



Alta California

Regional Center

2241 Harvard Street, Suite 100

Sacramento, CA 95815

916-978-6400

Alta California Regional Center (ACRC)
Self-Determination Advisory Committee Meeting (SDAC)
Wednesday, July 12, 2023
1 to 3 p.m.
Minutes

Members:	Present	Absent	<p align="center">Legend:</p> <p>SA – Self-Advocate FA – Family Advocate SP – Service Provider</p>
Benita Shaw, FA	X		
Carmen Delgado, FA	X		
Daniel Meadows, SA	X		
Kelsey Handcock, DRC	X		
Kenya Martinez, FA	X		
Kimberly Terrell, SA		X	
Lisa Cooley, SA (Chair)	X		
Meena Kalyanasundaram, FA		X	
Linda Thrift, Community Resource Partner	X		
Tom Hopkins, SA		X	
Tracy Ligtenberg, FA		X	
William Reed		X	
Margaux De Leon	X		
Non-members Present:			
Mechelle Johnson, ACRC Jennifer Bloom, ACRC Tracy Brown, ACRC Johnny Xiong, ACRC Faye Tait, ACRC	Kenisha Hurd, ACRC Kizi Smith, ACRC Peter Mendoza, SCDD Anne De Medeiros, SCDD Jaclyn Balanay, DDS Amanda Pellaccio, PEC Teri Voorhes Chelsea Coffin, Adjoin	Melanie Gonzales, Adjoin Mirela Chris Chu Galacia Frisby Emily S., PEC Tanishia, Warmline FRC	

1. Call to Order by Lisa Cooley, Chair

Welcome & Introductions (1:00 p.m.) There was not a quorum of members present. Agenda items were handled as informational until a quorum was established.

2. Approval of Agenda & Minutes – Lisa Cooley

A quorum was established at 1:37 p.m. Chairperson Lisa Cooley requested the committee come back and vote on the approval of today's agenda and the May 10th SDAC meeting minutes.

A roll call vote was made to approve the agenda of today's meeting and the May 10th meeting minutes. (Lisa, Kenya, Benita, Carmen, Daniel, Margaux, Kelsey)

There was no discussion of the agenda of today's meeting and the May 10th meeting minutes.

3. ACRC SDP Updates—Mechelle Johnson, Jennifer Bloom, Tracy Brown, Faye Tait & Johnny Xiong

A. General SDP Update

- Faye shared that as of June 5th, 2023, ACRC has 251 individuals that have fully transitioned to SDP. Of those, 155 are White, and 96 are Minority (36 Asian, 15 Black, 20 Latin, 22 Mixed & 3 Other). Age Range 0-17 (71) 18-100 years old (180).
- ACRC has six vendored Financial Management Service (FMS) Agencies: Acumen, Aveanna, Cambrian, GT Independence, Essential Pay, and Mains'l. Their contact information is listed on the Department of Developmental Services' (DDS') website. As well as one agency that is pending will be Bill Payer Model.
 - ACRC meets quarterly with our vendored FMS agencies. We have also invited them to attend SDAC meetings.
 - The next meeting is scheduled for August 3rd.
- Our regional center has two Person Centered Planning (PCP) Vendors: Lighted Path Solutions and Lincoln Training Center. There are other agencies in various stages of the vendorization process for PCP.

Self-Determination Meeting Minutes July 12, 2023

- ACRC continues to update, identify and track specific progress of each participant's enrollment in SDP. This provides information at a quick glance on where in the process each client currently is, which will assist us in understanding who is currently responsible for the next steps, as well as to continue to identify any barriers for the completion of enrollment. Service Coordinators (SCs) have tools to support them in updating at each step of the SDP process.
- The Statewide SDP Orientation is available in English and Spanish through the collaboration of SCDD and DDS. ACRC continues to promote this.
- ACRC continues to offer orientation through our Learning Management System (LMS).
- We have one new Participant Choice Specialist (PCS) joining the unit who will attend these orientations, as well, and will be available to assist staff when needed.
- **Ongoing meetings and collaboration**
- We have a once a month SDP Training for all staff that includes various topics such as Introduction to SDP, 5 Core Principles, Budget vs. Spending Plan, and Outside Resources for Transition Support.
- Our CSM for the SDP unit, Melissa Schuessler, continues to provide training and support to the agency and unit.
- ACRC's monthly meetings with DDS continue.
- Our SCs continue to provide clients/families with information about SDP and assist them with registering for SDP orientations, training, and follow-up.
- ACRC is actively recruiting for two new SDP Service Coordinators due to a promotion and growth position within the unit. As well as two more Participant Choice Specialists.

