AGENDA

INLAND COUNTIES REGIONAL CENTER, INC.
BOARD OF TRUSTEES MEETING
MONDAY, JANUARY 14, 2019

Meeting: 6:00 p.m. to 8:30 p.m.

Inland Regional Center

Conference Center - Auditorium, Section A

1425 S. Waterman Avenue San Bernardino, CA 92408

Call to Order/Ms. Stark

Minutes of November 5, 2018 Board Meeting/Ms. Stark

Action

Public Input: (Comments limited to 3 minutes per person. Action may not be taken on any item that is not on the Agenda. <u>Please submit Request to Speak Form noting the agenda item to be addressed at sign-in table.</u>)

Self Determination Update/Mr. Meza (Written Report)

Info

Executive Director's Report/Ms. Johnson

Info

Committee Reports

1)	Another Way/Ms. Gonzales (Written Report)	Info
2)	Consumer Advisory Committee/Mr. Nelson	Info
3)	Master Trust Committee/Ms. Miller (Written Report)	Info

Old Business - None

New Business

1)	\$250,000 Contract/Mr. Toms	Action
2)	Another Way Investment Policy/Mr. Urtz	Action

Trustee Input

Executive Session

- 1) Legal Matters (In accordance with Welfare & Institutions Code Section 4663(a)(5)
- 2) Employee Salaries and Benefits (In accordance with Welfare & Institutions Code Section 4663(a)(3)

Next Meeting Date:

March 11, 2019

MINUTES OF NOVEMBER 5, 2018 Inland Counties Regional Center, Inc. Board of Trustees Meeting

BOARD PRESENT: Kiana Buffington; Ted Leonard; Eric Naranjo; Jack Padilla; Cameron Page;

Donita Remington; Gizelle Siojo; Joshua Souder; Sheela Stark; Alva Stewart

MEMBERS ABSENT: Rene Rojo; Elvia Sanders

DIRECTORS PRESENT: Steve Beckett; Felipe Garcia; Lavinia Johnson; Don Meza; Vince Toms;

Kevin Urtz; Treva Webster

RECORDING SECRETARY: Sandra Guzman

BOARD FACILIATORS: Marie Andrews; Phillip Botello; Mary Garza; Ashwin Gaur; John Souder

STAFF PRESENT: Coby Carwile; Robin Ferguson; Kurtis Franklin; Lilliana Garnica; Marie Harris

GUEST PRESENT: Isabel Bellino, Retiree; Greg Damewood, Parent; David Hooyenga, Monte Vista Care, Inc.; Dimpna and Mario Rodriguez, Parents; Mario Alexis Rodriguez, Consumer; Mario Rodriguez, Parent; Alfredo Yanez, Consumer; Lucia Yanez, Parent; Janet Yanez, Consumer

CALL TO ORDER: Ms. Stark called the meeting to order at 6:13 p.m.

MINUTES OF SEPTEMBER 10, 2018 BOARD MEETING: 1) Motion made to approve the minutes of the September 10, 2018 meeting as presented M/S/C Page/Souder.

PUBLIC INPUT:

1) Isabel Bellino, IRC Retiree wanted to thank the Board for all they do to help enhance the lives of the consumers in the San Bernardino and Riverside Counties. Ms. Bellino stated she was blessed to work for a wonderful organization for many decades. Unfortunately, that is not the case for current retirees now. She addressed the Board at the September meeting regarding the Retiree Medical Co-pay Reimbursement Fund. As previously stated, this fund was approved by DDS and it was to go indefinitely for all IRC employees. Due to the incompetency and lack of concern of upper management it was not budgeted appropriately. As of today, she states she has not received a verbal or written reply and feels this is extremely unprofessional and disrespectful. It is her understanding that IRC has the professional service of legal counsel and he is present tonight. Ms. Bellino is here tonight to ask for a written response addressing the real issue of her complaint and not a reply stating, "IRC has no money".

- 2) Greg Damewood, parent of an IRC consumer first wanted to say what a great job CJ Cook did with the Harvest Festival. Mr. Damewood stated the following: 1) he didn't understand the recent demand for public access to buildings 1 and 2. It is his understanding that buildings 1 and 2 is where staff's offices are. Building 3 is open to the public and can be used for numerous events. 2) He wanted to address the issue of reinstating the taping of Board Meeting. Taping the meetings really helps those who are not able to attend. The Insurance money from prior damages would most likely fund replacing the equipment. 3) He suggested the Board look at AB1234 Ethics Certification for Trustees and Staff.
- 3) Mario Alexis Rodriguez, consumer of IRC is inquiring when will the library be opening and when is IRC going to have more Art classes?

SELF DETERMINATION UPDATE: Mr. Meza written report, no questions from the Board.

EXECUTIVE DIRECTOR'S REPORT: Ms. Johnson thanked CJ Cook and the Community Engagement Team for doing such a wonderful job on the Harvest Festival. The Harvest Festival was held on November 3rd. It was a beautiful sunny day and it was well attended. Assemblymember Reyes recognized IRC with a certificate and commended us for our work in supporting individuals with Intellectual and Developmental Disabilities. Ms. Johnson thanked everyone who attended.

As of October 27, IRC has 36,659 active cases. This is an increase of 446 cases since the last report in September. IRC has experienced a growth of 2,216 during the past 12 months. Ms. Webster, Director of Intake and Early Start has been busy developing her programs to accommodate this growth. IRC currently has 776 employees. Managers continue to interview and hire to fill their vacancies. The calendar of events was included in your packet. For more information go to www.inlandrc.org. We also would like to congratulate In-Roads Creative Home Programs and the Community Engagement Unit for their outstanding and empowering Exceptional Families Conference held on Saturday, October 13. The conference was free to attendees. Keynote speaker was Kristin Wright, Director of Special Education from California Department of Education. Conference was very informative and was well attended.

IRC recognized Marc Rinebolt, Technician in the IT Department as the Hercules Award winner and Alberta Soqui, CSC in the Riverside School Age East unit as the Positively Contagious Award winner for the month of October. Congratulations to them both.

COMMITTEE REPORTS:

- 1) ANOTHER WAY: Ms. Gonzales submitted a written report. Board had no questions.
- 2) **CONSUMER ADVISORY COMMITTEE:** Mr. Nelson submitted a written report. No questions from the Board.

- 3) **LEGISLATIVE COMMITTEE:** Ms. Cummings submitted a written report. Board had no questions.
- 4) **VENDOR ADVISORY COMMITTEE:** Ms. Remington submitted a written report and highlighted the following. 1) Vendors were excited for the fall festival. It was well attended and everyone had a great time. 2. Vince Toms discussed the utilization of live streaming and Everbridge the emergency notification system. 3) Some vendors are reporting having difficulty communicating with CSCs. In some instances when the CSC is fairly new, he or she may not be familiar with the issue being discussed. 4) Lastly, the By-Laws Committee is nearly finished with the draft. The draft will be ready for the Board's approval at the March meeting.
- 5) MASTER TRUST COMMITTEE: Ms. Miller submitted a written report. There were no questions from the Board.

