

**SAN GABRIEL/POMONA VALLEYS
DEVELOPMENTAL SERVICES, INC.
VENDOR ADVISORY COMMITTEE MINUTES**

November 2, 2017

The following committee members were in attendance at said meeting:

PRESENT:

Nicole Mirikitani, Chairperson
George Stransky
Gregory Mathes
Sharon Ehrig
Terry Kappe
Vanessa Osborn
David Bernstein
Nur Bandek
Jay Bhavsar

STAFF:

Keith Penman, Executive Director
Erika Gomez, Executive Assistant - BOD

MEMBERS ABSENT:

Lisa Chen
Chris Schlanser
Karen Jones

RECOMMENDED ACTIONS

THE VENDOR ADVISORY COMMITTEE RECOMMENDATION:

None

A. CALL TO ORDER

Nicole Mirikitani called the meeting to order at 9:34 a.m. A quorum was established. Introductions were made of everyone in the room.

The minutes from the October 5, 2017 meeting were reviewed and approved.

M/S/C (Kappe & Bernstein) The committee approved minutes.

B. SPECIAL PRESENTATION “OVERVIEW OF THE FOSTER GRANDPARENT SENIOR COMPANION PROGRAM”

Leslie Egge shared how the following information about the program:

- DDS is the Grant Writer and Monitor for the program’s funding.
- The requirements and guidelines.
- Who the advisory committee consists of and their purpose.
- Budget management reporting.
- Who the volunteers are, what their purpose is and where they serve.

C. VENDOR CATEGORY REPORTS

Adult Programs

Vocational –George Stransky had nothing to report.

Adult Day – Gregory Mathes shared that the subcommittee meeting met prior to the VAC meeting. They spoke about the plans for the Crafts Fair, scheduled for December 7, 2017.

Infant & Children Services

Infant Development Program – Nur Bandek had nothing to report.

Transportation

Vanessa Osborn reported that the next subcommittee will be on November 15, 2017 at 10am and they will discuss the upcoming holidays schedule.

Independent Living Services

ILS Services – Nicole Mirikitani informed that the next subcommittee meeting will be today after the VAC meeting on January 4, 2018. She also suggested a Resource Fair targeted to new service coordinators to help educate on what the ILS and SLS programs do.

SLS Services – Sharon Ehrig shared that the next California Supported Living Network 18th Annual Leadership Conference is scheduled for April 11-13, 2018 in San Diego.

Residential Services

ICF – David Bernstein reported that the DSN annual meeting will be on November 16-17, 2017.

CCF – Jay Bhavsar had nothing to report.

Specialized- Chris Schlanser was not present.

Other Vendored Services- Vacant

At Large- Terry Kappe had nothing to report.

D. EXECUTIVE DIRECTOR REPORT

Keith Penman, Executive Director, reported on the following:

A reference was made to the monthly Executive Director Report.

Self Determination: A plan has not been sent to the federal government for their approval. DDS is going to have a conference call with the Federal Government

soon to talk about the ten remaining questions. In the interim, DDS provided training to regional center staff about what the program will look for them with some of the responsibilities. Families will negotiate rates with vendors directly. Person Centered Thinking: Self Determination requires the facilitator to have training on Person Centered Thinking Planning because the facilitator will be responsible for putting together a person-centered plan. SG/PRC received disparity money from DDS to address disparities in Purchase of Service. SG/PRC proposed and got funding for training for case management staff on Person Centered Thinking. This project proposes to institute a change in how the IPP process is conducted, which is to be more focused on the client. It will also assist in viewing the client from every perspective. Pathways was hired to work with the service coordinators, managers and the executive team to start doing Person Centered Thinking. Staff have been receiving a two training and the Board of Directors received a training overview of it. Eventually, SG/PRC will assist the vendors to do the same.

DDS Audit: SG/PRC received its draft Audit Report in March 2017 for Fiscal Year 13/14 and 14/15. The report had three exceptions. SG/PRC staff has responded to those exceptions. DDS reported that it is currently under management review. More information will be made available as it comes out. The audit for fiscal year 16/17 began in July 2017. At this point the audit looks good. It is expected that an update will be provided soon.

Independent Audit: Windes is conducting this audit. The auditors left with three open items, which have since been addressed. They are in the process of completing the draft report and it will be presented in January.

Caseload Ratios: Caseload ratios have gone down. Regional centers had to submit updated caseload ratios because DDS was required by the legislature due to the money that was allocated in last year's budget to hire 200 more Service Coordinators state-wide.

ARCA Meeting: The ARCA meeting was on October 19, 2017. The meeting was mostly focused on the fires affecting the individuals residing in Sonoma Developmental Center. Members from DDS were not present at the meeting because they were assisting in Sonoma placing clients. Over 30 clients were placed in their "forever home" because of the work that DDS did in getting provisional licenses for homes that could take them in. Also, those in attendance received a presentation from Berns and Associates. They were awarded the contract to develop the rate survey.

E. SUB-COMMITTEE REPORTS

Membership and Recruitment – Nicole Mirikitani and George Stransky encouraged the public to consider applying for the vacant categories.

Socials and Special Functions – Nikki Mirikitani and George Stransky informed that the Holiday Breakfast Social will be on December 7, 2017.

Legislation- Karen Jones was not present.

Vendor Training – Christ Schlanser was not present.

PUBLIC COMMENTS

The following topics were discussed:

- There was a request for training on invasion of bed bugs.
- There was a request for training on community safety and gun awareness.
- There was a request for training on moving forward with paperless documentation.

MEETING ADJOURNED

The next regular meeting will be held on January 4, 2018 at 9:30 a.m.