



EASTERN LOS ANGELES REGIONAL CENTER  
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**Minutes of Board of Directors Meeting  
 June 14, 2011  
 Approved July 12, 2011**

**Present:**

Olga Sarabia, President  
 Pat Gomez, Vice-Chairperson  
 Terry Munoz, Treasurer  
 Joe Utar  
 Elton Lui  
 Felicitas Navera, Secretary  
 Theresa Chen  
 Marvin Brown  
 Cynthia Juarez for Tammy Bachrach, VAC

**Staff Present:**

Gloria Wong, Executive Director  
 Felipe Hernandez, Chief of  
 Consumer Services  
 Rosalie Estrada, Exec. Assistant

**Absent:**

Deborah Gallardo  
 Jiang Guo  
 Miguel Lugo  
 Robert Hazard

**Guests:**

Refer to Sign-In Sheet

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Olga Sarabia, President, called the meeting to order at 6:05 P.M.

**I Welcome and Roll Call**

Olga Sarabia, President, welcomed all present. Roll call was taken and a quorum was present in order to conduct business.

**II Introduction**

The Board and the members of the audience were introduced.

**III Community Input**

Dr. Jonathan Chien, parent, reported SEEK will be conducting an international ABA (Applied Behavior Analysis) conference in China the week of June 13, 2011. Seven provinces in China will be attending.

Yvette Baptiste, the Director of the Family Resource Center, is developing with Los Angeles Unified School District and ELARC to develop a parent support group for the

consumers attending East Los Angeles College. Additionally a support group is being developed for those parents who have children with multiple disabilities and who tend to be isolated. The goal is to try and make a connection with the parent and with other parents who are in a similar situation and reside in the ELARC catchment area. The first event is scheduled for Thursday, June 16.

Yvette announced there is another event is scheduled for June 30. The FRC will be hosting a workshop with Dr. Alison Grimes, Audiologist from UCLA who will be discussing evaluation of the auditory system in children with disabilities. The workshop is open to both parents and professionals. Flyers were distributed.

Chala Jitpatima, parent, announced she is now a certified yoga instructor and hopes to be able to do some volunteer work with adults who have developmental disabilities.

Israel Ibanez, vendor, reported his agency was invited to participate at the vendor fair held at the Lanterman Developmental Center last weekend, and indicated it was a great event and was well organized. There were approximately sixty families in attendance. Parents received valuable information. Parents shared some of their sad/horror stories, parents shared documentation and photos of abuse when their child was placed out in the community, but Israel stated that at the end of the day the parents felt some relief as did the vendors. Parents left feeling there were choices available for their child and felt there was hope for their child.

#### **IV Approval of Board of Directors Meeting Minutes**

##### **A. Minutes of May 10, 2011**

Page 1: Add Marvin Brown as "absent."

Page 2: Correction fourth paragraph, first sentence, change to read "There are twelve *regional centers* who bank with Union Bank . . ."

Delete duplicate sentence "There are currently five regional centers who bank with City National Bank."

Page 3: Correction first paragraph, eighth sentence, change to read, ". . . but *this* amount has been modified."

***M/S/C (Elton Lui/Terry Munoz) To approve the Minutes of May 10, 2011 as corrected.  
Unanimous.***

B. Minutes of Executive Session of May 10, 2011

Page 1: Third paragraph, line six, eliminate “which has been the current schedule for the last two years.”

Page 2: Second paragraph, line four, add the word “*benefits*” before “employees,” to read “that payment for *benefits* for employees working . . . ”

Gloria Wong, Executive Directors requested a modification to the first motion which reads “To approve a reduced work schedule from 80 hours per pay period for all full-time employees to 74 hours per period to become effective 7/1/11.” Gloria would like to rectify the implementation date to 7/2/11, the new fiscal year starts on 7/1 but ELARC ends the pay period on 7/1/11.

