

North Los Angeles County Regional Center
Consumer Services Committee Meeting Minutes

March 16, 2016

Present: Jun Antonio, Marcia Leija, Caroline Mitchell, Bridget Moss, Debra Newman, and Curtis Wang – Committee Members
Mary Jo Fernando – Board Member
Dolly Wauls – Vendor Advisory Committee Representative
Gerald Robles – Guest
Maria Bosch, Joan Daniels, Ruth Janka, Jennifer Kaiser, Michele Marra, and George Stevens – Staff Members

Absent: Jessica Gould and Jeremy Sunderland

I. Call to Order & Introductions

Debra called the meeting to order, in Jessica's absence, at 6:10 p.m. Introductions were made.

II. Public Input – There was no public input.

III. Consent Items

A. Approval of Agenda

Item IV.G. was added to the agenda.

M/S/C (B. Moss/C. Mitchell) To approve the agenda as modified.

B. Approval of Minutes of February 17th Meeting

M/S/C (B. Moss/C. Mitchell) To approve the minutes as presented.

IV. Committee Business

A. DDS Approval of Service Standard Changes

The Board of Trustees approved changes to 5 of the center's 11 service standards on November 10, 2015 and submitted them to the Department of Developmental Services (DDS) for approval. On March 8th, DDS approved the changes noting 2 clerical errors in one section of the Early Start service standard, which has since been corrected.

M/S/C (B. Moss/C. Mitchell) To present the Early Start service standard, as corrected, to the Board of Trustees.

B. Purchase of Service (POS) Expenditure Data Report (George)

The center held the first of its two POS public expenditure report meetings on Monday evening. The meeting was well-attended with about 75 to 80 people. Copies of the POS expenditure report presentation were provided to everyone present and briefly reviewed. George urged everyone to review the information in more detail and contact him with any questions. The second and final POS public expenditure report meeting will be held Monday, March 28th, at 2:00 p.m., at the center's Antelope Valley office.

C. Self-Determination Program Update (Debra and Ruth)

1. DDS Training Materials: A workgroup has been put together for the purpose of preparing training materials for the regional centers. It is expected that DDS will be providing centers with the training materials within the next 60 days or so.
2. Federal Waiver Application: DDS submitted the completed application to the Center for Medicaid and Medicare Services (CMS) in September. CMS responded in December with about 180 questions for DDS to answer. DDS anticipates sending CMS their response to the questions by the end of this month. The center's self-determination services must comply with the CMS final rules, which must be implemented by March 2019.
3. Financial Management Service (FMS): The self-determination statute states that the program must be cost-neutral, but isn't there a budget needed for the FMS?

Action: Ruth will find out about the budget for the self-determination program's financial management service and report back at next month's committee meeting.

4. NLACRC Staff Training: Ruth has begun training the center's case management staff at all 3 offices and should have the training completed by April. The trainings focus on the statutory framework because no practical information on the program has been made available to us as yet.

5. Statewide Conference: Ruth and Debra attended a recent conference that was held for the chairs of the 21 regional center self-determination volunteer advisory groups, although many others attended the conference as well. Ruth gave a report on the conference, which included:
 - Reports from families who have been using self-determination services since the pilot began in 1998. They reported that their budgets were high at first, but decreased over the years.
 - The need for clarification from DDS on the role of the regional centers and the role of the self-determination advisory committees.
 - Ways to get increased attendance at each center's self-determination advisory committee meetings.
6. Self-Determination Specialist: The center has hired a self-determination specialist who will be responsible for conducting outreach for the center's self-determination program. She will begin attending the volunteer advisory group meetings starting in April (the group is "dark" in March).
7. Collaboration with CSUN: A meeting will be held on March 25th at CSUN to meeting with the program coordinators for all of their support groups; we want to partner with them to conduct outreach for our self-determination program.
8. Advisory Group Reporting Process: As discussed at last month's committee meeting, the board selected Debra Newman to be their representative on the advisory group and depend upon her to be their connection with the committee. Debra provides updates on the committee's activities at both the monthly Consumer Services Committee meetings and the monthly board meetings. The committee collectively agreed that Debra Newman is doing a great job of keeping them current on the activities of the center's self-determination committee and want to stay with the current process. George suggested that their agreement to this process be formalized.

M/S/C (C. Mitchell/B. Moss) To recommend to the Board of Trustees that any recommendations or input from the center's self-determination advisory committee come to the Consumer Services Committee first – and Debra Newman will be the committee's voice on those matters to the Board of Trustees.

9. Volunteer Advisory Committee: Their next meeting will be held Thursday, April 21st, from 7:00 to 9:00 p.m., at the center's Santa Clarita Valley office. Anyone interested is welcome to attend.

Action: The committee agreed to continue to support the current reporting structure of the self-determination committee with Debra Newman being their connection with that committee.

D. Monthly Community Placement Plan (CPP) Report

Maria Bosch reported that the center's goal for this fiscal year is to place 10 consumers out of the developmental centers and into the community. As of February 29th, we have met our goal, and are in the process of placing 3 additional consumers into the community. We want to make sure these consumers are placed somewhere near their families and are working in coordination with the other southern CA regional centers to make sure this happens.

E. Questions re: Monthly Quality Assurance and Special Incident Reports

These reports are provided at each board meeting as part of George's director's report. They are an agenda item at this meeting in case anyone had any questions regarding either report. There were no questions regarding either report.

- F. Board Audit Question: Does any action impact on the availability or quality of service?

George reported that the center is putting together plan to implement the CMS final rule, which will drastically impact our service delivery system. We must comply with CMS by the March 2019 deadline in order to continue to receive federal funding. We are also beginning to work on implementing the Workforce Innovation Opportunity Act (WIOA) which will promote employment for consumers 18-24 years of age versus being placed in a program or workshop. Staff training is being developed.

G. Caseload Ratios

The center is out of compliance with the required caseload ratios in all areas except Early Start (we are at 1:60 and the requirement is 1:62). George explained that if the center put all of its Medicaid waiver consumers into 1 category, the center might be able to meet some additional ratios, but George wants to the

center to report their caseload ratios honestly and accurately to DDS. George added that NLACRC is the fastest growing center in the state and even with the new funding coming, it will not be sufficient to hire enough service coordinators to meet the caseload ratio targets. Regional centers are required to have public meetings to present their caseload ratio data to the community if they don't meet their targets. The center's public meeting will be held sometime in May.

V. Board Meeting Agenda Items

The following items were identified for the committee's section of the April 13th board meeting agenda:

- A. Minutes of the March 16th Meeting
- B. Self-Determination Program Update
- C. DDS Approval of Service Standards/Two Minor Corrections
- D. Approval of Self-Determination Information Reporting Process

VI. Announcements / Information Items / Public Input

- A. Complete Meeting Evaluations

Debra asked the committee members to please complete evaluation forms after the meeting and submit them to her with any comments.

- B. Next Meeting: Wednesday, April 20th, at 6:00 p.m.

VII. Adjournment

Debra adjourned the meeting at 7:33 p.m.

Submitted by:

Jennifer Kaiser

Jennifer Kaiser
Executive Assistant

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