OLD BUSINESS: None

NEW BUSINESS:

- 1) CAC FUNDING: Ms. Stark stated the Executive Committee discussed way to raise funds for the CAC. The Executive Committee is recommending the Board approve a 5 cent per every active consumer as recorded every June 30th. This money will come out of the Operations budget annually. 2. Motion made to approve 5 cents per consumer to be given to the CAC from the Operations budget annually M/S/C Page/Souder. Mr. Souder suggested the amount be raised to 10 cents. It is best to keep it at 5 cents for now. It can be re-evaluated in the future.
- 2) MASTER TRUST APPOINTMENT: Mr. Beckett is requesting the Board's approval to appoint Evan Page to the Master Trust Committee. Mr. Evan Page is the son of Board Member Cameron Page. He is a practicing attorney in the Palm Desert area and specializes in probate and estate planning. He will be an asset to the committee. 3) Motion made to approve the appointment of Evan Page to the Master Trust Committee M/S/C Stewart/Naranjo. Mr. Cameron Page abstained from voting.
- 3) MASTER TRUST SPENDTHRIFT TRUST: Mr. Beckett is requesting the Board's approval to accept a trust that is not a Special Needs Trust. It will be a Spendthrift Trust for a non IRC consumer. If approved, the Master Trust Committee has approved a reduced fee of 1.5%.
 4) Motion made to accept the Spendthrift Trust to include the reduce fee of 1.5% M/S/C Leonard/Page. Mr. Page shared that the committee discussed this matter at great length. Consumer belongs to SGPRC and not IRC.

4) ANOTHER WAY ACCOUNT SIGNERS: Mr. Urtz is requesting approval to remove Marybeth Field as signer for Another Way and add Ms. Sheela Stark. 5) Motion made to remove Marybeth Field and add Sheela Stark as signer for Another Way.

5) **VENDOR ADVISORY COMMITTEE:** Ms. Remington is requesting the Board's approval to appoint Mark Hendren as the SLS Representative for a one-year term. 6) Motion made to approve Mr. Hendren as the SLS Representative for a one-year term M/S/C Stewart/Buffington. Ms. Remington abstained.

TRUSTEE INPUT:

Ms. Stark stated that due to a conflict in her schedule she is unable to attend the monthly Another Way meeting and is asking for a volunteer to attend on behalf of the Board. Mr. Leonard volunteered and will start attending in November.

Mr. Page shared that he as the ARCA Representative and Ms. Johnson attended the ARCA Strategic Planning meeting. It was a two-day event and it was wonderful.

Ms. Stark announced the Board's Annual Board Training is scheduled for March 22 and 23, 2019. It will be held at IRC in auditorium section B.

Ms. Stark adjourned the meeting at 6:50 p.m. to go into Executive Session. Executive Session was called to order at 6:58 p.m.

The Board reconvened at 7:38 p.m. The Board did not take any action during Executive Session.

Ms. Stark adjourned the meeting at 7:39 p.m.

Sincerely,

Alva Stewart Board Secretary Sheela Stark Board Chair

MOTIONS FOR THE NOVEMBER 5, 2018 MEETING:

- 1) Motion made to approve the minutes of the September 10, 2018 meeting as presented M/S/C Page/Souder.
- 2) Motion made to approve 5 cents per consumer to be given to the CAC from the Operations budget annually M/S/C Page/Souder.
- 3) <u>Motion made to approve the appointment of Evan Page to the Master Trust Committee</u> <u>M/S/C Stewart/Naranjo.</u> Mr. Cameron Page abstained from voting.
- 4) Motion made to accept the Spendthrift Trust to include the reduce fee of 1.5% M/S/C Leonard/Page.
- 5) <u>Motion made to remove Marybeth Field and add Sheela Stark as signer for Another</u> Way.
- 6) Motion made to approve Mr. Hendren as the SLS Representative for a one-year term M/S/C Stewart/Buffington.



SELF-DETERMINATION PROGRAM (SDP) TARGET DATES

JUNE 29, 2018 NEW

Updated estimated timeline — The "Participant Selection" section below has been updated to include the date by which the Department must receive the names of the individuals who will be considered for selection of the initial 2,500 participants in the Self-Determination Program.

The Department, in collaboration with the self-determination advisory workgroup and other stakeholders, has been working on the major components necessary to implement the Self-Determination Program (SDP). Outlined below are some of the major components requiring completion prior to the SDP becoming operational. The list below is not exhaustive but includes the key components and steps under active development.

The Department will post updates on the progress of each component.

- Federal Funding Approval
 Status: Completed. The application for federal funding, or
 Waiver, was approved by the Centers for Medicare and
 Medicaid Services on June 6, 2018.
- Individual Budgets Target for completion: August 15, 2018
 Task: Finalizing guidance information on how the individual budget amount is calculated, and the process for adjusting the budget when needed.



- Financial Management Services (FMS) Target for completion: August 31, 2018.
 - Task: Finalizing FMS vendorization requirements and rates.
- Independent Facilitators Target for completion: August 31,2018.
 Task: Defining the role(s) an independent facilitator may play and how this may be different if a participant chooses to select their service coordinator to fulfill the functions of an independent facilitator.
- Participant Selection Target for completion: October 1, 2018 Task: Selection of the initial SDP participants. It's important to note that only those individuals who have participated in an informational meeting and whose names have been received by the Department by September 17, 2018 at 5:00 PM will be considered for selection (by the Department) of the initial 2,500 participants in the SDP. Individuals whose names are received after September 17, 2018 will be considered for subsequent selections of SDP participants. Subsequent participant selections will occur if some of the initial 2,500 participants choose not to enroll or they enroll, then decide not to continue in the SDP. Timing for future selections will be established at a later date. Information for those who are interested on how they can be considered for participation in the SDP can be found at www.dds.ca.gov/SDP/sdpEnrollment.cfm.
- Home and Community-Based "Settings" Requirements Target for completion: October 31, 2018.

 Task: Finalizing training materials on the federal requirements, how they apply to services in the SDP and the assessment process for ensuring all services, or "settings", meet the requirements. Due to federal regulations effective in March 2014, everywhere someone receives services (e.g. the "setting" where the service is provided,) must promote, and not prevent,



community participation and inclusion. The target date projects time needed to provide training to those who will be involved in the assessment process.

Orientation Materials - Target for completion: October 31,2018. Task: Finalize all orientation materials. The orientation materials will form the basis of the information participants need to support them in the SDP. In addition to the components above, the orientation will include information on what services are available in the SDP and tools to help participants choose qualified service providers. Training for those providing these orientations will also be necessary prior to participant orientations.

https://www.dds.ca.gov/SDP/SDPUpdates.cfm



DDS Timeline for Workgroup Completion

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Participant Selection	Target Completion Date: 10/1/18	Next Workgroup Target Date: Discuss on 6/28/18	Communication to Selected Participants	Initial Selection		Representative Sample for each Regional Center
Orientation	Target Completion Date: 10/31/18 Workgroup Target Completion Date: 9/30/18	Next Workgroup Target: Full group material review 6/28/18	Train-the-Trainer Finalize PowerPoint & Templates	Pilot the Presentation for Feedback	Complete PowerPoint & Associated Templates	Finalize Program Guldance
Budget	Target Completion Date: 8/15/18	Workgroup Target Completion Date: 7/28/18 Next Workgroup Target:	Review took Instructions, outline process by of 128/18 kg. Revue Guidance		Define Awerage Costs	Disagreement Process
Setting Assessments	Target Completion Date: 10/31/18 Workgroup Target Completion Date: 9/30/18	Next Workgroup Target: Review tool, outline process by 6/28/18	Issue Guidance Assessment Tool	Temporary Settings	Assessment Process	User Training
Financial Management Services	Target Completion Date: 8/31/18 Workgroup Target	Completion Date: 7/31/18 Next Workgroup Target: Update group on 6/28/18	Issue Guidance	Rates	Cash Flow for Provider Payments	Vendorization
Independent Facilitator	Target Completion Date: 8/31/18 Workgroup Target	7/28/18 7/28/18 Next Workgroup Target: Review Gildane Draft on 6/28/18	lssue Guidance	A Service Coordinator as Independent Facilitator	Family Member as Independent Facilitator	Independent Faciliatator Training Materials
Waiver Approval	Completed: June 6, 2018	<	On the Clook as of March 15, 2018	Received Questions from CMS and Responded by May 1,2018		Anticipated Walver Approval fune 11, 2018



Executive Director's Report January 2019

Respectfully Submitted by Lavinia Johnson and Kevin Urtz

CONSUMER TOTALS: As of December 31, 2018, we have 37,710 active cases. That's an increase of 1,051 cases since our last report in November when we were at 36,659. Last year at this time, we had 34,519 which means that we experienced a growth of 3,191 consumers during 2018. (However, this is largely due to an "inquiry number conversion" conducted from Sept-Dec which accounts for 600 additions and should be temporary.)

