396	(30,396)	-14.14%
Board of Trustees Expense	40,000	0.12%	(222)	13,414	33.5%	25,683	39,097	903	2.26%

SAN GABRIEL/POMONA REGIONAL CENTER  
**OPERATIONS FUND FINANCIAL REPORT**

FISCAL YEAR 2019-20

PAYMENTS THROUGH MAY 18, 2020 FOR SERVICES PROVIDED THROUGH APRIL 30, 2020

83.3% OF YEAR ELAPSED

**DRAFT  
 COPY**

	A	B	C	D	E	F	D plus F G	A minus G H	I
	Current Allocation	% of Total Allocation	Current Month Expenditures April	Year-to-Date Expenditures July - January	% of Allocation Expended Actual	Projected Expenditures Remaining	Total Projected Expenditures	Projected Allocation Balance Remaining	Projected % of Allocation Remaining
Accounting Fees	75,000	0.22%	0	0	0.0%	75,000	75,000	0	0.00%
Equipment Purchases	503,000	1.45%	38,496	196,715	39.1%	343,450	540,164	(37,164)	-7.39%
Contractor & Consultants - Adm Services	121,000	0.35%	1,815	81,729	67.5%	37,706	119,435	1,565	1.29%
Contract - ABX2 Disparities	269,140	0.77%	0	0		269,140	269,140	0	0.00%
Travel/mileage reimbursement	285,000	0.82%	10,352	210,155	73.7%	73,403	283,558	1,442	0.51%
ARCA Dues	83,000	0.24%	80,458	80,458	96.9%	0	80,458	2,542	3.06%
General Expenses	62,000	0.18%	781	30,659	49.5%	29,332	59,991	2,009	3.24%
<b>Total Operating Expenses (Regular Operations)</b>	<b>5,540,361</b>	<b>15.94%</b>	<b>425,896</b>	<b>4,127,960</b>	<b>74.5%</b>	<b>1,450,426</b>	<b>5,578,387</b>	<b>(38,026)</b>	<b>-0.69%</b>
<b>Total Personal Services &amp; Operating Expenses (Reg)</b>	<b>31,994,087</b>	<b>92.03%</b>	<b>2,335,011</b>	<b>24,937,953</b>	<b>77.9%</b>	<b>7,067,039</b>	<b>32,004,992</b>	<b>(10,905)</b>	<b>-0.03%</b>
<b>OTHER INCOME</b>									
Interest & Other Income	(327,000)	-0.94%	(29,091)	(322,113)	98.5%	(15,792)	(337,905)	10,905	-3.33%
<b>Total Personal Services &amp; Operating Expenses Net of Other Income (Regular Operations)</b>	<b>31,667,087</b>	<b>91.09%</b>	<b>2,305,919</b>	<b>24,615,840</b>	<b>77.7%</b>	<b>7,051,247</b>	<b>31,667,087</b>	<b>0</b>	<b>0.00%</b>
<b>RESTRICTED FUNDS</b>									
Family Resource Center Expenses	154,564	0.44%	11,810	103,823	67.2%	50,741	154,564	0	0.00%
Foster Grandparent/Senior Companion Expenses	1,140,094	3.28%	99,381	823,292	72.2%	314,846	1,138,138	1,956	0.17%
Community Placement Plan Expenses	1,801,704	5.18%	166,510	1,497,917	83.1%	421,705	1,919,623	(117,919)	-6.54%
<b>Total Restricted Funds</b>	<b>3,096,362</b>	<b>8.91%</b>	<b>277,701</b>	<b>2,425,032</b>	<b>78.3%</b>	<b>787,293</b>	<b>3,212,325</b>	<b>(115,963)</b>	<b>-3.75%</b>
<b>Total Expenses (Including Restricted Funds)</b>	<b>34,763,449</b>	<b>100.00%</b>	<b>2,583,621</b>	<b>27,040,872</b>	<b>77.8%</b>	<b>7,838,540</b>	<b>34,879,412</b>	<b>(115,963)</b>	<b>-0.33%</b>
<b>Less: Balance of Restricted Funds</b>	<b>0</b>							<b>(115,963)</b>	
<b>Total Allocation Balance (Deficit)</b>	<b>0</b>							<b>(0)</b>	<b>0.00%</b>



**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

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**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
- Assist with securing resources of PPEs for our service provider community and assist other agencies on SGPRC grounds to distribute mass quantities of PPEs.
- 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](http://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.



