



To: Board of Directors

From: Tom Kelly, Interim Executive Director

Date: February 26, 2020

Re: Committee Schedule and Agenda for the WRC Board of Directors Meeting,
Wednesday, March 4th, 2020

I am attaching the Agenda for the **March 4th, 2020 Board of Directors Meeting**.

The Call to Order is scheduled for 6:00PM.

Much of the work of the Board is done in the WRC various committees, including Finance, Political Action, Client Services, Equity, and others. Your participation is needed and welcomed.

The following Committees are scheduled to meet:

Committee Name	Date & Time	*Location
Client Service Committee	March 4 th , 4:30pm	Room 4A
Consumer Advisory Committee	TBD	TBD
Equity Committee	TBD	TBD
Finance Committee	March 4 th , 5:00pm	E.D's Office
Political Action & Outreach Committee	March 25 th , 5:00pm	Danneker Boardroom
Self-Determination	March 25 th , 6:00pm	Danneker Boardroom
Service Provider Advisory Committee	March 18 th , 10:00am	Danneker Boardroom
Strategic Planning Committee	March 26 th , 5:30pm	Danneker Boardroom

**BOARD OF DIRECTORS MEETING
COASTAL DEVELOPMENTAL SERVICES FOUNDATION
5901 GREEN VALLEY CIRCLE, SUITE 320
CULVER CITY, CA 90230
WEDNESDAY, MARCH 4TH, 2020
6:00 PM**

AGENDA

- | | | |
|--|--|----------------|
| 1. Call to Order | Sofia Vergara | ACTION* |
| - Welcome and Introduction of Guests | | |
| 2. Public Comment | | |
| 3. Chairperson's Report | Sofia Vergara | |
| 4. Approval of Minutes from January 8, 2020 | Nilo Choudhry
& Todd Rubien | ACTION* |
| 5. Report of the Interim Executive Director | Tom Kelly | |
| 6. Committee Reports | | |
| Finance | Cammy DuPont | |
| Consumer Advisory Committee | Todd Rubien | |
| Executive Search | Sofia Vergara | |
| Political Action & ARCA | Zoe Giesberg | |
| Client Services | David Wyles | |
| Board Development Committee | Nilo Choudhry | |
| Strategic Planning | Alejandro Soschin | |
| Service Provider Advisory | JoanElaine Anderson | |
| Family Empowerment Center | Liz Spencer | |
| Equity Committee | Betty Pearson-Grimble | |
| Self Determination | Judy Mark | |
| 7. Public Comment | | |
| 8. Closed Session- Employment and Contract Negotiation and
 Litigation Update (California Welfare and Institutions Code Section
 4663(a)(2)(3)&(5)) | Sofia Vergara | ACTION* |
| 9. Public Comment | | |
| 10. Adjournment | Sofia Vergara | ACTION* |

*Pursuant to California Welfare and Institutions Code Section 4660(c), "time shall be allowed for public input on all properly noticed agenda items prior to board action on that item".

THE NEXT BOARD MEETING WILL BE ON WEDNESDAY, MAY 6th, 2020

Mandatory Board Training #2 will be Wednesday April 1, 2020 at WRC

MINUTES
BOARD OF DIRECTORS MEETING
COASTAL DEVELOPMENTAL SERVICES FOUNDATION
JANUARY 8, 2020

MEMBERS PRESENT: Joseph Allen
JoanElaine Anderson
Nilo Choudhry
Austin Dove
Cammy DuPont
Elizabeth Espinosa
Zoe Giesberg
Philip Jackson
Myra Mezquita
Betty Pearson-Grimble
Todd Rubien
Russell Tanner
Sofia M. Vergara
David Wyles
Vanda Yung

MEMBERS ABSENT: Alejandro Soschin

STAFF PRESENT: Tom Kelly, Danny Franco, Cesar Garcia, Hillary Kessler,
Liz Spencer, Linda Butler, Aga Spatzier, Deborah Diaz,
Ereida Galda, Rachel Credo, Rosalinda Mata, Sandy
Rivera, Stephen Browning,

GUESTS: Marcia James, Barbara McCants, Sue Williams, Raymundo
Blanco, Rayvone Douthard, Sylvia Fahimian, Danny
Feingold, Brett Gordon, Esther Kelsey, Adriana Madrigal,
Jack Nieves, Sandy Rubenfeld, Wesley Witherspoon,
Ayode Woods, Katherine Alsop, Jallyn Meepds, Matthew
Seymour, Jo Mullins (DDS), Mary Hernandez (DDS),
Megan Mitchell (DDS), Beverly Hutchinson, Christofer
Arroyo, Dayvon Douthard, Elmar Delgado, Ernie Bailey,
Felicia Ford, James Taylor, Kahiir Hall, Leticia Antonio,
Marta Chavez, Silvia Witherspoon, Thaddeus Walker,
Tresa Oliveri, Veronica Green, David Mezquita

CALL TO ORDER

Meeting was called to order by Board Vice-Chair Betty Pearson-Grimble at 6:16 pm.

ROLL CALL AND ESTABLISHMENT OF A QUORUM:

It was established that the members present represented a quorum necessary pursuant to Section 3.03 (g) of the bylaws of Westside Regional Center which states:

(g) Quorum

A quorum of the Board of Directors shall consist of nine (9) members of the corporation. Provided, however, that a quorum of the Board of Directors shall consist of a majority of the Directors then in office at any time when the number of Directors then in office is less than ten (10)

INTRODUCTION OF GUESTS

It was announced that Alejandro Soschin had stepped down as Board President, so Betty Pearson-Grimble would be leading the meeting. The WRC Mission Statement was read.

OPEN PUBLIC COMMENT

Ayode asked everyone to watch a Christmas show by the Performing Arts Studio West, either in person or online. Wesley encouraged everyone to vote because that will help dictate the funding to the Regional Center, as well as for everyone to participate in the upcoming 2020 Census. Chris Arroyo of State Council talked about an Independent Facilitator Training on January 15th at the Lanterman Regional Center. He also brought about 100 surveys to pass out which will help the State Council as they prioritize key areas for focus going forward.

VICE-CHAIRPERSON'S REPORT

Betty reported that she has been working with Sonya on some things, for example, setting up a brown bag lunch. Betty wants to continue being the chair of the equity task force and see what's going on in the state. Also mentioned was looking at contracts and see where the Board can be more helpful.

ELECTION OF BOARD OFFICER (ACTION*)

David Wyles, Board Member (Motion) and Todd Rubien, Board Co-Secretary (Second) the approval of the election of board officer.

**RESOLUTION: APPROVAL OF THE ELECTION OF BOARD OFFICER
DR. SOFIA VERGARA TO BOARD PRESIDENT**

Dr. Sofia Vergara thanked everyone for their support and she looks forward to working with everyone. The motion passed.

**15 AYES
0 NO
0 ABSTENTIONS**

NOMINATIONS TO BOARD DEVELOPMENT (ACTION*)

Joan Elaine, Board Member (Motion) and David Wyles (Second) the Nominations Committee to become the Board Development Committee.

**RESOLUTION: APPROVAL OF THE NOMINATIONS COMMITTEE TO
BECOME THE BOARD DEVELOPMENT COMMITTEE**

No public comment. The motion passed.

15 AYES
0 NO
0 ABSTENTIONS

EXECUTIVE DIRECTOR SEARCH AGENCY (ACTION*)

David Wyles, Board Member (Motion) and Dr. Sofia Vergara, Board President (Second) Approval of the Executive Director Search Agency- Envision Consulting.

**RESOLUTION: APPROVAL OF THE EXECUTIVE DIRECTOR SEARCH
AGENCY – ENVISION CONSULTING**

The company has relevant nonprofit experience. The motion passed.

15 AYES
0 NO
0 ABSTENTIONS

**APPROVAL OF MINUTES FOR THE NOVEMBER 6, 2019 BOARD MEETING
(ACTION*)**

Nilo Choudhry, Board Co-Secretary (Motion) and, Zoe Giesberg, Board Member, (Second) the approval of the November 6, 2019 Board Meeting Minutes.

**RESOLUTION: APPROVAL OF MINUTES FOR THE NOVEMBER 6, 2019
BOARD MEETING.**

No public comment. The motion passed.

15 AYES
0 NO
0 ABSTENTIONS

Interim Director's Report

Last week we were greeted with floods, concerns of an impending pandemic and news of another regional center whose computer system was completely disabled as the result of ransomware. A corroded connection to a water heater in the achievable clinic severed and flooded my office. On this same day we had vendors inquiring about planning around the coronavirus. Also the director of another regional center had shared that their system was effectively held hostage following a phishing virus and that they had to pay a sizable "ransom". Not the most hopeful tone to begin a director's report however it is a reminder of the need for preparation and planning.

I would say that we had a "dry run" in emergency evacuation, but that term does not appear apt in this context. The fire department was called to the scene and there were possible concerns for the structural integrity of the building and the potential for electrical shorts. At this same time the elevators went to the first floor, opened and ceased functioning as the result of several of the smoke alarms being damaged. Obviously an unfortunate scenario but one which provided us with a unique opportunity to assess our emergency preparations. Hind sight being 20/20 we learned or example that we need more Evacutrac devices to ensure timely evacuation of individuals that are non-ambulatory, that we should know where the shut off valves are for gas and water and have access to tools to shut them off if the facilities staff is not available and ideally there should be shut off valves on each floor. We need to ensure more people are trained on the Everbridge and Simple Send systems to ensure timely messages can be sent out to the community to better advise them of emergencies.

In general there was a recognition that we need to continually look and evaluate our emergency preparedness plans. Also, as in the case of the Coronavirus, we need to be prepared for any number of potential scenarios to have an informed plan. In the case of the Coronavirus we are closely coordinating our efforts with the local department of health and also ensuring regular communication with the Department of Developmental Services and their liaison with the state department of health. In addition we are forming an internal planning committee which will include Dr. Laveeza Bhatti who is a consulting physician with us and her specialty is as an infectious disease doctor.

Finally I would speak to the potential risk from phishing emails I would acknowledge Steve Yi and our IT department that is ensuring that we have the appropriate software to ensure the timely back up of our data and also are purchasing software to better train staff to be alert and not to respond to phishing emails that will ultimately compromise our system.

Human Resources

We continue to back fill a number of service coordinator and other positions and want to again commend our HR director who has ensured that we are doing a better job at disparity hiring by ensuring that we are advertising on a variety of sites including diversity boards. We have 14 new hires in 2020 including 10 new Service Coordinators. I would also like to officially

welcome Kate Harvey in that group of new hires as the new executive assistant. I would also like to commend Rhiannon Maycumber on all of her hard work on continually refining and developing our onboarding process especially with the number of new hires that require training.

Current grant requests

We have applied for several new grants. We recently applied for grant funding for an employment project related to assistive technology in the work place. This grant can potentially fund up to 500,000 over a two year period if it is awarded. We are hoping that this money would be applied to bridging the gap for transition age youth entering the workforce who need access to technological resources. Speaking of employment I would highlight that this is an ongoing priority for Westside and we have decided to use time in our all staff meetings to highlight supported employment opportunities and to ensure that our staff are aware of all the vendors that are helping support individuals in competitive work situations. I would share a video that we showed in our last all staff highlighting the work of one of our vendors and we are reaching out to other vendors to share their information with us as well.

Also in partnership with the Los Angeles County Department of Mental Health, Westside Family Resource and Empowerment Center and Allies for Every Child we applied for Mental Health Services Act (MHSA) funding from Department of Developmental Services. We requested \$678,000 for three fiscal years. The goal of this project is to create an informed, engaged, and resilient community of parents of infants and toddlers with or at risk for developmental delays and early childhood trauma.

Finally I would share that we were awarded 106,000 for ongoing work on reducing cultural disparity. We are closing out our last year's funding and are moving forward with new projects focusing on disseminating information to the community and particularly focusing on key transitions in service provision which will be highlighted in greater detail in the equity committee report. We will be going this next round alone since ASLA/PEP has applied as their own community based organization. I would like to thank them however for working with us on completing our Westside Regional Center orientation videos and would share one of the series introducing Westside.

Home and Community Based Services (HCBS)

I would like to acknowledge our PCT training committee which includes Stephen Browning, Rhiannon Maycumber and Megan Mendes. They recently completed their last supervised Person Centered training that was needed for them to become certified trainers. I received very positive feedback from Mary Beth who has been supervising them and who informed me that they have really excelled in their training requirements. This will ensure that we have our own internal trainers going forward. At this point all of our employees with the exception of recent new hires have been trained in Person Centered thinking practices and looking forward we plan to have our vendor community trained in these practices as well. Westside Regional Center has also conducted training regarding the HCBS Final Rule Transition and its relationship to Person Centered Planning and Self Determination for nearly all Service Coordinators in an effort to better support the education of individuals and families. The HCBS Provider Self-Assessment is

currently being conducted through DDS contractor OIG, and will be utilized to inform the California Statewide Transition Plan. Westside is currently conducting technical assistance sessions with providers to ensure understanding of the self-assessment and support the transition activities. The next HCBS Roundtable will be next Wednesday March 11th at 10:00AM in the WRC Boardroom to provide additional support and technical assistance with the Self-Assessment in preparation for the projected DDS deadline for completion of the Self-Assessment by March 31, 2020.

Final Notes

I would like to extend a note of appreciation to Cesar Garcia who has ensured that Westside Regional Center is a front runner in implementation of Self Determination at our center. Speaking to him today I understand that we currently have 17 new certified budgets. I know that this will be addressed more specifically in that committee meeting but wanted to acknowledge his efforts in really moving this forward. Finally I want to let everyone know that we will be having our annual Community Resource Development Planning meeting from 5 to 7 on March 10 from and from 10 to 12 on March 17th. These meetings are an opportunity to gain a better understanding of priorities from our stakeholders to inform our requests for funding for projects to ensure positive community integration going forward. Also we will be holding our annual POS disparity meetings at the end of this month on March 23 from 3 to 5 and on March 24th from 6 to 8.

ARCA General Meeting Notes

Kala Crisis Behavior Intervention Presentation

- For severe behavioral issues and co-occurring mental health issues
- Non-violent crisis intervention

DDS Report

- Brief overview of governor's budget 2020-2021
 - Need for providers to advocate for meeting minimum wage claims
 - \$8.8 billion for community services program (up \$1 billion from last year)
 - Enhanced caseload ratio for ages 4-5 increase
- Self-determination
 - Putting together trainings
- HCBS
 - Deadline for surveys for providers on meeting HCBS Rules (100 questions) – end of March 2020
 - Providers will get survey

Executive Director Report

- Website changes to highlight the work of regional centers on homepage
- Public Relations
 - Infographic of service coordinators
 - Working on promo videos (will show at the March meeting)
- ARCA Academy
 - Training for all regional center board members throughout CA in Sacramento late February
 - Future planning, role of board members, policies and procedures, working collaboratively
 - Will provide materials to all board members at the end of training and archived videos post-Academy
- Self-Advocacy Update
 - Legislative Committee now includes clients from CAC to participate in legislative advocacy and planning
 - 2 finalists to be possibly invited, will confirm in March
 - (Note - talk to Michael for Z involvement)
 - Putting together testimonials for community to use with lawmakers
- System Reform Efforts
 - Big systemic change for health and human service delivery (see Systems Reform Efforts page)
 - Broken down between MediCal consolidation, Aging, and developmental disabilities
- ARCA Governor Budget Position
 - Issues
 - \$71 million reduction of POS in 2019-2020 due to expected utilization of funds given increasing minimum wage statewide
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 - Should reflect state salaries and benefits levels
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 - Support but note more capacity needed, including prioritizing Porterville for those at most risk (currently has a waitlist for entry, most currently in jail)

- Provide virtual tours of example homes
- \$78 million for performance incentive program
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 - Support increase to include more service categories but should be implemented ASAP and more broadly to services w/updated rates
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 - Support to apply to four additional regional centers but note costs could be higher than proposal esp. those with large geographic areas
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 - Support, especially service access to those incompetent to stand trial
- \$2.5 million for DDS info security office and info technology data and planning
 - No position, note regional center needs here
- \$1.4 million for Uniform Fiscal System (UFS) modernization
 - Support - note urgency of regional center accounting systems
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 - Support and completely axe sunset period (likely to be amended to actually axe sunset period)
- Repeal uniform holiday schedule 2023-2024
 - Support
- Family Voices Conference
 - Parent advocacy group
 - Co-sponsored by Disability Rights CA, CA state council, and Tri- Counties Regional Center

Census - Importance of Counting Disabled

- See attached powerpoint
- www.2020census.gov
- Go to local community center to fill out if have limited internet access
- New ability to respond starting March 12, 2020 (internet/phone/paper form/in-person)
 - 12 languages (excluding english) supported via internet/phone
- Focus on hard-to-count populations
- JOBS AVAILABLE via www.2020census.gov/jobs
 - Create profile, fill out 30 questionnaire
 - 600-800 positions available
- NO CITIZENSHIP QUESTION

Legislative Report

- Legislative/Budget Updates
 - CA Bill intro deadline 2/2/2020
- Federal Updates
 - Supreme Court: TX vs US - whether the Affordable Care Act continues
 - Will hear and issue decision 2021
 - Medicaid Block Grants (CA not involved)
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- Grassroots Day
 - Tuesday April 21, 2020
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 - Helpful to have legislator present in 2019
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 - Currently held
 - Needs more transparency and data
 - AB 1712 (Wicks) – Donor advised funds
 - Updates on Previous Bills
 - AB 823 (Arambula, W+++) – Mobile crisis services, MOUs
 - Requires regional centers contracting
 - Policy statement supporting current efforts
 - AB 1643 (E. Garcia, oppose) – Notice of proposed action
 - Continued engagement with Disability Rights CA on comments

Committee Reports

- Board Delegates
 - Discussed accommodations for ARCA Academy
 - Proposed advocacy in enforcing fines for blocking handicap parking spaces (lead by North LA Regional Center)
 - Discussed role of ARCA delegates to local boards
 - Explaining what ARCA is, reports
 - Regional Centers MediCal forms (1 board member resigned)
 - Recognition of Zoey's participation at DVU Self-Determination conference

**Westside
Family Resource and Empowerment
Center**

To: WRC Board of Directors
From: Elizabeth Spencer
Cc: Dr. Tom Kelly
Date: March 4, 2020
Re: Family Resource and Empowerment Center Update

Family Resource and Empowerment Center

- The Family Resource Center and WRC Early Start will be collaborating on the *Moving On Up... Things My Parents Should Know* conference that will be held on April 4th, from 9:30 to 2:30. This conference will address topics relevant to families whose children will be transitioning out of Early Start services. Translation and child care will be provided.
- Our center is continuing our twice monthly I.E.P. clinics. These clinics are designed to support preschoolers exiting Early Start who will not be staying with the Regional center. Another group that we are able to provide support to is those students who do not qualify for RC services but have IEP's or 504 plans through the school districts. This service is funded via our Family Empowerment grant through the Department of Education. Statewide, FEC's are asking for support on AB 2056, which will allow for Family Empowerment Center expansion in California and increase funding for existing FECs.
- Our Center is pleased to again partner with Loyola Marymount University to pair LMU graduate students with parents going through or preparing for an IEP. This project begins this month and will be completed the second week of April.
- We have partnered with the **Learning Rights Law Center** to bring our families the ***Different Thinkers*** workshop series presented by Dr. Mariana Leñera, a Neuro-linguist and Neuro-psychologist. On April 9th, Dr. Leñera will present ***Understanding the Autism Spectrum Diagnosis***.
- We continue to sponsor 7 monthly support groups as well as our IHSS workshop and Early Start Orientation.

Respectfully Submitted,
Elizabeth Spencer

REPORT OF THE INTERIM EXECUTIVE DIRECTOR

Dr. Kelly provided a copy of the report (as attached). He expressed optimism and encouragement heading into the New Year, as our community has shown resilience and fortitude throughout all the changes we have had. There are many new opportunities for growth and to bridge gaps, as we are all connected with a common goal. Regarding Human Resources, we have filled 16 new positions, 7 of which are SC's. We have reduced our time to fill positions from 40 days to 13 days. Regarding Housing, the new building project will break ground next Friday the 17th. The move-in date should be in September of 2021. There are also 2 new short term crisis homes in development, and a family teaching home, both to be completed within the month. Regarding Employment, 91 individuals have utilized competitive employment incentives and 77 individuals currently in paid internships. Regarding Disparity and grant requests, we have requested money to support a training series to educate families about Lanterman services for youths. First 5 LA awarded WRC \$25,000 for trainings focused on the social emotional development of kids under 5. We were also awarded \$100,000 from LA Care to develop and implement an oral hygiene program.

