

**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.