STAFFING: We continue to advertise, interview and hire to fill any vacancies and are hiring to fill some growth positions. We currently have 771 employees. 497 of those employees serve in some capacity as case managers. This is an overall increase of 19 employees since last year at this time and an increase of 7 case managers. This generally equates to an overall caseload average of 76:1 although individual caseload sizes to vary considerably.

was a little different than the past two years: Because it was on a Sunday, we decided not to have a formal ceremony that day. We did not want media or the public to be on the grounds as that would have necessitated that security measures be taken. Instead, CJ's team and Daisy in particular, did an outstanding job decorating Sections A, B &C. We invited victims from the county, and their families, to privately visit the room on Friday November 30. This was the result of advance communication we had with representatives of the County in an effort to be as receptive to their needs as possible. More than 20 individuals

attended, some revisiting the room for the first time since 2015. While this was a very difficult experience for some, it also appeared to be very healing. We left the room decorated on the following Monday and Tuesday for our staff to visit if they wished. We would like to thank C.J. Cook and his unit, especially Daisy Felix, for the tremendous job that was done preparing the Conference Center for the event.

On a lighter note:

HOLIDAY YEAR-END CELEBRATION: The IRC staff year-end celebration and awards luncheon was held on December 13 and was again a huge success. We want to extend our thanks to the Fun Committee for all the hard work they did in making the celebration a reality. We also want to thank all of those who donated gift baskets for the various raffles, and congratulate all the employees recognized for various years of service.

TOP WORKPLACE AWARD: In case you haven't heard, on November 29 IRC was honored at the Riverside Convention Center by the Southern California News Group/Inland News Group as the <u>Top Workplace of 2018 in the Inland Empire, Large Company category.</u> We are especially pleased because judgement of the winner is based on the responses from a survey given to employees, and because this is the second consecutive year that we won the award! This is truly an award our employees earned and deserve. They wouldn't have responded so positively to the survey if they didn't continue to enjoy working and being with their co-workers. We're proud of them.

EMPLOYEE RECOGNITION: Finally we would like to publicly recognize two of our employees for their exemplary performance. Our December recipient of the 'Hercules of the Month" award is Lilliana Garnica, our Diversity Outreach Coordinator. Also, our December recipient of the "Positively Contagious" award, is Devin Morris, a CSC in the Metro-San Bernardino Adult Unit. Congratulations to both of you, thank you and keep up the good work!



Inland Regional Center Board Report Submitted by Andrea Gonzales, Another Way Coordinator Date: December 27, 2018

A. Financial Investment Strategy for approval

- 1. Ben Cheng, Controller; Andrea Gonzales, Another Way Coordinator; and Sandra Guzman, Another Way Treasurer met with Mr. Tom Loza, Investment Manager to review current investments and, also for Mr. Cheng to develop an Investment Policy for Another Way (Enclosed)
- 2. Requesting Board approval

B. Grants approved

- 1. Big lots $-\frac{$2500}{}$ for rent and health and wellness needs of consumers.
- 2. Carpenter Foundation \$40,000 unrestricted general operating support.
- 3. Stater Brothers \$3000 (first time Another Way has ever received a grant from Stater Bros.)
- 4. California Wellness Foundation \$250,000 grant for dental work for consumers, salaries, operating expenses, training and overhead. Allotted to spend ~\$77,000 over the next three years according to grant parameters. Largest grant award Another Way has received independent of IRC.
- 5. Network for Good \$5000

C. Requests

- 1. To -date \$83,815 has been spent directly to improve the quality of life for consumers.
- 2. Processes Andrea is working with Kevin Urtz to re-draft some of the guidelines for requests to serve more clients and keep spending ratio at 65% direct support and the remaining 35% salary, overhead and fundraising.
 - i. This is a general standard most non-profits try to abide by

D. 1st Annual Holiday Scramble hosted by Dr. Howard Chudler – Friday, November 16th.

- 1. Raised \$17,951 and expecting to net approximately \$7000; some expenses still pending.
- 3. 115 golfers attended
- 4. Tournament more low-key. Majority of golfers were new to Another Way, some came from a website Dr. Chudler signed us up for that reaches hundreds of golfers in the Inland Empire. We are also using this for our May tourney.
- 5. Next year, if this is a go it will need to be a true 3rd party event, which means Dr. Chudler and his friends will take over and plan the tournament. Another Way will represent on the day of.

E. 2018 Thanksgiving Gift Card Distribution

- 1. Another Way gave out 250 (\$50 Stater Brothers Gift Cards) to our clients most in need who were referred by their case managers. All were low-income and meet the federal guidelines for poverty.
- 2. Expense for gift cards covered by Stater Brothers grant and Bowling Tournament revenue.

F. 2018 Toy Drive

1. Toy Drive 409 children received gifts

- 2. Approximately 245 individuals attended Toy Drive with their families
- 3. Raised \$17,900 and expecting to net approximately \$6500.
- 4. First time we had a train ride and choir

G. 2018 Food Drive "Navidad en el Barrio"

- 1. Gave out 1200 bags of food to consumers and the community
- 2. UPS picked up food this year which meant everything was on-time!!! Made the process much smoother. There was also in-depth discussion with Housing Authority as to how we would distribute their bags in such a way that the process was clean and understood on both ends.
- 3. First time the Food Drive was part of "Disney's Points of Light Volunteer Project." As such the project is under review to receive 20 Disney Park Hoppers to use as raffles, etc.
- 4. Attendance was less than anticipated. After speaking with case managers, some informed Another Way that it's difficult for many consumers to drive to the four pick-up locations. Others said they did not receive the mailing. Andrea is looking into this.
- 5. First year we ever had part of the bags sponsored at \$2500.
- 6. Andrea will be approaching committee in January to brain storm new strategy for next year due to the difficulty in determining how many consumers will attend.
 - i. Possible alternative Stater Brothers has food vouchers that give approximately \$40 worth of food to individuals at a \$5 price point. This would be more easily distributed.

H. Another Way's 21st Annual Gala Golf Tournament on May 3rd and 4th at Temecula Creek Inn

- 1. To date we have raised \$56,500
- 2. Expected attendance 220 golfers
- 3. Golf committee meetings will commence in January.
- 4. Cinco de May theme

L. Another Way's 3rd Bowling Tournament

1. In planning process. Expected to happen in April 2019.

J. Another Way Advisory Committee and Board Retreat

1. In planning process. Slated for March 2020, when last three-year plan ends.

Inland Regional Center - CAC Report January 14, 2019 Ryan Nelson, CAC President

I would like to open by saying Happy New Year to the Board Chair, all Board Members, IRC Leadership and all present. At this time my Dad and I are in Blythe with the CAC putting on a movie night for our consumers in Blythe. This is part of our ongoing goal to increase CAC membership and to extend our outreach to outlying, underserved areas.

