

# **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, May 27, 2020**

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

**PLACE: San Gabriel/Pomona Regional Center  
75 Rancho Camino Drive  
Pomona, CA 91766**

## **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, May 27, 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 March 25, 2020 and April 22, 2020</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 - 7:40</b>	<b>SPECIAL PRESENTATIONS</b> <b>-Recognition of Committee Members</b>	Info	None	None
<b>7:40 - 7:50</b>	EXECUTIVE/FINANCE COMMITTEE (Gisele Ragusa, Anthony Hill & Rosa Ham) - <b>Financial Report</b> - <b>Signature Request for Line Credit</b> - <b>Contract Reviews</b> -All Faith Transportation -Columbus	<b>Action</b>	None	None
<b>7:50 - 7:55</b>	COMMUNITY RELATIONS/LEGISLATIVE COMMITTEE (Daniel Rodriguez)	Info	Handout	White
<b>7:55 - 8:00</b>	CLIENT SERVICES/ADVISORY COMMITTEE (Mary Soldato) BMRC Policy	Info	Attached	Yellow
<b>8:00 - 8:05</b>	VENDOR ADVISORY COMMITTEE (David Bernstein)	Info	Attached	Goldenrod

APPROXIMATE SCHEDULE	ITEM	ACTION	MATERIAL	COLOR
8:05 – 8:10	STRATEGIC DEVELOPMENT COMMITTEE (Julie Chetney)	Info	Attached	Goldenrod
8:10 – 8:20	<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> <p><b><u>Allowance to submit alternate slate(s) -15.04</u></b> <i>Nominations of Officers - A Director may be nominated for an office only by the Nominating Committee in accordance with Section 21.03 or by a written nomination 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 delivery, identifying the Director so nominated, the office for which she or he has been nominated, and the Directors who signed or supported the nomination.</i></p>	Info	None	None
8:20– 8:25	<p>BOARD OVERVIEW (Gisele Ragusa)</p> <ul style="list-style-type: none"> <li>-Board Bylaws</li> <li>-Whistleblower Policy</li> </ul>			

APPROXIMATE SCHEDULE	ITEM	ACTION	MATERIAL	COLOR
8:25– 8:35	<b>EXECUTIVE DIRECTOR'S REPORT</b> (Anthony Hill, Executive Director) - Governor's May Revise Budget - Self Determination - Covid-19	Info	None	None
8:35 – 8:40	OTHER BOARD & COMMUNITY ANNOUNCEMENTS	Info	Attached	Blue
<b><u>ADJOURNMENT OF THE BOARD OF DIRECTORS MEETING</u></b>				
8:40	<b>EXECUTIVE SESSION - None</b>	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)**

**April 22, 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

**GUESTS:**

Sade Johnson  
Jacqueline Gaytan  
Bruce Cruickshank

**STAFF:**

Anthony Hill, Executive Director  
Lucina Galarza, Director of Community Services  
Tim Travis, Director of Federal Revenues and  
Clinical  
Rosa Ham, Interim Chief Financial Officer  
Aaron Christian, Director of Client Services  
Yvonne Gratianne, Manager of  
Community Relations and Communication  
Erika Gomez, Exec. Assistant BOD

**ABSENT:**

Daniel Rodriguez  
John Randall

**A. CALL TO ORDER:**

Gisele Ragusa, Board President, called the meeting to order at 7:18 p.m. Roll call was taken, and a quorum was established.

**B. PUBLIC INPUT:**

None

**CONTRACT REVIEWS**

Lucina Galarza, Director of Community Services presented the following contracts:

- *Integrated Living Partners*  
The committee approved the contract of over \$250,000.  
**M/S/C (Soldato & James) The Board approved the contract.**  
**Abstain: Bernstein**

- *Rescare*  
The committee approved the contract of over \$250,000.  
**M/S/C (Soldato & James) The Board approved the contract.**  
**Abstain: Bernstein**

**C. BOARD TRAINING: LEGISLATURE – MEETING WITH LOCAL LEGISLATORS AND KEY STRATEGIES/TIPS**

Daniel Savino, ARCA Government Affairs/Community Relations Director, presented on the following:

- What happens in the district
- Covid-19 impact on legislation and budget
- Advocacy and communications
- Local outreach
- The team
- The life cycle of legislation
- The budget cycle
- Legislative deadlines

**EXECUTIVE SESSION**

None

**Next meeting on Wednesday, May 27, 2020 at 7:15 p.m.**

**BOARD MINUTES FROM THE APRIL 22, 2020 MEETING**

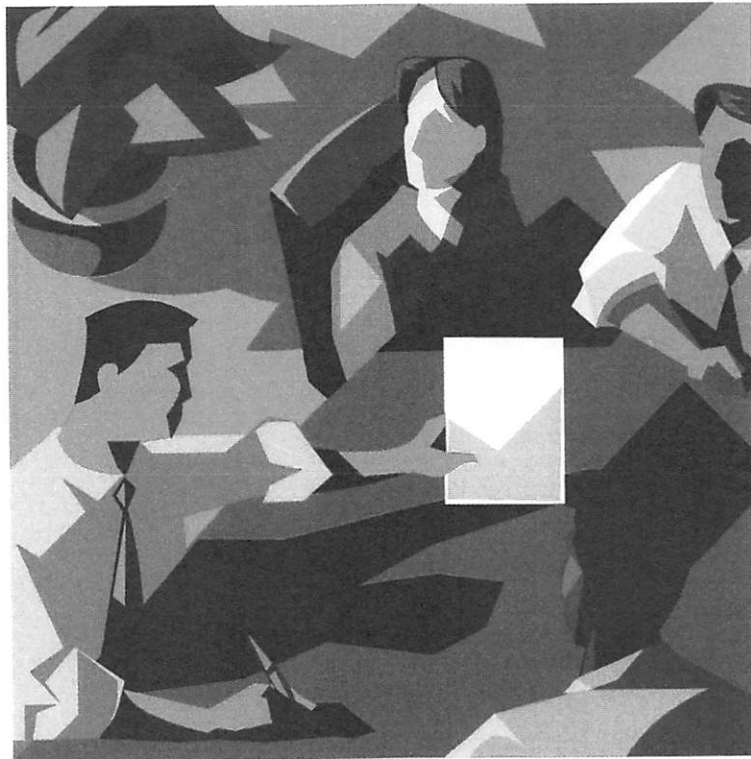
Submitted by:

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

\_\_\_\_\_  
Date

**S**AN GABRIEL/POMONA  
REGIONAL CENTER

# Committee Reports & Information



**April - May 2020**

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

**May 13, 2020**

**PRESENT**

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

**GUESTS:**

Nicole Mirikitani, VAC Member

**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:**

Anabel Franco, Secretary  
Daniel Rodriguez, Director

**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-** March 2020, for services paid through April 20, 2020

**ITEMS DISCUSSED**



**A. CALL TO ORDER**

Gisele Ragusa, Board President, called the meeting to order at 7:21 pm. A quorum was established.

The committee reviewed and approved the minutes from April 8, 2020 with one change: a quorum was established.

**(M/S/C Soldato & James) The committee approved the minutes.**

**B. PUBLIC INPUT:**

None

**C. FINANCIAL REPORT**

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.
- 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.*

**(M/S/C Soldato & James) The committee approved the Financial Report.**

**D. CONTRACT REVIEWS**

Lucina Galarza, Director of Community Services, presented the following contracts for review. The contracts over a \$250,000 will be presented to the Board.

-Vocational Innovations - Informational

-All Faith Transportation – This contract will be recommended to the Board for approval.

**(M/S/C Soldato & Chetney) The committee approved to recommend this contract to the Board.**

**E. VENDOR INSURANCE REQUIREMENTS**

Lucina Galarza, Director of Community Services, presented the Insurance Requirements document that needs to be amended to include an additional requirement. The members requested to see the original Service Providers Insurance Requirements Policy.

**F. BMRC POLICY**

Carol Tomblin, Director of Compliance, presented the Behavior Modification Review Committee Policy. This policy will be presented at the next Client Services Advisory Committee meeting and will also require Board approval. The members made a few suggestions and the policy will be amended before it is presented again.



## G. 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, except for the Client Services Advisory Committee provided input. A draft with the changes will be presented to the Board.
- Revising and Updating the Whistleblower Policy – This project is in progress and will be presented to the Board for approval.
- Remote Meetings – All of the Board and Committee meetings continue to be held via teleconference. Staff continue to host weekly meetings for service providers and for the community, these are also held via teleconference.
- Members Attendance – A number of Board and Committee members have had difficulties participating in the videoconference meetings due to technical difficulties. The committee discussed not counting absences against the members during these challenging times.  
**(M/S/C Soldato & James) The committee approved the temporary suspension of attendance requirements, per the Bylaws, effective March 1, 2020.**
- Agenda items for the May 27, 2020 Board Meeting:
  - Contracts Review
  - Slate of Officers
  - BMRC Policy
- Agenda items for the June 10, 2020 Executive Finance Committee meeting
  - Discussion about Bylaws
  - Covid-19 Update

## H. 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. Currently, five individuals served are being cared for in two of these homes.
- 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 continues to conduct 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 was an update about the efforts of the Behavioral Support Team.

**MEETING ADJOURNED**

The next regular meeting will be held on June 10, 2020 at 7:15 p.m.

