



**Client Services Committee Meeting**

**Minutes**

Tuesday, May 6, 2025 • 5:00 p.m.

Via Zoom

**Attendees:**

Jane Borochoff  
Suzy Requarth  
Andy Ponce  
Wakelin McNeel  
Vanda Yung  
Todd Rubien  
Erica Snell  
Candace Hein

Ann Moore  
Julien Hernandez  
Luz Sandoval  
Karla Pineiro  
Michael McAllister  
Abigail Walker  
Martha Thompson

Ricardo Pacheco  
Philomena Morais  
Sherice Baker  
Natasha Lopez  
Jessica Haro  
Kenny Lorenzo  
Dina Jacob

The meeting was called to order by Chair of the Committee, Dr. Wakelin McNeel, at 5:07 p.m.

A quorum was established

**Adaptive Skills Service Standards:**

- Edits were discussed

**APPROVAL OF THE ADAPTIVE SKILLS SERVICE STANDARDS (ACTION)**

Vanda Yung, Committee Member (Motion) and Todd Rubien, Committee Member (Second) to approve the Adaptive Skills Service Standards. There was no discussion.

3	AYES
0	NO
0	ABSTENTION

The motion passed.

**RESOLUTION: APPROVAL OF ADAPTIVE SKILLS SERVICE STANDARDS**

The Adaptive Skills Service Standards document will be sent for approval at the Board of Directors meeting on May 14, 2025

**APPROVAL OF THE March 4, 2025, MEETING MINUTES (ACTION)**

Vanda Yung, Committee Member (Motion) and Todd Rubien, Committee Member (Second) to approve the March 4, 2025, Meeting Minutes. There was no discussion.

3	AYES
0	NO
0	ABSTENTION

The motion passed.

RESOLUTION: APPROVAL OF THE March 4, 2025, MEETING MINUTES

**Personal Assistance Standards:**

- Edits were discussed
- If all edits are approved at the June Client Services Committee meeting and no further edits are required, the Committee will vote to approve the Personal Assistance Standards

The Committee meeting was adjourned at 5:56 p.m.

The next meeting will be held on June 3<sup>rd</sup> at 5:00 p.m. (Hybrid)