COMMITTEE REPORTS

FINANCE

Cammy DuPont reported Danny gave the information of where we currently are for Operations and POS. For Operations 5 months, 37% of budget, is on track; POS spent 39% of budget, and is on track

CONSUMER ADVISORY COMMITTEE

Todd Rubien reported CAC attended a National Advocates Conference in DC for the first time in November. AUCD hosted this conference, and they discussed affordable housing, healthcare and employment. They also attended the Self-Determination Conference, in which they covered various topics. Also in November, CAC went to a training on CalFresh which focused on individuals who are on SSI to get vouchers for groceries. In December, CAC attended a community meeting on health, hosted by the ECF. This meeting discussed how the community was being shaped by different projects. The CAC holiday party on December 20th was a success and a great place to be together for the holidays for those folks who didn't have other family in the area. At the party, three individuals were honored for their hard work and self-advocacy.

CLIENT SERVICES

David Wyles reported they worked on updating the services standards for independent living services and supported living services. They want the language to be easy to read and understand.

POLITICAL ACTION & ARCA

Zoe reported ARCA has not met yet but will be meeting later this month so that report will be coming later; Political Action has not met yet either due to the holidays, but she repeated what was said earlier about voting in the upcoming elections. It is important that folks participate in the 2020 US Census so that our community is accurately represented. This also may impact re-districting. It was noted that citizenship status cannot be asked on the Census and cannot be used against folks who participate.

STRATEGIC PLANNING

Nilo reported they had their fourth meeting on November 20th; and came up with two action items. They need to develop an RFP for a needed facilitator. They also will identify representative core members for the strategic planning process. These individuals will need to show the commitment and have the time to serve through 2020.

SERVICE PROVIDER ADVISORY

JoanElaine reported that SPAC did not meet last month; however, they have been working on many items in progress including hearing about a survey written that affects vendors. There will be a training for staff to work on it the survey. Malibu Library has new voting machines, and SPAC will check them out to see how accessible they are. Overall SPAC's main focus this month was making sure that all vendors have a great holiday season. Several members participated in the food drive, toy drives, and a shout out to the family resource center at WRC, and all who donated and contributed.

FAMILY EMPOWERMENT CENTER

Liz mentioned it was the 20th Anniversary for the toy and gift drive. Each of the sibling support group children were sponsored by our staff. Also sponsored was an adults wish list. They did some last minute fundraising. Many grants are on the horizon and she will provide updates later. She gave an example of air mattresses being generously donated.

SELF DETERMINATION

Cesar reported DDS gave the second selection for the individuals for the Self-Determination list. They met in December to go over the current status. Cesar reached out to the new members to welcome them and to invite them to the monthly meetings. Only three from the previous list have not completed the orientation at this time

PUBLIC COMMENT

No public comment at this time

ADJOURNMENT

The regular Board Meeting was adjourned by Betty Pearson-Grimble at 7:28 pm.



Todd Rubien
Board Co-Secretary



Nilo Choudhry
Board Co-Secretary

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Political Action Committee

February 26, 2020

Voting Training

- Wesley doing voting training on Friday February 28th at 4pm
- WRC sent out voting center info through mailers, social media
- SPAC talked about voting centers
- SEND OUT REMINDERS ABOUT VOTING

Recruit more PAC members

Rates Study

- Currently held off implementation but not completely off table

Creating "Voices of Community" Fliers

- one sheet profiles of clients and their lives for lobbying purposes

CENSUS AWARENESS

- promote info on census

CA ARC/ UCP Development Disability Public Policy Conference

- April 27-28, 2020
- Sacramento, CA
- <https://thearcca.org/learn-more-and-register-for-the-12th-annual-developmental-disabilities-public-policy-conference-4/>

ARC Grassroots Day

- April 20-21, 2020
- Currently looking for members to go
- Prep materials and pre-meeting
- Need follow-up visit to local legislators

Create info page of Dem disability plans (send to Rhiannon)

Deadline for bills for 2020 consideration - Feb. 22nd

- Sub-committee hearings March 2020 (Assembly first, Senate budget second)

DDS Services Task force

- Opened to more members for workgroups (see Vanda)

VSAP - Voting Solutions for All People (research)

January 29, 2020

Census Info at Family Resource Center

Rate Study

- DDS wants to largely support rates study
- Must advocate for ARCA to not parrot

ACTION ITEMS

- Southern CA Providers Coalition
 - Meet with them and learn their efforts and positions
 - Partner with them
- Forward to SPAC (Joanie) to create lobbying force, see if she has contact with SoCal Providers Coalition
- Meet Mark Ghaly (Department of Health) to advocate against implementing rates study
- Create event to input feedback on rates study saying
- Get Lanterman, ARCA, and Disability Voices United statements on budget
- Voter Registration Event
 - Create at WRC with Wesley (email him for availability)
 - Reach out to service providers to host voter registration events (WRC cosponsor and promote)

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WESTSIDE REGIONAL CENTER

To: Board of Directors

From: Tom Kelly, Interim Executive Director

Date: April 29th, 2020

Re: Committee Schedule and Agenda for the WRC Board of Directors Meeting,
Wednesday, May 6th, 2020

I am attaching the Agenda for the **May 6th 2020 Board of Directors Meeting which will be held virtually on Zoom**. Instructions to join are as follows:

1. If you haven't already, sign up for a free Zoom account: <https://zoom.us/signup>
2. Go to: https://zoom.us/meeting/register/uJQvduCvrDksHB7RAPpv1QyukqFS_9NrFQ to register to attend this meeting.
 - a. You will be asked for your name and email address.
 - i. This is so we can take attendance instead of using a sign-in sheet.
3. You will receive an email with a unique-to-you link to join the meeting.
4. On the day and time of the meeting, click the link to join and enter the password
 - a. Spanish interpretation will be available upon entering the meeting.

The Call to Order is scheduled for 6:00PM.

Much of the work of the Board is done in the WRC various committees, including Finance, Political Action, Client Services, Equity, and others. Your participation is needed and welcomed.

The following Committees are scheduled to meet:

Committee Name	Date & Time	*Location
Client Service Committee	TBD	TBD
Consumer Advisory Committee	See website for details	Conference Call
Equity Committee	April 29 th , 4:00pm	ZOOM Video Conference
Finance Committee	May 6 th , 5:00pm	ZOOM Video Conference
Political Action & Outreach Committee	May 27 th , 5:00pm	ZOOM Video Conference
Self-Determination	May 27 th , 5:30pm	ZOOM Video Conference
Service Provider Advisory Committee	5/19; 10:30am-12:00pm	ZOOM Video Conference
Strategic Planning Committee	May 28 th , 5:30pm	ZOOM Video Conference

Committed To Providing Support And Services To People With Developmental Disabilities

5901 Green Valley Circle, Suite 320, Culver City, CA 90230-6953 ■ (310)258-4000 | FAX: (310)649-1024 www.westsiderc.org

**BOARD OF DIRECTORS MEETING
COASTAL DEVELOPMENTAL SERVICES FOUNDATION
5901 GREEN VALLEY CIRCLE, SUITE 320
CULVER CITY, CA 90230
WEDNESDAY, MAY 6th, 2020
ZOOM Meeting
6:00 PM**

AGENDA

- | | | |
|---|--|----------------|
| 1. Call to Order
- Welcome and Introduction of Guests | Sofia Vergara | ACTION* |
| 2. Public Comment | | |
| 3. Chairperson's Report | Sofia Vergara | |
| 4. Approval of Minutes from March 4th, 2020 | Nilo Choudhry
& Todd Rubien | ACTION* |
| 5. Report of the Interim Executive Director | Tom Kelly | |
| 6. Committee Reports | | |
| Finance | Cammy DuPont | |
| Consumer Advisory Committee | Todd Rubien | |
| Executive Search | Sofia Vergara | |
| Political Action & ARCA | Zoe Giesberg | |
| Client Services | David Wyles | |
| Board Development Committee | Nilo Choudhry | |
| Strategic Planning | Tom Kelly | |
| Service Provider Advisory | JoanElaine Anderson | |
| Family Empowerment Center | Liz Spencer | |
| Equity Committee | Betty Pearson-Grimble | |
| Self Determination | Judy Mark | |
| 7. Public Comment | | |
| 8. Adjournment | Sofia Vergara | ACTION* |

*Pursuant to California Welfare and Institutions Code Section 4660(c), "time shall be allowed for public input on all properly noticed agenda items prior to board action on that item".

THE NEXT BOARD MEETING WILL BE ON WEDNESDAY, JUNE 3RD, 2020

MINUTES
BOARD OF DIRECTORS MEETING
COASTAL DEVELOPMENTAL SERVICES FOUNDATION
MARCH 4, 2020

MEMBERS PRESENT: Joseph Allen Jr.
Nilo Choudhry
Cammy DuPont
Elizabeth Espinosa
Myra Mezquita
Todd Rubien
Alex Soschin
Russell Tanner
Sofia Vergara

MEMBERS ABSENT: Joan Elaine Anderson
Betty Pearson-Grimble
Austin Dove
Zoe Giesberg
Philip Jackson
David Wyles
Vanda Yung

STAFF PRESENT: Tom Kelly, Danny Franco, Liz Spencer, Mary Lou Weise-Stusser,
Kate Harvey, Rhiannon Maycumber, Sandy Rivera, Anjanette
Robinson, Aga Spatzier, Kenneth Sears, Megan Mendes, Megan
Tommet-Ramirez, Angela Quinonez, Rochelle Cole

GUESTS: Marcia James, Barbara McCants, Jo Mullins (DDS), Cynthia
Sandoval (DDS), Mary Hernandez (DDS) Chris Arroyo (SCDD),
Raymundo Blanco, Trisha Lurie Cozine, Sylvia Fahimian, Danny
Feingold, Brett Gordon, Esther Kelsey, Adriana Madrigal, Sandy
Rubenfeld, Robert Schwartz, Ayode Woods, Veronica Green,
Matthew Seymour, James Taylor, Renee Taylor, Kahiir Hall,
Jenny S, Sonya Vaughn, , Felisha Ford, David Mezquita, Tresa
Oliveri, Sue Williams, R. Herbert

CALL TO ORDER (ACTION*)

Meeting was called to order by Board President, Sofia Vergara at 6:08pm.

ROLL CALL AND ESTABLISHMENT OF A QUORUM:

It was established that the members present represented a quorum necessary pursuant to Section 3.03 (g) of the bylaws of Westside Regional Center which states:

(g) Quorum

A quorum of the Board of Directors shall consist of nine (9) members of the corporation. Provided, however, that a quorum of the Board of Directors shall consist of a majority of the Directors then in office at any time when the number of Directors then in office is less than ten (10)

INTRODUCTION OF GUESTS

Sofia Vergara, Board President, welcomed everyone to Westside Regional Center. Sign in Sheet is in the back. Todd Rubien read the WRC Mission Statement.

OPEN PUBLIC COMMENT

Chris Arroyo with the State Council on Developmental Disabilities (SCDD) let everyone know there is a total of \$20,000 available through their 2020 Program Development Grant focusing on the identified areas of Housing, and Health and Safety.

CHAIRPERSON'S REPORT

Sofia reported that she is excited to be in the new role. She thanks all of the members of the Executive Committee and others who have helped to guide and support her starting this new role. By attending many committee meetings and speaking with Dr. Kelly and the folks at WRC, she has learned so much in a short time. She also thanks the WRC staff and Dr. Kelly for all their hard work. Sofia reiterates that the Board is asking that the community attend the POS meetings at the end of March. There will be a closed session directly following this meeting.

APPROVAL OF MINUTES FOR THE JANUARY 8, 2020 BOARD MEETING (ACTION*)

Alex Soschin, Board Member (Motion) and, Russell Tanner, Board Member, (Second) the approval of the January 8th, 2020 Board Meeting Minutes.

RESOLUTION: APPROVAL OF MINUTES FOR THE JANUARY 8, 2020 BOARD MEETING.

No public comment. The motion passed.

9 AYES

0 NO

0 ABSTENTIONS

REPORT OF THE INTERIM EXECUTIVE DIRECTOR

Dr. Kelly reported on the theme of the importance of planning and preparation. Given the recent flooding at WRC, the coronavirus epidemic, and the recent ransomware attack at another regional center, we are learning from our past in order to be prepared for the future. This includes a thorough look at our emergency preparedness plan, and a heightened awareness of our health and safety protocols onsite and in the community. Dr. Kelly also highlighted the growth of WRC by 14+ new hires so far this year. WRC has applied for several new grants including one for a project related to assistive technology in the workplace and Mental Health Services Act funding. WRC was awarded \$106,000 for ongoing work to reduce cultural disparity. Dr. Kelly discussed the hard work of the WRC HCBS team and congratulated them on their completion of their Person-Centered training. Finally, Dr. Kelly extended thanks to Cesar Garcia for his work in Self Determination as WRC currently has 17 certified budgets.

COMMITTEE REPORTS

➤ FINANCE

Cammy DuPont reported that the Finance committee met today, and went over the latest Budget status report. That status report is available in the back. The Audit committee will need to meet prior to the next Board meeting, and is tentatively scheduled for March 25th at 5:00pm in the ED office. Danny and Cammy are available if anyone has any questions.

➤ CONSUMER ADVISORY COMMITTEE

Todd Rubien reported that after Chris Arroyo gave his training on Boardmanship, CAC decided to focus on CAC business. They are working with Chris on how to solve statewide issues. CAC has found that WRC is experiencing many issues like other regional centers, and working with Chris to fix. Todd also discussed interpersonal issues within the CAC meetings, and is requesting to meet with the Board to discuss.

➤ EXECUTIVE SEARCH

Sofia Vergara reported that the BOD is working with Envision Consulting to find a permanent Executive Director for WRC. They have met with Matt Kamin from Envision, in order to finalize a survey to help get feedback. The search committee and Matt helped developed the job description, and it has been posted in various online job boards. She encourages everyone to spread the word. Feedback received during meetings will inform the search process moving forward. Looking for two more board members to actively participate in the process; contact Sofia if interested.

➤ CLIENT SERVICES

David Wyles and Cesar Garcia were both absent, so Nilo gave a brief report. The ILS and SLS info will be put forth at next board meeting.

➤ **BOARD DEVELOPMENT COMMITTEE**

Nilo Choudhry acknowledged a big thank you to Chris Arroyo for providing the informative and helpful Boardsmanship Training to us in February. Chris has also provided board training for WRC in the past. A Mandatory Board Training on the 'DDS Contract with WRC' will take place 4/1/20. The Executive Director search will precede nominations process.

➤ **POLITICAL ACTION & ARCA**

Zoe Giesberg has turned in written PAC and ARCA Report, and that is in the back. Nilo summarized the reports. The Governor's 'May Revise' to the budget will be coming up. Budget hearings are taking place in Sacramento. Today the Assembly Budget Subcommittee #1 on Health and Human Services is meeting to discuss and take input on the Governor's budget proposals, oversight items, and advocacy proposals. The Senate Budget Subcommittee will be meeting 3/12 on Electronic Visit Verification (EVV). On 4/19 it will meet on the 'DDS Budget'. Overall we need to continue advocacy for increased funding for sustainability of the system. The state-wide Developmental Services Task Force has four work groups. Vanda Yung is in the Disparity work group. Dr. Sofia Vergara will represent as a Self-Advocate and as the WRC Board Member at the fast-paced Grassroots Day in April. Rhiannon Maycumber will lead the WRC team composed of board member, vendor, staff and Client and family.

➤ **STRATEGIC PLANNING**

This month's meeting was rescheduled because of inadvertent flooding at WRC. The RFP, which was to be discussed at the meeting is in the back for review and posted on the WRC website. Dr. Kelly and team encourages anyone with feedback to contribute. Next meeting will be March 26th, 2020

➤ **SERVICE PROVIDER ADVISORY COMMITTEE**

No Report at this time

➤ **FAMILY EMPOWERMENT CENTER**

Liz Spencer reported that the FREC and WRC Early Start program are holding the "Moving on Up" conference on April 4th, from 9:30 to 2:30 at WRC. WRC is also continuing their twice monthly I.E.P clinics. FREC is pleased to continue their partnership with LMU, as well as to partner with the Learning Rights Law Center. The center will continue to sponsor seven monthly support groups, as well as the IHSS workshop and Early Start Orientation. Shout out about the transition event this Saturday, March 7th, 2020.

➤ **EQUITY**

Tom Kelly reported that the Equity Committee discussed the theme "where we have been and where we are going". WRC has found that there are challenges for Latino families in accessing services and, managing partnerships with outside agencies. The Equity Committee also notes that transition periods can be sources for confusion for all populations. He emphasizes that education and information are key in helping people access our services, and for overcoming challenges. WRC has been focusing on both multi-media and print materials to help provide more information and to help the community understand the breadth of our services.

➤ **SELF DETERMINATION**

No report at this time.

PUBLIC COMMENT

Myra summarized her experience at the ARCA training in February. Amendments to the law were brought up, more info requested. Other RCs are going through leadership changes, and it was interesting to discuss what this is like and know that they are experiencing similar challenges. This training provided opportunity for discussions about how board/staff collaboration can continue and can improve.

Elizabeth Espinosa reported the latest from the Department of Health is that as of today there are 6 cases confirmed of Coronavirus in LA County. She reiterated concerns for the health and safety of our Regional Center populations. The consistent message is to continue to refer to the Department of Health and the CDC for accurate and up-to-date information, and practice common-sense health habits.

Alex Sochin reiterated the support from the Board to the entire Westside community as we deal with the Coronavirus epidemic. He also said how extremely proud he is of Dr. Sofia Vergara stepping into the role of Board President and working so hard to take on the challenges. He thanked the Board for his opportunity to serve on the Executive Committee and states that it was humbling. 'Thanks to Chris Arroyo of State Council and the DDS Technical Team for their support'.

Ayode Woods states that he seen a lot of people with masks on and wants to know why? Dr. Kelly explained, that as per the CDC, masks should be used by people who are already sick in order to keep them from spreading symptoms to other people. They do not protect the wearers from getting sick.

Kenneth Sears, WRC employee, commented that the coronavirus impacts the entire community, including the folks at Westside who are out in the field.

Nilo thanked everyone for sharing their concerns.

ADJOURNMENT (ACTION*)

The regular Board Meeting was adjourned by Sofia Vergara at 7:26pm and no public comment followed.

Interim Executive Director's Report

Board of Directors Meeting
May 6th, 2020

As everyone is aware, we are all confronting new and unique challenges in this unprecedented global crisis. Westside is not alone in its struggle to meet these challenges and adapt to a new normal. On March 13th, with the possibility of one of our own consultants being infected, and the knowledge that this could have exposed a number of other staff and individuals that we support, we made the decision to operate remotely. In retrospect, this was a timely decision since shortly after this we identified two other staff that were positive for COVID-19. Had we been operating normally the impact to our staff and community could have been exponentially greater than what we have experienced. We have been relatively fortunate, and at this time we have identified 6 individuals that we support, 4 providers and two staff as positive for COVID19.

Moving forward, we are focused on ensuring the safety of our community and ongoing provision of supports and services. With that in mind we have pursued a number of strategies to minimize our risks which have been in line with current practices outlined by the Center for Disease Control (CDC) and local county public health agencies. We have been receiving supplies of personal protective equipment (PPE) including N-95 masks, gowns and gloves and have been distributing them to direct care providers. In particular, we have been prioritizing giving masks to those who provide direct support to individuals in congregate settings including, for example, our ICF and ARFSHN settings. These are homes to some of our most medically compromised individuals. In addition, we have provided supplies to independent and supported living providers that continue to work in the field with individuals that require face to face support. We have also identified several surge locations and have 28 surge beds where we will be able to place individuals that may become infected and require isolation. These locations have stored protective equipment on hand to ensure that direct care staff will be able to support these individuals safely. In addition, we have a partnership established with Harbor Regional Center who have contracted with the Doubletree hotel where we have access to an additional 132 rooms if needed.

I recognize that there have been some questions about the distribution of this equipment and our policies surrounding how this equipment is being given out and stored. The reality is that there are simply *not enough* of the medical grade N95 masks to give to everyone and we have had to prioritize distribution. In developing this prioritization policy, we have relied on information from the Center for Disease Control, local public health department, and our consulting physicians. The guidelines from all of these entities has been *consistent*, that the medical grade N95 masks should be reserved primarily for direct care providers that are providing essential support. However, we have also provided these masks to families in which either an individual is *identified* as COVID-19 positive or is *strongly suspected* of being positive as the result of exposure.

Due to the tremendous efforts of our staff, Westside Regional Center has been able to distribute over 3200 medical grade masks to providers and to families that are identified as at risk. Knowing that we do not have enough masks for everyone, our Family Resource Center has also been able to collect a number of quality cloth masks and we have been doing a weekly distribution to families. We received a donation for over 3000 masks and at this points have been able to distribute over 2500 of these masks. I would like to acknowledge Liz Hirsh Naftali, a local clothing manufacturer, who has donated these masks free of cost to us. I would also like to acknowledge the staff that have donated their time to distribute these masks to these individuals.