**EXECUTIVE SESSION**

None



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

FISCAL YEAR 2019-20

PAYMENTS THROUGH APRIL 20, 2020 FOR SERVICES PROVIDED THROUGH MARCH 31, 2020

75.0% 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 March	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>2,747,240</b>	<b>24,457,251</b>	<b>70.4%</b>	<b>10,390,707</b>	<b>34,847,958</b>	<b>(84,509)</b>	<b>-0.24%</b>
<b>PERSONAL SERVICES (REGULAR OPERATIONS)</b>									
Salaries	21,198,413	60.98%	1,723,226	15,075,626	71.1%	6,122,329	21,197,955	458	0.00%
Retirement ( includes 403B)	2,596,806	7.47%	207,137	1,869,646	72.0%	725,877	2,595,524	1,282	0.05%
Social Security (OASDI)	307,377	0.88%	24,423	213,723	69.5%	93,688	307,411	(34)	-0.01%
Health Benefits/Long Term Care	1,839,648	5.29%	152,762	1,497,050	81.4%	340,910	1,837,960	1,688	0.09%
Worker's Comp Insurance	264,980	0.76%	14,258	164,079	61.9%	100,834	264,913	67	0.03%
Unemployment Insurance	15,000	0.04%	0	2,136	14.2%	12,136	14,272	728	4.85%
Non-Industrial Disability/Life Insurance	116,591	0.34%	7,106	70,701	60.6%	43,432	114,133	2,458	2.11%
Clinical Consultants - Consumer Services	412,095	1.19%	1,046	7,917	0.0%	404,178	412,095	(0)	0.00%
<b>Total Personal Services (Regular Operations)</b>	<b>26,750,910</b>	<b>76.95%</b>	<b>2,129,957</b>	<b>18,900,879</b>	<b>70.7%</b>	<b>7,843,385</b>	<b>26,744,263</b>	<b>6,646</b>	<b>0.02%</b>
<b>OPERATING EXPENSES (REGULAR OPERATIONS)</b>									
Equipment Rental	55,000	0.16%	12,799	50,351	91.5%	4,577	54,928	72	0.13%
Equipment Maintenance	35,000	0.10%	437	12,096	34.6%	22,032	34,128	872	2.49%
Facility Rent	2,628,000	7.56%	219,000	2,190,000	83.3%	438,000	2,628,000	0	0.00%
Facility Maintenance	26,000	0.07%	6,379	19,174	0.0%	6,391	25,565	435	0.00%
Communications (postage, phones)	366,000	1.05%	31,182	263,207	71.9%	101,286	364,493	1,507	0.41%
General Office Expense	166,537	0.48%	16,522	112,318	67.4%	52,771	165,090	1,447	0.87%
Printing	40,500	0.12%	3,677	30,674	75.7%	10,225	40,898	(398)	-0.98%
Insurance	181,000	0.52%	0	180,564	99.8%	0	180,564	436	0.24%
Data Processing	105,000	0.30%	9,699	76,999	73.3%	25,666	102,666	2,334	2.22%
Data Processing Maintenance / Licenses	260,000	0.75%	5,661	176,901	68.0%	80,201	257,102	2,898	1.11%
Interest Expense	0	0.00%	0	0	0.0%	0	0	0	0.00%
Bank Service Fees	2,000	0.01%	38	913	45.6%	979	1,892	108	5.41%
Legal Fees	215,000	0.62%	58,100	107,419	50.0%	122,419	229,838	(14,838)	-6.90%
Board of Trustees Expense	40,000	0.12%	3,308	13,635	34.1%	25,545	39,181	819	2.05%

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

FISCAL YEAR 2019-20

PAYMENTS THROUGH APRIL 20, 2020 FOR SERVICES PROVIDED THROUGH MARCH 31, 2020

75.0% 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 March	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	213,000	0.61%	215	158,219	74.3%	79,499	237,718	(24,718)	-11.60%
Contractor & Consultants - Adm Services	126,000	0.36%	3,414	79,914	63.4%	46,075	125,989	11	0.01%
Contract - ABX2 Disparities	269,140	0.77%	0	0		269,140	269,140	0	0.00%
Travel/mileage reimbursement	295,000	0.85%	26,797	199,803	67.7%	94,470	294,272	728	0.25%
ARCA Dues	83,000	0.24%	0	0	0.0%	80,458	80,458	2,542	3.06%
General Expenses	62,000	0.18%	(316)	29,878	48.2%	31,159	61,037	963	1.55%
<b>Total Operating Expenses (Regular Operations)</b>	<b>5,243,177</b>	<b>15.08%</b>	<b>396,911</b>	<b>3,702,064</b>	<b>70.6%</b>	<b>1,565,895</b>	<b>5,267,959</b>	<b>(24,782)</b>	<b>-0.47%</b>
<b>Total Personal Services &amp; Operating Expenses (Reg)</b>	<b>31,994,087</b>	<b>92.03%</b>	<b>2,526,868</b>	<b>22,602,943</b>	<b>70.6%</b>	<b>9,409,280</b>	<b>32,012,223</b>	<b>(18,136)</b>	<b>-0.06%</b>
<b>OTHER INCOME</b>									
Interest & Other Income	(327,000)	-0.94%	(29,805)	(293,022)	89.6%	(52,113)	(345,135)	18,135	-5.55%
<b>Total Personal Services &amp; Operating Expenses Net of Other Income (Regular Operations)</b>	<b>31,667,087</b>	<b>91.09%</b>	<b>2,497,063</b>	<b>22,309,921</b>	<b>70.5%</b>	<b>9,357,167</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%	22,150	92,013	59.5%	62,551	154,564	0	0.00%
Foster Grandparent/Senior Companion Expenses	1,140,094	3.28%	76,257	723,910	63.5%	401,789	1,125,699	14,395	1.26%
Community Placement Plan Expenses	1,801,704	5.18%	151,770	1,331,407	73.9%	569,201	1,900,608	(98,904)	-5.49%
<b>Total Restricted Funds</b>	<b>3,096,362</b>	<b>8.91%</b>	<b>250,177</b>	<b>2,147,331</b>	<b>69.4%</b>	<b>1,033,540</b>	<b>3,180,871</b>	<b>(84,509)</b>	<b>-2.73%</b>
<b>Total Expenses (Including Restricted Funds)</b>	<b>34,763,449</b>	<b>100.00%</b>	<b>2,747,240</b>	<b>24,457,251</b>	<b>70.4%</b>	<b>10,390,707</b>	<b>34,847,958</b>	<b>(84,509)</b>	<b>-0.24%</b>
<b>Less: Balance of Restricted Funds</b>	<b>(0)</b>							<b>(84,509)</b>	
<b>Total Allocation Balance (Deficit)</b>	<b>(0)</b>							<b>0</b>	<b>0.00%</b>