Also congratulations to the IRC for winning "Best Place to Work" for the second year in a roll. I hope this is an ongoing tradition.

I will start my report by informing the Board and Management of the tasks we have going with the DDS CAC. I am enclosing some attainments for your reference.

- We met in Sacramento in November to a full agenda:
 - We reviewed the **DDS Safetynet website** we are working with DDS on redesign. The site if full of great information for all consumers but is underused and the hope is rebranding with encourage more use.
 - <u>End of Life Planning</u> We have reviewed the booklet that will be made available to all consumers. We also worked on some exercises that can help consumers make these tough decisions.
 - <u>Home and Community Based Services</u> We discussed the new HCBS page for consumers as well as the goals for community based services. We reviewed many issues consumers are having with HCBS programs:
 - Lack of Housing Opportunities there is a serve shortage of housing opportunities available for consumers wishing to live in the community.
 - <u>Employment Opportunities</u> these are the same issues I hear locally in our community:
 - Lack of real jobs in most programs. Many workers are stuck at below minimum wage and few if any programs make any effort to move consumers into community based employment.
 - Many program workers are unqualified and not checked in the Life Scan database.
 - We need better job coaches and jobs that actually pay, too many programs offer the work for free and this makes converting to paid job difficult,
 - Consumers must fee safe in all programs.
 - We reviewed <u>By-Laws</u>, <u>Ground Rules</u> and <u>2019 Agendas</u>. My job is to bring up issues important to all consumers so I am committed to working the IRC Board, Leadership, Mangers and Staff and Consumers to bring all their concerns to DDS.

On December 5, 2018 my Dad and I attended the **Town Hall - Living with Intellectual Disabilities** along with Sheila, Kevin, Lavinia, CJ, Vince and other staff members, Riverside County Department of Education, State Council as well as large array of consumers, stakeholders and providers. I also went to represent the City of Riverside Commission on Disabilities. Since that time we have been engaged in a few conversations centering on how we can improve they system in Riverside and San Bernardino.

- · Housing affordable and safe
- Better opportunities to work in the community
- Job Training
- Education
- Transportation

Events since last meeting:

IRC CAC BBQ and Halloween Party



FALL FESTIVAL (IRC BOOTH)



CAC JOINED AKTON CLUB

Aktion Club is a community service club for adults with disabilities. The club helps members develop leadership skills while contributing to their community. The Aktion Club of San Bernardino meets right here at Inland Regional Center!



IRC CAC WINTER DANCE

We held our annual Winter Dance On December 7, 2018 at the Schwimers The Dance Center in Redlands. We had an ugly sweater contest and my dad had a green screen photo booth. It was fun for all attended.



CAC Cycle Club - Temecula Ride

Continuing with our goal to expand to outlying areas we held a bike ride on the Santa Gerturdis Creek Trail in Temecula

CAC Holiday Meal

My Dad and I hosted a Holiday Meal at our home, attended by nearly 65 consumers. Thank you to Kevin and Vince for stopping by and spending time with us over the holiday season.

On December 18, CAC members spent an evening with friends dining al fresco at the CAC Spaghetti Dinner in Riverside. Thank you to Keith Nelson and his family for hosting. And thank you to Sharon Barton from In-Roads Creative Programs for providing fantastic raffle prizes!





CAC Basketball Clinic - Barstow High School

On December 19 the CAC hosted a basketball clinic at Barstow High School, designed specifically for athletes with disabilities! Notice our new CAC T-Shirts for sale as a CAC fundraiser.



<u>Upcoming Events</u> - As always Board Members, management and staff are not only invited but encouraged to attend.

<u>Community Service Project - Lincoln Elementry School</u> - January 7, 2019 at 8:00 AM. We will be greeting and cheering for students as they return to school

<u>Disability Sports Festival - Community Council Meeting</u> - January 10, 2019 at CSUSB.

Movie Night - IRC CAC Blythe - Ant Man and Wasp - January 14, 2019 - 5:00 - 7:30 PM, Sheltering Wings Day Program.

IRC CAC Bingo Night - January 15, 2019 6:00 - 7:30 PM - In-Roads Creative Programs, Menifee.

Chair Sheila Stark - Presentation at RUSD SELPA CAC - My Dad and I sit on the RUSD SELPA CAC and we invited Sheila to speak on January 17, 2019 5:30 - 7:00 PM at Central Middle School in Riverside. She will present on Trusts.

<u>Victor Valley Basketball Clinic</u> - January 22, 2018 8:00 AM - 1:00 PM at Victor Valley High School

<u>Self-Determination Advisory Committee</u> - January 22, 2019 6:00 - 7:30 PM, Inland Regional Center

<u>Growing Up with Autism</u> - January 29, 2019 10:00 AM - Noon, Inland Regional Center Conference Center

<u>Tim Tebow Night to Shine</u> - February 8, 2019 - 6:00 PM to 9:30 PM - Crossroads Christian Church - Corona

Palentine's Day Dinner - February 14, 2019 6:00 - 8:00 PM at IRC Conference Center

DDS CAC Conference Call - February 20, 2019

<u>CAC Board Meeting</u> - February 26, 2019 6:00 - 7:00 PM, Inland Regional Center Conference Center

St. Patties Day Cookiefest - March 14, 2019 6:00 - 7:30 PM, Inland Regional Conference Center.

IRC CAC SART Bike Ride - March 30, 2019 9:00 - 11:00 AM Sizzler - San Bernardino

Things we are working on:

IRC PSA - Details coming soon



USA Special Needs Judo Championship - March 3, 2019

This group is dedicated to the growth of Special Needs judo teams and classes within the U.S. The focus will be on Judoka with various Developmental Disabilities such as ASD, Down Syndrome, Cerebral Palsy, CHARGE Syndrome, Tuberous Sclerosis and others. - would like to see IRC CAC work with Special Needs Judo as a Social, Recreation and Health option to our consumers.



CAC NOVEMBER 2018 MEETING REPORT

(Use this information to share with your area)



SAFETYNET- Joshua Sudarma from DDS and Mission Analytics, came and talked to the CAC about the SafetyNet Website. DDS is renaming the SafetyNet Website. DDS is holding a renaming contest to get ideas for a new name. If you would like to submit your ideas please go to the following link: https://www.surveymonkey.com/r/KDF9G. I also have paper copies of the survey (purple)

 The DDS SafetyNet is also being redesigned and they need your help! From November 6th to December 31st, please fill out the green form to let us know more about how we should update our DDS SafetyNet social media channels.



END-OF-LIFE PLANNING- Wendy Smith from Home of Guiding Hands did a presentation on the importance of making decisions and having the discussion with people you love about your choices at the end of life.

HOME AND COMMUNITY BASED SERVICES (HCBS) - DDS is working on a HCBS page for the Consumer Corner. The CAC went over frequently asked questions about the HCBS rules that may be important to people receiving services.



CAC BUSINESS-

- By-Laws: We went over the CAC Bylaws
- Ground Rules: We made some changes to the CAC Ground Rules
- Agenda Items 2019: We talked about possible Agenda items for 2019. We are still looking for topics so let us know if you have any ideas that you would like to learn more about.

If you have any questions please contact
Nicole Patterson at 916-654-1494 or e-mail at
Nicole.patterson@dds.ca.gov

The DDS SafetyNet Renaming Contest

The DDS SafetyNet website is being revamped and we need your help!

From November 6th to December 31st, please fill out the form below to let us know your idea for a newer, catchier name for the website. To submit this form, please e-mail the form to Natalie Ortiz at nortiz@mission-ag.com or mail the form to Mission Analytics Group at 235 Montgomery Street Suite 1049, San Francisco, CA 94105.

