

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

**May 4, 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  
Cris Schlanser  
David Bernstein  
Theresa Jones Zarour

**STAFF:**

Jesse Weller, Executive Director  
Lucina Galarza, Deputy Executive Director  
Dara Mikesell, Chief Financial Officer  
Daniela Santana, Director of Client Services  
Tim Travis, Associate Director, Community Services  
Olivia Funaro, Manager, Client Services (Residential II)  
Jaime Anabalon, Quality Assurance Manager  
Erika Gomez, Executive Assistant – BOD & RDDF

**MEMBERS ABSENT:**

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**RECOMMENDED ACTIONS**

**THE VENDOR ADVISORY COMMITTEE RECOMMENDATION:**

None

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**A. CALL TO ORDER**

Susan Stroebel, Chairperson, called the meeting to order at 10:02 a.m. A quorum was established.

The minutes of the meeting on April 6, 2023, were reviewed and approved with the correction of Cris Schlanser's name.

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

**B. NOMINATION(S) FOR VAC CHAIRPERSON**

Cris Schlanser and Jay Smith were nominated for Chairperson for Fiscal Year 23/24. Voting will take place at the next VAC meeting on June 1, 2023.

**C. EXECUTIVE DIRECTOR, JESSE WELLER, PROVIDED THE FOLLOWING UPDATES:**

- Mr. Weller thanked the Service Providers for their support in his first seven months.
- May is Mental Health month. Vendors were encouraged to do something for themselves to support their mental health.
- Service Provider Insurance Policy – Discussion & Feedback – There was a resolution to the policy in 2005. Adjustments needed to be made and before they are finalized, he would like feedback from the committee. He reviewed the draft policy with the members. Lucina Galarza, Deputy Executive Director, will ask a broker to verify the certificate requirements. There was a discussion, and the following was decided:  
**The draft will be reviewed by the Advisory Committee For Individuals Served and Their Families and then it will go to the VAC before it gets reviewed by the Board of Directors.**  
**M/S/C (Schlanser/Buth) The committee approved the above mentioned process.**
- Residential Resource Development – Staff are trying to find a balance between continuing to develop to be in compliance with DDS and using existing resources. Staff are considering the “open enrollment” protocol adopted by other regional centers.
- 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](mailto:wsatchell@sgprc.org)

**D. SG/PRC UPDATES BY LUCINA GALARZA, DEPUTY EXECUTIVE DIRECTOR AND STAFF**

- Referral Report – Daniela Santana, Director of Client Services, presented the monthly report for April. (*Please see meeting materials for report.*)
- Affordable Housing – Jessie Romero shared that there may be more availability as Covid reliefs end and evictions begin. There’s a good amount

of affordable housing within the cities. Staff were able to secure 5 studio apartments in Pomona with low rent fees.

- Rates have gone up for Supportive Living Services, anywhere from 28 to 33.
- Jaime Anabalón, Manager of Quality Assurance, will attend the next Day Program Subcommittee meeting. He also shared that QA will ask for personnel information ahead of visits to review in the office and not at the program.
- HCBS - SG/PRC will be hosting an informational session on May 30, 2023 from 9:30 AM to 11:30 AM to talk about the HCBS rule next steps.
- 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.
- 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 4<sup>th</sup> Wednesday of the month at 10am.

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

Nancy Bunker shared the following concerns shared with her:

- ILS/SLS Vendors have concerns about the cost of living and wonder if regional centers, ARCA and DDS have had a conversation about it. Mr. Weller responded that there have been discussions with a focus on affordable housing and the issue will also be a part of strategic planning. He also spoke about a short term solution, an exception in WIC 4648.
- Individuals served don't have stability with their service coordinators as there seems to be a lot of constant changes in SG/PRC staffing. Mr. Weller shared that SG/PRC is reinstating positions and continues to recruit with a strong focus on retention measures.
- Vendors are also struggling to keep up with the requirements that regional centers continue to add. Vendors wonder if regional centers, ARCA and DDS plan to address it. Mr. Weller reassured SG/PRC is committed to supporting however possible and he is hopeful that staff retention will help.
- Vendors would like staff to look at disparities in Supportive Living.

#### F. **VENDOR CATEGORY REPORTS**

##### **Adult Programs**

Vocational – Olaf Luevano had nothing to report.

*Adult Day* – Jose Meraz and Christina Buth reported that there will be a

subcommittee meeting next month on May 24, 2023 and will have SG/PRC representation.

### **Infant & Children Services**

*Infant Development Program* – Charmayne Ross shared that there will be a LICA meeting on May 11, 2023.

### **Transportation**

Theresa Zarour expressed her concerns about the challenges that transporters are facing. She shared that some would like to do volunteerism to support individuals served on the weekends. Mr. Weller will check if that's an option.

### **Independent Living Services**

*ILS* – Nicole Mirikitani had nothing to report.

*SLS Services* – There's going to be a subcommittee meeting and Mr. Weller will attend. She will send an invitation soon.

### **Residential Services**

*Specialized* – Chris Schlanser had nothing to report.

*CCF* - David Bernstein suggested that person centered methods be used to better match when filling residential vacancies. He is hopeful the new person will think of how to address it. He would also like licensing and to give clarification on expiration and “best by” food dates. Jaime Anabalon will ask licensing.

Jay Smith encouraged his peers to attend the HCBS trainings provided by SG/PRC.

*ICF*- Grace Kano shared that Cal Aim will start in January. She also said that the Richard D. Davis Foundation will reinstate their scholarship program to support direct line staff. More information will be provided.

**Other Vended Services**- Jeanette Cabrera had nothing to report.

**At Large**- Susan Stroebel and Brenda Baldeon reported that there are going to be DDS grant program briefings on May 22, 2023. The next advocacy meeting is scheduled for May 23, 2023.

## **G. RECRUITMENT SUBCOMMITTEE**

If anyone wishes to apply to join the VAC, please email Erika Gomez, Board Liaison, via email at [egomez@sgprc.org](mailto:egomez@sgprc.org).

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

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

The following applicants were interviewed and recommended for VAC membership, effective July 1, 2023:

- Cristina Torres for Vocational
- Kelly Privit for At Large

**M/S/C (Schlanser/Stroebel) The committee approved the above mentioned memberships, effective July 1, 2023.**

#### **H. LEGISLATIVE UPDATE**

Please refer to the meeting materials.

#### **MEETING ADJOURNED**

The next regular meeting will be held on June 1, 2023, at 10:00 a.m.