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

**DRAFT  
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FISCAL YEAR 2019-20

PAYMENTS THROUGH APRIL 20, 2020 FOR SERVICES PROVIDED THROUGH MARCH 31, 2020

75.0% OF YEAR ELAPSED

	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>21,027,756</b>	<b>172,319,769</b>	<b>69.1%</b>	<b>80,087,200</b>	<b>252,406,969</b>	<b>101.17%</b>
<b>OUT OF HOME CARE</b>							
Community Care Facilities		7,498,777	63,488,908	36.8%	25,252,374	88,741,282	35.8%
ICF/SNF Facilities		23,248	358,907	0.2%	383,816	742,723	0.3%
<b>Total Out of Home Care</b>		<b>7,522,025</b>	<b>63,847,815</b>	<b>37.1%</b>	<b>25,636,190</b>	<b>89,484,005</b>	<b>36.1%</b>
<b>DAY PROGRAMS</b>							
Day Care		694,207	5,294,351	3.1%	2,531,429	7,825,780	3.2%
Day Training		4,249,925	37,802,107	21.9%	14,644,989	52,447,097	21.2%
Supported Employment		548,324	4,304,707	2.5%	2,032,633	6,337,340	2.6%
Work Activity Program		190,312	1,903,186	1.1%	956,328	2,859,514	1.2%
<b>Total Day Programs</b>		<b>5,682,768</b>	<b>49,304,351</b>	<b>28.6%</b>	<b>20,165,380</b>	<b>69,469,731</b>	<b>28.0%</b>
<b>OTHER SERVICES</b>							
Non-Medical: Professional		637,549	4,537,823	2.6%	2,420,286	6,958,110	2.8%
Non-Medical: Programs		1,296,124	11,054,796	6.4%	4,046,301	15,101,098	6.1%
Home Care: Programs		282,513	1,869,166	1.1%	918,270	2,787,436	1.1%
Transportation		592,205	5,015,833	2.9%	1,837,892	6,853,725	2.8%
Transportation Contracts		672,622	5,813,118	3.4%	2,147,984	7,961,102	3.2%
Prevention		1,058,087	9,189,612	5.3%	3,685,534	12,875,146	5.2%
Other Authorized Services		1,269,100	10,503,254	6.1%	7,412,408	17,915,662	7.2%
Personal and Incidentals		13,377	114,793	0.1%	43,517	158,310	0.1%
Hospital Care		37,856	462,451	0.3%	576,445	1,038,896	0.4%

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

FISCAL YEAR 2019-20

PAYMENTS THROUGH APRIL 20, 2020 FOR SERVICES PROVIDED THROUGH MARCH 31, 2020

75.0% 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		1,104	12,279	0.0%	26,933	39,212	0.0%
Medical Service: Professional		187,199	1,142,103	0.7%	618,542	1,760,646	0.7%
Medical Service: Programs		114,878	1,619,670	0.9%	580,504	2,200,173	0.9%
Respite: In Own Home		1,748,721	12,190,186	7.1%	6,602,885	18,793,071	7.6%
Respite: Out of Home		0	18,276	0.0%	123,531	141,807	0.1%
Camps		0	30,847	0.0%	20,646	51,493	0.0%
<b>Total Other Services</b>		<b>7,911,337</b>	<b>63,574,207</b>	<b>36.9%</b>	<b>31,061,680</b>	<b>94,635,887</b>	<b>38.2%</b>
<b>Total Estimated Cost of Current Services</b>		<b>21,116,130</b>	<b>176,726,373</b>	<b>102.6%</b>	<b>76,863,250</b>	<b>253,589,622</b>	<b>102.3%</b>
<u>OTHER ITEMS</u>							
Estimated Cost of COVID19 expenses		230,818	230,818	0.1%	3,295,629	3,526,447	1.4%
<b>Total Other Items</b>		<b>230,818</b>	<b>230,818</b>		<b>3,295,629</b>	<b>3,526,447</b>	<b>1.4%</b>
<b>Total Purchase of Services</b>		<b>21,346,948</b>	<b>176,957,191</b>	<b>102.7%</b>	<b>80,158,879</b>	<b>257,116,069</b>	<b>103.7%</b>
Deduct: Estimated Receipts from Intermediate Care Facilities for State Plan Amendment Services		(319,192)	(4,637,421)	-2.7%	(1,662,579)	(6,300,000)	-2.5%
<b>Net Expenditures Regular POS</b>	<b>247,898,421</b>	<b>21,027,756</b>	<b>172,319,769</b>	<b>69.5%</b>	<b>78,496,300</b>	<b>250,816,069</b>	<b>101.2%</b>
<b>Projected Allocation Balance (Deficit) Regular POS</b>						<b>(2,917,648)</b>	<b>-1.2%</b>
<u>COMMUNITY PLACEMENT PLAN EXPENDITURES</u>							
<b>Total Community Placement Plan Expenditures</b>	<b>1,590,900</b>	<b>0</b>	<b>0</b>		<b>1,590,900</b>	<b>1,590,900</b>	<b>100.0%</b>
<b>Projected Allocation Balance (Deficit) Community Placement Plan</b>						<b>0</b>	<b>0.0%</b>
<b>Total Projected Allocation Balance (Deficit) Regular &amp; Community Placement Plan POS</b>						<b>(2,917,648)</b>	<b>-1.17%</b>



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

**COMMUNITY RELATIONS/  
LEGISLATIVE COMMITTEE**

**MINUTES FROM THE APRIL 15, 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
- Tim Travis, Dir. of Federal Revenues & Clinical
- Aaron Christian, Director of Client Services
- Carol Tomblin, Director of Compliance
- 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 6:04 pm.  
A quorum was established.

The minutes from March 18, 2020 were reviewed and approved.