If your idea is chosen, you'll be featured and recognized on the new and improved website in early 2019!* Stay tuned to our website, Facebook page, and Twitter feed for updates on the contest and important information (www.ddssafety.net).

*Don't worry, we'll ask for your permission before we announce the winner.

If you have any questions, please contact Natalie Ortiz at nortiz@mission-ag.com. Thank you for participating!

1.	What is your name?	
2.	Which of the following describes you best? a. Self-Advocate b. Regional Center Staff c. Direct Service Provider d. Service Coordinator e. Other:	
3.	How may we contact you? a. Email: b. Phone number:	
4.	What name(s) do you think would work best for the new website?	
5.	Are there any reasons behind your choice(s)?	
6.	What type of information would you like to see on the website?	



DDS SafetyNet Redesign: Social Media Use Survey

The DDS SafetyNet is being revamped and we need your help! From November 6th to December 31st, please fill out the form below to let us know more about how we should update our DDS SafetyNet social media channels (ex: Facebook, Twitter, YouTube). To submit this form, please e-mail the form to Natalie Ortiz at nortiz@mission-ag.com or mail the form to Mission Analytics Group at 235 Montgomery Street Suite 1049, San Francisco, CA 94105.

Stay tuned to our website, Facebook page, and Twitter feed for updates on the DDS SafetyNet and important information (www.ddssafety.net). If you have any questions, please contact Natalie Ortiz at nortiz@mission-ag.com. Thank you for your fe

edb	ack!
1.	Do you use any types of social media? a. Yes b. No
2.	If so, which of the following social media channels do you use? (Circle all that apply) a. Facebook b. Twitter c. YouTube d. Instagram e. Snapchat f. Other:
3.	Which social media channels do you use the most?
4.	Do you use any social media channels to learn information about your health, safety, and overall well-being? a. Yes b. No
5.	If so, which social media channels do you use? (Circle all that apply) a. Facebook b. Twitter c. YouTube d. Instagram e. Snapchat f. Other:
6.	What are some of your favorite social media pages that you follow for information?
7.	What device do you use to login to social media? (Circle all that apply) a. Desktop computer b. Laptop computer c. Phone d. Tablet
0	When are you most often on social modic? (Circle all that apply)

8. When are you most often on social media? (Circle all that apply) a. Morning

- b. Afternoon
- c. Night





BOARD OF TRUSTEES REPORT JANUARY 14, 2019 RESPECTFULLY SUBMITTED BY LAURA MILLER

As of 11-30-2018, Master Trust has 281 active trusts.

Total assets are \$20,068.580.59, one new trust accepted at the 11-2018 meeting

COMMITTEE MEMBERS

Tom Cosand, Drew Cutler, Bob McGuire, Debra Mannon, Cameron Page, Evan Page, Steve Spears, and Sheela Stark

BUSINESS

At our October committee meeting, the group discussed utilizing a property management company to oversee the trust owned properties. A property management company could provide services such as rent collection, coordinate repairs, & conduct safety inspections to ensure homes meet current building safety codes. In December 2018, our first property management company was hired and is already making recommendations for renovations to widen doors for wheelchair access and upgrades to heating and cooling systems. Master Trust staff will continue to research property management companies that can meet the needs of our six remaining properties that need this service.

Beginning in 2019, Master Trust staff will request copies of driver's licenses and DMV driving records for drivers of all trust owned vehicles on an annual basis.

In order to prepare annual statements, tax statements, and conversion to our new accounting system, Master Trust will not be processing paper check requests for the first three weeks of January 2019. TrueLink pre-paid Visa cards, electronic banking transfers, and on-line purchase requests will be processed on schedule during this time.

ACCESS

In October and November 2018, 135 requests for distributions were processed for consumers. Types of disbursements approved or ratified by committee include; cell phone bills, cable bills, companion services, massage therapy, new bedroom set, television, Christmas vacations, clothing, property taxes, vehicle registration and insurance, legal fees, medical and dental fees not covered by insurance, outings, and a Disneyland annual pass.

Master Trust hosted a photo booth at the November 2018, IRC Fall Festival. Consumers and families donned superhero props, smiled for the camera, and received fun photos to share.

PUBLIC BENEFIT UPDATES

Social Security approved a cost of living adjustment (COLA) of 2.8% for 2019. The state of California supplements the federal rate for SSI recipients. Some common SSI rates for California residents are shown on the table below. For a complete list of all categories, visit www.ssa.gov/pubs.

Living Arrangement	2019 Monthly Rate	2018 Monthly Rate
Non-Medical Out of Home Care for Aged, Disabled, or Blind Persons	\$1,194.37	\$1,173.37
Independent Living, No Cooking Facilities, for Aged or Disabled Persons	1,018.04	997.04
Independent Living for Aged and Disabled Persons	931.72	910.72
Household of Another	678.24	664.24

Facility Name	Vendor #	ndor # Service Code	Service Code Description/justification	Unit type	# of beds
			113 non-CPP -nlaced from community 24/7 care community		
			con community 24/1 cale substitution of duties		
			with severe behavior and/or medical needs. Behavior consultation		
			provided by a licensed consultants and therapists such as nutritionists,		
			NO INV		
			LVIN, RIN, recreational therapists, based on each individual needs.	per day, per	
Orange Crest Villa/People's Care	pending	113			
	אַכוומוויפּ	CTT		consumer	4

Another Way Investment Policy January 14, 2019

I. INTRODUCTION

- A. The purpose of this statement is to foster a clear understanding of the investment objectives, policies and guidelines for the Another Way investment account among the Board, the Another Way committee (the committee), the staff, and the investment manager (manager).
- B. The assets governed by this statement are the financial assets of the Another Way which are invested for long-term total return.

II. GENERAL INFORMATION

The Another Way investment account ("Fund") is a donor's restricted contribution to the Another Way to be used for the purpose of providing assistance, which cannot be funded by IRC, to the developmentally disabled.

III. MANAGEMENT AND INVESTMENT OBJECTIVES

The Fund's investment objective is to preserve its purchasing power, while providing a continuing and stable funding source to support the purpose of the Fund. To accomplish this objective, the Fund seeks to generate a total return that will exceed its annual spending guidelines, all expenses associated with the managing of the Fund, and the effects of inflation. It is the intention that all excess earnings will be reinvested in the Fund.

The Board may, at its discretion, choose a corporate custodian, trustee and/or investment manager to provide services necessary to perform its obligations as set forth in the policy statement. The Board may delegate to the committee full power and authority to monitor the Fund and its manager's performance, consistent with below investment policy and guidelines approved by the Board.

IV. PORTFOLIO COMPOSITION AND ASSET ALLOCATION

- A. For the purposes of investment policy, the Fund assets shall be considered as two parts: an "equity fund" and a "fixed income fund." A long-term policy range or band should be established, as well as a long-term target allocation and band for each sub-asset class.
- B. The "equity fund" is intended to provide long-term capital appreciation and a growing stream of income. It is recognized that the "equity fund" by itself will likely produce greater price variability than the "fixed income fund."
- C. The "equity fund" should normally follow the long-term policy targets as set forth in this document at market value. The actual percentage of equities will vary due to market

- fluctuations, manager allocation discretion, and Board and/or committee action, within the band approved in this investment policy and guidelines.
- D. The purposes of the "fixed income fund" are to provide a hedge against deflation, to provide a source of current income, to help diversify the total trust and to reduce the overall volatility of the Fund.
- E. The "fixed income fund" should normally follow the long-term policy targets as set forth in this document at market value. The actual percentage of fixed income securities will vary due to market fluctuations, manager allocation discretion and Board and/or committee action, within the band approved in this investment policy and guidelines.
- F. The Board and/or committee may, at its discretion, change the near-term ratios of the "equity fund" and the "fixed income fund," but it is anticipated that such changes will be infrequent and within the long-term asset allocation policy ranges as set forth below.