i. **Update on Pre-Enrollment Transition Supports**

- Faye shared an update that DDS issued a Directive on June 30th, 2023, for the final extension of the initial Person-Centered Planning Pre-Enrollment Transition Supports. The Directive extends Option A and Option B, which were due to expire soon and will now be extended through the end of the year. We still have the availability of Option A, which is for \$2,500, or Option B, which is for \$1,000 for Person-Centered Planning for up to 40 hours for Pre-Enrollment Transition Supports.

Self-Determination Meeting Minutes July 12, 2023

- After January 1st, 2024, only option B will be available.
- Furthermore, all providers are pending or approved for Self-Directive Supports (099) under option B, and three agencies are pending or approved for Person-Centered Planning (056).
- Benita asked if an Independent Facilitator (IF) is not vendorized under 056 or 099, will they still be able to service clients?
 - Faye noted that after January 1st, 2024, an individual can still do the Person-Centered Planning up to \$1,000 through 024, but there won't be Self-Directive Supports unless they are open to using a vendor. Therefore, an IF would need to be vendorized under 056 or 099 to help an individual continue the process of flipping the switch.

B. How to Break Down Barriers to Get More Individuals Into the Program and Create a Smoother Process

- Faye shared the positive feedback she has received regarding the benefits of having the SDP unit team who are experienced and trained explicitly in SDP. Faye noted that creating the unit has been the most significant change in creating a smoother process for individuals transitioning into SDP.
- In addition, ACRC continues to highlight SDP on our website.
- Benita shared feedback that having the SDP Manager present to guide new SCs has been very helpful in answering questions and smoothing understanding along the way.

C. How to Utilize the Grant Funds for SDP Presentation in Other Languages

- Mechelle provided an update on the grant funding available for this Fiscal Year.
- Mechelle noted that our regional center's 21-22 allocation is \$146,064.
- To date, we have committed \$121,600 to contracts:
 - The committee approved \$15,000 for a joint training at the Supported Life Institute Conference in May.
 - Progressive Employment Concepts (PEC) has a contract for \$61,600 to train self-advocates and families, including those on complex caseloads and under-served communities.
 - In addition, PEC also has a contract for \$45,000 to deliver Pre-Enrollment Transition Supports to clients and families.

- The remaining balance for the 21-22 Fiscal Year is \$24,464.
- Mechelle noted that, at this time, there are no proposals for these remaining funds and welcomed the idea of establishing a joint subcommittee to present a request for proposals for the committee to vote on to utilize the grant funds for SDP implementation in other languages.

4. Bagley Keene Update-

- Anne and Peter planned to share an update on Bagley Keene but noted that there is a Senate Bill in progress that will change what they had planned to share.
- Anne shared a brief explanation of Senate Bill No. 544, which will redefine teleconferencing and add a remote location.
- Anne noted that if Senate Bill No. 544 passes, SCDD will assemble a guide to share with the committee members.
- The Bill passed the Senate, is currently with the Assembly, and went to a Committee Hearing today. More information to come soon.
https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202320240SB544

5. Grant Funding Sub-Committee Update –

- Kenya shared that there are no updates at this time and is in favor of planning a couple of meetings with the Grant Funding Sub-Committee to discuss how to utilize the remaining grant funds.
- Benita, Carmen, Lisa, and Mechelle would like to attend the future Grant Funding Sub-Committee meetings.

6. Progressive Employment Concepts Update –

- Amanda shared an update on the Pre-Enrollment Transition Support Services and reported that some individuals are part of the grant program and others are continuing with the traditional services.
- PEC has received referrals from SCs, other individuals, and SDAC members and started to support the first client with the grant in late June. Other individuals are beginning the meet-and-greet process.
- Amanda noted that PEC had not set a final date for the second grant for the training and coaching series due to prioritizing the

Pre-Enrollment Transition Supports Services, but will now be finalizing the dates.