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

The committee welcomed a community member that was in attendance remotely Ms.  
Ruth Tello-Di Leva.

**PUBLIC INPUT**

None



## **SG/PRC BYLAWS DISCUSSION**

Dr. Ragusa gave an update to the committee regarding the review of the Bylaws. There is currently an ad hoc committee working on this task on behalf of the Board of Directors along with SG/PRC's Corporate Attorney. There is a current goal of having committees have their first reading of the proposed bylaws during their May meetings to then seek approval from the full Board of Directors at their 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:

- Temporary Closure of Access to the Building by the general public.
- 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.
- Check-In Program – Phase 1 To check-in on individuals who are at risk or health conditions. Phase 2 To check-in on everyone we serve.
- 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 time – Thursdays 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. Travis 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.
- 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)

- Aaron Christian, Director of Client Services reported on a recent survey that was sent out to identify needs from the service provider community for PPEs. There have been several distribution rounds of PPEs to the vendor community.
- Lucina Galarza, Director of Community Services reported on the essential services that our service provider community is providing to individuals served by SG/PRC. Ms. Galarza also shared how some of those services are to be carried out remotely and how these services are required to be consistent with the Department of Developmental Services Directives regarding COVID-19.

Ms. Galarza also reported on the current plan for surge capacity for the sudden influx of COVID-19 related cases. There is currently an RFP that is posted on our website and that has been sent out to the vendor community for a staffing registry that is needed in the event of staff shortage due to this current health crisis.

Ms. Galarza also touched on information about Day Programs that are still providing essential support to families.

- Mr. Hill shared information on recent news articles regarding the regional center system and its response efforts to families during this pandemic. (Please see attached)



## **COMMUNITY AND OUTREACH ACTIVITIES**

Carol Tomblin, Director of Compliance reviewed the monthly outreach report and other activities that the Compliance Department has been involved with to support our community as a result of the pandemic:

- Behavioral Supports – Ms. Daniela Santana and Mr. Joshua Trevino are continuing providing support to families and vendors.
- Educational Specialist – Ms. Nora Perez-Givens continues to support families with IEP needs.
- Community Outreach Specialist Activities - have been moved to remote activities. Some projects that were to have occurred in the next month or so have either been postponed or have fully transitioned into a remote format such as:
  - Navigating the Regional Center – Postponed for a few months.
  - Parent Mentor (PMI) – Remote
  - Cal-Fresh Sign-ups – Remote

## **ADJOURNMENT:**

Next meeting is on for May 20, 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 March 2020
<b>Report to</b>	Community Relations Committee of the SG/PRC Board of Directors
<p><b>Asian Outreach Specialist</b> – Amos Byun’s position has been funded continuously by a disparity program grant since the FY16-17 grant cycle. The request for the FY19-20 grant cycle was for a 24-month term. The application was approved, but only for 12 months and at a lower amount than requested.</p>	
<b>Progress/Status of Continuing Equity Projects Funded by DDS FY19-20 Disparity Program Grants</b>	<ul style="list-style-type: none"> <li>• <b>Parent Mentor Initiative (PMI)</b> – SG/PRC received the official award letter from DDS approving continuation funding dated 3/2/2020. The award was for the 13 months requested to cover February 2020 services provided, in the amount of \$184,400. The award was a little less than requested by SG/PRC, but Alma Family Services agreed to provide PMI at the level of the award. <p style="margin-left: 40px;">Alma has been providing support remotely to the families that were already participating in PMI. Alma is also accepting new referrals, with the understanding that the services will be provided remotely until the “stay at home” order is lifted, and it is safe to resume normal operations. Referrals are welcomed for both the PMI grant and for the POS services for parent mentoring services.</p> </li> <li>• <b>Navigating the Regional Center System (NRCS)</b> –SG/PRC received the official award letter from DDS approving continuation funding dated 3/2/2020. The grant was approved for 12 months as requested, in the amount of \$66,505. This amount was less than requested because DDS eliminated reimbursement of any administrative costs anticipated by SG/PRC. The contract was fully executed in March by both parties. <p style="margin-left: 40px;">Due to the Coronavirus pandemic and the restrictions on meeting in groups, it was decided to postpone the start of the NRCS workshops until September. Based on prior experience, we believe that the workshops are best conducted in person. In the meantime, the NRCS training materials are being reviewed, updated and improved. SG/PRC has also been working toward finishing the on-line version of NRCS, as well be described below.</p> </li> <li>• <b>Webinar development and hosting for parent training</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 will work with Edwin Gamino, 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 April.</p> <ul style="list-style-type: none"> <li>• <b><u>Vietnamese Outreach Specialists</u></b> – SG/PRC received the official award letter from DDS approving continuation funding, dated 3/2/2020. The term of 12 months and the amount requested of \$18,235 was granted.</li> </ul> <p>Unfortunately, due to the uncertainty and delay in awarding the grant, one of the Vietnamese Outreach Specialist left the project and the other reduced his commitment to 10 hours a month, which is just enough to continue the monthly Vietnamese Support Group (VSG). However, 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.</p> <p>The request for grant funds for Child Supervision, which has been routinely made available to families participating in the Vietnamese Parent Group meetings, was denied by DDS. SG/PRC requested DDS to allow the use of some of these funds to continue child supervision for meetings. It was granted through March, but that approval is no longer relevant, as the meeting planned for March had to be cancelled.</p>
<p><b>On-going projects previously funded</b></p>	<ul style="list-style-type: none"> <li>• <b><u>Mandarin/Cantonese Outreach Specialist</u></b> –In March, SG/PRC was officially denied our application to continue fund additional hours of the Chinese Outreach Specialist hired by The Parents’ Place. SG/PRC previously requested an extension of time to continue the services through February, which was granted. However, that request and approval are no longer relevant, as all meetings planned through March were cancelled due to the pandemic. This project will no longer be included in the monthly report.</li> <li>• <b><u>Understanding My Child’s Disability (UMCD) Online Series (Previously known as Introductory Curriculum for Families)</u></b> – Amos and Carol continue to work on completing this project. The focus in March was to complete the Intellectual Disability Module. Many more photos have had to be identified and obtained for inclusion for this online module. The module has now been forwarded to the SG/PRC Learning Management System (LMS) Administrator for posting to the parent learning portal. The module on “Understanding My Child’s Down Syndrome” was posted in March for SG/PRC staff and some selected parents to review. Amos continues to work with Edwin to update the module as needed. The “Understanding My Child’s Intellectual Disability” module will be posted by the end of April for review. The next module to be completed is “Understanding My Child’s Epilepsy”.</li> </ul>



