

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

**June 1, 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  
Jeanette Cabrera  
Cris Schlanser  
David Bernstein  
Theresa Jones Zarour  
Christina Buth

**STAFF:**

Jesse Weller, Executive Director  
Lucina Galarza, Deputy Executive Director  
Daniela Santana, Director of Client Services  
Tim Travis, Associate Director, Community Services  
Yvonne Gratianna, Communications & Public  
Engagement Officer  
Olivia Funaro, Manager, Client Services (Res. II)  
Jaime Anabalon, Quality Assurance Manager

**MEMBERS ABSENT:**

Charmayne Ross

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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 10:5 a.m. A quorum was established.

The minutes of the meeting on May 4, 2023, were reviewed and approved.  
**M/S/C (Mirikitani & Schlanser) The committee approved the minutes.**

**B. VOTING FOR VAC CHAIRPERSON & ICF REPRESENTATIVE**

Cris Schlanser accepted the nomination to serve as VAC Chairperson for Fiscal Year 23/24.

**M/S/C (Smith & Bernstein) The committee approved Mr. Schlanser as the VAC Chairperson for FY 23/24. All members that were present gave their formal vote during the meeting and unanimously in favor of Mr. Schlanser.  
Abstain: Cris Schlanser**

David Bernstein would like to represent the ICF Category for Fiscal Year 23/24. **M/S/C (Kano & Luevano) The committee approved Mr. Bernstein to represent the ICF Category for FY 23/24. All members that were present gave their formal vote during the meeting in favor of Mr. Bernstein.**  
**Abstain: David Bernstein**

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

- Susan Stroebel announced that there was a change to the order of the agenda and that category reports will now come before other reports to give ample time to each vendor representative on the VAC to report.

### D. **VENDOR CATEGORY REPORTS**

#### **Adult Programs**

*Vocational* – Olaf Luevano gave a brief report on his subcommittee meeting two weeks prior and shared some areas that were discussed at the meeting were about the hiring process.

*Adult Day* –Christina Buth reported on the subcommittee meeting that was held on May 24<sup>th</sup>. She thanked Jaime Anabalón for speaking about Quality Assurance and traditional services.

#### **Infant & Children Services**

*Infant Development Program* – No report given.

#### **Transportation**

No report given.

#### **Independent Living Services**

*ILS* – Nicole Mirikitani reported on the challenges with staffing.

*SLS Services* – Nancy Bunker reported that there was a subcommittee meeting following the meeting today. She shared concerns over the challenges of staffing and the future of service delivery.

#### **Residential Services**

*Specialized* – Chris Schlanser reiterated the same concerns regarding staffing challenges.

*CCF* - Jay Smith encouraged others to get more involved and provide more input in order to get a fair representation of the vendor community. Jay Smith also spoke about the rate model format and the insurance requirement. Executive Director,

Jesse Weller, proposed having a technical assistance meeting to discuss the process and answer any questions regarding the rate model format.

David Bernstein thanked Susan for her leadership during this past year on the VAC.

*ICF-* Grace Kano thanked David Bernstein for agreeing to represent the ICF category during the next fiscal year. She also spoke about recruitment issues.

**Other Vended Services-** Jeanette Cabrera also thanked Susan for her leadership on the VAC.

**At Large-** Brenda Baldeon also thanked Susan for her leadership on the VAC. Susan Stroebel spoke about the last advocacy meeting that was held in May. She encouraged participants at the meeting and encourage people to fill out the survey.

#### E. **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 recommended for VAC membership, effective July 1, 2023:

- Valerie Donelson for Community Care Facilities  
**M/S/C (Bernstein/Kano) The committee approved the above mentioned memberships, effective July 1, 2023.**
- Sharon Ehrig for Independent Living Services  
**M/S/C (Mirikitani/Bunker) The committee approved the above mentioned memberships, effective July 1, 2023.**

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

Please refer to the meeting materials.

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

- Mr. Weller thanked Susan for her leadership during this past year and to the

Vendor Advisory Committee for all their hard work.

- 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.
- Mr. Weller gave a report to the committee on May Revise and the Budget Process. There is a PowerPoint in the materials folder for reference.
- 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)

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

- Discussed the Vendor Insurance Policy Update that is being reviewed.
- Coordinated Family Supports
- Self-Directed General Supports
- Internal Vendor Audits
- HCBS – Trainings and other partner projects
- 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.

#### **MEETING ADJOURNED**

The next regular meeting will be held on July 6, 2023, at 10:00 a.m.