# Community Outreach Team Monthly Report

<b>Community Outreach Team</b>	Director: Carol Tomblin
	Community Outreach Specialists: Xochitl Gonzalez, Amos Byun
<b>Report Date</b>	Month of April 2020
<b>Report to</b>	Community Relations Committee of the SG/PRC Board of Directors

<p><b>Progress/Status of Continuing Equity Projects Funded by DDS FY19-20 Disparity Program Grants</b></p>	<ul style="list-style-type: none"> <li>• <b><u>Parent Mentor Initiative (PMI)</u></b> – Alma has been providing support remotely to the families that were already participating in PMI. Currently, service coordinators are submitting requests for POS funding to cover services provided to families for the months of January and February, as the award of the grant was delayed by two months. March 2, 2020 was the official start date for the grant. Current number of families served in March was 43. During this COVID-19 stay-at-home period, there have been fewer referrals than in the past. In April, three (3) families were referred, and those families accepted remote services. It is anticipated that more families will accept remote services as the “New Normal” in the next few months and that referrals will increase in the coming months. Reasons for referral to PMI continue to be accessing generic resources. More than ever, families are needing to understand and seek generic supports.</li>   <li>• <b><u>Navigating the Regional Center System (NRCS)</u></b> – The Contract was signed with CBO Partner Axolot, Inc. in March. However, it was decided to postpone the start of the NRCS workshops until September due to the Coronavirus pandemic and the restrictions on group meetings. Based on prior experience, we believe that the NRCS workshops are best conducted in person. Axolot therapists have found that families are adapting to and accepting remote trainings. If it is anticipated that in-person group workshops cannot be scheduled in September due to COVID-19 “Safer at Home” order, SG/PRC and Axolot will create and implement remote NRCS training and then evaluate its effectiveness.</li>   <li>• <b><u>Webinar development and hosting for parent training</u></b> – On 3/6/20, the last video/audio recording for the NRCS on-line modules in English was completed. Also, the contractor, Quantum Illumination, completed editing of all five (5) modules of NRCS and provided final versions. Amos has transferred the modules to the SG/PRC LMS Administrator to post all five modules of NRCS on SG/PRC Parent Portal by the end of May.</li> </ul> <p>The on-line modules for Healthcare Benefits are in the final phase. All the edited video file and required documents were provided to Edwin for him to create the LMS module and it will be posted on the SG/PRC Parent Portal by the end of May.</p>
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	<ul style="list-style-type: none"> <li>• <b><u>Vietnamese Outreach Specialists</u></b> –Due to the Coronavirus pandemic, all meetings of the VSG are on hold until further notice. SG/PRC has requested Tam Nguyen to continue making calls to the parents who attended the previous meetings to check on their well-being and to remain in contact.</li> </ul>
On-going projects previously funded	<ul style="list-style-type: none"> <li>• <b><u>Understanding My Child’s Disability (UMCD) Online Series (Previously known as Introductory Curriculum for Families)</u></b> – The draft for review version of both “Understanding My Child’s Down Syndrome” and “Understanding My Child’s Intellectual Disability” modules were posted on the SG/PRC Parent Portal in April for SG/PRC staff and parent reviewers to review. Carol and Amos continue to work on “Understanding My Child’s Cerebral Palsy” and “Understanding My Child’s Epilepsy” in April to complete all of those five modules English version before the end of July.</li> </ul>
Other Equity-Related Activities not supported with Disparity Grant Funds.	<ul style="list-style-type: none"> <li>• <b>Person-Centered Conversations (PCC)</b> – During the pandemic, one remote meeting was conducted. On 4/15/20, Amos had a PCC with Korean mother through telephone conference to discuss mainly about transition plan.</li> <li>• <b>Community outreach through mass media</b> – Live radio show series through Radio Korea AM1540 were suspended due to COVID-19 pandemic. Amos will contact Radio Korea to resume the series after the Stay-Home order is lifted.</li> <li>• <b><u>Translations in Support of Harbor Regional Center (HRC) Disparity Grant</u></b> – There was no activity completed in April for this project. It will be continued in May and updates will be reported next month.</li> </ul>
Family Support/ Training	<ul style="list-style-type: none"> <li>• <b>Translation for Korean families</b> – Amos translated ‘Check-In Follow Up Letter’ on 4/20/20 and ‘COVID-19 Consent Letter for Vendedored Services’ on 4/23/20. Amos also provided support on SG/PRC Check-In project by contacting total of 28 Korean individuals and their families in April. Amos also provided translation through email and telephone call for some of those 28 Korean individuals.</li> </ul>
Outreach/Events Participation	<ul style="list-style-type: none"> <li>• <b>No in-person Outreach Events were conducted in April due to Pandemic</b></li> </ul>
Other Major Activities of the Compliance and Outreach Department	<ul style="list-style-type: none"> <li>• Quarterly progress reports for all equity projects were prepared and submitted to DDS.</li> <li>• Xochitl has started supporting Edith Aburto’s Spanish translation for the weekly Community Zoom meetings by managing the questions submitted through the Chat function.</li> <li>• <b>Cal Fresh:</b> Parents’ Place continues to partner with SG/PRC to process application remotely at their West Covina location daily. SG/PRC staff continue to take referrals from families through an internal referral system.</li> <li>• The month of April has been the highest referral and completion of remote Cal Fresh applications. To date, Service Coordinators have referred 146</li> </ul>



families through the in-house interest form. There have been 351 applications completed remotely by Parents' Place, benefiting 632 households, 134 (children under 18), 45 (Seniors over 65), 32 (applications with students), and 307 additional applicants with SSI). Currently there is no waiting list.