***M/S/C (Elton Lui/Felicita Navera) To approve the Minutes of the Executive Session of May 10, 2011 as amended. Unanimous.***

C. Minutes of Executive Session of January 11, 2011

*M/S/C/ (Terry Munoz/Theresa Chen) To approve the Minutes of the Executive Session of January 11, 2011. Unanimous.*

V Executive Director’s Report - Gloria Wong

D. Budget Status - FY 2010/2011

1. Monthly POS Report

A copy of the POS Expenditure Projections Summary through the month of February 2011 was distributed and reviewed. This report is submitted to the Department of Developmental Services (DDS) on a monthly basis and is due on the 10<sup>th</sup>. There is a deficit reported from a high of \$2.0 million to a low of \$1.8 million. The \$3.6 million allocated has been taken into account. There continues to be an increase in terms of expenses compared to last month. Statewide there is a decrease in the overall statewide deficit, ranging from \$8.3 million to \$11.9 million. There are currently nine regional centers reporting a deficit in Purchase of Services, ELARC has the third largest.

2. B-3 Contract Amendment

As reported above, ELARC received the B-3 Amendment in the amount of \$3.6 million and is reflected in the POS report. In operations there was a small adjustment of \$88,000.

### 3. Budget Performance Report/Operations

Gloria reported a total surplus of \$257,550. The operations section is divided into four sections, of which three of the budgets are dedicated funds that cannot be transferred from one budget section to another. The budget items are divided by: Clinical Team, Community Placement Plan, and Prevention. For the general (nondedicated funds) regional center operations there is a balance of \$42,996.

### B. DDS Audit Report/Findings

Gloria reported the audit branch of the Department of Developmental Services conducted an audit for the period of July 1, 2007 through June 30, 2009. A copy of the full and final report was shared with the Board. The Executive Summary, located on page 1, reports on the two findings which required action, Family Cost Participation Program and Equipment Not Tagged. Prior to the final report being issued, a draft report and an exit interview is conducted. By that time the final report was issued the two findings were corrected.

### C. Fiscal Year 2011 - Update

#### 1. State Budget Crisis

Gloria reported the Assembly as well as the Senate have concluded their hearings. Notes on the Senate Budget and Fiscal Review Committee Hearings held on May 27, 2011 were distributed to the Board. There has been no change in the proposed Trailer Bill Language. To date the budget has not been passed, constitutionally it should be passed by June 15. The Legislature is saying they will have a budget on time. The Governor is still hopeful to get the four Republican votes to extend the taxes that will sunset on June 30, 2011.

ELARC has a credit line of \$31 million established for July 1 should the budget not be passed. This line of credit will be exhausted in 2 ½ months.

#### 2. May Revision Highlights

A copy of the 2011-12 May Revision Highlights distributed by DDS was shared with the Board. The report was developed on May 16, 2011 and there have been no changes to the document.

#### 3. ARCA Positions on Governor's May Revise and the Department of Developmental Services Draft Trailer Bill Language to Achieve General Fund Savings

The report gives a reaction and position on the Governor's May Revise. The report outlines the thirteen proposals which have not changed. One of the major areas of concern is the transfer of prevention services from the regional center to the Family Resource Center and it is uncertain how much money will be allocated to the FRC to do this job.

#### 4. Operations Proposal Update/Action

Gloria reported it appears the new fiscal year will be a very tight budget in operations. Staff has been informed about the changes in future work schedules and it was well accepted. It was necessary for staff to vote on the change in the schedule and there was 100% approval. A notice regarding the change in the Regional Centers hours will be going out in the E-Newsletter, and be posted on the website. The reception area on Fridays will be open from 8:00 A.M. to 2:00 P.M.. Due to the flex schedule for staff some will be off at 1:30 and others at 2:00. The new schedule will begin on July 2, 2011.

D. Board Retreat Follow-Up Discussion

1. Mission Statement/Core Values

A copy of the current Mission Statement and the Core Values Statements adopted by the ELARC Board of Directors on January 13, 1998 was shared with the Board. Additionally a draft proposal, developed by Management Staff, was distributed. The Executive Committee of the Board has been meeting with Mark Starford, Consultant to develop a training series as well as some consideration for changes to the Mission Statement and Core Values.

Olga Sarabia, President, reported the Executive Committee really liked the proposed language indicating it encompasses everything ELARC stands for. Comments were solicited. Board members agreed the new statements reflect Person Centered Planning.

Olga will be meeting with Mark Starford before the July 12 meeting. The intention is to have Mark be present at the July meeting to make a presentation to the board.

Some of the input included the following:

Mission Statement:

2<sup>nd</sup> line, at the end of the sentence, eliminate *supports or services*. Felipe reported the reason these two words were used was taken from the Lanterman Act as it makes reference to the consumers.

