



**EASTERN LOS ANGELES REGIONAL CENTER**  
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**ELARC Board of Directors Meeting**  
**January 8, 2019**  
**Approved February 12, 2019**

**Board Members Present:**

Tony Borrego, President  
Richard Helgeson, Vice-Chair  
Joe Utar, Treasurer  
Diane Lasell, Secretary  
Lida Chavez  
Anthony De La Rosa  
Yougeng Sun  
Nestor Nieves  
Devora Reed  
Virgilio Orlina, CAC Representative  
Bryan Chacon, VAC Representative

**Absent:**

Elias Fonseca\*

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**Staff Present:**

Gloria Wong, Executive Director  
Felipe Hernandez, Chief of Consumer Svs.  
Elizabeth Harrell, Supervisor, Information  
and Training  
Elizabeth Ornelas, Supervisor

**Guests:**

Please refer to sign in sheet

**I Welcome & Roll Call**

The meeting was called to order at 6:02 pm by Tony Borrego, President. A quorum was present in order to conduct necessary business.

**II Introductions/Opening Round: Board of Directors and Audience**

Introductions of the Board of Directors and of the audience were conducted.

**III Community Input**

Martha Rodriguez, a vendor with South Central Los Angeles Regional Center and stated she is seeking vendorization with Eastern Los Angeles Regional Center. She indicated her vendorization is for a consultant pharmacist and they provide training for staff. The training is scheduled for Saturday, January 26, 2019 and is free. She distributed flyers.

**IV. Approval of Board of Directors Meeting**

**A. Minutes of Board of Directors Meeting of November 13, 2018**

***M/S/C (Richard Helgeson/Anthony De La Loza) To approve the Minutes of November 13, 2018 as recorded. Unanimous.***

## **V. Executive Director's Report – Gloria Wong**

Ms. Wong welcomed the Board back after the holidays and wished all a healthy and prosperous new year. She also thanked the Board for their many years of service and their great leadership. Ms. Wong also wished the audience a Happy New Year.

### **A. Self-Determination (SD) Update**

#### **1. Announcement**

Ms. Wong announced that Liz Harrell, Supervisor, Information and Training, will be leaving ELARC as of January 31<sup>st</sup>. She has been with ELARC for 22 years. Liz has become an integral part of ELARC's operation by taking the lead role in multiple crucial projects. Liz has been offered a position with the Department of Developmental Services (DDS) where she will spearhead the launch of Self-Determination (SD) statewide. Her resignation is a deep loss to ELARC but a gain to the collective regional center system.

Ms. Wong indicated that for such a crucial position the recruitment and transition period would far exceed the 30 day resignation notice. As a result an interim plan has been instituted by appointing Liz Ornelas, Consumer Services Supervisor, to the position. This will allow the maximum use of Ms. Harrell's remaining time in the intense cross training of Ms. Ornelas.

Ms. Wong introduced Ms. Ornelas to the Board and audience. She has been with ELARC 22 years in a management position for the majority of her career with the agency. Ms. Ornelas is well versed with Self-Determination (SD) as she supervises the current pilot caseload and has played a lead role in preparing ELARC for the expansion of the new SD. Ms. Ornelas has actively participated in the SD Local Advisory Committee (LAC) and as such she is well positioned to serve as the interim Information and Training (IT) supervisor as we launch the expansion of SD for 110 consumers.

This arrangement will allow the agency to conduct a well-paced recruitment process for this critical position. It is anticipated that the entire recruitment and hire process will take at a minimum three months.

Liz Harrell presented an update to the Board and audience on SD.

Liz Harrell thanked the Eastern Los Angeles Regional Center and stated it has been a wonderful place to work. ELARC has presented such wonderful opportunities and awesome learning. She stated it is with a very heavy heart that she leaves and that it was not an easy decision but she feels it was the right decision at this juncture in her life and she knows she will still be serving the families at ELARC through her new position at DDS. Ms. Harrell shared that she feels blessed to have worked at ELARC for over 22 years where she has worked with families and consumers, as well as ELARC staff and the Board.