Xochitl and Parents' Place were informed by families that there have been several unfavorable results that occurred at the interview with DPSS. Some of these situations appear to be infringements of rights. For example, there are several cases in which applications for individual adults are being combined with a family application, and the application for the family is denied because the family members are only residents of USA, not citizens. Aimee Delgado from OCRA has been consulted and she will follow through with assisting the family to appeal the decision or to correct the infringement.

To maximize referrals, a "Community Interest Form" was developed and can be accessed through our Website. This form is an ideal way for vendors to make us aware of individuals in need of Cal Fresh.





**SAN GABRIEL/POMONA**  
REGIONAL CENTER

**Client Services/Advisory Committee**  
**Wednesday, June 24, 2020 at 6:00 p.m.**  
**Assembly Room – Section A**

**Committee Members:**

**Staff:**

Mary Soldato, Chairperson  
Preeti Subramaniam  
Shannon Hines  
Daniel Clancy  
Herminio Escalante  
David Grisey  
Victor Guzman  
John Randall

Jenny Needham  
Sheila James  
Julie Lopez  
Ardena Bartlett  
Sherry Meng  
Ning Yang  
Louis Jones

Anthony Hill  
Lucina Galarza  
Aaron Christian  
Erika Gomez  
Elisa Herzog

**AGENDA**

- **Call to Order – Chairperson, Mary Soldato (6:00 – 6:05)**  
**- Approve Minutes of May 27, 2020 Meeting**

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- Public Comment (6:05 – 6:10)

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- Action Item: None

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- Client Advocate – Elisa Herzog (6:10 – 6:15)

**Committee Follow-up – (6:15 – 7:00)**

Mary Soldato, Chairperson, and Lucina Galarza, Director of Community Services / Aaron Christian Director, Client Services

- **BMRC Policy**
- **Board Bylaws**
- **Self Determination Advisory Committee Meetings & Updates**
- **Coronavirus Update**

**SAN GABRIEL/POMONA REGIONAL CENTER**

**DEVELOPMENTAL SERVICES, INC.**

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

**May 27, 2020**

A regular meeting of the Client Services/Advisory Committee was held on Wednesday, May 27, 2020. The following committee members were present at said meeting:

**PRESENT**

Mary Soldato  
Pretti Subramaniam  
Shannon Hines  
Herminio Escalante  
Jenny Needham  
Sheila James  
Ardena Bartlett

**GUESTS:**

Gisele Ragusa

**STAFF:**

Anthony Hill  
Lucina Galarza  
Aaron Christian  
Erika Gomez

**ABSENT:**

Daniel Clancy  
David Grisey  
Victor Guzman  
John Randall  
Julie Lopez  
Sherry Meng  
Ning Yang  
Louis Jones

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**ITEMS DISCUSSED**

- A. **CALL TO ORDER**  
May Soldato called the meeting to order at 6:05 pm  
A Quorum was not established.  
-The minutes of February 26, March 25, 2020, and April 22, 2020 were tabled.
- B. **PUBLIC COMMENT** – None
- C. **CLIENT ADVOCATE** – Elisa Herzog was not present.
- D. **ACTION ITEM**- None
- E. **COMMITTEE FOLLOW UP**



## SPECIAL PRESENTATION – BMRC POLICY

Daniela Santana, Manager, Fair Hearing and Behavioral Services presented the following:

- SG/PRC Behavior Modification Review Committee
  - The definition of BMRC
  - Why BMRC is needed
  - How the BRMC Policy was created

The members made a few recommendations and will review the policy at their next meeting.

- F. **BOARD BYLAWS** – The Board of Directors is currently in the process of revising Bi-laws. The taskforce overseeing this assignment will present the draft to the committees for review and to the Board for approval. The amendments will also be reviewed by Judy Enright & Associates.
- G. **SELF DETERMINATION** - There are now biweekly meetings. DDS put out a directive that requires that funds, \$56,719, allocated to SG/PRC's Self Determination Program support its Implementation by June 30, 2020. SG/PRC developed and posted a Notice of Request for Proposal, (RFP). The three identified areas in the order of importance were: Support/Coaching for Transition to SDP, Collaborative Groups/Workshops, and Additional identified needs.
- H. **DIRECTOR'S REPORT -Anthony Hill, Executive Director**
  - Critical SG/PRC functions that are still being provided
  - 93% of staff members are working remotely
  - SG/PRC hosts weekly COVID-19 Vendor Advisory Committee Meetings
  - SG/PRC hosts weekly Community Meetings – Tuesdays from 10 a.m. to 11 a.m.
  - Staff have daily Directors Meetings – Daily assessment of COVID-19 by the Executive Team and other key staff at a daily morning meeting
  - Best Practices Document – Designed by SG/PRC nurses for service providers and has been adopted by DDS
  - Identified service providers and locations that can assist with surge capacity.
  - 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
  - Staff have secured and distributed PPE for vendors and providers. PPE has also been made available to staff.

**I. ADJOURN**

Chairperson Mary Soldato adjourned the meeting.

The next Client Services/Advisory Committee meeting is scheduled for Wednesday, June 24, 2020 via videoconference.