Suggestions to the Draft Core Values Statement:

First bullet point: 3<sup>rd</sup> sentence, recommend changing "valuing current" to possibly "relevant information," "current information" or "*changing trends*."

Bullet #6: Suggestion, change to read, "That the regional center *will* place a premium on health and safety for persons with developmental disabilities. This will be reflected in service coordination . . ."

## 2. Boardmanship Training Series

A video training series is being discussed. Olga indicated a training series is being planned for current board members, and for those who aspire to join the board. The training series will cover what the regional center is about and how the board specifically functions.

There was some discussion on how the advisory committees can better work together with the Board of Directors. Does the board give the advisory committees an assignment which could focus on issues related to the budget or services? Further discussion planned for the July Board Meeting.

Olga reported the Executive Committee did come to an agreement that the Board of Directors will attempt to have at least two board meetings in Whittier in 2012 in order to comply with requests from Whittier area parents. Gloria reported staff presently are doing a survey to determine what space is available. One possibility is to see if existing service providers may have space, and maybe hold meetings at the various sites.

## **VI Consumer Services Report**

Felipe Hernandez, Chief of Consumer Services, reported the following:

(1) The Los Angeles County Mental Health, Department of Children and Family Services and the Probation and the Los Angeles County Regional Centers are currently reviewing the Memorandum of Understanding. The regional centers are in the process of updating the MOU which sunsetted after five years. It is anticipated the MOU will be finalized in six months and will then be forwarded to the L.A. County Executive

Directors for their approval. Upon their approval the MOU will be sent to the Los Angeles Board Supervisors for their approval.

(2) The Community Services staff attended a Professional Development Series today which is coordinated by Information and Training Unit of ELARC. The topic was Customer Service. This was chosen as a way to provide information to service coordinators given the environment staff is currently working in terms of reduced budgets and increased workloads. The presentation described what is customer service, what does it mean and how to do it. Presenters included a professor from Cal State Los Angeles, a representative from the Department of Rehabilitation and the Executive Director of Access Services. Additionally Liz Rodgers, Autism Specialist, also made a presentation on Person Centered Thinking. All presenters were very good and were well received.

(3) Emergency Planning: DDS would like to ensure that all regional centers have emergency plans in place for any natural disaster which may occur. Elizabeth Harrell, Supervisor in the Information and Training Unit has taken the lead in developing an emergency plan and is working closely with Los Angeles County agencies, first responders which include the fire department, police, and the Red Cross. She also is coordinating efforts within ELARC so staff will know

what their responsibilities would be should there be a natural disaster or emergency. Vendors are also being assisted so that they also have an emergency plan in place and that staff are trained.

Olga Sarabia reported she is attending a 6 week training session sponsored by the Alhambra Fire Department and highly recommends the training.

## **VII Committee Reports**

### **A. Vendor Advisory Committee**

Cynthia Juarez, Maxim Healthcare, reported the Disaster Preparedness Committee continues to meet and is working closely with Frances Jacobs, Manger, Community Services Division. She also reported the Political and Ethics Subcommittees continue to meet also.

Cynthia reported the Vendor Fair held in Rosemead was a big success.

The next VAC meeting is scheduled for June 23 at 10:00 A.M.

### **B. Consumer Advisory Committee**

Miguel Lugo was not present therefore no report was provided.

### **C. Family Advisory Committee**

Felicitas Navera reported she attended the last FAC meeting which was held in Alhambra in the morning. There were seven parents in Alhambra and three in Whittier.

It was noted attendance in Whittier is higher when the FAC meeting is scheduled in the evening.

Terry Munoz reported she also attended the FAC meeting.

### **D. Finance Committee**

There was no meeting of the Finance Committee therefore there was no report. Joe Utar requested Gloria share with Pat Alvarez, Chief of Administrative Services and her staff how much the Finance Committee appreciates the fine job they continue to do in maintaining all financial information as reflected in the most recent audit report from the Department of Developmental Services.

## **VIII Misc. Announcements**

There being no further business to discuss the general board meeting was adjourned at 7:35 P.M.

An executive session was called to order at 7:45 P.M. to discuss a legal matter.

There being no further business to discuss the executive session was adjourned at 8:10 P.M.

Respectfully submitted by:

**Felicitas Navera, Secretary**  
**ELARC Board of Directors**

**Recorded by: Rosalie M. Estrada, Executive Assistant**