



Client Services Committee Meeting
Minutes
Tuesday, June 2, 2026 • 5:00 p.m.
Zoom

Attendees:

Andy Ponce
Pablo Ibañez
Wakelin McNeel
Candace Hein
Allyson Hemar
Ramon Trinidad
David Wyles
Marissa Barredo

Michael Nelson
Maria Carranza
Kenny Lorenzo
Almarietha Mathews
Claudia Hernandez
Michael McAllister
Jane Borochoff
Sanaz Nasiri

Philomena Morais
Sarah Kruger
Ann Moore
Dina Jacob
Julien Hernandez
Gerard Dupree
Luz Sandoval
Rosalba Ortega

The meeting was called to order unofficially by Chair of the Committee, Dr. Wakelin McNeel at 5:04 p.m.

It was noted that a quorum was not established; therefore, the committee held off on the formal call to order and the approval of previous meeting minutes.

The committee reviewed the following agenda items:

Adaptive Skills Training (AST) Service Standards Review:

- The committee reviewed updates to the Adaptive Skills Training Service Standards based on feedback from the Department of Developmental Services (DDS).
- Language was added to clarify circumstances under which a different modality might be used to address behavioral needs, following a "rule-out" approach.
- The updated standard received committee "green light" last month and will be placed on the agenda for the June 10 Board of Directors meeting for final approval.

Service Standards Procedure Review:

- A new procedure was discussed that would require all existing service standards to be reviewed and updated at least every four years. It was suggested this could serve as a committee charter.
- The committee proposed starting with "General Standards" in July 2026, followed by

"Early Intervention Services".

- The committee agreed to review the General Standards next month and will adjust the order of other reviews as needed.

Purchase of Service Policy (POS): Social Recreation, Camping, and Non-Medical Therapies

- The committee held a detailed discussion comparing Westside's current service standard with a new standardized version proposed by the State.
- The state's version emphasizes that services must be integrated, age-appropriate, and inclusive. It explicitly mentions the use of Financial Management Services (FMS) for participant-directed services, allowing families to use non-vendored providers.
- There was discussion of the "up to six hours per week" cap currently in Westside's policy. The DDS version lacks this specific cap, favoring individualized decisions through the Individual Program Plan (IPP) process. Concerns about managing costs for community programs was also discussed.
- Continued discussion on the non-medical therapies section of the existing standard was tabled for the next meeting.

The meeting was adjourned at 5:59 p.m.

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

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)