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

**June 4, 2020**

The following committee members were in attendance at said meeting:

**PRESENT:**

David Bernstein, Chairperson  
Olaf Luevano  
Susan Stroebel  
Nicole Mirikitani  
Michelle Mainez  
Valerie Donelson  
Vanessa Besack  
Jay Bhavsar  
Bryan Chacon  
Nur Bandek  
Rosalind Ford

**STAFF:**

Anthony Hill, Executive Director  
Lucina Galarza, Director of Community  
Services  
Aaron Christian, Director of Client  
Services  
Dara Mikesell, Associate Director of  
Community Services  
Rosa Ham, Interim Chief Financial Officer  
Joe Alvarez, Associate Director of Clinical  
Services  
Erika Gomez, Exec. Assistant - BOD

**MEMBERS ABSENT:**

Jose Mendoza  
Nancy Bunker  
Baldo Paseta

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**RECOMMENDED ACTIONS**

**THE VENDOR ADVISORY COMMITTEE RECOMMENDATION:**

None

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**A. CALL TO ORDER**

David Bernstein called the meeting to order at 10:03 a.m. A quorum was established. Introductions were made of everyone in the room and of the VAC members participating via teleconference.

The minutes from the May 14, 2020 meeting were approved.



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

**B. Member Terming Off:** Nur Bandek representing Infant and Children

**C. Chairperson Term Extension:** The Board Bylaws are currently undergoing amendments. One of the recommended amendments would allow Mr. Bernstein to remain the Chairperson of the VAC one more year after his term is over on June 30, 2020. Although the amended Bylaws have not been completed and approved, the Board President, Gisele Ragusa, recommends that Mr. Bernstein's term be extended one more year.

**M/S/C (Mainez & Bunker) The committee approved the extension of Mr. Bernstein's term and role as the VAC's Chairperson.**

**D. VENDOR CATEGORY REPORTS**

**Adult Programs**

*Vocational* – Olaf Luevano and Vanessa Besack shared that they will establish a subcommittee to start meeting soon.

*Adult Day* – Rosalind Ford will provide an update later on the agenda about the Day Program Workgroup.

**Infant & Children Services**

*Infant Development Program* – Nur Bandek reported that the Early Intervention Subcommittee had a videoconference meeting on Wednesday May 20, 2020. They discussed the challenges with going back into the homes of families. Some families are not comfortable with people going into their homes.

**Transportation**

Baldo Paseta shared was not present.

**Independent Living Services**

*ILS Services* – Nicole Mirikitani reported that the subcommittee will meet via videoconference on June 11, 2020. One topic that will be discussed is billing.

*SLS Services* – Nancy Bunker shared that the California Supported Living Network and "Disability Voices Unite" will have a webinar on May 15, 2020.

**Residential Services**

*ICF* – David Bernstein

*CCF* – Jay Bhavsar and Valerie Donelson



*Specialized-* Michelle Mainez

The representatives under this category shared that they had a subcommittee meeting last week where they discussed the following:

- Identifying things that can be suspended without compromising health and safety
- Preparing for proposed cuts
- The impact of the Uniform Holiday Schedule
- The reopening of Day Programs
- Billing
- Promoting retention of DSPs

*Other Vendored Services-* Bryan Chacon had nothing to report.

*At Large-* Susan Strobel shared that the workgroup will have a videoconference meeting on June 11, 2020.

**E. DAY PROGRAM WORGROUP UPDATE**

Rosalind Ford shared that there will be a meeting on June 11, 2020.

**F. TRANSPORTATION WORGROUP UPDATE**

The workgroup had a meeting yesterday. Mr. Pasetta will contact the CDC for additional guidance.

**PUBLIC COMMENTS**

Elena Sanchez shared that the Parents Place is providing families with PPE.

Lucina Galarza, Director of Community Services and Aaron Christian, Director of Client Services provided the following updates:

- PPE Supplies were picked up from CCL and will be distributed to providers.
- The “Best Practices” Document will be shared with providers soon.

**MEETING ADJOURNED**

The next regular meeting will be held on July 2, 2020 10:00 a.m.



**SAN GABRIEL/POMONA VALLEYS  
DEVELOPMENTAL SERVICES, INC.  
STRATEGIC DEVELOPMENT COMMITTEE MINUTES**

**June 10, 2020**

The following committee members were present at said meeting.

**MEMBERS:**

Julie Chetney, Chairperson  
Joseph Huang  
Gisele Ragusa  
Bruce Cruickshank  
Bill Stewart

**STAFF:**

Anthony Hill, Executive Director  
Lucina Galarza, Director of Community Services  
Aaron Christian, Director of Client Services  
Joe Alvarez, Assistant Director of  
Guadalupe Magallanes, Director of  
Rosa Ham, Interim Chief Financial Officer  
Carol Tomblin, Director of Compliance  
Erika Gomez, Exec. Assistant - BOD

**MEMBERS ABSENT:**

**RECOMMENDED BOARD ACTIONS**

**THE STRATEGIC DEVELOPMENT COMMITTEE RECOMMENDS THAT  
THEY TAKE ACTION ON THE FOLLOWING:**

None.