Long-Term Policy	Long-Term Policy Targets		
Equity	50%	40 - 60%	
Fixed Income & Cash	50%	40 - 60%	
Total	100%	100%	

- G. Cash equivalents are maintained for operating purposes and at manager's discretion as equity and bond substitutes.
- H. As a general rule, any new cash added to the Fund will be invested in the direction of the equity/fixed income targets shown above. The Board and/or committee may, at its discretion, direct that new funds be allocated in a different manner.
- I. The portfolio will be diversified both by asset class (e.g., common stocks, bonds, cash) and within asset classes (e.g., within common stocks by economic sector, industry, quality, and market capitalization). Moreover, the equity fund will be allocated in a distinct and complementary investment style (e.g., "moderate growth"). The purpose of diversification is to provide reasonable assurance that no single security or class of securities will have a disproportionate impact on the investment performance of the total portfolio.

V. GUIDELINES FOR THE "EQUITY FUND"

- A. Large-capitalization domestic stock will be expected to outperform an appropriate large-cap stock index, such as the S&P 500 index, by one percentage point, net of fees, over rolling five-year periods.
- B. Small and mid-capitalization domestic stock will be expected to outperform an appropriate small and mid-capitalization stock index, such as the S&P Mid-Cap 400 and Russell 2000 Index, by one percentage point, net of fees, over rolling five-year periods.
- C. Non-U.S. and other equity will be expected to outperform corresponding generally accepted indexes, such as the MSCI AC World index, by one percentage point net of fees, over rolling five-year periods.
- D. Common stock performance against objectives is to be measured as needed and evaluated over rolling five-year periods. It is recognized that the objectives may be difficult to attain in every five-year period, but should be attainable over a complete market cycle.
- E. The manager may invest in common stocks. However, the manager may at their discretion hold investment reserves of either cash equivalents or bonds (including convertible issues) so long as they remain principally invested in their primary asset class. Limitations, if any, on the timing and extent of the use of equity substitutes may be specified in mutually agreed upon guidelines to be furnished to the manager. Under normal circumstances, however, it will be incumbent upon manager to notify the Board and/or committee of intentions to hold substantial (i.e., greater than 5%) amounts of equity substitutes. It is understood that performance (including any cash or bonds) will be measured against the indices mentioned above.
- F. The manager should not sell securities short, buy securities on margin, borrow money or pledge assets, or buy or sell uncovered options or currencies.
- G. The manager may invest in Multi-Hedge Funds. Multi-Hedge Funds will be expected to produce net real total returns of at least 4% over rolling five-year periods with relatively low volatility and low correlations with traditional common stocks. As such, the purpose of absolute return funds-collectively-is to reduce portfolio volatility and improve overall diversification.
- H. Inflation-Hedging Assets include asset classes that are collectively expected to perform better than traditional common stocks during periods of high, unanticipated inflation. Such asset classes may include asset-rich investments such as real estate, oil & gas, timber and commodities, or bonds whose value is linked to inflation (e.g., TIP). Such asset classes will be expected to collectively produce net real returns of at least 6% over rolling 10-year periods.

VI. GUIDELINES FOR THE "FIXED INCOME FUND"

A. The investment objective of the "fixed income fund" is to outperform the Barclays Capital Aggregate Bond Index (e.g. AGG) by point one percentage, net of fees, over

rolling five-year periods. The manager may be expected to outperform other indexes, or hybrid indexes, which more closely parallel the manager's investment style. Such indexes will be determined on a case by case basis in consultation with the manager.

- B. Money market instruments as well as bonds may be used in the "fixed income fund," but equities and convertible bonds are excluded. If utilized, the manager is expected to employ active management techniques.
- C. The average quality of the "fixed income fund" will be "A" or higher, as determined by ratings by Moody's or Standard & Poor's. No more than 10% of the fund shall be rated below investment grade (BBB). Issues of state or municipal agencies may be purchased where deemed appropriate for the tax efficiency of the portfolio.
- D. In general, the "fixed income fund" shall be well diversified with respect to economic sector, financial sector, and issuer in order to minimize risk exposure.
- E. A maximum of 20% of the fund may be invested in the securities of any single issuer, except that issues of the U.S. Government or agencies of the U.S. Government may be held in the US bond portfolio without limitation.

VII. GUIDELINES FOR TRANSACTIONS

Except under unusual circumstances, all transactions should be entered on the basis of best execution, which means best realized net price. Notwithstanding the above, commissions may be designated for payment of services rendered to the Fund in connection with its management.

VIII. MONITORING OF OBJECTIVES AND RESULTS

- A. All objectives and policies are in effect until modified by the Board and/or committee, which will be reviewed as needed for their continued appropriateness. The performance of the investment manager will also be reviewed as needed.
- B. If at any time the manager believes that any policy guideline inhibits his or her investment performance, it is his or her responsibility to communicate this view to the Board and/or committee.
- C. The investment portfolio will be monitored on a continual basis for consistency of investment philosophy, return relative to objectives, and investment risk. Risk will be evaluated as a function of asset concentration, exposure to extreme economic conditions, and performance volatility. The investment portfolio will be reviewed as needed, but results will be evaluated over rolling five-year periods. The Board and/or committee have the right to regularly review the manager to confirm that the factors underlying the performance expectations remain in place as needed.
- D. The manager is required to report the following information to the Board and/or committee as needed and at least annually: total fees charged, total return (on time-

weighted basis, before fees and after fees) in the aggregate, and disaggregated for the equity and fixed income portions, net of all commissions, and purchases and sales. Regular communication concerning investment strategy and outlook is expected. Additionally, the manager is required to inform the Board and/or committee promptly of any change in firm ownership or fundamental investment philosophy, any significant change in organizational structure or professional personnel, any change in the manager for the investment, or any change in the manager's registration status with any regulatory agencies such as the S.E.C.

E. The Board and/or committee have the right to review the related services provided, including custody services, performance evaluation and consulting as needed.

IX. SECURITIES LENDING

The manager shall avoid securities lending.

X. SPENDING POLICY

This is a reserved fund which usually will not be spent unless Another Way operating fund is insufficient to provide services to the developmentally disabled. Spending on this fund requires authorization/approval from the Board.

INLAND REGIONAL CENTER Board of Trustees Executive Committee Meeting

November 14, 2018

4:00 p.m.

AGENDA

EXECUTIVE COMMITTEE: Sheela Stark, Chair; Cameron Page Vice Chair; Alva Stewart, Secretary; Kiana Buffington, Member at Large; Ted Leonard, Member at Large

STAFF/EX OFFICIO: Lavinia Johnson, Executive Director; Kevin Urtz, Associate Executive Director; Steve Beckett, General Counsel; Merissa Steuwer, Chief Financial Officer

RECORDING SECRETARY: Sandra Guzman, Executive Assistant

1. DDS' visit and email that was sent to the Board

Next Executive Meeting: December 19, 2018

INLAND REGIONAL CENTER Board of Trustees Executive Committee Meeting November 14, 2018 4:00 p.m.

PRESENT: Kiana Buffington, Ted Leonard, Cameron Page; Sheela Stark

GENERAL COUNSEL: Steve Beckett

FACILIATOR: Marie Andrews

STAFF/EX-OFFICIO PRESENT: Lavinia Johnson; Merissa Steuwer; Sandra Guzman

1. DDS' visit and email that was sent to the Board: The committee discussed DDS' visit and concerns. Email sent by the Board Chair to the Board was discussed as well.