Although we have been operating remotely, we are making every attempt to maintain a business as usual posture. For example, we have receptionists handling our calls so that you can expect a live voice to assist you. Phone calls are also being transferred directly to employees' personal cell phones. In addition, in understanding the need to have contact during this time, we have required service coordinators to make contact with all of their

families, and in the case of our more vulnerable and medically fragile individuals, they are having even more frequent contact. I have received a great deal of positive input from our community for that contact and just for “checking in” and want to acknowledge the service coordinators and staff for going above and beyond to reach out to families. At this time, more than ever, I believe that personal contact and interaction is vital for maintaining our health and well-being while still being mindful of the distancing guidelines.

In general we are trying to find creative ways to deliver services and have a number of directives from DDS that provide needed exceptions to allow us this flexibility. These exceptions allow us the ability, for example, to host IPP and IFSP meetings remotely using Zoom and Skype applications. We are also continuing with intakes and are able to do evaluations remotely. Although intakes have been reduced, we have still managed to conduct a fair amount of assessments. In March we staffed approximately 127 cases and in April we staffed 98 cases for under 3. For the over-3 intake unit, we opened 53 new cases in March and 44 new cases in April. We also have supported living and independent living providers that continue to provide face to face supports for many individuals that are socially isolated and lack adequate family and community support. Finally, day-program providers are finding creative ways to deliver virtual services and I have included the following video to display some of these ideas that are being incorporated by Performing Arts Studio West.

[SHOW VIDEO HERE]

We cannot deceive ourselves that this crisis will end soon and we have many significant challenges still ahead. We are likely to face some difficult times for our economy and will need to be thoughtful and cautious about our approach to spending and fiscal management. There is the expectation that we may experience a resurgence of this virus. In anticipation of this hard reality we will need to continue to develop our infrastructure to better accommodate a remote work force, and to ensure the appropriate level of training and oversight. We will also have to further develop our ability to provide community education about ongoing health risks and the means to mitigate those risks. Finally, we are likely to face increasing mental health challenges and are going to have to collaborate effectively with our community partners within the Department of Mental Health and in our provider community to meet those challenges.

In spite of the difficulties that lie ahead, I am confident that with a collective effort there is no challenge that is insurmountable. We will get through this together. I am proud to say that we have been able to rise collectively to meet these daunting challenges and have demonstrated the resiliency that is characteristic of this community. I want to acknowledge all of the individuals that we support for their tenacity and courage during this time. I would like to thank the staff for all of their ongoing efforts and creativity. I would like to extend my gratitude to the Board of Directors for their support and collaboration during this difficult time, and finally, to all of our families for their positive feedback and input.

**WESTSIDE REGIONAL CENTER
BUDGET STATUS REPORT
MARCH 31, 2020
(75% OF THE YEAR)**

	<u>A-5 ANNUAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>YTD EXPENDITURES</u>	<u>% OF BUDGET</u>
<i>Operations</i>	\$ 23,920,484	\$ 1,677,488	\$ 15,686,420	66%
<i>Purchase of Service</i>	\$ 250,925,271	\$ 18,557,296	\$ 178,046,547	71%
	<u>\$ 274,845,755</u>	<u>\$ 20,234,784</u>	<u>\$ 193,732,967</u>	<u>70%</u>

NARRATIVE:

OPERATIONS

WRC's projected expenditures will be within our budget allocation.

PURCHASE OF SERVICE

Based on the A-5 budget allocation, WRC's projected expenditures will be within our budget allocation.

April 29, 2020

Political Action Committee Notes

May Budget Revise

- Focused on COVID-19 relief
- Likely that Newsom will contract May budget in light of pandemic
 - Regional center system might likely have budget cuts or flat budget
 - Won't not know for sure
- Rates Study - currently tabled

State Bills

- S 920 - Terminology change for Dependent Adults to People with Disability in reporting abuse (support)
- AB 2024 - Minimum wage fix for providers to meet CA minimum wage requirements

Voter Education

- Los angeles county issuing mail-in ballots for 11/2020 election
- Voter education videos
- Use social media for promoting voting education

Federal Updates

- No relief yet for disabled people/families/services in Congressional relief packages
- Reach out to Lanterman Coalition, ARCA, legislators to host town halls for disabled people in COVID-19 (Henry Stern, Sydney Kamalager-Dove, Karen Bass, Autumn Burke, Holly Mitchell)
 - Email Daniel at ARCA about outreach
 - Contact NLARC about their town halls with disability

Newsom prohibits discrimination in care against disabled:

<https://www.latimes.com/california/story/2020-04-29/gavin-newsom-coronavirus-response-criticism-nonprofits-legislators>

Senators Call for Disabled People Relief:

https://www.huffpost.com/entry/elizabeth-warren-senators-disabilities-coronavirus_n_5ea8db15c5b6123a176406fd

ARC form letter for Disabled COVID-19 Relief:

<https://www.disabilityadvocacynetwork.org/app/onestep-write-a-letter?0&engagementId=506953>

ARCA General Meeting Notes

Kala Crisis Behavior Intervention Presentation

- For severe behavioral issues and co-occurring mental health issues
- Non-violent crisis intervention

DDS Report

- Brief overview of governor's budget 2020-2021
 - Need for providers to advocate for meeting minimum wage claims
 - \$8.8 billion for community services program (up \$1 billion from last year)
 - Enhanced caseload ratio for ages 4-5 increase
- Self-determination
 - Putting together trainings
- HCBS
 - Deadline for surveys for providers on meeting HCBS Rules (100 questions) - end of March 2020
 - Providers will get survey

Executive Director Report

- Website changes to highlight the work of regional centers on homepage
- Public Relations
 - Infographic of service coordinators
 - Working on promo videos (will show at the March meeting)
- ARCA Academy
 - Training for all regional center board members throughout CA in Sacramento late February

- Future planning, role of board members, policies and procedures, working collaboratively
- Will provide materials to all board members at the end of training and archived videos post-Academy
- Self-Advocacy Update
 - Legislative Committee now includes clients from CAC to participate in legislative advocacy and planning
 - 2 finalists to be possibly invited, will confirm in March
 - (Note - talk to Michael for Z involvement)
 - Putting together testimonials for community to use with lawmakers
- System Reform Efforts
 - Big systemic change for health and human service delivery (see Systems Reform Efforts page)
 - Broken down between MediCal consolidation, Aging, and developmental disabilities
- ARCA Governor Budget Position
 - Issues
 - \$71 million reduction of POS in 2019-2020 due to expected utilization of funds given increasing minimum wage statewide
 - Could shift to with Lanterman coalition position on advocating for those paid for minimum and slightly above minimum wage throughout California
 - \$16 million for enhanced caseloads for 4-5 yr olds
 - Should apply to *all* under 5 yrs
 - Estimate is underfunded due to possible calculation error
 - Should reflect state salaries and benefits levels
 - \$7.5 million for enhanced behavioral support homes

- Support but note more capacity needed, including prioritizing Porterville for those at most risk (currently has a waitlist for entry, most currently in jail)
- Provide virtual tours of example homes
- \$78 million for performance incentive program
 - Note appreciation for funding used to support local innovation and ARCA working with administrations program takes shape
- \$18 million for additional provider supplemental rate increase (starting 1/2021)
 - Support increase to include more service categories but should be implemented ASAP and more broadly to services w/updated rates
- \$4.5 million for START (systemic therapeutic assessment resources and treatment) training
 - Behavioral/mental therapies for cooccurring diagnosis of disability/mental health
 - Support to apply to four additional regional centers but note costs could be higher than proposal esp. those with large geographic areas
- \$8.9 million for temporary expansion in secure treatment area
 - Support, especially service access to those incompetent to stand trial
- \$2.5 million for DDS info security office and info technology data and planning
 - No position, note regional center needs here
- \$1.4 million for Uniform Fiscal System (UFS) modernization
 - Support - note urgency of regional center accounting systems
- 18 month-extension of service provider rate increase and uniform holiday schedule suspension sunset
 - Support and completely axe sunset period (likely to be amended to actually axe sunset period)

- Repeal uniform holiday schedule 2023-2024
 - Support
- Family Voices Conference
 - Parent advocacy group
 - Co-sponsored by Disability Rights CA, CA state council, and Tri- Counties Regional Center

Census - Importance of Counting Disabled

- See attached powerpoint
- www.2020census.gov
- Go to local community center to fill out if have limited internet access
- New ability to respond starting March 12, 2020 (internet/phone/paper form/in-person)
 - 12 languages (excluding english) supported via internet/phone
- Focus on hard-to-count populations
- JOBS AVAILABLE via www.2020census.gov/jobs
 - Create profile, fill out 30 questionnaire
 - 600-800 positions available
- NO CITIZENSHIP QUESTION

Legislative Report

- Legislative/Budget Updates
 - CA Bill intro deadline 2/2/2020
- Federal Updates
 - Supreme Court: TX vs US - whether the Affordable Care Act continues
 - Will hear and issue decision 2021
 - Medicaid Block Grants (CA not involved)
 - ARCA position - against
 - Subminimum wage continues to be debated (federally bipartisan against)
- Grassroots Day
 - Tuesday April 21, 2020
 - Advocacy dinner Monday April 20, 2020

- Helpful to have legislator present in 2019
- Will give more info March 2020
- Bill Updates
 - New Bills to Support
 - Federal
 - S 560 Baldwin (D-WI) and HR 1379 Peterson (D-MN) – Would require health plans to cover surgeries to correct congenital facial defects
 - State
 - AB 1550 (Bonta) – Crisis stabilization reporting
 - Currently held
 - Needs more transparency and data
 - AB 1712 (Wicks) – Donor advised funds
 - Updates on Previous Bills
 - AB 823 (Arambula, W+++) – Mobile crisis services, MOUs
 - Requires regional centers contracting
 - Policy statement supporting current efforts
 - AB 1643 (E. Garcia, oppose) – Notice of proposed action
 - Continued engagement with Disability Rights CA on comments

Committee Reports

- Board Delegates
 - Discussed accommodations for ARCA Academy
 - Proposed advocacy in enforcing fines for blocking handicap parking spaces (lead by North LA Regional Center)
 - Discussed role of ARCA delegates to local boards
 - Explaining what ARCA is, reports
 - Regional Centers MediCal forms (1 board member resigned)
 - Recognition of Zoey’s participation at DVU Self-Determination conference

Strategic Planning Meeting Minutes

Thursday 3/26/2020 at 5:30pm

ZOOM Meeting

ATTENDEES: Sofia Vergara, Pam Wiley, JoanElaine Anderson, Tom Kelly, Megan Mendes, Hillary Kessler, Sylvia Thompson, Mary Lou Weise-Stusser, Alex Soschin, Danny Franco

MINUTE TAKER: Kate Harvey

- **Introduction: Check-In Round; how is everyone doing?**
 - Expressions of gratitude for what everyone has been able to accomplish in helping our clients
 - Seeing our lives through a new perspective; the challenges our community faces on a daily basis we are experiencing through this
 - This is pushing us to go digital and learn things quickly
 - What is happening to students who have structure and support at school that now have that routine disrupted?
- **Discussion of Committee Membership - Skipped**
- **Review of RFP**
 - Should add a statement re: diversity
 - Feasibility Study
 - Will often be added by submitter, but they cost a lot of money
 - We shouldn't require it because of the cost
 - Indicator of quality if it's already added
 - Considerations for Cultural Competency
 - We want to give them the basic guidelines (leave it broad) so we can see what is really being put out and worked on
 - Weeds out folks who submit what they think we want to hear
 - People who do their homework succeed
- **Identifying subcommittee for RFP Review**
 - In community services; several people look at and evaluate, but only 5 people score it. Same 5 folks score all submissions for equality.
 - All who are present are in favor of making a subcommittee
 - Variety of folks represented; Staff, BOD, Vendors

Strategic Planning Meeting Minutes

Thursday 3/26/2020 at 5:30pm

ZOOM Meeting

- JoanE and Tom have volunteered so far... will send email as to who else
- **Discussion of criteria for RFP Selection**
 - Create a Google docs for scoring?
 - Katherine Salmons (contact of Megan's) is a reference to helping set up the scoring system
- **Public Input**
 - None at this time.
- **Setting date for next committee meeting (4/30/2020 is the last Thursday of next month)**

Next Steps for RFP:

1. Finalize & Post RFP
2. Contribute to and work on criteria for a scoring instrument
3. Advertise!

Notes:

- Keep track of resources that we get during this process
- Widen our network of folks who may be able to put this out to the community
- How can we get this out to people/places outside our network?
 - It has to remain within our region
 - Lots of Strategic Consulting Groups within LA
 - EX: Center for Nonprofit Management
 - They can push to their networks
 - Helps reduce duplicate efforts
- **Send suggestions for contacts and outreach to Megan Mendes**
- Dates for contracts will be pushed because the timeline has been pushed back.
 - Time between steps will remain the same

Strategic Planning Meeting Minutes

Thursday 4/30/2020 at 5:30pm

ZOOM Meeting

ATTENDEES: Megan Mendes, Danny Franco, Tom Kelly, Mary Lou Weise-Stusser, Hillary Kessler, Pam Wiley, Alejandro Soschin, Nilo Choudhry, Candace Hein, Sylvia Thompson

MINUTE TAKER: Kate Harvey

ACTION ITEM: Come up with good questions for the interview process

- **Introduction**

- Long-term sustainability was our original focus, but because of COVID-19 and the potential for a recession, we will have to think about more short-term sustainability
 - What does the “new normal” look like?
 - There will be more of a focus on virtual environments
 - We will have to look at how we support people in terms of utilizing more technology
- There will be an overall increase in need for funding (across all organizations) and we will need to make our case
 - We need strong, unified messaging
 - Political Action Committee has a focus on this currently
- We might have to put an upper-end on funding based on future California State budget cuts due to COVID-19
- Should we revise the RFP to be structured toward shorter-term sustainability?
 - 1 year focus to start?
 - 3-4 years? That is how long it may take to get out of the impending recession
 - Thinking about what is coming, not just responding to the current situation
- Potential Interview question: “Given the landscape we are currently in, what are your immediate planning needs, within the longer-term plan?”

Strategic Planning Meeting Minutes

Thursday 4/30/2020 at 5:30pm

ZOOM Meeting

- **Crafted responses for questions regarding the RFP**
 - We want to leave questions more open-ended to encourage people to show us their full thought-process
- **Review of Strategic Planning rating tool**
 - Provides specific criteria, rubric style
 - No preclusion because of lack of a certain amount of experience in one area or another
 - The language on this document needs to be clear so that we can equally score all applicants
- **Identifying subcommittee for RFP Review**
 - Tom Kelly & JoanE Anderson have volunteered so far
 - Folks on the subcommittee need to be representative of all areas of our community
 - Board Member, WRC Staff, Vendor, Persons Served, etc.
 - 5 or 6 people max
- **Public Input**
 - None at this time
- **Setting date for next committee meeting**
 - 5/28/2020 is the last Thursday of next month

NOTES:

- RFP instructions are posted on WRC's website under the Provider's tab
- Megan volunteered to make a similar rubric to the rating tool for the interview process
 - Uses questions from all points of view
- Look at ways that other groups and communities are "making it work" in the current climate
 - Bring back these good ideas for us to be inspired by

Westside Family Resource and Empowerment Center Board Report
From Liz Spencer May 6th, 2020

The one constant we have all faced over the last 6 weeks has been that the information we are getting changes from week to week, sometimes within the same day. The FRC has always been, and will continue to be committed to providing correct, timely and comprehensive information to our clients, their families, caregivers and the community we serve. In partnership with our state network of Resource and Empowerment centers, we are updating local, state and federal resources daily. We understand the challenges that families with children, no matter the age, with special needs are facing. Whether your loved one has medical, developmental, physical or emotional challenges, we know your days are harder, longer, and at times, frightening. With no notice, families have been asked to become their children's teachers, therapists, nurses, counselors, schedulers and entertainers. As if that wasn't difficult enough, you have been asked to do it all without leaving your home. We want you to know we are here for you. Whether you need information on resources or just need someone to listen, the Family Resource center staff are available to assist you.

While many of our projects, support groups and trainings have been temporarily suspended, we are working hard to offer them virtually. In April our CHADD support group met via ZOOM as did our Different Learners series. The Asperger Parent Support group was also successfully launched virtual under the expert leadership and facilitation of Jim Devine and Fran Goldfarb. This month, we hope to add our African American/ Black Parents support group, SibShop, Siempre Amigas and the IHSS class in both English and Spanish. Please check our website, Facebook and Instagram pages for dates and instructions on how to participate. FRC staff are also participating in a 4 part series on transition from Early Start services to Preschool. We will be partnering with Early Start and Education Support Services to provide information to our Westside families.

Staff have been working hard to contact families for check in calls to both our new Early Start families as well as those we have served in the past. It is through these calls as well as referrals from service coordinators that we are able to understand and provide for the needs of some of our most vulnerable. We have delivered gloves, masks, diapers and wipes to families who have difficulty leaving their homes. The need in our community is great and we are working with generous, creative people from Mychal's Place, Empowertech and Peer Mentors as well as so many of our WRC staff like Aga Spatzier. Sandy Cabanatan, Megan Mendez, Eben Fantu and Rhiannon Maycumber who have generously given of their own time to help out. The work is nowhere near done, but then neither are we.

Westside is seeking donations to build up our Client Help Fund to assist with providing help to our families and clients most in need. I have attached a letter written by Dr. Kelly, it is also posted on our website. It is important to let everyone know that 100% of the donations will go to support our clients, and because of recent legislation, up to \$300.00 if fully tax deductible if it is COVID-19 related.

I will end with sharing a phone call I had with a mom of two children ages 20 months and 4 years. Her husband's job required him to be out of the home 6 to 7 days each week. Her extended family all live outside of California and to make things even more complex, their Respite provider, whom they love, uses public transportation so the mom asked her not to come until the pandemic was at least under control. Her 4 year old has complex medical and behavioral challenges, so her days are difficult and exhausting. I asked her how, or if we could help. She thanked me and said, "We are going to be o.k.. Please let everyone at Westside know my family is praying for all of you and your families". These are the times when I know for sure what a strong and resilient community we are.



Equity Committee Meeting Minutes

Wednesday 4/29/2020 at 4:00pm

ZOOM Meeting

Attendees: Aga Spatzier, Chris Arroyo, Hillary Kessler, Liz Spencer, Sandy Rivera Cabanatan, Tom Kelly

Minute-Taker: Kate Harvey

- Introduction
- Opening comments
- Update on current equity and disparity projects
 - Sandy presented on: Creating Successful Transitions
 - Funding \$106.018
 - Duration: 12 months
 - 2 Workshops
 - Early Childhood Transition Workshop
 - Parents and Guardians of kids 2.5 to 8 years old transitioning out of Early Start
 - Resources to support during this time
 - 4x per year
 - High School to Community Life Transition Workshop
 - Parents and Guardians of youth 14-21 exiting school district into life in the community
 - Specific to each grade
 - Life after high school
 - 5x per year
- Disparity challenges and COVID19
 - How do we get folks connected who don't have individual devices?
 - Zoom Audio-only phone calls (only needs a phone to dial)
 - Libraries rent devices but folks can't access during COVID-19 shutdowns
 - Rental Assistance?
 - Hard to find concrete resources to direct people to



Equity Committee Meeting Minutes

Wednesday 4/29/2020 at 4:00pm

ZOOM Meeting

- SCDD; Chris Arroyo and team
 - Collecting data and information on needs and funneling it to the Department of Public Health, and other government agencies
 - SCDD has plain language resource documents on their website (English & Spanish)
 - 20+ page resource list
 - Forwarding DDS memos to answer questions re: what are RC's doing
 - Doing trainings on digital learning and how to use technology
 - Resources for immigrant populations?
 - Chris Arroyo has a staff member, Sophie Cervantes, who has information on specifically on this; she will connect with Sandy
- Date for Next Equity Meeting
 - Not discussed at this time



New Project For 2020/21!

¡Nuevo Proyecto Para 2020/21!