**ITEMS DISCUSSED**

**A. CALL TO ORDER**

Julie Chetney called the meeting to order at 6:02 pm. A quorum was established.

The minutes from the May 13, 2020 meeting were approved.

**M/S/C (Stewart & Cruickshank) The committee approved the minutes.**



## **B. PUBLIC INPUT**

None

## **C. GOALS AND OBJECTIVES**

- *Bylaws Feedback Discussion* – All Board committees have given their input of recommended amendments to the Board Bylaws. Dr. Ragusa reported that a taskforce was formed for this assignment and it has already met. All proposed changes will be reviewed by Enright & Associates as well as the Board members in July.
- *Mentorship* – Julie Chetney drafted a plan for mentorship of committee and Board members. The committee reviewed it and suggested changes. It will be reviewed again at the next meeting.
- *Strategic Timeline* – The members reviewed the following area of the Strategic Timeline
  - Board Survey

## **D. BOARD COMPOSITION**

The members discussed the terms for SG/PRC Board of Directors. Six people have expressed their wishes to join the Board. The committee will interview these committee members.

## **E. AGENDA FOR JULY 8, 2020**

- Bylaws Update
- Board Membership
- Mentorship
- Training Topics

## **F. COVID-19 UPDATE**

Anthony Hill, Executive Director, reported the following regarding Covid-19:

- 95% of staff are working remotely.
- Surge Capacity – SG/PRC has secured locations to move clients from their residential homes due to Covid-19.
- Staff continue performing intake and eligibility assessments. Staff are wearing personal protective equipment when conducting the evaluations. While numbers slowed at first, they have since picked up. SG/PRC is the only regional center that never stopped conducting eligibility assessments.
- SG/PRC staff provide a surveillance report to DDS every morning and the data



- is also reported to staff, vendors, community members and Board of Directors.
- There is a day porter that cleans and disinfects throughout the day.
  - Staff continue to secure resources of PPEs for the service provider community and assist other agencies on SGPRC grounds to distribute mass quantities of PPEs.
  - Directors continue to meet every morning to assess the latest COVID-19 information.
  - SG/PRC continues to host weekly COVID-19 Vendor Advisory Committee Meetings and weekly Community Meetings.

**G. ADJOURNED**

The next Strategic Development Committee meeting is scheduled for Wednesday, July 8, 2020.



# SAN GABRIEL/POMONA REGIONAL CENTER

June 24, 2020

TO: Dr. Gisele Ragusa, Board President & Board of Directors  
San Gabriel / Pomona Valleys Developmental Services, Inc.

FROM: Anthony Hill, M.A. Esq.  
Executive Director

RE: Executive Director's Report

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Our SG/PRC community remains united and firmly committed to our mission. We have been resilient, resourceful, and courageous during these uncertain times, as we share responsibility in managing the spread of COVID-19. Our community remains plagued by an illness that can no longer remain unchecked. We grieve the loss of the lives of George Floyd, Breonna Taylor, Tony McDade, Ahmaud Arbery, and Rayshard Brooks. Blacks lives matter. All lives matter. Social injustice and racism can be eradicated through our collective voices of change. Through our persistence and diligence, we generate fuel that moves us closer to our future. All of us can see our future. Our society where we care for each other. We serve each other. We love and respect each other. Free of racism, and social injustices. We are the architects of the change we seek. We will get there. All of us will continue to lead the way.

## COVID-19

We have monitored COVID-19 developments closely, and have leverage communication strategy, and planning to coordinate our efforts to protect our community.

1. We are meeting the needs of our community through daily contacts, with individuals served, conducting remote Individual Program Plan, Individual Family Service Plan and Quarterly meetings, responding to request for services, and securing funding for requested services.
2. We have continued full scope Intake and Eligibility Services throughout the **stay at home** order.
3. We are holding daily leadership meetings to monitor SG/PRC's critical business functions, and to triage COVID-19 related service needs for individuals served and securing supports for them their families and Service Providers.
4. We are making weekly telephone contacts with individuals in high risk categories, those at risk of displacement, and those receiving independent or supported living services.
5. We are meeting every Monday through Zoom with our Vendor Community (averaging 210 participants) for review of Department of Developmental Services (DDS) Directives, public health policy guidance and updates, Best Practices, and planning for re-engagement of service delivery.
6. We are meeting every Tuesday through Zoom with the SG/PRC Community (averaging 130 participants) to clarify the meaning of DDS Directives, and to connect families with SG/PRC staff at all levels and to discuss services and supports for individuals served and their families.

7. We have distributed 65,000 pieces of Personal Protective Equipment.
8. Daily we are completing special incident reports and conducting COVID-19 surveillance.
9. We are conducting remote quality assurance visits, facility inspections, and investigations.
10. We are providing daily nursing consultation for individuals served, and training for vendors.
11. We are monitoring budget policy and legislation impacting the developmental services system.

#### SG/PRC Budget FY 19/20

SG/PRC’s operations (OPS) expenses have exceed its OPS allocation due to COVID-19 expenses essential to support our remote workforce. These costs are reflected in network upgrades, internet connectivity, video- conferencing licenses and software, monitors, laptops, and janitorial services. Our OPS budget will balance yearend, due to the A6 allocation and anticipated allocations connected with reconciliation of June expenses.