Next Executive Committee Meeting: December 19 at 4:00

INLAND REGIONAL CENTER Board of Trustees Executive Committee Meeting

December 19, 2018

4:00 p.m.

AGENDA

EXECUTIVE COMMITTEE: Sheela Stark, Chair; Cameron Page Vice Chair; Alva Stewart, Secretary; Kiana Buffington, Member at Large; Ted Leonard, Member at Large

STAFF/EX OFFICIO: Lavinia Johnson, Executive Director; Kevin Urtz, Associate Executive Director; Steve Beckett, General Counsel; Merissa Steuwer, Chief Financial Officer

RECORDING SECRETARY: Sandra Guzman, Executive Assistant

- 1. \$250,000 Contract
- 2. SCDD Request to be placed on Agenda
- 3. Board Training for January and May
- 4. Board Retreat
- 5. Building the January Agenda

Next Executive Meeting: January 16, 2019

INLAND REGIONAL CENTER Board of Trustees Executive Committee Meeting December 19, 2018 4:00 p.m.

PRESENT: Kiana Buffington, Cameron Page, Alva Stewart

PRESENT VIA CONFERENCE CALL: Lavinia Johnson, Sheela Stark, Ted Leonard

GENERAL COUNSEL: Steve Beckett

STAFF/EX-OFFICIO PRESENT: Merissa Steuwer; Vince Toms, Kevin Urtz; Sandra Guzman

1. \$250,000 Contract: The committee reviewed a 113 Non-CPP Specialized Residential Facility contract that has the potential of exceeding the \$250,000 threshold. Motion made to send contract to the Board for approval M/S/C Page/Stewart.

Vince Toms excused himself from the meeting.

- 2. SCDD Request: Shannon Meehan, SCDD San Bernardino is requesting to be placed on the Board's agenda permanently. SCDD works with IRC but is not part of it. The purpose of Board Meetings is for IRC to inform the public of regional center business and not for the public to use as a forum. SCDD is welcome to attend and use the Public Input time to share information if they wish. Sheela will contact Shannon regarding her request.
- 3. Board Training for January and May: The January and May 2019 trainings will be cancelled. Starting in March 2019, the Board will be changing their training schedule to quarterly more indepth trainings. March 22-23, 2019 will be the Board's annual two-day training here at IRC. The 2018-19 will be revised to reflect the March 22-23 (Annual Training) and June 8th ARCA training. Cameron and Lavinia will reach out to Dan Savino to see if he is available on June 8th. For the 2019-20, training days are scheduled for: September 14, 2019; dark in December but will have a training on January 11, 2020; March 15-16, 2020 (Annual Training/Retreat); and June 13, 2020. Staff will reach out to Mike Monk and Debbie Cannon regarding their availability and training topics. Lavinia will contact other Executive Directors regarding their trainings.
- 4. Board Retreat: The agenda for the Board's Annual Two-Day training was reviewed and discussed. Sandra will email the trainers with what the Board would like the training to include.
- 5. January Agenda: The \$250,000 contract request will be added to the agenda.

Next Executive Committee Meeting: January 16, 2019 at 4:00 p.m.

Director Adult Services Report January 2019 Respectfully submitted by Don Meza

SANDIS System Updates: SANDIS 7, the web-based consumer information system, has been implemented and all case management teams at IRC are currently using the new program. With Self Determination looming, it is beneficial for staff to have the fully operational version of SANDIS 7.

Medicaid Waiver (MW): IRC has approximately 14,000 active Medicaid Waiver enrolled consumers. The MW team continues to work diligently to assist CSCs to maintain accurate documentation. The MW staff continues to add "Deeming" cases. MW staff have been reviewing HCBS "1915i" cases in the past year, however DDS will continue to provide the accounting of 1915i cases directly to CMS. Our directive to review and account for the 1915i cases may change, but the final plan has not yet been released by DDS. IRC has approximately 1,650 consumers that will qualify for the 1915i Waiver program.

Self Determination (SD): The SD Advisory group met most recently on November 27th. California's Self Determination Program has been approved and consumers, parents, and case management staff eagerly await the final directives from DDS. The list of consumers selected for the initial pilot was released on October 1st. DDS will provide the regional centers with instruction on how to proceed in a uniform manner with the pilot program for Self Determination. On December 21st, DDS released the directives for implementation of the Self-Determination "Financial Management Service" (FMS) and the Self Determination "Facilitator" definitions and guidelines. DDS has developed a timeline that outlines goals and objectives for the implementation of the Self Determination Program but ha. IRC has 256 consumers that were selected for the Self Determination pilot. The consumers not selected will remain on the interest list and consumer that would like to be considered for future spots can still be added. All selected participants will have an orientation sometime in the coming months.

Inland Regional Center Children & Transition Services January 07, 2019 IRC Board of Trustees Report

Submitted by Felipe J. Garcia IRC Director of Children and Transition Services

Greetings, Children, and Transition services continue to grow at a rapid pace. Our statistics are as follows: Currently under School Age and Transition services we have 17,837 consumers in total. School Age has 11,072 and Transition has 6,765 cases. There are 218 active caseloads of which 138 are in School Age and 80 are in Transition. We are working together as a team to meet the needs of our families for situations in where we may lose a CSC due to normal attrition. For those situations, we assign cases on a temporary basis to existing CSC's so that the families have a point of contact until we can hire vacancies. School age and Transition units work closely together to provide the best possible service to our families

Community Outreach

The Riverside School Age West unit (RSAW) has made it a priority to cultivate community partnerships and increase collaboration with outside agencies. To accomplish this, the RSAW team has been increasing its presence at SELPA meetings, collaborative agency meetings, Department of Mental Health meetings, consumer IEPs, among other meetings. On December 6th, 2018., RSAW visited Nu-View North Elementary School in the city of Perris. The school has three moderate-to-severe special education classrooms that serve, in what has been identified as an area of lower social economic status. RSAW visit consisted of reading to the children, singing holiday songs, doing crafts, and handing out toys and snacks. Because of the disability level of the children, all activities required hand-over-hand assistance which the team did not hesitate to do. While it was a challenge maintaining the children's attention at times and completing the finger-painting activity, the staff did a wonderful job interacting and including all the kids in the activities. The children were visibly happy with our presence and the gifts they received. The School Principal and teachers were so grateful that when the activities were finished, they had lunch waiting for the staff as a thank you.

The San Bernardino Central School Age Team celebrated the holiday season by nominating two deserving families that would benefit from some holiday cheer. One of the selected families has nine children, five of who are followed by IRC. The second family consist of a single parent with three young children. These families have limited financial resources, and modest living situations. Staff enjoyed shopping for toys and clothing for the children. The staff wrapped the gifts, which turned into a fun team activity, and encouraged camaraderie within the team. The spirit of giving was a memorable experience, and a meaningful way to end the year.

Update: Transition of Behavior Health Therapy from Regional Center system to Medi-Cal

The ongoing transition of the Behavior Health Therapy (BHT) services to Medi-Cal from the Regional Centers, has been completed as of December 31, 2018. All new request for Behavior Health Therapy (BHT) services will be referred to Medi-Cal and/or private insurance for funding. Any outstanding cases that were not identified to be transferred to Medi-Cal, will be referred after identified review date on consumer's IPP.