Creating Successful Transitions

Creando Transiciones Exitosas

- **Funded by the DDS, Disparity Funds Program**
- **Funding:** \$106,018
- **Duration:** 12 months
- **2 Workshop Series:**
 - Early Childhood Transition Workshop
 - High School to Community Life Transition Workshop
- **Target Audience:**
 - ☐ 150 – Latino
 - ☐ 100 – African American
 - ☐ 50 – Other/ Multi-Cultural

- **Fundado por el DDS, Programa de Fondos para Disparidad**
- **Fondos:** \$106,018
- **Duración:** 12 meses
- **2 Series de Talleres:**
 - Taller de Transición de los Primeros Años de la Infancia
 - Taller de Transición de la Preparatoria a la Vida Comunitaria
- **Audiencia Objetivo:**
 - ☐ 150 – Latinos
 - ☐ 100 – Afro Americanos
 - ☐ 50 – Otro/ Multi-Cultural

Creating Successful Transitions

Creando Transiciones Exitosas

- **Early Childhood Transition Workshop**

- For parents and guardians of children **ages 2 ½ to 8** transitioning out of *Early Start*
- Prepare families in navigating
 - regional center
 - school system
 - community/ public service system
- Offer resources to support them during this transition period and beyond
- Offered 4 times a year

- **Taller de Transición de los Primeros Años de la Infancia**

- Para padres y tutores de niños de **2 ½ a 8 años** que están saliendo de *Early Start*
- Preparar a las familias para navegar por:
 - el centro regional
 - el sistema escolar
 - el sistema de servicio público / comunitario
- Ofrecer recursos para apoyarlos durante este período de transición y más allá
- Será ofrecido 4 veces al año

Creating Successful Transitions

Creando Transiciones Exitosas

- **High School to Community Life Transition Workshop**

- For adolescents and young adults (ages 14 to 21) and their families who are exiting the school district into life in the community
- Will be specific to each grade
- Prepare students for life after high school: college, employment, internships, day services, living independently, etc.
- Offered 5 times a year

- **Taller de Transición de la Preparatoria a la Vida Comunitaria**

- Para adolescentes y adultos jóvenes (de 14 a 21 años) y sus familias que están saliendo del distrito escolar para vivir en la comunidad.
- Será específico para cada grado
- Prepara a los estudiantes para la vida después de la preparatoria: universidad, empleo, pasantías, servicios diurnos, vida independiente, etc.
- Ofrecido 5 veces al año

Early Childhood Transition Workshop

Taller de Transición de los Primeros Años de la Infancia

- Due to COVID-19, we have to make temporary changes to the original project proposal
- We are in the process of creating the curriculum
- Will be available for everyone (not just the target population)
- First workshop will be held **online** in mid-May 2020 in 4 parts
 - Details to come
 - Recorded

- Debido a COVID-19, tenemos que hacer cambios temporales a la propuesta original del proyecto.
- Estamos en el proceso de crear el currículum
- Estará disponible para todos (no solo la población objetivo)
- El primer taller se realizará **en línea** a mediados de mayo de 2020 en 4 partes
 - Detalles por venir
 - Grabada

High School to Community Life Transition Workshop

Taller de Transición de la Preparatoria a la Vida Comunitaria

- We are in the process of creating the curriculum for all 5 workshops
- Dates to be announced during the summer

- Estamos en el proceso de crear el currículo para los 5 talleres.
- Fechas se anunciarán durante el verano.

Report to Westside Regional Center Board of Directors
From Judy Mark, Chair
Self-Determination Local Advisory Committee
May 6, 2020

The Self-Determination Local Advisory Committee met on April 29 through Zoom. We had a good attendance from most of the committee members as well as the general WRC community. We also had several members of other regional center local committees join us.

Cesar Garcia reported that WRC currently has four individuals fully participating in the Self-Determination with another four ready to start soon. This is out of a total of 86 people selected for the phase-in.

The committee listened to several participants and family members about what they perceive as barriers to getting started, particularly during this time of the pandemic shutdown. They included not being able to finalize their person-centered plans, not wanting to do a PCP virtually, not being able to find staff right now, having to change their PCPs because everything is closed, and not being able to get criminal background checks for staff.

The committee spent some time discussing the final barrier listed: not being able to get background checks for staff. Governor Newsom and DDS have already issued guidances allowing IHSS and respite workers to either waive fingerprinting or provide alternative checks as proof of ability to be employed. Several people at the meeting have been advocating with DDS to get a directive of this kind for the SDP. It seems that DDS is inclined to do it and we are hoping to hear about it this week.

Cesar Garcia said that WRC is ready to get participants started in the program and is available to assist anyone with developing their individuals budgets and approving their spending plans.

The next meeting will be on Wednesday, May 27, from 6-8 pm. All are invited.

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WESTSIDE REGIONAL CENTER

To: Board of Directors

From: Tom Kelly, Interim Executive Director

Date: May 27th, 2020

Re: Committee Schedule and Agenda for the WRC Board of Directors Meeting,
Wednesday, June 3rd, 2020

I am attaching the Agenda for the **Annual Board of Directors Meeting which will be held June 3rd, 2020 on Zoom Video Conference**. Instructions to join are as follows:

1. If you haven't already, sign up for a free Zoom account: <https://zoom.us/signup>
2. Go to: https://zoom.us/webinar/register/WN_44GTvPsgSCyp3YcRON9CEQ to register to attend this meeting.
 - a. You will be asked for your name and email address.
 - i. This is so we can take attendance instead of using a sign-in sheet.
3. You will receive an email with a unique-to-you link to join the meeting.
4. On the day and time of the meeting, click the link to join and enter the password
 - a. Spanish interpretation will be available upon entering the meeting.
 - b. A call-in option is available

The Call to Order is scheduled for 6:00PM.

Much of the work of the Board is done in the WRC various committees, including Finance, Political Action, Client Services, Equity, and others. Your participation is needed and welcomed.

The following Committees are scheduled to meet:

Committee Name	Date & Time	*Location
Client Service Committee	June 3 rd , 4:30pm	Conference Call
Consumer Advisory Committee	Daily Check-In Call	Conference Call
Equity Committee	May 27 th , 4:00pm	ZOOM Video Conference
Finance Committee	June 3 rd , 5:00pm	ZOOM Video Conference
Political Action & Outreach Committee	May 27 th , 5:00pm	ZOOM Video Conference
Self-Determination	May 27 th , 6:00pm	ZOOM Video Conference
Service Provider Advisory Committee	May 19 th , 10:30am	ZOOM Video Conference
Strategic Planning Committee	May 28 th , 5:30pm	ZOOM Video Conference

**BOARD OF DIRECTORS MEETING
COASTAL DEVELOPMENTAL SERVICES FOUNDATION
5901 GREEN VALLEY CIRCLE, SUITE 320
CULVER CITY, CA 90230
WEDNESDAY, JUNE 3, 2020, 6:00 PM
ZOOM Meeting**

AGENDA

- | | | |
|---|--|----------------------------------|
| 1. Call to Order
- Welcome and Introduction of Guests | Sofia Vergara | ACTION* |
|
2. Public Comment | | |
| 3. Chairperson's Report
- Reminder: Conflict of Interest, Whistleblower Policy | Sofia Vergara | |
| 4. Report of the Interim Executive Director | Tom Kelly | |
| 5. Presentation: Vendorization | Tom Kelly | |
| 6. Approval of Minutes from May 6th, 2020 | Nilo Choudhry
& Todd Rubien | ACTION* |
| 7. Committee Reports | | |
| Executive Committee
- Code of Conduct | Sofia Vergara | ACTION* |
| Finance
- WRC Crisis Response Program (CRP) Contract Approval
- WRC START Program Agreement | Cammy DuPont | ACTION* |
| - Contract for START Services through Start-up Funding as single procurement. | | ACTION* |
| - Contract for START Team development through DDS Start-Up | | ACTION* |
| Board Development Committee
- Election of Board Members
- Election of Board Officers | Nilo Choudhry | ACTION*
ACTION* |
| Client Services
- SLS & ILS Service Standards | David Wyles
Cesar Garcia | ACTION* |
| Consumer Advisory Committee | Todd Rubien | |
| Equity Committee | Betty Pearson-Grimble | |
| Family Empowerment Center | Liz Spencer | |
| Political Action & ARCA | Zoey Giesberg | |
| Self Determination | Judy Mark | |
| Service Provider Advisory | JoanElaine Anderson | |
| Strategic Planning | Tom Kelly | |
| 8. Public Comment | | |
| 9. Adjournment | Sofia Vergara | ACTION* |

*Pursuant to California Welfare and Institutions Code Section 4660(c), "time shall be allowed for public input on all properly noticed agenda items prior to board action on that item".

THE NEXT BOARD MEETING WILL BE ON WEDNESDAY, JULY 8TH, 2020

Interim Director's Report
June 3rd, 2020 Board of Director's Meeting

Westside Regional Center, together with the rest of the world, continues to strive to meet the new challenges posed as the result of the COVID-19 crisis. However, in spite of this crisis, we remain relatively fortunate. Currently, we have only identified 15 individuals that we support, 18 providers and three WRC staff who have tested positive. We have no deaths reported.

WRC has identified internal policies to ensure the safety and welfare of the individuals we support and for the providers. When a positive COVID-19 case is reported, it generates a Special Incident Report (SIR) and we have a clinical team in place that works to ensure this individual is being isolated from others and their providers or caregivers are provided with additional PPE equipment. If they cannot be isolated in their residence, we have identified surge beds where individuals can be placed that require isolation. We also work with these individuals, providers and families to identify anyone with whom they may have been in contact to ensure that they are informed and encouraged to participate in testing and to self-isolate. Finally we provide education on hygiene and environmental care practices to reduce the possibility of transmission.

Although now California is beginning to lessen restrictions, Los Angeles County remains at stage two of five towards reopening. Moving forward, Westside is working collaboratively with our staff and with our provider community to develop best practices towards lessening restrictions, returning to the workplace, and trying to adopt to a new normal. This will involve more reliance on technology. The majority of trainings and meetings will remain on the Zoom platform.

We are also looking at how to return to the workplace and begin to deliver services in person at WRC and within our provider community. This is likely going to be a phased process which will reflect the process being implemented by Los Angeles County Public Health. This will involve a greater reliance on tele-health, staggered work schedules, restriction on the number of individuals in shared spaces, and adherence to social distancing, mask wearing and the encouragement of healthy hygiene practices.

In addition to the current health and safety challenges posed by COVID-19, Westside also faces unique fiscal challenges at this time. We are still waiting to see if the Federal Government will provide additional money to California by July 1st. If that does not happen we will see Cost Sharing for higher income families, 300 million dollar provider rate cuts, and 30 million dollars in cuts to regional center operations budget. The operations budget cut will be increased to 55 million dollars in the 2021-22 Fiscal year.

Outside our system, there are other proposed cuts that will affect the individuals that we support including cuts to Medi-Cal benefits for services including speech and podiatry as well as the removal of adult dental benefits. There are proposed caps to the number of IHSS hours to which individuals are entitled, as well as a 5% cut to nearly all department operations to begin July 1st. We are hopeful that California will receive some Federal Reimbursement. If that happens we will not have any of the cuts that we were anticipating, but will have essentially a flat budget.

Report on Vendorization

June 3, 2020 Board of Director's Meeting

I was asked if I could also provide a summary of the types of contracts used by WRC and the Vendorization process.

Types of Contracts used by WRC

- We contract with all of our service providers so that we can purchase services from them. Services range from in-home living support, speech and occupational therapy, behavioral intervention to residential living, psychological evaluation and personal assistance.
- Every service provider has a contract, although there are some specialized contracts that include additional language. For example, there are DDS required contracts required for all Supported Living Providers and for Transportation Service Providers. These providers are required to sign contracts that specify their services, responsibilities and rates.
- There are also what are referred to as Negotiated Rate Contracts. These contracts, as the name implies, involve a negotiation of rate according to median rate guidelines. An example of this involves specialized residential facilities such as an Enhanced Behavior Support Home. These service contracts are approved and authorized individually and in the example above would include a rate contract for their monthly rates per person.
- There are also what are referred to as Start-Up Contracts. These are service providers that are approved under the Community Placement Providers (CPP) and the Community Resource Development Plan. These providers are identified to develop services to help support individuals with complex behavioral needs.

The Vendorization Process

- In order to become a vendor, individuals or companies go through a process referred to as Vendorization. Within this process a proposal for service provision is reviewed and, if approved, a rate is established.
- WRC maintains a list of qualified vendors. Vendors that are approved by other regional centers may also be used by WRC to provide supports. However, these service providers are reviewed by a Quality Assurance teams to assure that they meet the standards required of all of our vendors.
- There is a vendor review policy in place to ensure that these services maintain the highest quality, efficiency, and effectiveness possible. The requirements established for vendors are also outlined in Title 17 in the Welfare and Institutions Code.
- When a service provider requests to be vendored, they are asked to submit a number of legal documents, agreements, insurance information, and other supporting documentation. The supporting documentation may include professional licenses, resumes and other qualifying documentation as well as tax documents.
- Once all documentation is submitted, a vendor coordinator and a quality assurance specialist will review all of the information and ensure that prospective vendors would not be ineligible because of such things as inactive licensure, Medi-Cal fraud or other state or federal exclusions.

Report on Vendorization

June 3, 2020 Board of Director's Meeting

- Once a vendor application is complete, it is also reviewed by relevant specialists within Westside Regional Center including psychologists, physician's nurse, etc. Following this review process a prospective vendor will either be asked to submit additional information if required or will be given a letter of approval or denial.
- Once an individual becomes a vendor they are added to a prospective vendor list and are provided with a contract described above so that they may now effectively provide and bill for services through the purchase of service (POS) process.

**MINUTES
BOARD OF DIRECTORS MEETING
COASTAL DEVELOPMENTAL SERVICES FOUNDATION
MAY 6TH, 2020
ZOOM VIDEO CONFERENCE**

MEMBERS PRESENT: Joseph Allen
JoanElaine Anderson
Nilo Choudhry
Cammy DuPont
Elizabeth Espinosa
Zoey Giesberg
Myra Mezquita
Betty Pearson-Grimble
Todd Rubien
Alejandro Soschin
Russell Tanner
Sofia M. Vergara
Vanda Yung

MEMBERS ABSENT: Austin Dove, Philip Jackson, David Wyles

STAFF PRESENT: Thompson Kelly, Cesar Garcia, Danny Franco, Hillary Kessler, Mary Lou Weise-Stusser, Liz Spencer, Sonya Lowe, Kate Harvey, Rhiannon Maycumber, Aga Spatzier, Alyssa Delagnes, Ana Da Silva, Anjanette Robinson, Anna Bonilla, Barbara Marbach, Corey Conroy, Cristina Azantian, Cristina Azantian, Elaine Wright-Forris, Ereida Galda, Feben Fantu, Hien Tran, Joanne Manese, Julie Danneker, Lidenira Amador, Linda Butler, Maria Fukuda, Maria Lipstein, Martha Thompson, Megan Tommet-Ramirez, Megan Mendes, Mina Gomez, Myriam Garcia, Paul Roberson, , Rosalba Orteg, Sandy R. Cabanatan, Stephanie Lee, Stephen Browning, Tamori Parmer, Young You

GUESTS: Marcia James, Judy Mark, Christofer Arroyo (SCDD), Jo Mullins (DDS), Mary Hernandez (DDS), Sonia Hernandez (Interpreter), Pamela Shepard Garcia (Interpreter), Yazmin Lope, Adriana Madrigal, Alyssa Jackson, Beverly Hutchinson, Christina Cannarella, Cristina Azantian, Desiree Boykin, Elena Bustamante, Esther Kelsey, Felicia Ford, Francis Gomez, Kecia Weller, Leticia Antonio, Lisa Basiri, Lisa C Anderson, Martha Chavez, Nichole Mikkelson, Patricia Crook, Teresa Garcia, Tomasa Scaccianoce, Tresa Oliveri, Veta Simpson

CALL TO ORDER (ACTION*)

Meeting was called to order by Board President, Sofia Vergara at 6:04pm.

ROLL CALL AND ESTABLISHMENT OF A QUORUM:

It was established that the members present represented a quorum necessary pursuant to Section 3.03 (g) of the bylaws of Westside Regional Center which states:

(g) Quorum

A quorum of the Board of Directors shall consist of nine (9) members of the corporation. Provided, however, that a quorum of the Board of Directors shall consist of a majority of the Directors then in office at any time when the number of Directors then in office is less than ten (10)

INTRODUCTION OF GUESTS

Sofia Vergara, Board President, welcomed everyone to the first Zoom Westside Regional Center Board meeting. She explained the procedure for using the Zoom interpretation features, as well as the procedure for public comment. She also thanks everyone for their patience in this “new normal”.

OPEN PUBLIC COMMENT

Chris Arroyo with the State Council on Developmental Disabilities (SCDD) let everyone know there is a total of \$20,000 available through their 2020 Program Development Grant focusing on the identified areas of Housing, and Health and Safety.

Judy Mark let everyone know that DVU has pivoted to work on mostly COVID-19 issues since March. They have created a website with resources for everyone (<http://disabilityvoicesunited.org/cv>), and it is updated regularly. DVU has also been holding weekly webinars (next on Friday) to discuss self-determination and other participant-directed services that have been expanded under the governor’s orders due to the pandemic. Finally, they have a survey that they are conducting, and it will be on their website.

Zoey Giesberg, Board Member, let everyone know that there has been a movie made by Spectrum Laboratory and it will be debuting at an LGBT film festival, this Saturday. Information about the film, “Boys Don’t Wear Dresses” here: <https://threedollarbillcinema.org/translations/films/shorts/joy-catharsis>

Alex Soschin, Board Member, asked that moving forward the Executive Team could track and better publicize the outreach and communication efforts made by the WRC staff.

Elizabeth Espinoza, Board Member, requested that Dr. Kelly post COVID-19 statistics on the WRC website. She also posed the question of if vendors are being paid, or if they are filing unemployment.

CHAIRPERSON’S REPORT

Dr. Sofia Vergara started by thanking everyone for their hard work through these difficult times. She encouraged everyone to share how they are feeling at this time during public comment, as she and the rest of the board would love to hear from everyone. She everyone know that the work of our committees has continued virtually, and that everyone will hear from those representatives during this meeting. Finally, she requested that Dr. Kelly and the WRC provide more information about their efforts during the COVID-19 shut-down.

Dr. Vergara noted that there will be two action items for approval at the June meeting: the BOD Code of Conduct & Responsibilities (specifically for BOD members) and BOD Code of Conduct for everyone and anyone who attends the meeting. The intention of these documents is to put forth guidelines to make Board of Directors meetings more productive and positive, and provide a safe place for all to feel heard and maintain an open dialog. These action items are being spearheaded by Board Member Cammy Dupont. Also at the June meeting will be the Board Annual Elections. More information regarding that is forthcoming.

Dr. Vergara also thanked the DDS technical team for the productive meeting with them this past Friday, which had lots of information and open dialog.

Finally, Dr. Vergara let the other board members know that there will not be a closed session following this meeting.

APPROVAL OF MINUTES FOR THE MARCH 4TH, 2020 BOARD MEETING **(ACTION*)**

Nilo Choudhry, Board Member (Motion) and, Alejandro Soschin Board Member, (Second) the approval of the March 4th, 2020 Board Meeting Minutes.

RESOLUTION: APPROVAL OF MINUTES FOR THE MARCH 4, 2020 BOARD MEETING.

No public comment. The motion passed.

13 AYES

0 NO

0 ABSTENTIONS

REPORT OF THE INTERIM EXECUTIVE DIRECTOR

Dr. Tom Kelly reported on the impact of the COVID-19 crisis on Westside Regional Center and on our staff, families, vendors, and community. He described both the challenges faced, and some of the creative solutions that have been found in order to continue serving families and providing support to all who need it. Dr. Kelly stated that over 3200 medical-grade N95 masks have been given out to direct care providers who are providing essential support to the individuals we serve. He also noted that WRC has been able to obtain and distribute over 2500 high-quality cloth masks (made by local clothing manufacturer Liz Hirsh Naftali) to families, vendors, and others in our community. Dr. Kelly concluded with expressing his gratitude to the individuals served by Westside (for their tenacity and courage), the staff (for their hard work and creativity), the Board of Directors (for their support and collaboration) and to the families of Westside (for their positivity and input). Dr. Kelly's full report can be found in the Board Packet that was emailed out to meeting participants.

COMMITTEE REPORTS

➤ FINANCE

Danny Franco, WRC CFO, reported that we have gone through 71% POS budget 66% of operation budget. In OPS we have implemented hiring freeze and avoiding new service contracts, evaluating IT projects non critical. DDS asking for COVID expenditures to be tracked. The Governor of California has made 1.4 million dollars avail for COVID-19, and the state plans on seeking 75% coverage of COVID-related expenditures. However, DDS has not given additional funding to the Regional Center due to COVID-19. There is added support that has not been distributed yet. An analysis can be put together for distribution.

The Finance Committee met April 27 to discuss the annual fiscal audit. The audit is being finalized and will be reported to board at next meeting.