SG/PRC’s Purchase of Service (POS) expenses exceeds its POS allocation due to COVID-19 costs essential to protect the health and safety of individuals served, primarily through reliance on program support, and rate adjustments to offset shortages in residential staffing. We are anticipating a special POS allocation to offset COVID-19 related costs included in the May Revise Budget proposal.

We do not anticipate reliance on a line of credit early within Fiscal Year 20/21, if the DDS Budget Year advance occurs during the first few weeks in July. However, as a safeguard, the SG/PRC Board of Directors recently approved SG/PRC’s loan authority intended to secure emergency cashflow if the need arises to assure June 2020 (OPS) expenditures and (POS) claims are paid timely.

#### May Revision Budget FY 20/21

Our advocacy voices were heard. According to the new budget deal reached between Governor Newsom and the [state] Senate and Assembly, the developmental services system will avoid major cuts during FY20/21. The newly introduced budget deal includes “trigger cuts” which will be applied if California does not receive federal relief before October of this year. If these reductions are enacted, the Health and Human Services budget would not be impacted.

Remarkably, proposed rate increases for Early Start Specialized Therapeutic Services, Independent Living Programs and Infant Development Programs were restored. Budget cuts to the Community Based Adult Services Programs were rejected. The 7% percent per recipient In-Home Support Services savings were withdrawn but may go into effect on December 31, 2021.

As we glance into our future, FY 21/22 and FY 22/23 will be very lean budget years for developmental services, unless re-opening of the economy is successful, economic recovery is robust, and a COVID-19 vaccine is discovered and made available for the public.

**For all the materials shared at the meetings, please go to [www.sgprc.org](http://www.sgprc.org)**

**Board/Committees Attachments  
&  
Community Announcements**



# SAN GABRIEL/POMONA REGIONAL CENTER

May 27, 2020

TO: Dr. Gisele Ragusa, Board President & Board of Directors  
San Gabriel / Pomona Valleys Developmental Services, Inc.

FROM: Anthony Hill, M.A. Esq.  
Executive Director

RE: Executive Director's Report

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Dear Board of Directors; it has been over sixty days since Governor Newsom issued the current **stay at home** order. Throughout the COVID-19 health crisis, all of us have adjusted our ways of living to protect one another's health and safety. A positive upside is that we have increased unity, and togetherness; soul force that helps us overcome current challenges we face. The SG/PRC workforce is 93% percent remote. Accordingly, SG/PRC has set the example for others to follow as demonstrated below:

- The only regional center that continued to serve its community in offering full scope intake and eligibility services throughout the entirety of the COVID-19 health crisis.
- Developed a Best Practice COVID-19 protocol for treatment and care of individuals living in residential settings (adopted by DDS) and implemented throughout the [state].
- The first regional center to hold weekly COVID-19 Zoom meetings with its vendor community.
- The first regional center to hold weekly COVID-19 Zoom meetings with its entire community.
- The first regional center to hold Zoom Board and Board Committee meetings.
- The first regional center to hold bi-weekly COVID-19 Zoom meetings with its local SELPAs.
- SG/PRC is at the very top of the list of CalFresh enrollments in comparison with other regional centers.
- SG/PRC has developed viable surge capacity resources (multi-layer approach) to meet the needs of individuals displaced, exposed to COVID-19, have a confirmed positive COVID-19 testing outcome, and require quarantine or ongoing care and treatment.
- SG/PRC has implemented an extensive **Check-In** program assuring ongoing contact with individuals served and their families as follows:
  1. Weekly telephone contacts with individuals with high risk COVID-19 factors.
  2. Weekly telephone contacts with individuals with co-occurring psychiatric diagnosis.
  3. **Check-Ins** with all individuals served (14,053) through telephone, email, text messaging, U.S. mail accomplished by an agency wide inter-departmental effort.
  4. **Check-Ins** with all individuals served through Everbridge technology.



5. Ongoing weekly telephone contacts with individuals in high risk categories, those at risk of displacement, and those receiving independent or supported living services.

- SG/PRC has distributed at least 15,000 masks, PPE supplies (gowns, gloves, and hand sanitizers) and has served as the PPE distribution hub for Community Care Licensing.

#### SG/PRC Budget FY 19/20

SG/PRC's (OPS) operations budget has climbed above projections as anticipated with unexpected COVID-19 expenses for enhancement to its information technology infrastructure to support our robust remote workforce. Our Interim CFO, Ms. Rosa Ham reports the SG/PRC OPS budget even with additional COVID-19 specific expenses will likely balance at fiscal yearend.

As expected, SG/PRC's (POS) purchase of service expenditures have risen in service categories including respite, personal assistance, program support, overtime, surge resource utilization, staff registry costs, and health and safety services related to COVID-19. FY 19/20 OPS and POS budget COVID-19 related expenditures are incorporated within the [state] budget revision.