<p><b>Other Equity-Related Activities not supported with Disparity Grant Funds.</b></p>	<ul style="list-style-type: none"> <li>• <b>Person-Centered Conversations (PCC)</b> -- Due to the pandemic, no face-to-face meetings will be conducted. Korean parents started requesting remote meetings and they will be held using Zoom, starting in April.</li> <li>• <b>Community outreach through mass media</b> – Amos has been invited to be a regular guest for live 30-minute radio programs on the second and fourth Thursday morning each month for Radio Korea (<a href="http://www.RadioKorea.com">www.RadioKorea.com</a>) AM 1540 . This series started in January 2020. Two more programs were scheduled in March for 3/12/20 and 3/26/20. However, due to the current pandemic, Amos only completed the one scheduled on 3/12/20. The series was postponed until further notice but will resume at some point in the future.</li> <li>• <b><u>Translations in Support of Harbor Regional Center (HRC) Disparity Grant</u></b> In 2018, Amos worked with HRC to support completing Korean translations of regional center service factsheets developed by HRC as part of a collaborative equity grant. Amos provided the Korean translations and coordinated the translations in Chinese and Vietnamese. However, the Korean, Chinese and Vietnamese versions has not been completed. Amos started modifying the Korean versions to change English titles and subtitles to Korean. On 3/9/20, Amos provided the completed Day Program Factsheet to HRC. Other updated translations in Korean will follow.</li> </ul>
<p><b>Family Support/ Training</b></p>	<ul style="list-style-type: none"> <li>• <b>Translation for Korean families</b> – Amos translated the IPP 430C form for Korean families served by SG/PRC on 3/9/0. On 3/10/20, Amos translated telephone calls to organize a meeting at a residential facility for a Korean resident and her family. Also, Amos provided several telephone translations on 3/25/20 to support an SC completing IPP documentation and service request.</li> </ul>
<p><b>Outreach/Events Participation</b></p>	<ul style="list-style-type: none"> <li>• <b>Very Special Art Festival</b> – On 3/10/20, Amos participated with the Very Special Art Festival provided by Rowland Heights USD/Hacienda La Puente USD to represent SG/PRC with Monica Romero and her staff at Hacienda Heights Community Center.</li> <li>• <b>Meet &amp; Greet Event</b> – The next Meet &amp; Greet” scheduled for 4/30/20, principally for the Latino/Hispanic community, was cancelled – halting all of the preparations. It is hoped that these events can resume in the fall.</li> <li>• <b>Meeting with Hilda Solis’ Office Staff</b>— All efforts for collaboration were being suspended due to the “stay at home” orders. Previously, plans had been made to provide cross training to Solis’s staff regarding SG/PRC services and intake. These training efforts will be resume after the “stay at home” order is rescinded, and it is safe to resume normal operations.</li> </ul>



**Other Major Activities of the Compliance and Outreach Department**

- **2020 Census meeting** – Connie Lo, Partnership Specialist at U.S. Census Bureau, presented at the SG/PRC all staff meeting on 3/02/20. After the meeting, SG/PRC asked Connie to forward the counting protocol for individuals living in residential facilities. This information was sent to residential providers in efforts to help encourage participation in the census while maintaining individual information confidential. Connie also offered large posters to add in our lobby area. Subsequent communication between the census staff and SG/PRC was shifted to Yvonne Gratianne, Manager of Public Relations and Information.

- **Cal-Fresh** – The SG/PRC Cal Fresh project management team held its first Community Sign-Up event on 3/12/20 from 1 to 3 pm at Alma Family Services in El Monte. There were 11 applications processed by trained team members. Further community efforts and Parents’ Place Friday sign-ups held at SG/PRC were suspended due to the “stay at home” order.

The new plan is for Parents’ Place to process application at their West Covina location two days a week on Mondays and Fridays and to process applications remotely. SG/PRC staff continue to take referrals from families. Due to many families’ recent loss of income due to the Coronavirus, Parents’ Place and Xochitl have been receiving urgent calls from families, requesting to rush referrals. However, now that sign-ups are being processed remotely, the process is much slower – only permitting about 20 applications to be completed in one day. There is currently a list of more than 100 families and individuals waiting to be assisted. On 3/31/20, the team mobilized to assist families by requesting them to text needed documents to Parents’ Place’s secure line. Then the Parents’ Place staff will produce hard copies of the documents, complete the online applications, and then hand deliver the applications to the DPSS office.

