

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

April 6, 2023

The following committee members attended said meeting:

PRESENT:

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

STAFF:

Jesse Weller, Executive Director
Lucina Galarza, Director, Community Services
Dara Mikesell, Chief Financial Officer
Daniela Santana, Director of Client Services
Tim Travis, Associate Director, Community Services
Olivia Funaro, Manager, Client Services (Residential II)
Lourdes Sanchez, Program Evaluator
Yvonne Gratianne, Communications & Public Engagement
Officer
Jaime Anabalon, Quality Assurance Manager

MEMBERS ABSENT:

Theresa Jones Zarour

RECOMMENDED ACTIONS

THE VENDOR ADVISORY COMMITTEE RECOMMENDATION:

None

A. CALL TO ORDER

Susan Stroebel, Chairperson, called the meeting to order at 10:05 a.m. A quorum was established.

The minutes of the meeting on March 2, 2023, were reviewed and approved.

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

Abstain: Stroebel, Bernstein

B. EXECUTIVE DIRECTOR UPDATES:

- SG/PRC's Board of Directors and Leadership are moving forward with its Strategic Planning. It will be a 3-year process facilitated by Ami Sullivan, Kinetic Flow, and George Stevens, former Executive Director of Los Angeles County Regional Center. The Board and its Committees, including the VAC, as well as staff and the community will participate in the process of the development of the Strategic Plan.
- Mr. Weller wants to join the community members for coffee and conversation. This is a great opportunity to host an event at a program or residential facility to discuss topics important to the host. If anyone is interested in being a host site, please contact Willanette Steward-Satchell, Executive Assistant, at 909-710-8189 or via email at wsatchell@sgprc.org
- He also provided a staffing/recruitment update. SG/PRC is recruiting a Placement Coordinator.

C. SG/PRC UPDATES BY LUCINA GALARZA, DIRECTOR OF COMMUNITY SERVICES AND STAFF

- Referral Report – Daniela Santana, Director of Client Services, presented the monthly report for March. (*Please see meeting materials for report*). She also thanked the vendors who participated in the Virtual Transition Fair.
- DSP Survey – Those that completed the first one *are* qualified to complete the second one. There is a \$8,000 incentive to those that complete it. It is only applicable to those who hire DSPs. DDS is in the process of determining how to collect data for competitive employment.
- There was a training in March to discuss the Federal funds to reimburse Early Intervention Service Providers for trainings offered to staff, up to 5 staff.
- RFPs - There was an update on the RFPs posted on the website. Two of them were reposted. The deadline is next week.
- Social Recreational Grants – 8 out of 12 providers who submitted a proposal were approved. Tim Travis, Associate Director of Community Services, is working on finalizing the contracts.
- Empower Now Advocacy Group – This is a community group powered by advocates to sharpen leadership skills, grow self-advocacy abilities, share experiences and create change in the community. The group will meet on the 4th Wednesday of the month at 10am.
- HCBS - There was a brief discussion about the additional moneys for partnerships. It was also announced that Lourdes Sanchez will no longer oversee HCBS as she's being promoted to Manager of Intake and Assessments.

- SIR Reporting – The SIR fax number has changed. It is now the same as the number used to leave a voice message, (909) 710-8810.
- ARCA Grassroots Day – The event was a success. SG/PRC had a well represented team made up of staff, parents, individuals served and vendors. VAC members, Chris Schlanser and Christina Buth participated and shared about their experience.
- 80's Virtual Dance – This event is scheduled for April 14, 2023 at 5pm for individuals serve 18+ years old.

D. **MOST PRESSING CONCERNS FOR SERVICE PROVIDERS**

None were reported.

E. **VENDOR CATEGORY REPORTS**

Adult Programs

Vocational – Olaf Luevano shared that 70 people attended the “Empowerment Now” meeting and encouraged others to attend the upcoming meeting. He hopes to have a subcommittee meeting this month.

Adult Day – Jose Meraz and Christina Buth reported that there will be a subcommittee meeting next month. Federal representatives will go out to programs to ensure HCBS compliance.

Infant & Children Services

Infant Development Program – Charmayne Ross expressed her deep gratitude to the members for sending flowers to her father's memorial. She is trying to convince staff to take the cultural training. It is an intense training on improving cultural diversity awareness and sensitivity. Those who take it get a stipend when completed.

Transportation

Theresa Zarour was not present. Executive director, Jesse Waller, reported that the team is exploring all possible options to help transportation providers with the challenges they continue to face due to outdated rates.

Independent Living Services

ILS – Nicole Mirikitani had nothing new to report.

SLS Services – Nancy Bunker shared that the Network is holding their annual conference in San Diego. Nancy Bargmann will be the keynote speaker.

Residential Services

Specialized – Chris Schlanser reported that they had a subcommittee meeting prior to this meeting and the turnout was great. He also thanked Yvonne Gratiante, Communications & Public Engagement Officer, for all her work for Grassroots Day.

CCF - David Bernstein and Jay Smith encouraged their peers to apply to join the VAC. They shared that during the first year, there's a lot of listening and learning. All the members are supportive.

Jay Smith reminded those in attendance that his program is hosting monthly, in-person, DSP certification training in the Pasadena location.

ICF- Grace Kano shared concerns that come up at the subcommittee meeting:

- There needs to be more clarification on RNs that are working at SG/PRC.
- There needs to be more clarification on the insurance coverage requirements.
- There needs to be transparency with living options regarding empty beds.

She also reported that there will be another Residential Subcommittee meeting in May. Lastly, she reminded her peers that it is time to update their Covid Policy Procedures for ICFs.

Other Vendored Services- Jeanette Cabrera had nothing to report.

At Large- Susan Stroebel reported that the Advocacy Meeting is scheduled for April 25, 2023 at 10am. A survey will be sent out today and she encouraged her peers to complete it. She is terming off as Chairperson and would like the members to consider the role.

F. RECRUITMENT SUBCOMMITTEE

If anyone wishes to apply to join the VAC, please email Erika Gomez, Board Liaison, via email at egomez@sgprc.org.

The following members are terming off on June 30, 2023:

- Susan Stoebel – At Large
- Nicole Mirikitani – Independent Living Services
- Nancy Bunker – Supportive Living Services
- Olaf Luevano – Vocational Services
- Grace Kano – Intermediate Care Facilities

G. LEGISLATIVE UPDATE

Please refer to the meeting materials.

MEETING ADJOURNED

The next regular meeting will be held on May 4, 2023, at 10:00 a.m.