#### May Revision Budget FY 20/21

Overall, the Department of Developmental Services community services budget FY 20/21 increased at \$730 million, primarily due to caseload growth and sandwiched COVID-19 anticipated expenses. However, there are proposed budget savings of \$135.4 million in regional centers' operations, along with withdrawal of the Performance Incentive Program, and enhanced caseload ratio for individuals served ages three, four and five.

The [state] budget FY 20/21 revision proposes savings in (POS) budget of \$544.6 million reflected in vendor payment reductions, implementation of uniformed holiday schedule, POS utilization reviews, withdrawal of rate increases for Early Start Specialized Therapeutic Services, Independent Living Programs and Infant Development Programs. Foreseeable threats against these savings are the proposed 7% percent reduction in hours allocated for In-Home Support Services recipients and the closure of Community Based Adult Services (CBAS) programs. Cost shifting to regional centers' (POS) budgets expenditure categories will occur to a certain extent because of budget policies impacting IHSS and CBAS programs unless funding exemptions are proposed and implemented.



**DEPARTMENT OF DEVELOPMENTAL SERVICES**

1600 NINTH STREET, Room 240, MS 2-13  
SACRAMENTO, CA 95814  
TTY (916) 654-2054 (For the Hearing Impaired)  
(916) 654-1897



May 1, 2020

TO: REGIONAL CENTER EXECUTIVE DIRECTORS

SUBJECT: REGIONAL CENTER MESSAGING TO LOCAL COMMUNITIES DURING  
COVID-19 OUTBREAK

The Department of Developmental Services (Department) recognizes that during the COVID-19 pandemic, regional centers must operate differently. During this difficult time for the individuals and families we serve, it is imperative that regional centers enhance and continuously monitor their communications with and responsiveness to their local communities. The Department applauds and recognizes the many exceptional efforts regional centers have taken to remain connected, supportive and responsive. The continued commitment of you and your staff remains critical in the effective response to this crisis. To that end, it is important for regional centers to remain purposeful in their outreach and communication with individuals and families. Individuals and families are increasingly reporting to the Department confusion about whether regional centers are open and difficulties connecting with their service coordinators.

To ensure statewide consistency, the Department is requiring each regional center to evaluate its current messaging and make necessary changes (e.g., updating website home page, phone systems, etc.) as well as evaluate its verification process for ensuring that every individual and family served is regularly contacted.

**Website and Phone Systems**

Each regional center website home page and main phone number message must emphasize that the regional center is in operation and readily available to support individuals, families and providers within their local communities. Whether the main phone number is answered by a regional center staff or a recorded greeting and directory, the following must be provided:

- An option to talk with a live person;
- A mechanism for routing calls to service coordinators and other staff; and
- A stated timeframe for when the caller can expect a timely return call.

Regional centers should notify their communities of their website, business hours and main phone number through newsletters and/or social media as appropriate.

**Service Coordinator Contacts**

The Department expects regional centers to require service coordinators to contact every individual and family on their caseloads and to document those contacts during this critical time. Though many regional centers report having done so, the Department has heard from individuals, families and advocacy groups that many have not been contacted.

**“Building Partnerships, Supporting Choices”**



Regional Center Executive Directors  
May 1, 2020  
Page two

**Evaluation Summary**

Within one week of the date of this letter, please provide the Department a summary of your evaluation along with what actions you have or will take to ensure you are connected, accessible and responsive to your community. Please submit summaries to LeeAnn Christian, Deputy Director, Community Services Division, at [leeann.christian@dds.ca.gov](mailto:leeann.christian@dds.ca.gov).

Thank you for the dedicated work to your local community and supporting them during this crisis. If you have any questions regarding this correspondence, please contact LeeAnn Christian at the email address above or (916) 738-9066.

Sincerely,

*Original Signed by:*

NANCY BARGMANN  
Director

cc: Regional Center Board Presidents  
Regional Center Administrators  
Regional Center Directors of Consumer Services  
Regional Center Community Services Directors  
Association of Regional Center Agencies



# SAN GABRIEL/POMONA REGIONAL CENTER

May 8, 2020

Re: Meeting Your Needs During the COVID-19 Health Crisis

Dear San Gabriel/Pomona Regional Center (SG/PRC) Community:

The COVID-19 health crisis has required that each of us transition from ways of living to which we have become accustomed to serving a greater purpose in supporting and sustaining everyone's health and safety for collective good. In doing this, we have become a united team for humanity with each of us doing our part as we manage the spread of COVID-19.

On March 19, 2020 Governor Newsom issued a **stay at home** order. San Gabriel/Pomona Regional Center (SG/PRC) is an essential service in accordance with Governor Newsom's classification of California's essential service business infrastructure. Anticipating Governor's Newsom's public health policy mandate, on March 18, 2020, SG/PRC transitioned 80% percent of its workforce to a remote working arrangement. SG/PRC's remote workforce is now at 93% percent with the remaining portion including its leadership personnel working with physical distancing on the SG/PRC campus. This means that SG/PRC is primarily conducting its business functions remotely and within community settings, as it had done so before Governor Newsom's **stay at home** order.