## 2. Self-Determination Update Report

Liz Harrell reported the “Train the Trainer” component of SD is the first project she will be working on with DDS. She reported the training should start sometime in late February or early March. DDS has created a curriculum for the orientation. Individuals have been selected by DDS to participate in this initial phase and in three years it will be open to all consumers. The first step upon selection for SD is to attend an orientation which is different from the informational sessions. The orientation will be an in-depth training about understanding how SD will work. The curriculum needs to be implemented by the regional centers. DDS will be conducting the “Train the Trainers” and the regional centers have been given a deadline to launch their orientation sessions. Orientations for ELARC will begin in the Spring of 2019. There is an overlay for ELARC for pilot participants who will have their own customized orientation. Liz H. reported both her and Liz O. are currently working with DDS to schedule a conference call regarding the transition of those consumers currently in the original pilot program as they will all transition to the new SD. Liz H. reported without the orientation there is currently not a lot of activity at ELARC beyond training and getting ready for SD. She reported there is a new staff training on January 10<sup>th</sup> on SD which has become part of the regular training program for new hires. She also reported there is also work being done with DDS and ARCA. One of the main topics is ensuring the budget is developed and that the service coordinator certifies the individual budget, which will require a tool to complete quickly and efficiently. DDS is currently working on a tool and is consulting with David Castaneda, ELARC SD Service Coordinator, to assist with this task.

Another essential part of SD is making sure the individuals understand the Person Centered Planning process and that they develop a rich Person Centered Plan (PCP) with their budget allocation. Vivian Lau and Karen Sibrian, ELARC PCP Coordinators will be offering workshops on understanding PCP. They will be presented in English, Spanish and Cantonese. They will also be working with Mary Hosokawa, Education Specialist, and the PICI (Partners in Community Inclusion) participants. Both PCP coordinators have been shadowing Ms. Hosokawa to integrate the principals of PICI into the PCP workshops.

Additionally, Liz reported there have been trainings for independent facilitators who will work in partnership with the service coordinators should the participant seek someone to help with planning and managing their budget. ELARC is not providing this training but will partner with community providers. A training was conducted in November of 2018 for Community Based Organizations (CBO's) and providers. There was a tremendous interest of organizations who wanted to obtain information on how to do the training for independent facilitators. It is hoped that these organizations can now train their own staff on being an independent facilitator and also serve as a source where individuals can be given a list of agencies who can provide training to become an independent facilitator.

Julie Eby-McKenzie, Los Angeles State Council Office, announced that they will be conducting independent facilitator training on March 14<sup>th</sup> in English and March 15<sup>th</sup> in Spanish and it will

be held in the ELARC Auditorium. Ms. McKenzie reported the first trainings will be conducted Saturday, January 12<sup>th</sup> and Sunday, January 13<sup>th</sup> at Cal State Northridge with the Family Resource Center. The English session is full with 100 participants, and for the Spanish session there are currently 60 individuals enrolled. The sessions are free and she noted lunch will not be provided. She also stated information on all the training sponsored by the State Council can be found on their newsletter.

Liz Harrell reported that training was also provided to ELARC service providers on an overview of SD. The information sessions for ELARC will continue throughout 2019 in anticipation of the program expansion in three years. DDS has released guidelines for Independent Facilitators and Fiscal Management Services (FMS). These directives offer the details on how these services will be provided under SD.

The ELARC Self-Determination Update report was distributed and reviewed.

## 2. Local Advisory Committee (LAC)

The next advisory committee meeting is scheduled for January 29, 2019. Virgilio Orlina, Board Member is the Chair of the LAC.

The ELARC Self-Determination Local Advisory Committee notes from November 7, 2018 were distributed. Ms. Wong also distributed the flyer for the upcoming 2019 meetings for the LAC. Liz Harrell will be presenting at the January 29, 2019 meeting and Elizabeth Ornelas will be introduced as the interim replacement for Liz Harrell.

### B. Purchase of Services (POS) Data Report FY 2017/18

Regional Centers are required to annually report on how purchase of service dollars are spent over the previous fiscal year for each ethnic group served by the agency. The POS data report for Fiscal Year (FY) 2017-'18 was shared with the Board. The report was posted on the ELARC website on December 17<sup>th</sup>, in advance of the required deadline of December 31<sup>st</sup>. Ms. Wong explained that the "POS Data" report serves as the baseline for analyzing POS expenditures. The information is used in preparation for the upcoming community meetings in March 2019.

Ms. Wong referenced page one of the 57 page report. The review with the Board focused on the expenditure trends for the multiple ethnic groups served by ELARC. The following data was discussed from the 2017-'18 fiscal year report.

**POS Expenditures for all Consumers**

- I. \*Total Expenditures: \$193,106,201 (actual amount spent)  
Total Authorized Expenditures: \$231,138,383 (Based on IPP meeting and approved fiscal commitments).  
\*Total expenditures is always a lower amount due to service cancellation factor.
  