- Benita asked if there is a referral process for individuals PEC cannot serve because they are their clients.
 - Amanda noted that it depends on PEC's capacity if they need to refer individuals and the individual's circumstances.
 - Amanda shared that PEC has made referrals to other IFs working independently and Neuro Nav.
- Benita requested a review of what the training would look like.
 - Amanda and Rachel will bring a preview presentation to be shared at an upcoming committee meeting.
 - There was a discussion on providing the presentation in Spanish.
 - Amanda will confirm if the translation will be interpreted in Spanish or if it will be a pre-recorded version.

◦

7. Action Items pending from prior SDAC meeting:

- a. Discuss adding a by-law for voting.
 - Several committee members noted that the discussion on adding by-laws was brought forward due to inconsistency in committee members' attendance which resulted in not having a quorum in past meetings.
 - Anne reminded the committee that a quorum is 50% plus one and added that the lack of by-laws only allows for calling absent members to ask if they wish to continue serving on the committee.
 - Anne noted that the committee could choose to establish by-laws requiring attendance to replace absent members. Otherwise, absent members could decide to remove themselves.
 - Carmen asked about the steps to develop these by-laws and incorporate them.
 - Anne shared that the council already developed by-laws that could be used as a model if the committee decides to proceed with the attendance requirements. A Sub-Committee would need to be developed to review and reformulate the by-laws for revisions and changes and then present them at the SDAC meeting to be voted on for approval.
 - Peter noted the importance of having written by-laws so everyone knows what's expected of them as a committee member to ensure any actions taken are transparent and carried out equitably.

Self-Determination Meeting Minutes July 12, 2023

- Anne will confirm if a vote could be done if no by-laws are created to remove non-active members.
- Mechelle noted that she contacted non-active members appointed by ACRC in November and will reach out again to encourage participation.
- Anne will contact non-active members appointed by SCDD.
- Anne will send the council's by-law outline to Carmen to review.
- Kenya suggested placing language in the by-law to excuse absence due to needing a break due to health issues or other difficulties.
- The committee will await feedback from Mechelle and Anne about their outreach efforts to non-active committee members and will create an action for the September SDAC meeting.

8. Public Comment Period

- Emily with PEC shared a concern on behalf of a client and their staff that they have experienced missed payments from their FMS for 2-3 weeks due to a POS that has not been corrected. The client does not have an IF and is navigating the issue on their own. Emily suggested they check in with their SC.
- Amanda with PEC noted that they have numerous individuals transitioning from one FMS to another and shared that it may be helpful to create material on what to expect during the transition process to make it as seamless and comfortable as possible for participants and families.
- Peter shared that SCDD sent out an E-blast that included tips on how to make it through a heat event, lists cooling centers by county, and information on public safety power shut-offs.
- Peter noted that SCDD and ACRC are hosting a Disaster Preparedness Community Forum to discuss how to successfully prepare for an emergency on July 13th from 5:30-7:00 pm or July 19th from 12-1:30 pm. Registration is required.

9. SDAC Member Comment Period

- Margaux shared the frustrations of two families that were assigned SCs after waiting some time and are now waiting to be assigned again after the SCs decided to leave the unit shortly after. Margaux asks what will the wait time look like for these families and the new hire status for the SDP unit.

Self-Determination Meeting Minutes July 12, 2023

- Mechelle noted that although the regional center occasionally experiences turnover, we strive to do our very best to ensure every client has an SC, which can include a covering SC or the Officer of the Day (OD) until we can hire for that vacant caseload.
- Mechelle ensured the community that there is a plan and processes put in place for coverage to ensure clients are being notified in the case of SC changes which includes correspondence letters that are sent out to the client/family letting them know whom to reach out to in the absence of their SC.
- Margaux asked if attendance for the committee members is being recorded.
 - Benita noted ACRC and SCDD track attendance which is also noted in the minutes.
- Carmen asked if anyone recalled an email about best practices on the Self Determination Program.
 - Benita recalled this being sent out earlier in the year.
- Carmen inquired if the transition process from one FMS to another could be documented.
 - ACRC will add this discussion item to the September SDAC meeting agenda.

10. Future Dates for 2023 SDAC monthly meetings:

- September 13, 2023, 1-3 pm
- November 8, 2023, 6-8 pm – **Remote Only Meeting**

11. Identify agenda items for the next meeting.

1. Update on FMS agencies and the transfer process from one FMS agency to another.
2. Mechelle and Anne will reach out to non-active members appointed by ACRC SCDD to encourage participation.

12. Meeting adjourned at 2:32 p.m.