

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

**September 1, 2022**

The following committee members attended said meeting:

**PRESENT:**

Susan Stroebel, Chairperson  
Grace Kano  
Jeanette Cabrera  
David Bernstein  
Brenda Baldeon  
Olaf Luevano  
Jose Meraz  
Nicole Mirikitani  
Charmayne Ross  
Jay Smith  
Jose Meraz  
Christina Buth  
Nancy Bunker  
Chris Schlanser

**STAFF:**

Joe Alvarez, Interim Executive Director  
Lucina Galarza, Director of Community Services  
Lourdes Sanchez, Program Evaluator  
Scott Kelley, Manager, Client Services  
Linh Lee, Employment Specialist  
Jaime Anabalon, Quality Assurance Manager  
Erika Gomez, Executive Assistant – Board of Directors

**MEMBERS ABSENT:**

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**RECOMMENDED ACTIONS**

**THE VENDOR ADVISORY COMMITTEE RECOMMENDATION:**

None

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**A. CALL TO ORDER**

Susan Stroebel called the meeting to order at 10:03 a.m. A quorum was established.

The agenda was reviewed and Grace Kano requested an addition: Request to return to regular Zoom meeting for this committee.

**M/S/C (Kano & Bunker) The committee approved the addition to the agenda.**

The minutes from the August 4, 2022, meeting were reviewed and approved.  
**M/S/C (Bernstein & Bunker) The committee approved the minutes.**

## **B. MOST PRESSING CONCERNS FOR SERVICE PROVIDERS**

- Some programs are unable to accept referrals due to staff shortages
- The high cost of gasoline continues to be an issue for staff
- The high cost of groceries is becoming an issue for individual served and their families
- Vendors want the SG/PRC weekly meetings with vendor to return to the regular Zoom format
  - Vendors want to be able to connect and share resources
  - They feel they have been punished
  - Their mental health has been affected because of the change

Mrs. Stroebel asked that all the members raise their hand to publicly commit to not attack anyone during meetings and to be respectful. Interim Executive Director, Joe Alvarez, addressed this request and shared that for the community meetings, the webinar format will remain for now. The members proceeded to make a motion that their request be reconsidered.

**M/S/C (Kano & Schlanser) The committee asked that their request for the weekly SG/PRC meeting with vendors to go back to regular Zoom format be reconsidered.**

## **C. SG/PC STAFF UPDATES**

- Half day billing went away and effective July 1, 2022, programs can be reimbursed their full day rate, if an individual attends less hours, if for example, they are not feeling well, or have a doctor's appointment.
- Linh Lee, Employment Specialist, presented the following on Tailor Day Services (TDS):
  - What it is
  - Service Customization
  - Things to consider
  - Legislative updates
  - Rate setting
- Staff will send out resources for the upcoming heat wave.

## **D. VENDOR CATEGORY REPORTS**

### **Adult Programs**

*Vocational* – Olaf Luevano shared that the subcommittee met last week and will

have meetings once a month on the 3<sup>rd</sup> Thursday. Quality Assurance Manager, Jaime Anabalon, was present and answered questions. He encouraged everyone to participate. He would also like SG/PRC to help provide SSI training. Lastly, he talked about the barriers and successes in employment opportunities.

*Adult Day* – Jose Meraz and Christina Buth held a subcommittee meeting. Lucina Galarza, Director of Community Services, presented on Tailor Day Services. They also shared their plans to have a Halloween party; Christina Buth asked that those interested in collaborating on this please email her.

### **Infant & Children Services**

*Infant Development Program* – Charmayne Ross announced that she resigned from Dynamic Therapies to launch her own practice and is very excited.

### **Transportation**

Vacant

### **Independent Living Services**

*ILS Services* – Nicole Mirikitani shared that ILS providers continue to experience shortages of staff and are unable to provide services at times because of this challenge. She also reported that some individuals served are facing food insecurities. Lastly, she shared that some individuals served are receiving their checks at a later date.

*SLS Services* – Nancy Bunker asked for more stability when assigning Service Coordinators to individuals served. She shared that some are assigned 4 Service Coordinators in six months.

### **Residential Services**

*Specialized* – Chris Schlanser had nothing to report.

### ***CCF:***

Jay Smith and David Bernstein shared the following:

- They attended the annual DSP meeting
  - They will continue doing online classes
  - Service providers should come up with a way to encourage those not yet employed to do the classes and get them minimally qualified
  - There are things in the budget regarding DSP training and bonuses
- Rate studies excluded beds larger than 6, staff will ask DDS about helping those facilities.
- Providers have not received guidelines about COVID-19 sick pay.

- Mr. Smith shared that he will meet with someone who knows about legislation that would help vendors make improvements to infrastructures and will share more information with the group.

*ICF-* Grace Kano shared that her facility suffered an outbreak recently. She also informed that licensing will expect ICF providers to know and follow the EPA list for approved disinfectants, specifically regarding COVID-19 and Monkeypox.

**Other Vendored Services-** Jeanette Cabrera shared that campuses are in full swing and a lot of individuals served are successfully joining. Masks are required at campuses with only a few areas being mask free zones.

**At Large-** Brenda Baldeon said she is looking forward to the LICA meetings and the changes happening in Early Intervention.

#### **E. RECRUITMENT SUBCOMMITTEE**

The members interviewed Theresa Jones Zarour to represent the Transportation Category.

**M/S/C (Schlanser & Bernstein) The committee approved the Theresa Jones Zarour to represent the Transportation category.**

#### **F. LEGISLATIVE UPDATE**

The meeting materials were referenced.

#### **PUBLIC COMMENTS**

Grace Kano announced the 34<sup>th</sup> Annual Richard D. Davis Foundation Golf Tournament, scheduled for September 12, 2022, and encouraged her peers to participate, sponsor and/or donate. She also thanked those who have.

Susan Stroebel read a statement from the Board about the Executive Director's recruitment.

It was shared that no one has been able to tap into the COVID-19 sick pay resource.

#### **MEETING ADJOURNED**

The next regular meeting will be held on October 6, 2022, at 10:00 a.m.