- II. Overall Average Per Capita Expenditures vs. the Per Capita Authorized Services:  
Per Capita Authorized Services: \$17,344  
Per Capita Expenditures: \$14,490 (actual amount spent)
  
- III. Per Capita Authorized Services for these largest ethnic groups served by ELARC:  
Asian: \$16,280 vs. overall average of \$17,344  
Hispanic: \$14,565 vs. overall average of \$17,344  
White: \*\$38,477 vs. overall average of \$17,344  
\*The large variance in POS expenditures between “White” and the “Asian/Hispanic” population is the much higher utilization rate of residential services by the “White” population.

Ms. Wong indicated three community meetings are scheduled as follows. Two of the meetings are being hosted by local parent groups as this has proven to be extremely successful over the years.

March 23, 2019	Chinese Parent Association (CPAD)
March 25, 2019	Fiesta Educativa for our Hispanic families
March 26, 2019	Alhambra Headquarters

There is a potential third parent group that is considering hosting a meeting in the Whittier area.

Ms. Wong stressed that the POS Report represents raw data which will be analyzed over the next couple of months and refined for a presentation to the Community and the Board.

2. FY 2018-'19 Disparity Projects Funding Status

ELARC’s primary project consists of 200 cases for Hispanic and Asian families that have a POS expenditure of \$2,000 or below or have “No POS” expenditures. There are five service coordinators assigned 40 cases each as compared to the average traditional caseload of 1:80. This reduced caseload ratio allows for intense service coordination which has resulted in higher expenditure trends for the two ethnic groups (Hispanic and Asian) participating in the project.

The project has proven to be very successful and for the next funding cycle ELARC is proposing the expansion of the existing project by adding additional cases. The goal is to add 400 cases for a total of 600, which represents 4% of the total ELARC caseload. Approved notification

from DDS was expected in November then postponed to December and now the decision is delayed until the end of January 2019. The current project has been funded through the end of April 2019. Ms. Wong stated she would like to have the expansion of one lower caseload ratio in every consumer services unit. The organizational chart was reviewed to show the units that would be affected by the project expansion. Hopefully a response will be received by the next board meeting.

### 3. General Staff Meeting

Ms. Wong reported a General Staff Meeting is scheduled for January 14, 2019. Currently ELARC has 280 employees. Over the years we have been fortunate to use the California Endowment Center which is on Alameda by Union Station. They have a state of the art facility. The difficulty in using this site is that their calendar is booked one year in advance and additionally they have a maximum capacity that exceeds our staffing census.

The purpose of the General Staff Meeting on January 14<sup>th</sup> is to emphasize to staff the success of the reduced caseload project and looking ahead to possibly expanding the project with 400 additional consumers. The speakers will be the supervisor and service coordinators who are involved in the reduced caseload project.

Gloria thanked Liz H. once again. Liz thanked the Board and shared that her mother served on the ELARC Board of Directors in 1976.

### C. DDS – Risk Management Review Meeting Update

DDS has a committee that is visiting all the regional centers on Risk Management and Litigation Plans. The meeting was held in early December. DDS had at least 8 staff members present.

Felipe Hernandez, Chief of Consumer Services, reported they brought a discussion format to the meeting that made it very comfortable and allowed for free flowing discussions. ELARC staff present were Elin Nozaki, Clinical Manager, Jesse Valdez, Manager of Residential Programs, Albert Guzman, Chair of the Risk Mitigation Committee and SIR Coordinator, and Edith Hernandez, Contractor with ELARC who responsible for developing the Risk Mitigation Manual which is an in-depth review on the process to follow for crisis and risk mitigation activities. He indicated both he and Gloria Wong were also present at the meeting.

Mr. Hernandez indicated the DDS team had been to 19 regional centers before coming to ELARC. Staff were able to provide the committee with very complete answers in terms of the risks, trends and patterns of risk mitigation. Also discussed, the SIR reporting and what can be done to improve the process. It was a probing process on how the system works and what protocols can be improved.

It is anticipated that DDS and Mission Analytics, DDS Contractor, will share feedback from the meeting and address the need for uniformity statewide in the reporting of SIR's. Mission Analytics role is to continue to meet with regional center representatives to clarify the definitions and hopefully come to some agreement in terms of what regional centers should be doing to keep everyone in unison. When looking at statewide statistics you get a better idea that things are not as accurate as they should be because the information is not the same for each regional center.

