



**Client Services Committee Meeting
Minutes
Tuesday, May 12, 2026 • 5:00 p.m.
Zoom**

Attendees:

Andy Ponce	Michael Nelson	Philomena Morais
Pablo Ibañez	Maria Carranza	Sarah Kruger
Wakelin McNeel	Kenny Lorenzo	Vanda Yung
Candace Hein	David Wyles	Dina Jacob
Ramon Trinidad	Martha Thompson	Julien Hernandez
Feben Fantu	Almarietha Mathews	Gerard Dupree
Carmen Tripp	Claudia Hernandez	Peggy Bottger
Abigail Walker	Ann Moore	

The meeting was called to order by Chair of the Committee, Dr. Wakelin McNeel at 5:05 p.m.

A quorum was established.

APPROVAL OF THE APRIL 7, 2026 MEETING MINUTES (ACTION)

Almarietha Mathews, Committee Member (Motion) and David Wyles, Committee Member (Second) to approve the April 7, 2026, Meeting Minutes. There was no discussion.

4	AYES
0	NO
0	ABSTENTION

The motion passed.

RESOLUTION: APPROVAL OF THE NOVEMBER 4, 2025, JANUARY 6, 2026, & FEBRUARY 3, 2026, MEETING MINUTES

Adaptive Skills Training (AST): DDS Feedback & Service Standard:

- Updates were presented to the Adaptive Skills Service Standard following a meeting with the Department of Developmental Services.
- Changes based on DDS's requests were discussed.

APPROVAL OF THE ADAPTIVE SKILLS TRAINING SERVICE STANDARD (ACTION)

Dr. Wakelin McNeel, Chair of the Committee (Motion) and Almarietha Mathews, Committee Member (Second) to approve the changes to the Adaptive Skills Training Service Standard. There was no discussion.

4 AYES
0 NO
0 ABSTENTION

The motion passed.

RESOLUTION: APPROVAL OF ADAPTIVE SKILLS TRAINING SERVICE STANDARD

The Adaptive Skills Training Service Standard will be sent for approval at the Board of Directors meeting on June 10, 2026.

Educational Support/Advocacy Services Standard:

- Approved by the Board of Directors on April 15, 2026.

Service Standards Procedure:

- The committee revisited the general procedure for reviewing and maintaining service standards.
- The goal will be to review all approximately 40 standards at least once every four years, ideally reviewing one old standard per month

APPROVAL OF THE SERVICE STANDARDS PROCEDURE (ACTION)

Vanda Yung, Committee Member (Motion) and David Wyles, Committee Member (Second) to approve the Service Standards Procedure. There was no discussion.

4 AYES
0 NO
0 ABSTENTION

The motion passed.

RESOLUTION: APPROVAL OF SERVICE STANDARDS PROCEDURE

The Service Standards Procedure will be sent for approval at the Board of Directors meeting on June 10, 2026.

Service Standard Review Schedule:

- A draft of service standards from oldest to newest were shared with the committee.
- The schedule will be emailed to members for a closer review before the next meeting.

Standardized Social Recreation, Camping and Non-Medical Therapies:

- The committee reviewed a new, succinct standardized policy provided by DDS.
- The current and DDS-proposed standards will be emailed for a side-by-side comparison at the next meeting.

The meeting was adjourned at 6:03 p.m.

The next meeting will be held on July 7th at 5:00 p.m. (Remote)