

**SAN GABRIEL/POMONA REGIONAL CENTER  
DEVELOPMENTAL SERVICES, INC.**

**Minutes of the Meeting of the**

**Advisory Committee for Individuals Served and Their Families**

**June 28, 2023**

A regular meeting of the Advisory Committee for Individuals Served and Their Families was held on Wednesday, June 28, 2023. The following committee members were present at said meeting:

**PRESENT**

Preeti Subramaniam, Chair  
Richard Centeno  
Jaye Dixit  
Phillip Loi

**ABSENT:**

Flor Tolley  
Jessica Porter  
Herminio Escalante  
Jessica Porter  
Mary Soldato

**STAFF:**

Jesse Weller, Executive Director  
Lucina Galarza, Director, Community Services  
Daniela Santana, Director, Client Services  
Rosa Chavez, Assoc. Director, Family/Transition  
Tim Travis, Assoc. Director of Comm. Services  
Hortencia Tafoya, Director, Clinical Services  
Yaned Busch, Manager, Specialized Services  
Jessie Romero, Manager, Specialized Services  
Marlene Alvarez, Participant Choice Specialist- System Analyst  
Willanette Steward/Satchell, Executive Assistant

**GUESTS:**

Sam Yi  
Wendy Lai  
Nada Saleh  
Gisele Ragusa

**ITEMS DISCUSSED**

**CALL TO ORDER**

Preeti Subramaniam, Chairperson, called the meeting to order at 6:01 pm.  
A quorum was not established.

The minutes of the May 24, 2023 meeting were tabled.

**SPECIAL PRESENTATION – “Coordinated Family Supports”** Presented by  
Tim Travis, Assoc. Director, Community Services

- CFS Service Description
- Referral and Assessment

- Plan of Action
- Tracking CFS Progress and Outcomes
- CFS Vendorization and Outreach Plan
- Frequently Asked Questions and Answers

### **Future Training Topics:**

Staff asked if the July and August training topics could be switched to accommodate their schedules and the committee agreed.

- July 26, 2023 – Enhanced Caseloads - Yaned Busch & Jessi Romero/Specialized Services Managers/Special Projects
- August 23, 2023 – Family Services - Rosa Chavez, Associate Director of Family Services (FS) and Managers of FS/Introduction to Team and Overview
- September 27, 2023 – Clinical Services – Hortencia Tafoya, Director of Clinical Services and Clinical Services/Introduction to Team & Overview

### **Updates and Information by SG/PRC Staff**

- *Service Provider Draft Insurance Policy* - Jesse Weller, Executive Director, presented the Service Provider Draft Insurance Policy. The Vendor Advisory Committee (VAC) will be given the opportunity to review it a third time and vote on it. If the VAC approves, the policy will be presented to this committee again for their approval before it moves on to the Board of Directors.

Staff shared updates on the following:

- Staff are working on projections for caseloads. Caseload ratios have been met through 6 units.
- The Family Services and Transition Department are fully formed now at 8 units.
- Onboarding trainings will start to be in person.
- In person meetings have been recommended as “best practice” since January.
- Self Determination
  - As of April 30, 2023, there are 115 individuals served by SG/PRC in the program. 66 individuals are interested in enrolling.
  - Staff continue to assess the training needs in the community. The Parents’ Place is accepting referrals for families who need training in technology.
  - Marlene Alvarez, Participant Choice Specialist- System Analyst, was introduced.
  - The SDP Team continues to provide supports and training opportunities.
  - Staff continue to:
    - ✓ promote The Waiting Room

- ✓ remind the community of the meet and greet events.
- ✓ remind the community of the live SDP orientations.

**PUBLIC COMMENT:**

None

**ADJOURN**

Co-Chairperson Preeti Subramaniam adjourned the meeting.

The next Advisory Committee for Individuals Served and Their Families meeting is scheduled for Wednesday, July 26, 2023, via videoconference at 6 P.M.