ELARC's Special Incident Coordinator, Albert Guzman, did a good job chairing the meeting and presented written responses to questions posed by DDS.

D. Budget Update

1. Fiscal Year 2018-'19

✓ PEP (Purchase of Services Expense Report):

The first report was due to DDS on December 10<sup>th</sup>. This is the second report being submitted for the current fiscal year. There is a projected deficit ranging from \$2,977,695 to \$1,336,543. Regional Centers received the first allocation and expect to receive the second allocation sometime this month. It is anticipated that based on the December and subsequent PEP reports that DDS will determine the system wide deficit and allocate funds to make regional centers whole. Ms. Wong also noted an outstanding allocation of \$1.6 million for ELARC's Community Placement Plan (CPP). DDS has verbally approved the allocation but as a standard practice the allocation is not made until close to the end of the fiscal year in order to ensure that placements from the developmental centers to the community were achieved.

✓ Budget Performance Report (BPR): Operations

Due to an outstanding allocation of \$522,002 for the Community Placement Plan (CPP) the report indicates a temporary deficit. DDS has verbally approved this request and ELARC should receive the allocation within the next few months. Based on this future budget adjustment there will be an estimated modest surplus of \$196,577 In operations.

✓ ARCA Grassroots Day Event:

Grass roots day is scheduled for April 3<sup>rd</sup> & 4<sup>th</sup>, 2019. Anyone interested in participating in Grassroots Day this year please contact Rosalie Estrada.

2. Fiscal Year 2019-'20

The State preliminary budget is to be released on January 10, 2019. Governor Newson will be able to make changes to the budget in the updated budget called the "May Revise". Efforts are

underway through ARCA (Association of Regional Center Agencies) to address the budget shortfall at the upcoming budget hearings. Some of the critical areas being addressed includes a much needed increase for service providers in the 2019-'20 budget, instead of waiting for the current rate study recommendations. Regional Center operations will also be addressed by citing the need to fully fund service coordinator salaries and benefits in addition to allocating sufficient funds to meet the required regional center caseload ratios. Position papers and talking points are being developed for distribution to key legislators and to be used at upcoming budget hearings which are scheduled from late February to April. Additionally, these talking points will be personally delivered to legislators by delegations attending the ARCA Grassroots Day event on April 3<sup>rd</sup> and 4<sup>th</sup>.

Ms. Wong reported on the approval from DDS for the requested space expansion at the Alhambra location. Request for lease expansion is a lengthy process which in this case began in November 2017. The space expansion request stems from the anticipated approval for funding of additional service coordinators to meet the required caseload ratios. The currently approved space is immediately adjacent to existing ELARC space. The next step in formalizing the DDS approval is to submit an executed/signed lease in order for funding to be released. The lease will be signed by the Board President, Tony Borrego, and Executive Director, Gloria Wong. Ms. Wong informed the Board that legal counsel has been involved in the negotiation of the lease from the onset of discussions. Alan Zukerman, Attorney, completed the final review last week and approved the signing of the document presented.

Mr. Tony Borrego will sign off on the lease this evening.

## **VI Consumer Services Report: Felipe Hernandez, Chief of Consumer Services**

Felipe Hernandez reported the following:

✓ LAUSD: As many know the LAUSD is facing a strike this week. The school district has disseminated a pamphlet to parents indicating they will continue to operate despite the strike, and they will be providing the appropriate level of services needed by the students. ELARC expects parents will continue to send their children to school on Thursday. It is hoped the strike will be resolved quickly.

✓ ELARC continues to participate in conference calls every two months with DDS, the Department of Health Care Services and regional center staff on discussing health care coordination and access to health care services. The Department of Health Care Services is gathering information for a peer coordination assessment project so that they can develop policy changes which would make access to health care services easier for persons with developmental disabilities to receive dental and medical care. The attempt is to try and improve the system to be more responsive to persons with developmental disabilities.

## VII Committee Reports

### A. Consumer Advisory Committee (CAC): Virgilio Orlina

Mr. Orlina reported the Consumer Advisory Committee will continue its goal for advocacy, outreach and to encourage consumers to be more active and consistent in attending CAC meetings and activities. The CAC officers had their year-end briefing and planning meeting on December 12, 2018. In attendance were Jesse Padilla, Consumer Advocate, Marisol Guerrero, CAC Vice Chair, and Brendali Maldonado, Information and Training Specialist. The purpose is to plan and start the new year off with a successful meeting for all. There was discussion to continue updating the email list of the consumer's attendees in order to remind them about the CAC meetings and to remind the consumers of upcoming CAC meetings.