➤ **CONSUMER ADVISORY COMMITTEE**

Esther Kelsey, Vice President of CAC, read the report on Todd Rubien's behalf. This past month CAC focused on a number of self-care related action items to help members during the COVID-19 outbreak. These included: creative ways to do virtual activities as a group, conference calls every day to keep connected, taking steps to learn how to protect yourself and how to fight the virus until there is a cure, and cooking healthy meals (and learning to cook). During the daily CAC phone calls, there have been multiple guest speakers, and these meetings continue open to everyone who wants to call in and speak. CAC sends their thanks to Liz Spencer and the FREC for donating masks to members and their families. CAC also posed a question to the board if they know a therapist to call in to the daily call. They currently have both a personal fitness trainer, and artist who call in regularly.

Zoey Giesberg, Board Member, commented her thanks to CAC for keeping human connection during this COVID-19 crisis and social isolation. This connection has been really great for mental health and morale.

➤ **EXECUTIVE SEARCH**

Dr. Sofia Vergara reported that work with Matt Kamin from Envision Consulting has continued virtually. Matt is providing the search committee with weekly progress reports and updates to the recruitment efforts. On April 6 phone interviews were conducted by Envision, followed by virtual in-person interviews on May 4th. A majority of the candidates are from the southern California area, but there are a few from out of state. In total, there are twelve active applicants at this time. The final interview panel, with most qualified candidates has yet to be scheduled, in order to find the most safe and productive procedure.

➤ **CLIENT SERVICES**

Cesar Garcia reported that David Wyles, Board Member and Client Services representative, is still recovering and sends his well wishes. The hope is that the Client Services committee will be able to meet this month and report back at the next BOD meeting.

➤ **BOARD DEVELOPMENT COMMITTEE**

Nilo Choudhry reported that the information from the Sacramento ARCA training in February is now available online, and that Zoey Giesberg has passed it along to the board members who were unable to attend in person. Nilo also noted that the Board training in April, during which DDS was going to present, was cancelled due to COVID-19, but will be rescheduled later in this calendar year. Finally, Nilo reminded the Board members that the annual BOD election will be held in June. More information is forthcoming.

➤ **POLITICAL ACTION & ARCA**

Zoey Giesberg, Board Member and ARCA representative, reported that ARCA voiced concerns about COVID-19 prior to the government safe-at-home initiative, and therefore the March ARCA board meeting was cancelled. However, ARCA has continued to give lots of digital updates to budget and procedure. To that point, the budget will change tremendously due to COVID-19. ARCA's position is that they will still try to advocate at state level for the budget approval process. Once the May budget revise comes out, it will help define the talking points about future budget use. Overall, we don't know for sure if the budget will be flat or if there will be cuts, but there is anticipation for cuts.

Zoey also reported that due to COVID-19, WRC has increased efforts in digital training and education. LA County is offering free COVID-19 testing. Finally, Zoey reiterated that the community needs to talk to our Federal representatives about including disabled folks in their distributions. There are more resources, as well as the full reports that can be found in the Board Packet that was emailed out to meeting participants.

➤ **STRATEGIC PLANNING**

Dr. Tom Kelly reported that the Strategic Planning Committee has had two meetings via Zoom, one in March and one in April. In those meetings, the committee was able to finalize and post the Request for Proposals (RFP) on the Westside Regional Center website. Megan Mendes, committee member and WRC staff, created a rating tool for the subcommittee evaluating submitted RFPs. The committee also discussed how the COVID-19 crisis has impacted Strategic Planning, and how it will shape the “new normal” by pushing for more use of technology and creativity. Full meeting minutes for both meetings can be found in the Board Packet that was emailed out to meeting participants.

➤ **SERVICE PROVIDER ADVISORY COMMITTEE**

JoanElaine Anderson, Board Member, gave thanks to the all of the vendors and to WRC for the information and training materials being put out on the website regarding COVID-19. She talked about how all the vendors have really stepped up in partnership in order to tackle the challenges faced in creative and resourceful ways.

➤ **FAMILY EMPOWERMENT CENTER**

Liz Spencer, Director of the FREC, reported about the many changes that the world is experiencing due to COVID-19, and noted that everything can change as quickly as one hour to the next. Liz reiterated that the FREC is open and here for everyone no matter what it is that you need. FREC continues to have multiple projects and groups that are running virtually during this time, including CHADD and The Asperger Parent Support Group. The FREC also plans to launch the virtual meetings of the African American/ Black Parents support group, SibShop, Siempre Amigas and the IHSS class.

Liz also discussed the donation letter written to help build up the WRC Client Help Fund which assists families and clients in need. Because of recent legislation, up to \$300 of any COVID-19 related donation will be tax deductible. That letter is available on the WRC website.

Finally, Liz noted that the FREC staff has been helping to contact WRC families, and has been critical in distributing supplies (such as gloves, masks, diapers, and wipes) to those in need by holding weekly supply distribution drives. She shared some of the positive feedback that she and her staff have received from families, and thanked our community for their continued resilience.

The full report can be found in the Board Packet that was emailed out to meeting participants.

➤ EQUITY

Dr. Tom Kelly reported that the Equity Committee met on April 29 via Zoom. The committee discussed their current project “Creating Successful Transitions”. This project has funding of \$106,018 and will last 12 months. There will be two workshops: Early Childhood Transition, and High School to Community Life. The full presentation that includes details for both workshops can be found in the Board Packet that was emailed out to meeting participants. At this meeting, the committee also heard from SCDD Representative Chris Arroyo who talked about the resources being collected on the SCDD website. These resources span a variety of topics and are written in plain language, available in both English and Spanish. The committee discussed the impact of the COVID-19 crisis on families in transitions and how more information will be crucial moving forward. Full meeting minutes for this meeting can be found in the Board Packet that was emailed out to meeting participants.

➤ SELF DETERMINATION

Judy Mark thanked the Board of Directors for their hard work. Judy read the report for Self Determination. The Committee was not able to meet in March, but met on April 29th via Zoom. It was reported that WRC currently has four individuals fully participating in the Self-Determination program, and there are another four who are ready to start. In total there are 86 people selected for the phase-in. At this meeting, the committee also heard from several participants who voiced their experiences with barriers to participation in relation to the COVID-19 crisis. These included not being able to do PCP meetings in-person, and having difficulty with background checks for incoming staff. Self-Determination will be available statewide June 7, 2021. Judy’s full report can be found in the Board Packet that was emailed out to meeting participants.

Cammy Dupont, Board Member, responded by letting everyone know that there is a 1-800 number available on the Department of Justice (DOJ) website that says which locations are open for LiveScan background checks.

PUBLIC COMMENT

Liz Spencer, Director of the WRC FREC, let everyone know that FREC has been participating with the Special Needs Network, who are providing excellent information and resources. They are having meetings Mondays, Wednesdays, & Fridays. More information can be found at: <https://www.facebook.com/specialneedsnetwork/>

Alex Soschin, Board Member, let everyone know that there is a resource called LA Represents (part of a legal assistance initiative) to help people who have needs for legal services during this crisis. More information can be found at: <https://corona-virus.la/LARepresents>

Judy Mark expressed her concern for her family’s well being during the COVID-19 crisis, especially given her proximity to someone who was exposed. She also asked about day programs and how they are abiding to the HCBS rules.

Felicia Ford asked a question regarding Self-Determination; when is the meeting and who can attend? Judy Mark responded by letting everyone know that Jim Knight from DDS will be presenting, and that this meeting will be open to the public. More information and the link to join is forthcoming.

Elizabeth Espinosa, Board Member, reiterated that more communication from the Regional Centers is key in helping the families connected and informed during the COVID-19 crisis. She also commented on the dire need for a plan for safety as the world reopens and integrates back into normal.

Francis Gomez thanked the WRC Staff, especially Liz Spencer for the cloth masks that were given to her and to all the other families. She also thanked the Service Coordinators for their hard work.

Lisa Anderson asked about social distancing in regards to the Westside Jam, and inquired as to when it will be rescheduled. She also expressed difficulty in being able to connect with her SC during this busy time.

Chris Arroyo, from the State Council, let everyone know about the Pandemic EBT (PEBTs). Families will get who participate in CalFresh, Medical or Foster Care Benefits will receive up to \$365 dollars, with no application needed. Chris also commented that SCDD has been working with the Department of Social Services (DSS) in order to get them to broaden CalFresh. As a result, people can now use CalFresh to get food delivered. There is also a new guidance that allows families to pick up student meals provided by the school district without the children needing to be present. Finally Chris talked about the hospital visitation rights of our community. Folks are being denied access to their facilitators, and SCDD is working to change this. So far, 350 organizations signed a petition for PPE to be given to IHSS providers.

Zoey Giesberg, Board member, shared that there is a letter form, put out by ARC, that folks can fill out to demand the federal government to give people with disabilities, their families, and people who work with them COVID-19 relief. That form, and more information can be found here:

<https://www.disabilityadvocacynetwork.org/app/make-a-call?4&engagementId=506895>

Megan Mendes, WRC staff member, shared that WRC has partnered with a number of distilleries to procure hand sanitizer that will be handed out to our community. More information about all the distilleries that are making hand sanitizer at this time can be found here:

https://www.distilledspirits.org/distillers-responding-to-covid-19/distilleries-making-hand-sanitizer/?gv_search=&filter_4_4=California&mode=any

ADJOURNMENT (ACTION*)

The regular Board Meeting was adjourned by Dr. Sofia Vergara at 8:45pm and no public comment followed.

**WESTSIDE REGIONAL CENTER
BOARD OF DIRECTORS**

MEETINGS CODE OF CONDUCT

Business etiquette is essential to a well-run, successful meeting. Everyone who attends WRC Board Meetings agrees to:

Understand and promote collaboration by allowing for a productive, safe and welcoming environment;

Treat everyone with respect and consideration;

Allow for open and inclusive discussions that do not demean, discriminate or harass others;

Refrain from using discriminatory or demeaning language or language that could be considered bullying, threatening or intimidating;

Critique ideas and suggestions but not individuals;

Respect the responsibility and authority of the Board Chair in preserving order and decorum; and

Avoid disrupting others when speaking and waiting for the Board Chair to determine the next speaker(s).

If after being warned anyone's actions violate this Meetings Code of Conduct, they may be asked to leave the meeting by the Board Chair.

Board Meetings Code of Conduct was Adopted on _____, 2020.

**WESTSIDE REGIONAL CENTER
BUDGET STATUS REPORT
APRIL 30, 2020
(83% OF THE YEAR)**

	<u>A-5 ANNUAL BUDGET</u>	<u>CURRENT MONTH</u>	<u>YTD EXPENDITURES</u>	<u>% OF BUDGET</u>
<i>Operations</i>	\$ 23,920,484	\$ 2,386,061	\$ 18,017,014	75%
<i>Purchase of Service</i>	\$ 250,925,271	\$ 17,372,069	\$ 198,434,074	79%
	<u>\$ 274,845,755</u>	<u>\$ 19,758,130</u>	<u>\$ 216,451,088</u>	<u>79%</u>

NARRATIVE:

OPERATIONS

WRC's projected expenditures will be within our budget allocation.

PURCHASE OF SERVICE

Based on the A-5 budget allocation, WRC's projected expenditures will be within our budget allocation.

Westside Regional Center Community Crises Response Services
Contract Approval for Fiscal Year 2020-2021
WRC Board of Directors
May 20, 2019

Westside Regional Center (WRC) is requesting that the WRC Board of Directors approve the attached contracts so that the WRC Community will have 24 hour/7days per week mobile face to face Crisis Supports for all of the persons served by WRC. WRC has received much feedback regarding the need for crisis services throughout our community. In response to this feedback, WRC released a Request for Proposal (RFP) and all respondents were interviewed and rated by a WRC Panel that consisted of the Executive Director, the Director of Clinical Services, Behavior Specialists and other key personnel. The RFP was awarded to the Community Integrated Work Program (CIWP) to create the WRC Crisis Response Program (CRP). These services are available for all clients of WRC. CRP provides 24 hour/7 days per week mobile face to face; telephone interventions; transportation for individuals who have serious challenges to medical appointments, court appearances and other destinations within the WRC area. CRP also provides Crisis Behavioral Training (CBT) to individuals who require extra supports and training to stabilize the person, train the family or service provider and provide feedback and reports to WRC.

No.	Description	Contract Summary
1.	Contract Overview: (New, Renewal or Amendment) (POS or OPS)	Renewal and Amendment
2.	Name of Vendor or Service Provider	Community Integrated Work Program
3.	Purpose of Contract	Crisis Response Team and Crisis Behavioral Training Services 24 hours per day/7 days per week
4.	Contract Term	July 1, 2020 0 – June 30, 2021
5.	Total Amount of Contract	\$ 743,155.92 – Crisis Team Services \$ 115,367.28– Crisis Behavioral Intensive Services (CBT)
6.	Rate of Payment	Crisis Team Services Monthly = \$61,929.66 CBT Services Monthly - \$9613.94
7.	Method or Process Utilized to Establish the Rate.	Negotiated rate

The Westside Regional Center's (WRC) Executive Team reviewed and discussed the above contract and is recommending an action of the Board of Directors to **Approve** the contract.

Dr. Sophia Vergara

Date

WRC Board of Directors

**AGREEMENT BETWEEN
WESTSIDE REGIONAL CENTER
AND
COMMUNITY INTEGRATED WORK PROGRAM, INC.**

This Agreement is made and entered into by and between the Coastal Developmental Services Foundation, doing business as **Westside Regional Center**, located at 5901 Green Valley Circle, Suite 320, Culver City, CA 90230-6953, hereinafter referred to as "REGIONAL CENTER", and **Community Integrated Work Program, Inc.**, Vendor No. **PW6611**, hereinafter referred to as the "CONTRACTOR." The CONTRACTOR and the REGIONAL CENTER may be referred to jointly as the "Parties."

RECITALS

REGIONAL CENTER is a private, non-profit, public benefit corporation that is required by statute (Welfare and Institutions ("W&I") Code § 4500 and following), to provide case management services for individuals with developmental disabilities ("Clients" or "Consumers") in its area.

REGIONAL CENTER receives funds under a contract with the State Department of Developmental Services ("DDS"), and certain of such funds are used to purchase services for Clients.

CONTRACTOR is in the business of providing and has been vendored in accordance with the requirements of Title 17 of the California Code of Regulations to provide services for Clients. (All further references to Title 17 shall be to the California Code of Regulations.) CONTRACTOR warrants that it is qualified by experience, and any necessary licensure and training to perform the services which are covered by this Agreement.

The Parties desire to enter into an agreement whereby CONTRACTOR shall provide the following services for Clients of the Regional Center:

Individual & Family Training Crisis Support Service

The REGIONAL CENTER shall compensate CONTRACTOR for such services, all in accordance with the provisions of the Welfare and Institutions Code and Title 17, as they may change from time to time.

NOW THEREFORE, in consideration of the foregoing recitals and the promises set forth below, the Parties agree as follows:

1. DEFINITIONS

- 1) "Administrative Costs" include, but are not limited to the following:
 - (1) Salaries, wages, and employee benefits for managerial personnel, whose primary purpose is the administrative management of the entity, including, but not limited to, directors and chief executive officers.
 - (2) Salaries, wages, and benefits of employees who perform administrative functions, including, but not limited to, payroll management, personnel functions, accounting, budgeting, and facility management.
 - (3) Facility and occupancy costs, directly associated with administrative functions.
 - (4) Maintenance and repair.
 - (5) Data processing and computer support services.
 - (6) Contract and procurement activities, except those provided by a direct service employee.
 - (7) Training directly associated with administrative functions.

WRC Initials: _____
1 of 8
May 2018

Vendor Initials: _____

- (8) Travel directly associated with administrative functions.
 - (9) Licenses directly associated with administrative functions.
 - (10) Taxes.
 - (11) Interest.
 - (12) Property insurance.
 - (13) Personal liability insurance directly associated with administrative functions.
 - (14) Depreciation.
 - (15) General expenses, including, but not limited to, communication costs and supplies directly associated with administrative functions.
- 2) “Source Documentation” means the medium upon which evidence of a transaction is initially recorded. Examples of source documents include, but are not limited to, purchase requisitions, purchase orders, purchase of service authorizations, staffing schedules, employee hourly time reports, invoices and attendance documents for regional center consumers and all other persons provided services. Source documents are used to prepare records and reports.
 - 3) “Special Incident Report (SIR)” is the initial phone call and documentation required from CONTRACTOR’S staff detailing special incidents and provided to the REGIONAL CENTER. Special incidents are those defined in Title 17, § 54327(b).

2. TERM OF THE AGREEMENT

- 1) Subject to the provisions for earlier termination as provided herein, this Agreement shall be in effect from **July 1, 2020 until June 30, 2021.**
- 2) This Agreement may be renewed annually, based upon the CONTRACTOR’S satisfactory performance during the previous term and subject to continued receipt of funding from the Department of Developmental Services for purchase of the services and supports which are provided by CONTRACTOR, and as otherwise limited by this Agreement.

3. SCOPE OF AGREEMENT

- 1) In accordance with Title 17, § 50609 (c) (Contract Fiscal Provisions), the obligation of REGIONAL CENTER to make payments under this Agreement or to make payments at the rate specified herein, is expressly made contingent upon REGIONAL CENTER receiving and continuing to receive adequate funding from DDS. Further, this Agreement is subject to any additional restrictions, or conditions enacted by the Legislature and contained in the Budget Act or in any other statute enacted by the Legislature or the Federal Government which may affect the provisions, terms or funding of this Agreement in any manner.
- 2) CONTRACTOR understands that there is no guarantee that the REGIONAL CENTER, families or Clients will choose to utilize CONTRACTOR’S services or that families or Clients will want to continue to receive CONTRACTOR’S services for any particular period of time. This Agreement does not guarantee that any clients will be referred to CONTRACTOR’s program or services.
- 3) Service Agreements for any individual Client will not be continued or renewed unless the REGIONAL CENTER and the Client, or when appropriate, the Client’s parent or guardian or conservator, agree that reasonable progress has been made toward the objectives for which the CONTRACTOR is responsible.

4. SERVICES TO BE PROVIDED

- 1) CONTRACTOR agrees to provide for **Individual & Family Training for REGIONAL CENTER Clients**. CONTRACTOR shall provide services as specified in CONTRACTOR'S Program Design and/or other program documentation, which sets forth, with specificity, the services to be provided under this Agreement, and the basis for and the rate to be paid for those services, as agreed by the Parties, which meets the requirements of Title 17 § 50609, and which documentation is attached hereto as Exhibit "A."

5. REPORTING REQUIREMENTS

- 1) Upon request, or as otherwise agreed or required by statute or regulation, the CONTRACTOR shall make regular progress reports for each Client receiving its services, setting forth the objectives and progress made toward those objectives.
- 2) CONTRACTOR is required to provide all UCI numbers and client names for each billing cycle.
- 2) In accordance with Title 17, section 54327, CONTRACTOR shall report Special Incidents in a format which shall include, at a minimum, the date and time of the incident, the name of the Client, the CONTRACTOR'S name and vendor number, the name of the person reporting the incident, a description of the incident, the planned follow-up and the names of the persons contacted. CONTRACTOR shall inform the REGIONAL CENTER service coordinator of any Special Incident within twenty-four (24) hour of its occurrence and shall submit a written Special Incident Report within forty-eight (48) hours.

6. RECORD MAINTENANCE

- 1) CONTRACTOR shall maintain complete service records to support all billing and invoicing for each regional center consumer receiving its services. These records shall include all income, expenses and services relating to and/or affecting the performance of this Agreement. This requirement may be satisfied by retaining an electronic record of the information in the record, if the record reflects accurately the information set forth in the record at the time it was first generated in its final form as an electronic record or otherwise, and the electronic record remains accessible for later reference.
- 2) CONTRACTOR shall retain all records prepared as part of its services under this Agreement for a period of **five (5)** years from the date of final payment for the State Fiscal Year, or until audit exceptions have been resolved, whichever is longer. All records pertaining to the provision of services are subject to review and/or audit by the REGIONAL CENTER and the Department of Developmental Services, or their representatives, for a minimum period of **five (5)** years from the date of the final payment for the State Fiscal Year.
- 3) CONTRACTOR shall maintain service records in accordance with the requirements of Title 17, §§ 50604 and 54326(a)(3) and (4).
- 4) CONTRACTOR agrees to utilize and be bound by the provisions of Title 17, §50700, through 50767, to appeal any audit findings and or recommendations.
- 5) CONTRACTOR accepts financial liability for any audit findings and/or recommendations disclosed by audit and agrees to promptly repay amounts owed, unless a timely appeal is filed and the requirements of Title 17 are met to stay collection of the outstanding overpayment.

7. GENERAL PROVISIONS

- 1) The CONTRACTOR agrees that it shall comply with all California statutes, laws, and regulations and all Federal statutes and regulations applicable to the approved services of the CONTRACTOR and shall render services in accordance with the applicable provisions of the California Developmental Disabilities Services Act (the "Lanterman Act") set forth at W&I Code § 4500, and following, and the corresponding provisions of Title 17, including, without limiting the generality of the foregoing, the Service Provider Accountability Regulations set forth at Title 17, § 50601 through § 50612. No term of this Agreement shall be construed to excuse compliance with existing statutes or regulations.