On March 24, 2020, in response to the Centers for Disease Control and Prevention (CDC) and the Occupational Safety and Health Administration (OSHA) guidance, SG/PRC temporarily closed its office to the public to protect SG/PRC employees' health and safety and yours, with external business requiring appointments. Our business hours remain unchanged, Monday through Friday 8 a.m. to 5 p.m. You can reach us at (909) 620-7722, during business hours, after business hours, weekends, and holidays. During the COVID-19 pandemic we recommend that you visit us at our webpage [www.sgprc.org](http://www.sgprc.org) where you will find information about numerous COVID-19 resources, Department of Developmental Services (DDS) Directives, and other SG/PRC endeavors intended to protect your health and safety, and COVID-19 developments.

The SG/PRC office remains open for appointments. Full scope intake and eligibility services have continued at our offices. This essential service is delivered through implementing CDC and local public health authorities' health and safety protocols, use of personal protective equipment, use of large conference rooms for physical distancing, staggered appointment scheduling, stringent cleaning protocols between appointments, and reliance on remote technologies when applicable.

It is heartfelt, when we witness and feel the expression of relief and appreciation from service applicant's families, and seeing family, a child, their mother and father, or simply a child or their mother or father enter our lobby and being immediately greeted by a clinical professional to help them in their quest to do everything conceivable to encourage the growth and development of their child or loved one. This vibrant imagery is our essence and "life source" of the SG/PRC mission, particularly during this challenging time.

Since Governor Newsom's **stay at home** order, we have processed 62 Lanterman Act Intake Assessments, and completed 182 Lanterman Act eligibility reviews. In our Early Intervention Program, we have processed 116 referrals and 143 Early Intervention eligibility reviews. The number of overall intake appointments dipped initially after Governor Newsom's **stay at home** order, however recently, appointment attendance rates are trending upward.

75 Rancho Camino Drive, Pomona, California 91766  
(909) 620-7722 [www.sgprc.org](http://www.sgprc.org)

Program of San Gabriel/Pomona Valleys Developmental Services, Inc.



Rest assured; critical business functions have not been interrupted during these challenging times. SG/PRC Service Coordinators, the “heart of our agency,” are responsive to your needs daily through conducting Individual Program Plan (IPP) meetings, attending Individual Education Plan (IEP) meetings, assessing COVID-19 related exceptional service needs, and securing funding to meet IPP objectives and long-range goals for the individuals we serve.

As expected, SG/PRC employees representing Human Resources, Fiscal/Accounting, Intake and Eligibility, Case Management, Community Services, Federal Revenues/Clinical Services, Compliance/Community Outreach, Office Service Supports, Indexing/Records, Information Technology, Facilities, and Leadership are supporting SG/PRC Service Coordinators and are promptly meeting the needs of the SG/PRC community.

We have created COVID-19 best practice instruments and assessment protocols; “innovative models” intended to protect the health and safety of individuals served. We have developed “surge capacity,” resources intended to manage a sudden influx of COVID-19 positive cases, where individuals served might require treatment and care, need a living option for self-quarantine or emergency placement. We have also distributed 14,000 pieces of personal protective equipment.

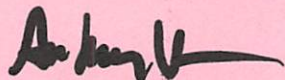
Throughout the COVID-19 health crisis, we have connected with you frequently through our multilayer **Check-In** programs. We have reached all 14,053 individuals served in SG/PRC either through phone contact, email, text messages or we have sent **Check-In** letters. We are making weekly contact with individuals that have high risk COVID-19 health conditions, those living with elderly parents, individuals receiving independent living or supported living services or those that have co-occurring mental health conditions. SG/PRC’s Board-Certified Behavior Analysts are delivering behavior support services for individuals served living with their family or at licensed residential settings. SG/PRC Nurse Advocates are delivering nursing assessments and are collaborating daily with external health care practitioners, Service Providers, and SG/PRC staff to protect the health and wellness of our individuals served.

Concurrently, we are having weekly Zoom meetings with our entire community, a separate weekly Zoom meeting with our Vendor Community, and bi-weekly Zoom meetings with SELPA Directors, Educational Program Specialists, and other Educational Representatives; and all Board meetings. We are also having daily and weekly conversations with our strategic partners; DDS, Disability Rights of California, State Council on Developmental Disability, School Districts, and Community Partners to assure that your needs are met.

Without a doubt, SG/PRC Service Providers are the “bedrock” of our system of care. Service Providers are frontline leaders, inspiring all of us constantly in their ability to put smiles on the faces of individuals served, through their delivery of necessities of life, every day, every minute, and every second. The SG/PRC mission is not attainable if not for our committed Service Providers, and their herculean efforts. Our Center’s Board of Directors are supporting you, supporting our community, and supporting SG/PRC’s efforts.

From a bird’s eye view, we are experiencing increased unity and relationship building. Now is the time for us to inspire one another and each other through our words of encouragement and kindness. We will continue to share goodwill and uplift others, always; a life force that fuels us with positive energy! We will overcome this together. Please stay well and remain safe.

With kindest regards,



Anthony Hill, M.A. Esq.  
Executive Director