The first CAC meeting for this year is scheduled on Tuesday, January 25, 2019 from 4:00pm to 6:00pm and will be held in the Alhambra ELARC Boardroom and via video conference at the Whittier office. The topic will be "Writing to Legislators". The guest speaker will be ELARC Information and Training Specialist Roxy Ortiz. The consumers will be able to learn how to write a letter to legislators and different ways to contact to legislators and other representatives.

Other topics for the 2019 CAC Meetings are as follows:

March 25	Relationships and Advocating
May 21	POS Disparity
July 16	Emergency (Active Shooter)
Sept. 17	Tenants Housing Rights
Nov. 19	Navigating the Service Delivery System

### B. Vendor Advisory Committee (VAC): Bryan Chacon

Mr. Chacon reported the last vendor meeting was on November 15, 2018.

Liz Harrell, Supervisor, Information and Training, provided an update on the table top exercises previously presented on Emergency Operations Planning (EOP). He indicated the EOP goal is to plan and prepare. Mr. Chacon reported on the table top exercise that was conducted which was based on the following scenario: an earthquake occurred during the week at 11:00am, temperature was 96 degrees and roads and electricity were down. The map used was for the City of Whittier which showed where ELARC is located. This is the second exercise and was much better attended. Liz provided feedback and urged vendors to reach out to fellow vendors for support during these possible events. Vendors are currently working on a vendor listing by areas.

There was also a legislative session where Roxy Ortiz, Information & Training provided on the "Ask" campaign. In November ELARC was working with vendors on getting legislators support

for the 8% increase to existing vendors. It was reported meetings were held with five legislators and there were plans to meet with more legislator towards the end of 2018.

The VAC Networking Committee is working with Alhambra Unified School District in partnering for the high school transition fair which is scheduled for March 13, 2019 at Mark Keppel High School located at 501 E. Hellman Avenue in Alhambra. Bryan reported he will be meeting with AUSD on Wednesday, January 9<sup>th</sup> to finalize how the vendors and the school district can work together. An update will be provided at the February Board Meeting.

The next VAC meeting is scheduled for January 24<sup>th</sup> and Carmen Castro Luna, Supervisor, and her staff will be providing information on the Equity Project.

The VAC is in the process of setting up training through 2019.

C. Finance/Personnel Committee: Joe Utar & Richard Helgeson

1. Windes Independent Audit Report

Richard Helgeson reported the Finance Committee met with Windes earlier in the day to review the financial statements audited for fiscal year 2017-'18 and their audit result.

Mr. Helgeson, Board member, indicated that there were no audit discrepancies resulting in a favorable "unmodified opinion". It was noted that all financial information was accurate with no misrepresentations found. Windes representatives also reviewed the "990" tax return form which was filed with the Internal Revenue Services (IRS) in November 2018. This report has been posted on the ELARC website as required by statute.

Mr. Helgeson reported WINDES provided a very through presentation and no discrepancies were noted. Joe Utar, board member, reported Gloria Wong's staff placed a lot of effort in gathering the information required by the auditors which made for a streamlined process. Mr. Utar thanked Ms. Wong and her staff.

A copy of the audit report was shared with the Board. The Finance Committee reviewed the preliminary financial statement which will be converted to a final report.

Ms. Wong thanked both Richard and Joe for coming in earlier in the day to meet with Windes and returning in the evening for the Board Meeting.

2. The Principal Pension Plan

The meeting with the Finance Committee and Principal is scheduled for February 7, 2019.

## VIII. Miscellaneous Announcements

Julie Eby-McKenzie, State Council, announced the CalABLE acts were launched in mid-December of 2018. The CalABLE Act will allow consumers to achieve a better life experience which allow individuals who receive SSI to save money. Prior to the ABLE act the allowable asset limit was \$2,000 with the ABLE account people can save up to \$100,000 and continue to receive their full SSI, beyond that the SSI checks stops. Their eligibility remains and all other public benefits stay in tack. With CalABLE you don't have to set up an account in California but a lot of people are more comfortable keeping it in the state where they reside.

Julie distributed the revised pamphlet on CalABLE.

## IX Executive Session

Executive Session was postponed until the February 12, 2019 Board Meeting.

There being no further business to discuss the meeting was adjourned at 7:30p.m.

Respectfully submitted,

*Original Signed by:*

Diane Lasell, Secretary  
ELARC Board of Directors

Recorded By: Rosalie M. Estrada, Executive Secretary