- 2) The REGIONAL CENTER and the CONTRACTOR understand that periodic amendments to this Agreement may be necessary to conform to current law and/or budget requirements. Such amendments shall be in writing and shall be made in accordance with all Title 17 requirements.
- 3) The CONTRACTOR agrees that the CONTRACTOR and any agents and employees of the CONTRACTOR, in the performance of this Agreement shall act in an independent capacity, and not as officers or employees or agents of the State of California or the REGIONAL CENTER. The CONTRACTOR is solely responsible for the manner of operation of its business. CONTRACTOR will not hold itself out as or claim to be an officer or employee of the REGIONAL CENTER or of the State of California, for any purposes including, but not limited to Worker's Compensation coverage, Unemployment Insurance benefits, Social Security benefits, State Disability Insurance benefits, or retirement membership or credit.
- 4) The CONTRACTOR agrees to indemnify, defend and save harmless the REGIONAL CENTER, the State of California, and their officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material men, laborers and any other person, firm or corporation which or who may be injured or damaged in any way by the CONTRACTOR or its agents or employees in the performance of this Agreement.
- 5) The REGIONAL CENTER and CONTRACTOR shall be excused from performance during the time and to the extent that either Party is prevented from performing by acts of God, strikes, commandeering of vehicles, materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented to the other Party.
- 6) In the event of rationing of any product or commodity due to national emergency, CONTRACTOR shall not allocate any portion of the rationed product or commodity earned as a result of this Agreement to any other party without the express written approval of the REGIONAL CENTER. Should it become necessary to curtail CONTRACTOR'S services, either in whole or in part, it shall be the sole and exclusive right of the REGIONAL CENTER to direct any resultant reduction in service.
- 7) The CONTRACTOR shall not deny services or employment to any person on the basis of race, religion, national origin, ethnic group identification, sex, sexual orientation, age, physical or mental disability.
- 8) The CONTRACTOR shall not subcontract any part of the service to be provided under this Agreement, without the prior written approval of the REGIONAL CENTER. This Agreement shall not be assigned in whole or in part.
- 9) No waiver of a particular provision of this Agreement by the REGIONAL CENTER shall constitute a waiver of any other provision. Failure of the REGIONAL CENTER to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof.

CONTRACTOR shall adopt and periodically review a written internal procedure to resolve consumer grievances pursuant to Welfare and Institutions Code § 4705.
- 10) CONTRACTOR shall comply with the provisions of the Fair Labor Standards Act (29 U.S.C., Sections 201 through 219).
- 11) CONTRACTOR shall not have a conflict of interest with REGIONAL CENTER as proscribed by Welfare and Institutions Code §§ 4626 through 4628 and Title 17 §§ 54500 through 54525.
- 12) CONTRACTOR shall inform REGIONAL CENTER of any additions or changes in the information disclosed on the DS 1891 and submit the information pursuant to the requirements of Title 17 § 54311(c).

- 13) All notices, requests, consents, demands, and other communications required or permitted to be given hereunder shall be in writing and shall be deemed to have been sufficiently given or served for all purposes if delivered personally or sent by telegram or deposited in the United States mail by certified or registered mail, postage prepaid, to the following addresses (or to such other address as either PARTY shall designate by notice in writing to the other PARTY in accordance herewith)

If to the REGIONAL CENTER:

Westside Regional Center
5901 Green Valley Circle, Suite 320
Culver City, CA 90230

If to the VENDOR:

Community Integrated Work Program, Inc.
Attn: Rose Dayani
2219 Buchanan Road, #3
Antioch, CA 94509

- 14) Notices sent by mail or telegram shall be deemed to have been given on the date sent.

8. PAYMENT BY REGIONAL CENTER

- 1) This Agreement is contingent upon the CONTRACTOR providing the level of service consistent with the CONTRACTOR'S Program Design and/or other program-related documentation relied upon in establishing the program rate of payment, in accordance with the rate specified in Exhibit "A." Payment for services shall be based on prior authorization, and invoices which meet all Title 17 requirements, including, but not limited to those specified in § 50604(d)(1) through (3)(F), as applicable.
- 2) The CONTRACTOR shall be paid a rate of:
- \$61,929.66 per month.**

Payment is made monthly, in arrears, upon the basis of invoices submitted by CONTRACTOR that include required list of Client UCI Numbers and Names for individuals who received the service. Determination of the rate of payment has been made in accordance with the requirements of Title 17 § 50609, as reflected in Exhibit "A".

- 3) The maximum amount which can be paid under this Agreement:

\$743,155.92

- 4) Not more than 15% of the payments made to CONTRACTOR by the REGIONAL CENTER may be for Administrative Costs, as defined above. No part of the funds paid for direct services may be comprised of Administrative Costs, as confirmed in CONTRACTOR'S Annual Operating Budget.
- 5) The CONTRACTOR shall not charge the REGIONAL CENTER more for providing service to any Client than the CONTRACTOR charges any other person for the same service.
- 6) The amount paid by the REGIONAL CENTER for services provided under the terms of this AGREEMENT shall be the total compensation for the services provided. The CONTRACTOR may not make additional payment or contribution by Clients or families a requirement for Client acceptance into or continuation in the CONTRACTOR'S program.

- 7) The REGIONAL CENTER will review the CONTRACTOR'S billings for accuracy and completeness and reimburse CONTRACTOR for approved billings.
- 8) The CONTRACTOR understands and agrees that the presentation of an invoice to the REGIONAL CENTER for payment of services is a representation that the services billed have, in fact, been rendered pursuant to this Agreement and the exhibits and attachments hereto. The REGIONAL CENTER expressly reserves the right to institute any appropriate legal action to recoup funds billed in excess of services rendered, including, without limitations, as provided by W&I Code §4648.1.
- 9) CONTRACTOR shall bill all services in accordance with the requirements of Title 17, including, but not limited to §§ 50609 and 54326.

9. ACCESS TO OFFICES AND RECORDS.

The CONTRACTOR agrees to allow access by any authorized representative of the REGIONAL CENTER to CONTRACTOR's facilities and any books, documents, papers, computerized data, source documents, consumer records, corporate records or other records of the CONTRACTOR pertaining to the program and services. Access shall be with or without notice and shall also be applicable to DDS and the California Department of Health Services and to the United States Department of Health and Human Services when federal government funds are involved in the payment for services. Failure or refusal by the CONTRACTOR to provide access to records will constitute grounds for termination of this Agreement at the option of the REGIONAL CENTER, in addition to any other remedies that may be available to the REGIONAL CENTER. Except as provided herein, consumer records shall be treated as confidential.

10. CONTRACT TERMINATION PROVISIONS

- 1) In accordance with Title 17, §50611(b), the conditions which constitute possible grounds for termination of this Agreement with cause include, but are not limited to, those in which it is determined that the CONTRACTOR has not complied with provisions of this Agreement, the terms of the purchase of service authorization, applicable Federal and State law or regulations, including, but not limited to standards and provisions of Title 17 or other statutes governing the service program and/or provision of services to persons with developmental disabilities.
- 2) It shall be grounds for immediate termination with cause if the CONTRACTOR'S service contributes to life-threatening danger to the Client, or if such service results in abuse of a Client.
- 3) The REGIONAL CENTER, or any authorized representative, shall determine whether the conditions exist to constitute possible grounds for contract termination, with cause. Such determination shall be:
 - a) Conveyed to the Client and the CONTRACTOR 30 days in advance of payment and/or contract termination, pursuant to W&I Code § 4710. If immediate danger is presented, no prior notice is required; and
 - b) In the form of a notice containing provisions for contract termination.
- 4) This Agreement may be terminated by either party without cause upon the mutual agreement of the parties, or the giving of sixty (60) days' advance, written notice. CONTRACTOR shall be paid for services performed up to the date of termination given on such notice. Such notice shall be personally served or served by mail upon the parties at their respective places of business at the addresses set forth above. Such addresses may be changed by the parties by written notice to the other.
- 5) CONTRACTOR understands and agrees that upon completion or termination of this Agreement, a subsequent Agreement is not guaranteed and that the decision for continued funding is within the discretion of the REGIONAL CENTER.

11. LIABILITY INSURANCE

- 1) CONTRACTOR shall maintain professional liability insurance of not less than one million (\$1,000,000.00) dollars for all work performed on behalf of REGIONAL CENTER Clients and families, and shall name REGIONAL CENTER as an additional insured on all such policies, as a condition of doing business with REGIONAL CENTER. CONTRACTOR shall furnish certificates of such insurance that expressly provide that no expiration, termination, or modification shall take place without ten (10) days' prior written notice to WRC. These certificates shall be provided to WRC prior to the CONTRACTOR commencing work under this Agreement.
- 2) Contractor shall maintain the following insurances: , Commercial General Liability, Professional Malpractice Insurance, and Worker's Compensation , Fidelity Bonding, Fire Casualty Insurance, Sexual Harassment and Abuse Insurance as will protect WRC from any of said risks and from any claims under any applicable Worker's Compensation and Occupation Disease Acts-
- 3) Contractor shall hold harmless Regional Center and the Department of Developmental Services from any claims arising from this Contract as a result of Contractor's sole negligence.

I have received, read, understand, and agree to the terms and conditions set forth in and will abide by the standards and conditions governing this Agreement. This Agreement is considered to have been executed as of the day and year first above written though memorialized as of the day and year below written.

X

WESTSIDE REGIONAL CENTER SIGNATURE

Tom Kelly

Print Name

Interim Executive Director

Title

Date

X

CONTRACTOR SIGNATURE

Print Name

Title

Date

Exhibits to Follow

Exhibit A

Exhibit A is presented in accordance with Title 17 § 50609 and to serve as documentation that both parties agree to the rate of payment and any other stipulations listed below:

\$61,929.66 Per Month
Not to exceed \$743,155.92

No Other Items Follow

**AGREEMENT BETWEEN
WESTSIDE REGIONAL CENTER
AND
COMMUNITY INTEGRATED WORK PROGRAM, INC.**

This Agreement is made and entered into by and between the Coastal Developmental Services Foundation, doing business as **Westside Regional Center**, located at 5901 Green Valley Circle, Suite 320, Culver City, CA 90230-6953, hereinafter referred to as "REGIONAL CENTER", and **Community Integrated Work Program, Inc.**, Vendor No. **PW7730**, hereinafter referred to as the "CONTRACTOR." The CONTRACTOR and the REGIONAL CENTER **may** be referred to jointly as the "Parties."

RECITALS

REGIONAL CENTER is a private, non-profit, public benefit corporation that is required by statute (Welfare and Institutions ("W&I") Code § 4500 and following), to provide case management services for individuals with developmental disabilities ("Clients" or "Consumers") in its area.

REGIONAL CENTER receives funds under a contract with the State Department of Developmental Services ("DDS"), and certain of such funds are used to purchase services for Clients.

CONTRACTOR is in the business of providing and has been vendored in accordance with the requirements of Title 17 of the California Code of Regulations to provide services for Clients. (All further references to Title 17 shall be to the California Code of Regulations.) CONTRACTOR warrants that it is qualified by experience, and any necessary licensure and training to perform the services which are covered by this Agreement.

The Parties desire to enter into an agreement whereby CONTRACTOR shall provide the following services for Clients of the Regional Center:

017- Crisis Team-Evaluation/Behavior Intervention

The REGIONAL CENTER shall compensate CONTRACTOR for such services, all in accordance with the provisions of the Welfare and Institutions Code and Title 17, as they may change from time to time.

NOW THEREFORE, in consideration of the foregoing recitals and the promises set forth below, the Parties agree as follows:

1. DEFINITIONS

- 1) "Administrative Costs" include, but are not limited to the following:
 - (1) Salaries, wages, and employee benefits for managerial personnel, whose primary purpose is the administrative management of the entity, including, but not limited to, directors and chief executive officers.
 - (2) Salaries, wages, and benefits of employees who perform administrative functions, including, but not limited to, payroll management, personnel functions, accounting, budgeting, and facility management.
 - (3) Facility and occupancy costs, directly associated with administrative functions.
 - (4) Maintenance and repair.
 - (5) Data processing and computer support services.
 - (6) Contract and procurement activities, except those provided by a direct service employee.
 - (7) Training directly associated with administrative functions.

WRC Initials: _____
1 of 8
May 2018

Vendor Initials: _____

- (8) Travel directly associated with administrative functions.
- (9) Licenses directly associated with administrative functions.
- (10) Taxes.
- (11) Interest.
- (12) Property insurance.
- (13) Personal liability insurance directly associated with administrative functions.
- (14) Depreciation.
- (15) General expenses, including, but not limited to, communication costs and supplies directly associated with administrative functions.

- 2) "Source Documentation" means the medium upon which evidence of a transaction is initially recorded. Examples of source documents include, but are not limited to, purchase requisitions, purchase orders, purchase of service authorizations, staffing schedules, employee hourly time reports, invoices and attendance documents for regional center consumers and all other persons provided services. Source documents are used to prepare records and reports.
- 3) "Special Incident Report (SIR)" is the initial phone call and documentation required from CONTRACTOR'S staff detailing special incidents and provided to the REGIONAL CENTER. Special incidents are those defined in Title 17, § 54327(b).

2. TERM OF THE AGREEMENT

- 1) Subject to the provisions for earlier termination as provided herein, this Agreement shall be in effect from **July 1, 2020 until June 30, 2021.**
- 2) This Agreement may be renewed annually, based upon the CONTRACTOR'S satisfactory performance during the previous term and subject to continued receipt of funding from the Department of Developmental Services for purchase of the services and supports which are provided by CONTRACTOR, and as otherwise limited by this Agreement.

3. SCOPE OF AGREEMENT

- 1) In accordance with Title 17, § 50609 (c) (Contract Fiscal Provisions), the obligation of REGIONAL CENTER to make payments under this Agreement or to make payments at the rate specified herein, is expressly made contingent upon REGIONAL CENTER receiving and continuing to receive adequate funding from DDS. Further, this Agreement is subject to any additional restrictions, or conditions enacted by the Legislature and contained in the Budget Act or in any other statute enacted by the Legislature or the Federal Government which may affect the provisions, terms or funding of this Agreement in any manner.
- 2) CONTRACTOR understands that there is no guarantee that the REGIONAL CENTER, families or Clients will choose to utilize CONTRACTOR'S services or that families or Clients will want to continue to receive CONTRACTOR'S services for any particular period of time. This Agreement does not guarantee that any clients will be referred to CONTRACTOR's program or services.
- 3) Service Agreements for any individual Client will not be continued or renewed unless the REGIONAL CENTER and the Client, or when appropriate, the Client's parent or guardian or conservator, agree that reasonable progress has been made toward the objectives for which the CONTRACTOR is responsible.

4. SERVICES TO BE PROVIDED

- 1) CONTRACTOR agrees to provide for **Crisis Team-Evaluation/Behavior Intervention** for REGIONAL CENTER Clients. CONTRACTOR shall provide services as specified in CONTRACTOR'S Program Design and/or other program documentation, which sets forth, with specificity, the services to be provided under this Agreement, and the basis for and the rate to be paid for those services, as agreed by the Parties, which meets the requirements of Title 17 § 50609, and which documentation is attached hereto as Exhibit "A."

5. REPORTING REQUIREMENTS

- 1) Upon request, or as otherwise agreed or required by statute or regulation, the CONTRACTOR shall make regular progress reports for each Client receiving its services, setting forth the objectives and progress made toward those objectives.
- 2) CONTRACTOR is required to provide all UCI numbers and client names for each billing cycle.
- 2) In accordance with Title 17, section 54327, CONTRACTOR shall report Special Incidents in a format which shall include, at a minimum, the date and time of the incident, the name of the Client, the CONTRACTOR'S name and vendor number, the name of the person reporting the incident, a description of the incident, the planned follow-up and the names of the persons contacted. CONTRACTOR shall inform the REGIONAL CENTER service coordinator of any Special Incident within twenty-four (24) hour of its occurrence and shall submit a written Special Incident Report within forty-eight (48) hours.

6. RECORD MAINTENANCE

- 1) CONTRACTOR shall maintain complete service records to support all billing and invoicing for each regional center consumer receiving its services. These records shall include all income, expenses and services relating to and/or affecting the performance of this Agreement. This requirement may be satisfied by retaining an electronic record of the information in the record, if the record reflects accurately the information set forth in the record at the time it was first generated in its final form as an electronic record or otherwise, and the electronic record remains accessible for later reference.
- 2) CONTRACTOR shall retain all records prepared as part of its services under this Agreement for a period of **five (5)** years from the date of final payment for the State Fiscal Year, or until audit exceptions have been resolved, whichever is longer. All records pertaining to the provision of services are subject to review and/or audit by the REGIONAL CENTER and the Department of Developmental Services, or their representatives, for a minimum period of **five (5)** years from the date of the final payment for the State Fiscal Year.
- 3) CONTRACTOR shall maintain service records in accordance with the requirements of Title 17, §§ 50604 and 54326(a)(3) and (4).
- 4) CONTRACTOR agrees to utilize and be bound by the provisions of Title 17, §50700, through 50767, to appeal any audit findings and or recommendations.
- 5) CONTRACTOR accepts financial liability for any audit findings and/or recommendations disclosed by audit and agrees to promptly repay amounts owed, unless a timely appeal is filed and the requirements of Title 17 are met to stay collection of the outstanding overpayment.

7. GENERAL PROVISIONS

- 1) The CONTRACTOR agrees that it shall comply with all California statutes, laws, and regulations and all Federal statutes and regulations applicable to the approved services of the CONTRACTOR and shall render services in accordance with the applicable provisions of the California Developmental Disabilities Services Act (the "Lanterman Act") set forth at W&I Code § 4500, and following, and the corresponding provisions of Title 17, including, without limiting the generality of the foregoing, the Service Provider Accountability Regulations set forth at Title 17, § 50601 through § 50612. No term of this Agreement shall be construed to excuse compliance with existing statutes or regulations.

- 2) The REGIONAL CENTER and the CONTRACTOR understand that periodic amendments to this Agreement may be necessary to conform to current law and/or budget requirements. Such amendments shall be in writing and shall be made in accordance with all Title 17 requirements.
- 3) The CONTRACTOR agrees that the CONTRACTOR and any agents and employees of the CONTRACTOR, in the performance of this Agreement shall act in an independent capacity, and not as officers or employees or agents of the State of California or the REGIONAL CENTER. The CONTRACTOR is solely responsible for the manner of operation of its business. CONTRACTOR will not hold itself out as or claim to be an officer or employee of the REGIONAL CENTER or of the State of California, for any purposes including, but not limited to Worker's Compensation coverage, Unemployment Insurance benefits, Social Security benefits, State Disability Insurance benefits, or retirement membership or credit.
- 4) The CONTRACTOR agrees to indemnify, defend and save harmless the REGIONAL CENTER, the State of California, and their officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material men, laborers and any other person, firm or corporation which or who may be injured or damaged in any way by the CONTRACTOR or its agents or employees in the performance of this Agreement.
- 5) The REGIONAL CENTER and CONTRACTOR shall be excused from performance during the time and to the extent that either Party is prevented from performing by acts of God, strikes, commandeering of vehicles, materials, products, plants or facilities by the government, when satisfactory evidence thereof is presented to the other Party.
- 6) In the event of rationing of any product or commodity due to national emergency, CONTRACTOR shall not allocate any portion of the rationed product or commodity earned as a result of this Agreement to any other party without the express written approval of the REGIONAL CENTER. Should it become necessary to curtail CONTRACTOR'S services, either in whole or in part, it shall be the sole and exclusive right of the REGIONAL CENTER to direct any resultant reduction in service.
- 7) The CONTRACTOR shall not deny services or employment to any person on the basis of race, religion, national origin, ethnic group identification, sex, sexual orientation, age, physical or mental disability.
- 8) The CONTRACTOR shall not subcontract any part of the service to be provided under this Agreement, without the prior written approval of the REGIONAL CENTER. This Agreement shall not be assigned in whole or in part.
- 9) No waiver of a particular provision of this Agreement by the REGIONAL CENTER shall constitute a waiver of any other provision. Failure of the REGIONAL CENTER to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof.

CONTRACTOR shall adopt and periodically review a written internal procedure to resolve consumer grievances pursuant to Welfare and Institutions Code § 4705.
- 10) CONTRACTOR shall comply with the provisions of the Fair Labor Standards Act (29 U.S.C., Sections 201 through 219).
- 11) CONTRACTOR shall not have a conflict of interest with REGIONAL CENTER as proscribed by Welfare and Institutions Code §§ 4626 through 4628 and Title 17 §§ 54500 through 54525.
- 12) CONTRACTOR shall inform REGIONAL CENTER of any additions or changes in the information disclosed on the DS 1891 and submit the information pursuant to the requirements of Title 17 § 54311(c).