- **Annual Community Meetings** -- There were many community meetings scheduled during the month of March to review the annual POS expenditure data and the progress made in addressing disparity and improving equity, all of which were posted to the website in January. Majority of the meetings were cancelled, due to safety concerns and then the directives to stay at home. However, four meetings were held before the stay at home order was issued. One meeting with Korean families and others associated with the Circle of Friends was held the end of February; there was a brief review presented to the Vendor Advisory Committee the first week in March; and there were two full meetings held the second week of March. One was the LICA meeting that was also attended by SG/PRC Early Start and Intake staff; and the other was a SG/PRC department meeting with Family Services and Transition Services units.
- **Performance Contract** -- The Performance Contract End of Year Report, including performance on our locally adopted policy measures on employment, was prepared and submitted to DDS during the month.





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

**Client Services/Advisory Committee**  
**Wednesday, May 27, 2020 at 6:00 p.m.**  
**Videoconference**

**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  
Laura Palma  
Elisa Herzog

**AGENDA**

- **Call to Order – Chairperson, Mary Soldato (6:00 – 6:05)**  
**- Approve Minutes of April 22, 2020 Meeting**

- **Public Comment (6:05 – 6:10)**

- **Action Item: None**

- **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

- **Special Presentation – BMRC Policy**
- **Amendment of Board Bylaws – Recommendations**
- **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**

**April 22, 2020**

A regular meeting of the Client Services/Advisory Committee was held on Wednesday, April 22, 2020. The following committee members were present at said meeting:

**PRESENT**

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

**STAFF:**

Anthony Hill  
Lucina Galarza  
Aaron Christian  
Laura Palma

**ABSENT:**

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

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**ITEMS DISCUSSED**

**A. CALL TO ORDER**

Committee member Shannon Hines called the meeting to order at 6:15-pm  
A Quorum was not established.

-The minutes of February 26 and March 25, 2020 tabled.

**B. PUBLIC COMMENT – None**

**C. CLIENT ADVOCATE – Elisa Herzog was not present. Ms. Lucina Galarza shared the following:**



- SGPRC website includes resources for free delivery of groceries service.
- Cal Fresh currently providing extra resources; refer to website for additional information

D. **Action Item**- None

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

- The committee agreed there will be no trainings for the next couple of months due to COVID19 restrictions.

F. **Amendment of Board Bylaws**

- Board of Directors is currently in the process of revising Bi-laws. Client Services Committee discussed the following recommendations to present to Board regarding Bylaws amendments:
  - ✓ Better description on the role and responsibilities of Client Services Committee.
  - ✓ Increase voting or decision making
  - ✓ Increase time for monthly trainings
  - ✓ Monitoring on what services are working well and which are not.
  - ✓ Receiving quarterly reports regarding frequency/and or outcome of Q.A monitoring, annual visits, Corrective Action Plans, investigations.
  - ✓ Report on DDS reviews
  - ✓ Clarification of Title 17 and Title 22 codes that apply to regional center
- Continue to address any questions or comments to Erika Gomez via phone call or email at [egomez@sgprc.org](mailto:egomez@sgprc.org).

G. **DIRECTOR REPORT -Lucina Galarza / Aaron Christian**

- Covid19 update- We continue to update through the following meetings:
  - ✓ VAC- weekly on Mondays from 10-12. All encouraged to attend.
  - ✓ Weekly community meetings are held every Tuesday at 10:00 am.
  - ✓ Surge plan reviewed- we have capacity for 30
- **Intake Report** – Lupe Magallanes, Associate Director, Early Start and Intake Services reported the following:
  - ✓ SG/PRC is the only center in the entire state conducting face to face assessments.



- ✓ Our referrals for Early Start intake are increasing weekly. Currently averaging in the mid-twenties.
- ✓ We continue to hold weekly psychological evaluations. Currently holding 24 assessments per week for Lanterman applicants and children that will be exiting Early Intervention.
- ✓ Continue to complete Early Start Multidisciplinary assessments. We hold 15-18 clinics per week
- ✓ We continue to provide support via telephone for our multidisciplinary eligibility team conferences.

**Project Check-In** – Aaron Christian, Director of Client Services reported the following:

- ✓ Project Check-In has been very successful. We have made attempts to call every family / individual
- ✓ Letters sent out to individuals we could not reach by phone
- ✓ We have received overwhelmingly positive feedback.

#### **H. ADJOURN**

Chairperson Mary Soldato adjourned the meeting at 7:05pm.

The next Client Services/Advisory Committee meeting is scheduled for Wednesday, May 27, 2020. Meeting will be held remotely via Zoom.



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

**May 14, 2020**

The following committee members were in attendance at said meeting:

**PRESENT:**

David Bernstein, Chairperson  
Olaf Luevano  
Susan Stroebel  
Nicole Mirikitani  
Nancy Bunker  
Michelle Mainez  
Valerie Donelson  
Vanessa Besack  
Jose Mendoza  
Jay Bhavsar  
Baldo Paseta  
Bryan Chacon

**STAFF:**

Anthony Hill, Executive Director  
Lucina Galarza, Director of Community  
Services  
Tim Travis, Director of Federal Revenues  
and Clinical  
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:**

Nur Bandek  
Rosalind Ford

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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 9:35 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 March 65 2020 meeting were approved.  
**M/S/C (Mirikitani & Strobel) The committee approved the minutes.**

## **B. VENDOR CATEGORY REPORTS**

### **Adult Programs**

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

*Adult Day* – Jose Mendoza 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 will have a videoconference meeting on Wednesday 20, 2020.