- 13) All notices, requests, consents, demands, and other communications required or permitted to be given hereunder shall be in writing and shall be deemed to have been sufficiently given or served for all purposes if delivered personally or sent by telegram or deposited in the United States mail by certified or registered mail, postage prepaid, to the following addresses (or to such other address as either PARTY shall designate by notice in writing to the other PARTY in accordance herewith)

If to the REGIONAL CENTER:

Westside Regional Center
5901 Green Valley Circle, Suite 320
Culver City, CA 90230

If to the VENDOR:

Community Integrated Work Program, Inc.
Attn: Rose Dayani
578 B Street
Hayward, CA 94541

- 14) Notices sent by mail or telegram shall be deemed to have been given on the date sent.

8. PAYMENT BY REGIONAL CENTER

- 1) This Agreement is contingent upon the CONTRACTOR providing the level of service consistent with the CONTRACTOR'S Program Design and/or other program-related documentation relied upon in establishing the program rate of payment, in accordance with the rate specified in Exhibit "A." Payment for services shall be based on prior authorization, and invoices which meet all Title 17 requirements, including, but not limited to those specified in § 50604(d)(1) through (3)(F), as applicable.
- 2) The CONTRACTOR shall be paid a rate of:

\$9,613.94 per month (\$3204.64 X 3 cases= \$9,613.94) for three (3) Intensive Crisis Intervention cases

Payment is made monthly, in arrears, upon the basis of invoices submitted by CONTRACTOR that include required list of Client UCI Numbers and Names for individuals who received the service. Determination of the rate of payment has been made in accordance with the requirements of Title 17 § 50609, as reflected in Exhibit "A".

- 3) The maximum amount which can be paid under this Agreement:

\$115,367.28

- 4) Not more than 15% of the payments made to CONTRACTOR by the REGIONAL CENTER may be for Administrative Costs, as defined above. No part of the funds paid for direct services may be comprised of Administrative Costs, as confirmed in CONTRACTOR'S Annual Operating Budget.
- 5) The CONTRACTOR shall not charge the REGIONAL CENTER more for providing service to any Client than the CONTRACTOR charges any other person for the same service.
- 6) The amount paid by the REGIONAL CENTER for services provided under the terms of this AGREEMENT shall be the total compensation for the services provided. The CONTRACTOR may not make additional payment or contribution by Clients or families a requirement for Client acceptance into or continuation in the CONTRACTOR'S program.

- 7) The REGIONAL CENTER will review the CONTRACTOR'S billings for accuracy and completeness and reimburse CONTRACTOR for approved billings.
- 8) The CONTRACTOR understands and agrees that the presentation of an invoice to the REGIONAL CENTER for payment of services is a representation that the services billed have, in fact, been rendered pursuant to this Agreement and the exhibits and attachments hereto. The REGIONAL CENTER expressly reserves the right to institute any appropriate legal action to recoup funds billed in excess of services rendered, including, without limitations, as provided by W&I Code §4648.1.
- 9) CONTRACTOR shall bill all services in accordance with the requirements of Title 17, including, but not limited to §§ 50609 and 54326.

9. ACCESS TO OFFICES AND RECORDS.

The CONTRACTOR agrees to allow access by any authorized representative of the REGIONAL CENTER to CONTRACTOR's facilities and any books, documents, papers, computerized data, source documents, consumer records, corporate records or other records of the CONTRACTOR pertaining to the program and services. Access shall be with or without notice and shall also be applicable to DDS and the California Department of Health Services and to the United States Department of Health and Human Services when federal government funds are involved in the payment for services. Failure or refusal by the CONTRACTOR to provide access to records will constitute grounds for termination of this Agreement at the option of the REGIONAL CENTER, in addition to any other remedies that may be available to the REGIONAL CENTER. Except as provided herein, consumer records shall be treated as confidential.

10. CONTRACT TERMINATION PROVISIONS

- 1) In accordance with Title 17, §50611(b), the conditions which constitute possible grounds for termination of this Agreement with cause include, but are not limited to, those in which it is determined that the CONTRACTOR has not complied with provisions of this Agreement, the terms of the purchase of service authorization, applicable Federal and State law or regulations, including, but not limited to standards and provisions of Title 17 or other statutes governing the service program and/or provision of services to persons with developmental disabilities.
- 2) It shall be grounds for immediate termination with cause if the CONTRACTOR'S service contributes to life-threatening danger to the Client, or if such service results in abuse of a Client.
- 3) The REGIONAL CENTER, or any authorized representative, shall determine whether the conditions exist to constitute possible grounds for contract termination, with cause. Such determination shall be:
 - a) Conveyed to the Client and the CONTRACTOR 30 days in advance of payment and/or contract termination, pursuant to W&I Code § 4710. If immediate danger is presented, no prior notice is required; and
 - b) In the form of a notice containing provisions for contract termination.
- 4) This Agreement may be terminated by either party without cause upon the mutual agreement of the parties, or the giving of sixty (60) days' advance, written notice. CONTRACTOR shall be paid for services performed up to the date of termination given on such notice. Such notice shall be personally served or served by mail upon the parties at their respective places of business at the addresses set forth above. Such addresses may be changed by the parties by written notice to the other.
- 5) CONTRACTOR understands and agrees that upon completion or termination of this Agreement, a subsequent Agreement is not guaranteed and that the decision for continued funding is within the discretion of the REGIONAL CENTER.

11. LIABILITY INSURANCE

- 1) CONTRACTOR shall maintain professional liability insurance of not less than one million (\$1,000,000.00) dollars for all work performed on behalf of REGIONAL CENTER Clients and families, and shall name REGIONAL CENTER as an additional insured on all such policies, as a condition of doing business with REGIONAL CENTER. CONTRACTOR shall furnish certificates of such insurance that expressly provide that no expiration, termination, or modification shall take place without ten (10) days' prior written notice to WRC. These certificates shall be provided to WRC prior to the CONTRACTOR commencing work under this Agreement.
- 2) Contractor shall maintain the following insurances: , Commercial General Liability, Professional Malpractice Insurance, and Worker's Compensation , Fidelity Bonding, Fire Casualty Insurance, Sexual Harassment and Abuse Insurance as will protect WRC from any of said risks and from any claims under any applicable Worker's Compensation and Occupation Disease Acts-
- 3) Contractor shall hold harmless Regional Center and the Department of Developmental Services from any claims arising from this Contract as a result of Contractor's sole negligence.

I have received, read, understand, and agree to the terms and conditions set forth in and will abide by the standards and conditions governing this Agreement. This Agreement is considered to have been executed as of the day and year first above written though memorialized as of the day and year below written.

X

WESTSIDE REGIONAL CENTER SIGNATURE

Tom Kelly

Print Name

Interim Executive Director

Title

Date

X

CONTRACTOR SIGNATURE

Print Name

Title

Date

Exhibits to Follow

Exhibit A

Exhibit A is presented in accordance with Title 17 § 50609 and to serve as documentation that both parties agree to the rate of payment and any other stipulations listed below:

\$9,613.94 per month (\$3204.64 X 3 cases= \$9,613.94) for three (3) Intensive Crisis Intervention cases

Not to exceed \$115,367.28

*****No Other Items Follow*****

CRISIS RESPONSE PROJECT

Data from June 2019 - May 2020

293



Face to face crises managed



Psychiatric hospitalizations that have been prevented

219

135



Crisis Behavioral Training visits completed



91

Percent of adult consumers served

69



Percent of clients served who identify as male

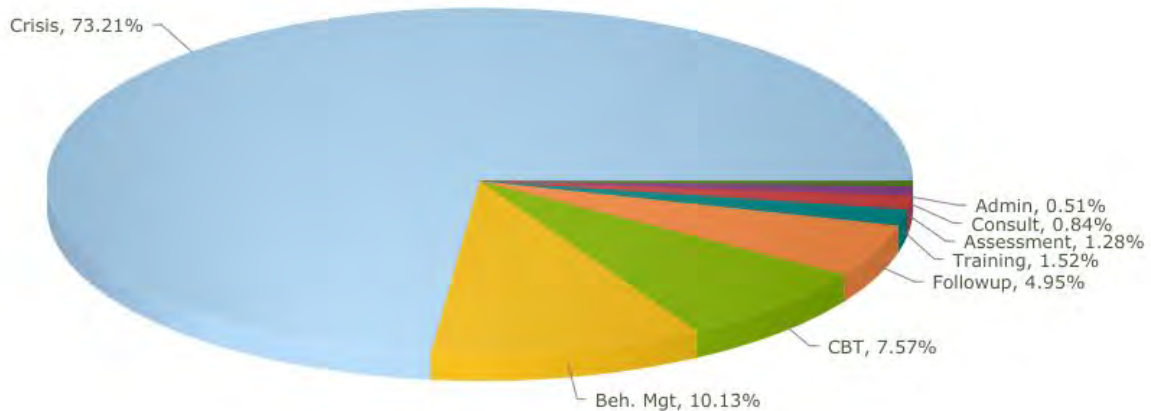
Philip Tramposh
Program Director, Crisis Response Project

**Crisis Response Project
WRC Mobile Crisis Team
2019 - 2020 Service Year**

24/7 CRP-WRC Support, Statistics Overview: 06/2019 - 05/2020

Crisis Intervention	# Value	Crisis Prevention	# Value
In-person Crisis	293 Crises	Crisis Behavioral Training Visits	135 Visits
Phone Crisis & Check-in	2,133 Calls	Behavior Management Visits	429 Visits
Average Crisis Response Time	30 minutes	Follow-up/Meeting Visits	119 Visits

Service Description	Hours		Service Description	Hours
Administrative	54.16		Consultation	88.25
Assessment	134.41		Crisis	7,716.06
Behavior Management	1,067.56		Follow-up	521.40
Crisis Behavioral Training	797.83		Training	160.49
TOTAL				10,540.50



CRP Hospital Outreach: 06/2019 - 05/2020

Hospitals	Training/Contact Date
Centinela Hospital of Inglewood	02/11/2020
Gardena Memorial Hospital	02/11/2020
Kindred Hospital of Los Angeles	02/11/2020
Southern California Hospital of Culver City	08/08/2019

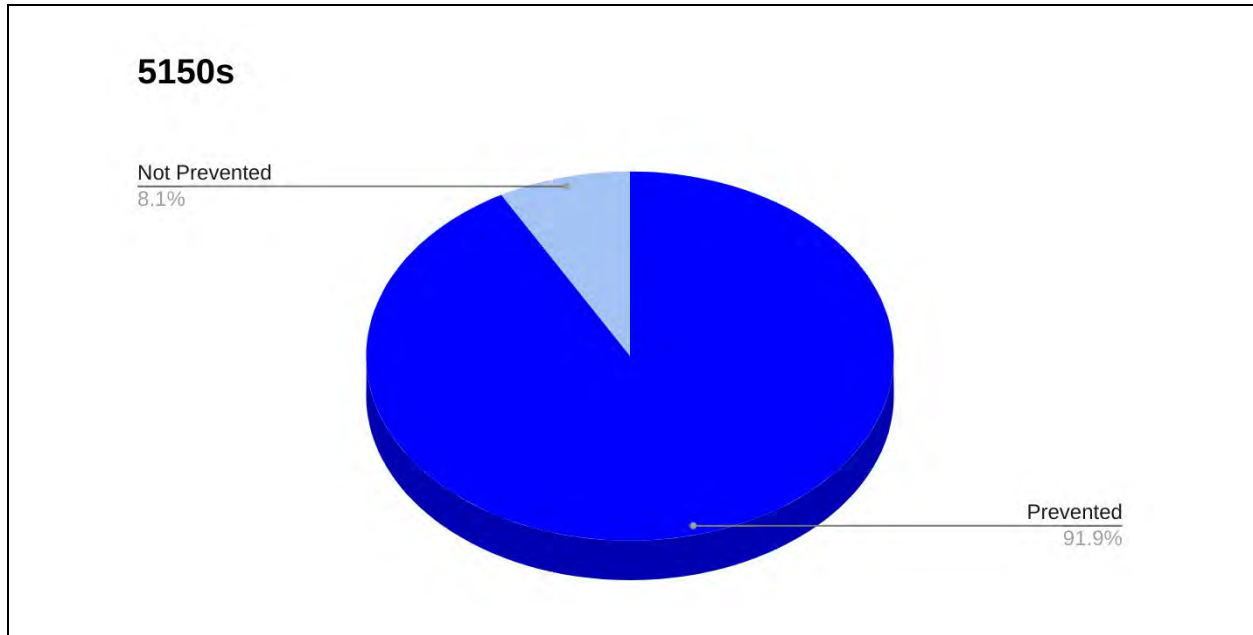
CRP Law Enforcement Outreach: 06/2019 - 05/2020

Police Department	Training/Contact Date
Culver City	07/29/2019, 08/01/2019
Gardena	08/29/2019, 08/30/2019
Hawthorne	08/06/2019

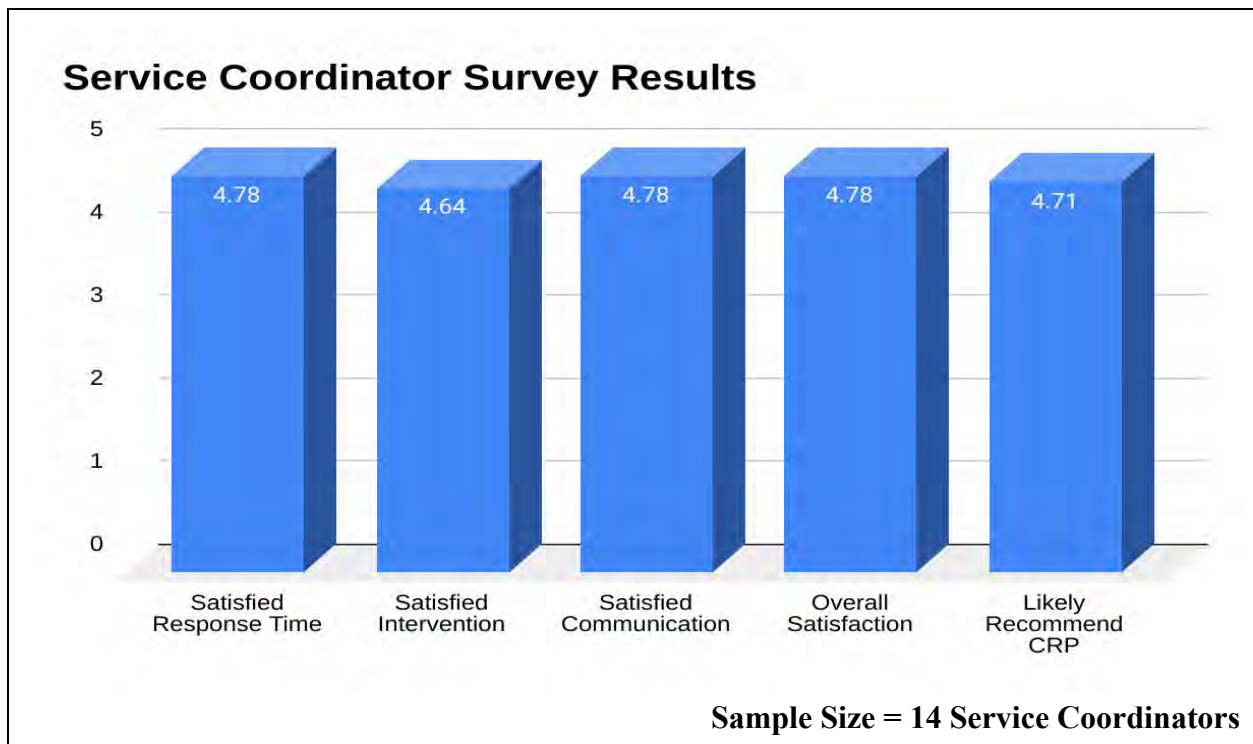
Other Outreach: 06/2019 - 05/2020

Agency Name	Training/Contact Date
Department of Mental Health	06/13/2019
LAPD/DMH Stakeholders Meeting	08/07/2019, 03/11/2020
PMRT (Psychiatric Mobile Response Team)	07/09/2019, 09/17/2019

5150 Prevented Overview: 06/2019 - 05/2020



WRC Service Coordinator Survey Results: 06/2019 - 05/2020



DDS has authorized WRC's START Services funding request as described below.

WRC-SN-1920-17

DDS authorizes WRC to use up to \$836,000 in FY 2019-20 Safety Net CPP Provider Start-Up funds to support the development of Crisis Support Services. WRC will be developing a nationally known, evidence based model of services to address the needs of those struggling to maintain community tenure. DDS will allocate this CPP funding in the next allocation cycle and will identify these CPP funds with new project number WRC-SN-1920-17 as summarized below:

Approved Funding Summary

WRC-SN-1920-17	FY 2019-20	Funding Type	Total Approved
Provider	\$836,000	Safety Net	\$836,000

WRC-1920-18

DDS authorizes WRC to use up to \$250,000 in FY 2019-20 Regular CPP Provider Start-Up funds to support the execution of the model of service being developed in the Crisis Support Services of project WRC-SN-1920-17. DDS will allocate this CPP funding in the next allocation cycle and will identify these CPP funds with new project number WRC-1920-18 as summarized below:

Approved Funding Summary

WRC-1920-18	FY 2019-20	Funding Type	Total Approved	
Provider	\$250,000	Regular	\$250,000	

Westside Regional Center (WRC) has an amazing opportunity as WRC has received approval for Start-Up Funds to establish a START Team for the individuals we service. This approval was received on May 27, 2020 and must be encumbered in contract by June 30, 2020 as the funds are from CPP Fiscal 2019-2020.

Start Team Services are currently being provided at several regional centers, San Andreas, Alta and San Diego for the last year. These services provide professional, evidence based services to individuals who have significant mental

health issues, behavioral issues and who benefit from these intensive services. I have attached a link to their website for your review.

<https://www.centerforstartservices.org/about-us>

WRC is requesting that the Board of Directors approved the following:

1. An RFP will be announced for the START Team applicants but will have a short turn around for completion due to time restraints. In studying the START TEAMS in California, there are currently only two service providers implementing START Teams – YAI and Exodus. WRC will review, score and interview all providers who apply but anticipate there will be very few applicants due to the newness of this service delivery model and lack of infrastructure that is needed to provide this service. WRC is also requesting that the Board be available to approve the final contract before June 30, 2020. Funds must be encumbered before this date.
2. WRC prefers to award the training funds for Project **WRC-SN-1920-17** to the Center for START Services as the model that WRC will implement was researched and developed by the Center for START Services. The Center for START Services holds copy write to the design and program. The Center for START Services is part of the UCED of the University of New Hampshire and are acknowledged by the US Surgeon General. The Center for START Services has developed START Teams in 15 states and has a team with San Andreas Regional Center and San Diego Regional Center. WRC is unable to develop a START Team without the Center for START Services. START has their professional status, knowledge, services and expertise are needed for the success of the Project. The funds for **WRC-SN-1920-17** will be distributed over a 3 year timeframe which will be memorialized in contract.

This award from DDS is a timely opportunity for WRC families and individuals served. WRC will not have another opportunity to develop a START Team in future fiscal years as funding for expansion is one of the areas being cut in the new state budget. This is a service that has evidenced based data on its success and its ability to be cost effective by reducing hospital admissions, admissions into IMD (Institutions for Mental Disease) and other restrictive and costly environments.

Thank you for your consideration and approval.

Westside Regional Center
Center for START Services, UNH Institute on Disability
Contract Approval for Fiscal Year 2020-2021
WRC Board of Directors
June 4, 2020

Westside Regional Center (WRC) is requesting that the WRC Board of Directors approve the attached contract so that the WRC Community will have START Clinical Team and In-Home Therapeutic Services through the Center for START Services, University of New Hampshire (UNH), Institute on Disability for all of the persons served by WRC. WRC has received much feedback regarding the need for crisis and support services for individuals who experience mental health issues in addition to their diagnosis of Intellectual/Developmental Disabilities (I/DD) throughout our community. In response to this feedback, WRC has been awarded start-up funds through Community Placement Plan Funds from the Department of Developmental Disabilities (DDS) to contract with the Center for START Services to develop a START Team for our community.

No.	Description	Contract Summary
1.	Contract Overview: (New, Renewal or Amendment) (POS or OPS)	New – CPP Start-Up
2.	Name of Vendor or Service Provider	Center for START Services, UNH Institute on Disability
3.	Purpose of Contract	To train and support the WRC START Team
4.	Contract Term	June 4, 2020 – June 30, 2022
5.	Total Amount of Contract	\$ 836, 000 over a two year period.
6.	Rate of Payment	<ul style="list-style-type: none">• \$34,833.29 per month (July 2020 to May 2022)• 1 final fixed installment of \$34,834.33 (June 2022) *
7.	Method or Process Utilized to Establish the Rate.	Negotiated rate

The Westside Regional Center's (WRC) Executive Team reviewed and discussed the above contract and is recommending an action of the Board of Directors to **Approve** the contract.

Dr. Sophia Vergara

Date

WRC Board of Directors

*Please see attached Scope of Work for details.



A program of the Institute on Disability/UCED, University of New Hampshire

**SCOPE OF WORK – Westside Regional Center
July 1, 2020 to June 30, 2023**

This outlines the work for the Center of START Services at the University of New Hampshire (UNH) Institute on Disability and related costs to provide consultation and training in the development and implementation of a START demonstration project.

START Program Project

The following outlines the steps to develop and implement a lifespan START Clinical Team and In-Home therapeutic supports program model. This includes the establishment of specific service elements, protocols to access these services, measures of service effectiveness, and the establishment of linkages with stakeholders.

Training and technical support will be provided by the Center for START Services to establish the following: cross systems crisis prevention and intervention planning, improved linkages, provider, individual and family support and outreach, Therapeutic Coaching PLC, improved techniques in diagnosis and treatment planning, data collection in START Information Reporting System (SIRS) database, report writing, establishment of policies and procedures and the identification of standards and fidelity measures.

Services include:

- **Consultation and Technical Assistance (remote and in-person)**
Remote Objective: Conduct consultation and technical assistance meetings via videoconference on a regular basis. These meetings will include review of TA and/or training agenda, access to START tools, and consultation on regional specific topics, meetings with state and other stakeholders.

As outlined below, remote consultation and technical assistance will be provided by members of the national START Team to support project implementation.

Years 1 through 3	
Program Director	132
Project Lead	264
Project Coordinator(s)	276

On-site Objective: Conduct on-site consultation and training as detailed below, to focus on implementation and training on the START Model. The schedule will be based on project needs. As outlined below, on-site consultation and technical assistance will be provided by members of the national START Team. These visits are to provide targeted training and support the development of the community-based infrastructure including materials, planning, preparation, and implementation of the demonstration project. This will include work with local entities and providers as needed. If on-site visits are not possible for any reason during any portion of the contract term, these deliverables will be met virtually/remotely via Zoom or other technology.



A program of the Institute on Disability/UCED, University of New Hampshire

Onsite and/or Virtual Consultation Years 1 through 3	
Program Director	160
Project Lead	260
Project Coordinator(s)	80

- **START Coordinator Training and Certification**

Objective: Provide START Coordinator training and certification for up to 30 designated staff. Project positions to be trained will include START Coordinators, Team Leads, Clinical Director, Director and 3 therapeutic coaches.

Each Coordinator is given access to the Coordinator Certification Course and Online Resource Area located in Moodlerooms, an online learning platform.

Participation is expected in the 55-hour didactic webinar trainings found within the Coordinator Certification Course, apprenticeship, and review of materials via participation in a Coordinator Training Group.

- Training Group involvement includes the following: Live online learning forum held once a week for 19 weeks
- Held via Zoom videoconferencing for 1.5 hours for each session
- Group members are partnered to promote collaborative learning
- Each session covers 1-4 training modules within the curriculum and are designed to enhance learning of core concepts, tools, and approaches related to effective START coordination
- Instructor will provide a forum via videoconference to discuss and process information covered in the training modules. Group can discuss difficult concepts and ask questions.
- Instructors from the Center for START services will facilitate the training group.

START Coordinator Certification occurs upon completion of didactic training and Coordinator Training Group, proven competence in several domains including development of a cross systems crisis plan, case presentation and a START comprehensive service evaluation, crisis contacts, and trainings. Participants will receive a certificate recognizing their status as a certified START Coordinator and will have continued access to the national online training series and practice groups. Document review and consultation support is provided to support START Coordinator certification.

Consultation and Technical Assistance services are contingent upon the designation and staffing of a START team in the Westside Regional Center area.

- **START Information Reporting System (SIRS)**

Objective: Provide training and implementation of data collection and input into the national START database: SIRS. The purpose is to collect START services data via a web-based system to facilitate project decisions based on data.



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Activities include the development and execution of a Business Associate Agreement (BAA), development of state/region specific segment of the larger SIRS database, establish up to 40 authorized users (with user names and passwords), provision of web-based training for all START team users for data collection. Quarterly and annual reports will be provided in collaboration with the START Program Director.

- **START Therapeutic Coaching supports**

Objective: Provide training and technical support related to the development of START therapeutic coaching. This will include support in developing and structuring the team of coaches as well as training on START approaches and tools directly to coaches in a PLC format.

- **CA START Westside Annual Report**

Objective: Conduct an analysis of project data, write, and submit an annual report of Westside START success and challenges.

Participation includes:

- **National Online Training Series**
 - a. Access to the START National Online Training Series.
- **Participation in START Practice Groups:**
 - b. START Program Director's Practice group
 - c. Clinical Director's Practice group
 - d. Medical Director's Practice group
 - e. Team leader Practice group
 - f. Children's services Practice group
 - g. In-Home Therapeutic Coaching Team Leads Practice Group
 - h. Time-limited, Special Topic Practice Groups (when appropriate)

Budget – July 1, 2020 through June 30, 2023

START-Westside Regional Center	Total
Personnel	\$450,089
Fringe	\$190,368
Travel	\$60,525
Supplies	\$350
Telecommunications	\$950
Printing/Copying	\$1,226
Occupancy	\$4,749
National Training Series/Practice Groups	\$7,950
UNH SIRS	\$10,750
Subtotal	\$726,957
UNH Indirect/F&A 15%	\$109,043
TOTAL BUDGET	\$836,000



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This is the projected scope and hours required per year to meet the deliverables set forth within the above scope of work. Planned on-site visit hours may be converted to virtual/remote consult hours in line with COVID19 regional State mandates as well as our University travel restrictions with the priority being the safety and well-being of all parties.

Billing:

All Consulting Services and expenses are to be Invoiced by 24 all-inclusive monthly installments, as follows

- 23 equal monthly fixed installments of \$34,833.29 (July 2020 to May 2022)
- 1 final fixed installment of \$34,834.33 (June 2022)

Relationship:

The UNH, Institute on Disability, Center for START Services intends that the above scope of work, deliverables and budget will create a Fee for Service, independent contractor relationship.

UNH/IOD/CSS - Consulting Proposal Acceptance and Next Steps:

- a. Official acceptance of this proposed scope of work and budget will be made in writing (email is acceptable) from an authorized representative of the Contracting Agency
- b. Upon acceptance of this proposal (defined in item above) all parties mutually agree and acknowledge that Consulting by the Contractor will not commence **prior to full execution a contract.**
- c. Request for exception to item **b.** above by either party must be submitted and agreed upon by both parties in writing.

HOME LIVING

Independent Living Services

Definition

The goal of Independent Living Services is to assist and teach adults to live independently in their own homes in the community, or to increase independence while living in the home of a family member or caregiver.

Independent Living Services offer functional skills training and supports in all or some of the following areas: cooking; cleaning; shopping; menu planning; meal preparation; money management; use of public transportation; personal health and hygiene; self-advocacy; independent recreation; participation in natural environments; use of medical, dental and other community health resources; use of police, fire, or other emergency help; and home and community safety. Independent living services are conducted in natural environments, rather than in a center-based environment. This type of service does not involve care and supervision, nor large blocks of time in giving support and assistance. Activities are not simulated, but are conducted as part of everyday life while participating and establishing meaningful relationships in one's own community.

Policy

It is the policy of Westside Regional Center to provide independent living services to those adults who express the interest and desire to live in their own homes and to provide individuals with training to do so without jeopardizing their health and safety.

These services may also be offered to adults who still live in the home of a family member. In these cases, the service may be designed to prepare the adult to move to an independent living setting, or to assist the adult to obtain more independence while still living in the current environment.

Independent living services may be offered in conjunction with other services and activities. For example, an individual may attend a community college or participate in a work training or supported employment program while receiving this service.

Westside Regional Center will arrange for an assessment to be completed by a vendored service provider to determine compatibility of this service with the abilities and goals of the individual.

The individual receiving independent living services must be 18 years or older and not be eligible to participate in programs funded by the public school system. Exceptions to this would include individuals who are at least 18 years of age, and although eligible for a school funded program, are not benefiting from school services and have opted for a certificate of completion.

Independent Living Services offer varying levels of instruction and support based on individual need.

1. **Independent Living Skills Training** provides intensive instruction and practice in natural settings. This service may be offered to individuals who have the desire to live independently, but need significant skill development in order to accomplish that goal. Individuals receiving this service may live in their own home or in the home of their family. For individuals receiving work training, the Independent Living Skills training must be scheduled so that it does not conflict with the individual's work schedule.
 - A. Before beginning Independent Living Skills Training in the family home, specific goals for independence must be identified. In addition, an independent living assessment must determine that opportunities exist to exercise independence in the identified goal areas.
 - B. Westside Regional Center will provide funding for Independent Living Skills Training for adults over 18 years. The individual's progress must be evaluated after one year of receipt of the service and the results of the evaluation must indicate that sufficient progress is being made toward gaining independence to warrant continuation of the service.
 - 1) If the individual is prohibited from exercising independence for all of the identified goal areas due to reasons other than lack of skills (for example, a person is not allowed to manage his or her own funds or use the kitchen for cooking, even if the person has the skills to do so), funding will not be approved for Independent Living Skills Training until the barriers to application are removed.
 - 2) If barriers to exercising independent living skills exist for some of the identified goal areas, the service may be funded if it can be demonstrated that opportunities for exercise of independence in these areas will exist in the near future. The person's IPP must contain objectives and strategies for creating such opportunities.

The basic level of need for each individual is determined by the individual support plan however, as needs change, service providers are expected to gear frequency of service to the needs of the person they support. As an example, frequency of service may increase if an individual temporarily needs additional assistance to cope with changes in a life condition or situations encountered that were not addressed in earlier training. Examples may include: a move to a new neighborhood necessitating assistance to locate resources or to use public transportation in the new area; loss of job causing financial and budgeting problems; difficulties with relationships causing significant problems (roommates, spouse, etc.); parenthood. Persons who have behavioral challenges may also need additional support from time to time.

Supported Living Services

Definition

Supported Living is a service that has proven extremely effective in assisting individuals to live in homes of their own choice in the community, regardless of the severity of their support needs. . This service is highly individualized and draws upon a system of supports and adaptations to create a home that meets the support needs of the individuals who live there. Supported Living services have successfully helped many individuals live in their home community and not limiting individuals to more restrictive settings.

The range of supported living services and supports available includes, but is not limited to: assistance in finding, modifying, and maintaining a home; securing a lease or rental agreement; facilitating circles of support to encourage the development of unpaid and natural supports in the community; advocacy and self-advocacy facilitation; development of employment opportunities; social and daily living skills training and support; provision of 24 hour emergency response systems; securing adaptive equipment and supplies; recruiting and training individuals, paid or unpaid, to provide personal care and other assistance; financial management and budgeting support; and facilitating community participation.

Inherent in the Supported Living model is the belief that individuals with developmental disabilities have the right to choose where and with whom they live, and to live in homes typical of the non-disabled population. Individuals have the right to make decisions and participate in setting their own routines, creating the structure and design of their home, choosing who comes into their home, and who provides their support services. Individuals benefit from community participation in their own way. Learning is most effective when it takes place in the natural environment – one's own home. Therefore, all services and supports are provided in the context of the home and community environment.

Supported Living works best when an individual is part of an adequate circle of support that includes strong natural bonds of commitment that come from developed relationships. Therefore, an integral part of Supported Living, is assistance to develop and strengthen natural support systems, whether they be family, friends, neighbors, or other individuals in the community. In addition, where necessary, individuals are provided more formalized paid supports. In some cases 24-hour care and supervision may be provided. The service is ongoing for those who need continual supports.

Policy

Westside Regional Center has a sincere commitment to the concept of supported living. Through experience with this service model, we have validated that given the proper supports to live in one's own home, any individual, despite the intensity of their support needs, benefits from the more individualized services that Supported Living offers. For some individuals, the supports required for Supported Living could be extensive.

- **The planning team of an individual receiving SLS will confirm that all appropriate and available sources of natural and generic supports such as IHSS and SSI have been utilized to the fullest extent possible.**

The following guidelines should be considered when determining if Supported Living Services is the most appropriate service option for achieving quality of life for the individual, including protection and enhancement of the individual's health and safety:

1. The individual is 18 years of age or older and has indicated the desire and motivation to increase his/her independence in living.
2. The individual has, or is eligible to receive, financial resources necessary to pay for rent/mortgage, utilities, food, clothing and all other typical living expenses, unless an exception is granted.
3. The individual and, where appropriate, his/her parent or conservator, have chosen supported living services, and have full understanding of any potential challenges.
4. The likelihood exists, given the individual's life circumstances and identified potential resources, that sufficient natural supports can be developed to build a full complement of support resources and avoid total reliance on paid supports.
5. Appropriate services and supports can be identified and are available as needed to protect the health and safety of the individual and of others if he or she has:
 - a. Life-threatening medical conditions,
 - b. The need for continuous nursing care,
 - c. The need for constant supervision because of uncontrolled seizures,
 - d. Physical limitations that require 24 hour personal assistance, or behaviors that could result in a threat to the health or safety of self or others, could result in extensive property destruction or the need for law enforcement intervention, or would likely result in repeated evictions.

CAC Report to the Board of Directors

6-3-2020

Good evening board members and guests,

Since our last meeting, CAC members have been busy conducting our lives in as normal a fashion as the current pandemic permits.

We have been clearing out our closets, cleaning our house and coping with the situation as best we can.

We conduct daily live phone calls on zoom every night and walk in our neighborhoods. We also take weekly visits to farmers markets, with face masks and social distancing, on Saturdays and Sundays.

We intend to continue to live our lives within the boundaries of the stay at home order and going out with protective face masks.

CAC will not be broken by Covid-19; we intend to fight our way through no matter how long it takes.

And that is our report this month.

Equity Committee Meeting Minutes

Wednesday 5/27/2020 at 4:00pm

ZOOM Meeting

Attendees: Aga Spatzier, Betty Pearson-Grimble, Chris Arroyo, Elizabeth Espinosa, Liz Spencer, Sandy Cabanatan, Tom Kelly

Minute-Taker: Kate Harvey

- Introduction
- Update on current equity and disparity projects
 - Sandy Cabanatan presented on the first of the webinar series: Early Childhood Transitions (presentation attached).
 - Aimed at parents & guardians of kids ages 2.5-3 transitioning out of the Early Start Program
 - May 19th: All Transitions Begin at Birth
 - May 21st: Early Start Transition 30months to 3 years of Age
 - May 26th: From Early Start to Preschool (English Only)
 - May 28th: From Early Start to Preschool (Spanish Only)
 - Challenge in getting families to register/attend
 - Reported that people thought the calls/emails were SPAM
 - Since it was recorded, people did not attend in person
 - Offer from Dr. Mary Falvey to present for WRC about Inclusion in Early Start
- Disparity challenges and COVID19
 - Advertising educational webinars and other virtual trainings
 - Learning curve for presenters/attendees who have never used Zoom
 - What does the Equity Committee's role look like in the current political state of affairs?
 - Lower income families are facing the most barriers in accessing services and technology being utilized during COVID-19
 - Get the feedback about disparities to ARCA
 - Differences between the rules & regulations in different counties or cities
 - Making exceptions and alternate conditions for folks with special needs to access medical services
 - Masks, environments, invasive testing
 - There is no "safe" space for people with disabilities to get their medical needs met
- Date for Next Equity Meeting: **June 24th (last Wednesday of the month)**
 - POS Disparity Presentation #1: "practice run"

Early Childhood Transitions



A webinar series for parents and guardians of children ages 2 ½ to 3 who are transitioning out of Early Start services into Lanterman services, Special Education services and/or community resources. This webinar series will be broken into 4 parts:

All Transitions Begin at Birth

All transitions provide challenges and opportunities for growth. Part 1 of a 4-part series, this webinar will provide you the tools to successfully navigate from Early Start into the school system.

Presenters: Liz Spencer, Ana Da Silva, Ercida Galda

Date: Tuesday, 5/19/20 at 1:00pm

Registration: bit.ly/2T024u3

****English language with Spanish interpretation****

Early Start Transition: 30 months to 3 years of Age

An overview of the transition process from the Early Start program to Lanterman services, Special Education and/or community resources. Program managers will review the important role that parents/guardians play.

Presenters: Cesar Garcia, Niaisha Gonzalez, Rosalba Ortega

Date: Thursday, 5/21/20 at 1:00pm

Registration: bit.ly/2Wv9VIS

****English language with Spanish interpretation****

From Early Start to Preschool

This webinar will go in-depth on the transition process from the Early Start program to the Special Education Preschool Program. Parents/guardians will learn about Special Education services, what to expect at their first IEP meeting and more.

Presenter: Barbara Marbach

Date: Tuesday, 5/26/20 at 1:00pm

Registration: bit.ly/3bBD1xz

****English Only****

From Early Start to Preschool

This webinar will go in-depth on the transition process from the Early Start program to the Special Education Preschool Program. Parents/guardians will learn about Special Education services, what to expect at their first IEP meeting and more.

Presenter: Ron Lopez

Date: Thursday, 5/28/20 at 1:00pm

Registration: bit.ly/2LrxBB3

****Spanish Only****

Please send us your questions ahead of time or during the call. For those joining by phone, email your questions to disparityfundsprogram@westsiderc.org. For those joining by computer, use the Q & A feature in Zoom. If you need help with registering for these webinars, please send us an email with your name and the title of the webinars you wish to attend to disparityfundsprogram@westsiderc.org.

Political Action Committee

May 27, 2020

Pressure Senators on Passing Heroes Act

- Will help provide relief to keep cuts to CA disability services at bay
- Script:
 - California: “My name is [Name] I am a constituent of Senator [Name]. I urge you to support the Heroes Act and other COVID-19 relief bills to help fund California’s developmental disability service systems. [Insert what services you get, how you’ve benefited from them, and what losing them would mean.]. Please include dedicated funding to the HCBS Medicaid grant program to ensure people get crucial services in their own homes and community, paid leave for caregivers, PPE for direct support professionals, and passing H.R.6420 to ensure all adults with disabilities claimed as dependents get economic relief. Without your support, vital support service to children, youth and adults with disabilities will be in danger.”
 - Other states: “My name is [Name] I am a constituent of Senator [Name]. I urge you to support the Heroes Act and other COVID-19 relief bills to help fund America’s developmental disability service systems. [Insert what services you get, how you’ve benefited from them, and what losing them would mean.]. Please include dedicated funding to the HCBS Medicaid grant program to ensure people get crucial services in their own homes and community, paid leave for caregivers, PPE for direct support professionals, and passing H.R.6420 to ensure all adults with disabilities claimed as dependents get economic relief. Without your support, vital support service to children, youth and adults with disabilities will be in danger.”
- Get families/service coordinators to contact family/friends outside CA to call/mail/email

Other

- No rate increases for service providers
- Assumption CA will receive \$27 million
- No performance standard incentive for regional centers
- No
- No training budget for ppl working with dual diagnosis
- Eliminating CBAS system



Strategic Planning Meeting Minutes

Thursday 5/28/2020 at 5:30pm

ZOOM Meeting

✚ **ATTENDEES:** Tom Kelly, Pamela Wiley, Hillary Kessler, Mary Lou Weise-Stusser, Megan Mendes, Candace Hein, Sofia Vergara, Nilo Choudhry, Danny Franco, Sylvia Thompson

✚ **MINUTE TAKER:** Kate Harvey

✚ **ACTION ITEMS:** Email interview questions to Kate

- **Introduction**

- There are a lot of inquiries re: RFP, no submissions as of today

- **Identifying subcommittee for RFP Review**

- Volunteers
 - JoanE (Board Member)
 - Pam Wiley (Vendor)
 - Megan Mendes (WRC)
- Need a representative that is a parent of someone we serve
- Need a representative of someone that we serve (Leia?)
- Survey will be sent to group for recommendations of who can be on the subcommittee
 - Process of review includes reading all proposals, participating in interviews via Zoom

- **RFP Review Process starts after June 1 deadline**

- Timeline:
 - June 2nd-4th Reading
 - June 5th-7th Scoring
 - June 8th-12th Interviews
 - Committee Meet to discuss 15th or 16th
 - June 15th-19th Paperwork, Contracts & Awarding

- **Proposed questions for the RFP Interviews**

- Rating tool for the interviews has not been created yet
 - Email question suggestions to Kate ASAP

- **Public Input**

- None at this time

- **Setting date for next committee meeting**

- 6/15/2020 to review interviews and make final decision for the RFP