### **Transportation**

Baldo Paseta shared that the Transportation Subcommittee had a meeting last week to discuss the directive dated May 7, 2020. Another meeting will be held next week. Providers continue to wait on clarification about Paycheck Protection Program (PPP) and social distancing when providing services.

### **Independent Living Services**

*ILS Services* – Nicole Mirikitani reported that the subcommittee will meet soon.

*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 informed that ICF providers were granted an emergency 10% rate increase, effective Mach 1, 2020.

*CCF* – Jay Bhavsar and Valerie Donelson expressed concern about exposure of Covid-19 in residential facilities. Staff provided guidance, explaining that each situation would be handled differently, based on the circumstances.

*Specialized*- Michelle Mainez briefly talked about approval of admissions into homes from DDS. She also shared that in collaboration with SG/PRC staff, the subcommittee will have a meeting on May 28, 2020 at 10am.

*Other Vendored Services*- Bryan Chacon expressed his interest in forming a subcommittee that can meet soon.



*At Large*- Susan Strobel shared that Casa Colina continues to be open for essential services.

### **C. DAY PROGRAM WORKGROUP UPDATE**

Rosalind Ford and Jose Mendoza, along with SG/PRC staff held a meeting on May 7, 2020 to share ideas on how Day Program vendors can transition back to providing program services identifying parameters while adhering to CDC guidelines. The following areas were discussed:

Review & discuss

- Social Distancing
- Clients – wearing PPE
- Training for Staff prior to direct program services
- Facility vs. Community Base programs
- Transportation
- Ratio
- PPE for clients and staff

Ideals

- Staggered program hours/shifts
- Staggered program days

### **PUBLIC COMMENTS**

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

- PPE is no longer available but additional items will be received and arranged to be distributed again. DDS will provide items based on the SG/PRC survey that providers complete.
- The Department of Public Health will collaborate with Community Care License facilities to distribute PPE to them.
- There is a “Best Practices” training targeted to vendors that will be given by SG/PRC nurses on Thursday, May 21, 2020.
- Providers will receive notice about an additional requirement on their proof of insurance certificate.



- HCBS Assessment– The assessment has been extended to June 30, 2020. Letters to providers reminding them to complete the survey have been mailed.

**MEETING ADJOURNED**

The next regular meeting will be held on June 4, 2020 10:00 a.m.



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

**May 13, 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 6:08 pm. A quorum was established.

The minutes from the April 8, 2020 meeting were approved.

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



## **B. PUBLIC INPUT**

None

## **C. GOALS AND OBJECTIVES**

- *Bylaws Feedback Discussion* – With the exception of the Client Services Advisory Committee, 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.
- *Mentorship* – Mr. Cruickshank shared an article about mentorship. The committee would like to adopt it after the Chairperson, Julie Chetney, rewrites it to be more applicable to this committee. The draft will be reviewed at next month's meeting.
- *Strategic Timeline* – The members reviewed the Strategic Timeline and discussed making changes
  - Start Date of Board Survey
  - Core indicator
  - Training topics
  - Continuous discussions at Board meetings such as Self Determination

## **D. BOARD COMPOSITION**

The members discussed the terms for SG/PRC Board of Directors. Some people have expressed their wishes to join the Board. The Chairperson of the committees will be consulted about those individuals.

## **E. AGENDA FOR JUNE 10, 2020**

- Bylaws Update
- Board and Committees Recruiting
- Mentorship
- Strategic Timeline

## **F. ADJOURNED**

The next Strategic Development Committee meeting is scheduled for Wednesday, June 10, 2020.

# 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.



**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

March 31, 2020

Re: Check-In Program During COVID-19 Outbreak

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

Your health and safety are very important to us. Now more than ever, we want to connect with you frequently to assure that SG/PRC is meeting your needs and the needs of your family throughout this COVID-19 health crisis.

To achieve our goal of increasing our communication with you and your family, we have created a **COVID-19 Check-In** program.

Beginning on April 1, 2020, SG/PRC's Intake Coordinators and Department Clerks will check-in telephonically with all individuals served, their parents, legal guardians and/or legal representatives. These check-in conversations will complement contacts your Service Coordinator is currently making with you. Keep in mind, if you need help or assistance with securing an Individual Program Plan (IPP) service or support, please contact your Service Coordinator at their email or regular telephone number.

Telephonic check-ins with you will continually occur throughout the COVID-19 health crisis. Rest assured, we will follow your recommendations, should you decide that you do not want us to continue to check-in with you after we have made our first telephonic contact.

During our conversations with you, we will ask you whether your IPP service needs are being met, determine if you have new service needs, and confirm that we have your current physical address and email address to connect with you. If we discover that you have unmet IPP service needs, that information will be shared with your Service Coordinator and our Community Services Team for follow-up.

The SG/PRC's webpage @sgprc.org is an important communication resource that will keep you informed about SG/PRC's adjustments in its policies, practices, and ongoing resource development endeavors related to COVID-19.

We believe frequent contact with you helps us to continually assess your service needs that protect your health and safety. We are a united community. Together we will overcome this health crisis through demonstrating kindness, compassion and endless goodwill for one another. Please stay well and safe.

Kindest regards,



Anthony Hill, M.A. Esq.  
Executive Director  
San Gabriel/Pomona Regional Center

75 Rancho Camino Drive, Pomona, California 91766  
(909) 620-7722                      www.sgprc.org

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