Community Services

Board of Trustees Quarterly Report

January 14, 2019

Respectfully Submitted by Vince Toms

The overall direction of Community Service is to provide quality customer service to our prospective and current vendors. We must create and keep high quality vendors and do so with consistency and mutual respect. The following will detail the changes and status of the Vendorization Unit Quality Assurance, Resource Development and Training.

Vendorization

New Vendors Approved: 68

ICRC 33's (Out of Area Vendors Added): 5

Rate Table Additions: 307

Service Agreement/Contract Renewals: 18

Vendor Application Packets Sent: 54

EFT Applications Set Up: 63

Vendor Closures: 148

<u>Insurance Renewals</u>: **282** General & Professional, Worker's Compensation, and Auto Insurance renewal documents were processed. <u>License Renewals</u>: **359 license** renewal documents were processed.

Customer Service Calls: The unit responded to 3,284 customer service inquiries/phone calls.

Scanning: 6,078 pages, and 1,264 new files were scanned.

Resource Development and Transportation Unit

- ➢ Hired a new CPP/Affordable Housing Specialist
- > IRC was approved for person center training for IRC staff through CPP/CDRF plans
- Currently have 5 Enhanced Behavior Support Homes (EBSH) in development through CPP
- Will be looking to hire a Resource Developer for Transportation in the first quarter of the upcoming year
- ➤ IRC has partnered with San Bernardino County Hud 811 Mainstream voucher program. This voucher would provide provided affordable housing to people in San Bernardino County
- > IRC has partnered with Riverside County HUD 811 Mainstream
- ➤ HUD 811 affordable housing in partnership with TRO for Desert Hot Springs
- > HUD 811 affordable housing in partnership with TRO for Corona
- Next NRSPO is scheduled in 4-2018
- Next DSO is scheduled in 2-2018

- IRC has received a total of 228 Letter of Intents this calendar year from prospective providers
- RDTU will be preparing to complete contracts for the next FY in 2-2018
- RDTU will be partnering w/Vendorization to complete annual report data regarding negotiate rates for DDS in 2-2018
- RDTU has worked with the Audit Team on the minimum wage for 2019 rate change implementation as the Audit Team will be taking over that responsibility
- > Transportation department is currently processing over 300 Transportation request per month
- Over the next calendar year RDTU will be looking at restructuring SLS services to a tier system
- RDTU has update the Notice of Need section on IRC's website to reflect the current needs.
- RDTU will be working with the Community Engagement Unit to update the service/potential provider section on IRC's website
- RDTU will be working with the Training Unit to help develop the LMS system to assist with ongoing trainings for the agency.

Training Unit

The following is a snapshot of work done by the Training and Development Unit for November and December 2018. We have done a significant amount of interagency presentations these last two months while winding down our IRC staff trainings for 2018 (turnout tends to be poor during these months due to the holidays and staff vacation). So, in lieu of staff trainings, we reworked many of our presentations and developed several additional modules. We are also very fortunate to have Meredith join our team as she brings with her a fresh set of eyes and a wealth of experience in working with the vendor community. This will allow us to broaden our impact, focus on creating targeted content, and hopefully assist in alleviating the workload in other departments.

- New Staff Training (8 Attendees NO New Staff Training held in November)
 - New Staff Training Follow-up Labs (14 Attendees)
- IRC Staff Presentations
 - Cultural Competency Native American Awareness (30 Attendees)
 - Title 19 Training: Elizabeth Tagle's Unit (16 Attendees)
 - Meeting to discuss employee performance
 - Risk Mitigation
- IRC Parent and/or Consumer Training
 - New Parent Orientation (18 Attendees)
 - How to Advocate for Your Kids (15 Attendees)
 - Conflict Management for Goodwill Employees (16 Attendees)
- IRC Presentations for Community Partners
 - CIT for San Bernardino County Sheriff's Department (115+ Attendees)
 - CDSS Training in Los Angeles (48 Attendees)
 - CDSS in Sacramento (60+ Attendees)
 - Easter Seals Presentation (80+ Attendees)
 - CAHF Presentation (300+ Attendees)
 - o IEDC Desert Presentation (20 Attendees)
 - IEDC San Bernardino Presentation (75+ Attendees)
 - o Riverside Mental Health Psychiatric Facility Staff Presentation (15 Attendees)
 - Littlefield Therapy Staff Presentation (30+ Attendees)

- Parent Support Group IRC Presentation (8 Attendees)
- o Medi-CAL/Medicaid Waiver Collaborative Meeting to Plan IRC Training
- Dignity Health Presentation (20+ Attendees)
- o Early Start Presentation (25 Attendees)
- Vendor Collaborative Meeting to Discuss Training Needs
- Personal Trainings Attended
 - o None
- In Process
 - Customer Service Training for ALL STAFF
 - Scheduled for 01/21/2019, 01/22/2019, and 01/23/2019
 - o SUPs Meeting Trainings: Begins January 2019
 - LMS Development for Staff and the Vendors
 - o IRC Training for the BAR Association
 - Staff Training Schedule for 2019
 - Consumer Training Schedule for 2019
 - o Family Training Schedule for 2019
 - Development of Vendor Training Topics
 - Admin Training: Title 19 Training for CSTs

Community Engagement

Since I last reported to you, we have begun to plan the 2019 year for IRC, CAC events and IRC Aktion Club service projects. As well, we are in the early stages of the 2019 Exceptional Families Conference planning with our vendor, In Roads Creative Programs. Next year's conference will encompass not only parents, but a Consumers session for ages 16 and up, and once again be presented in primary languages. In collaboration with the CAC, Kiwanis Club of San Bernardino, Children's Fund and Another Way, the Community Engagement Team was able to provide 50 Consumers with needed winter clothing at the annual Toy Drive.

On January 7th, the Community Engagement Team, along with members of the CAC, IRC Aktion Club and many community leaders, including the Mayor of San Bernardino, hosted a "cheer" line for returning students from the holiday break at Lincoln Elementary. This was a fantastic event in which the Community Engagement team was able to connect with the local teachers and parents, but also showcase the new #TeamIRC t-shirts that will be used as a fundraiser for the CAC over the next year.

The CAC hosted its annual Winter Dance, Quarterly Board meeting, CAC Cycle club ride in Temecula, Holiday meal in Riverside, and a Basketball clinic in Barstow for the Special Education Department since the last report to the board. Next year's planning has been completed, and the team is preparing for the events in January which include, movie night in Blythe, Bingo Night in Menifee, and a Basketball Clinic at Victor Valley High School.

Over the past quarter, the Community Engagement Team has attended 40 outreaches, a total of 290 for the calendar year 2018, and presented on IRC in the community. We have participated in Native American Cultural competency training, Parent Autism Support Group in Apple Valley, Cathedral City Parent Support Group and CSUSB Disability Sports Expo to name a few. At these outreaches, we provided critical info to their attendee's along with proper linkage to intake, their CSC, and Purchase of Services, discussed Disparity in our programs and looked for input from the community to improve upon

on services. As well, our Disparity Outreach Coordinator continues to collaborate with the Coachella Valley Parents group to assist them with starting a new group in that area that focuses on a relationship with IRC and vendors. They have had a great response and attendance to the last two meetings. As an in-kind partnership, the Community Engagement Unit created their marketing material and will provide speakers and support as needed over the next six months.

In conjunction with our IRC Employment Specialist, we were able to publish many amazing blogs over the past year that highlights our talented Consumers throughout both counties. Inlandrc.org continues to grow and engage the community with blogs, announcements, and a comprehensive calendar of community events.

In closing, our Community Relations Specialist has maintained a 100% response rate within 36 minutes to all emails and comments on social media. Also, we have maintained a 100% response rate for all emails to inlandrc.org.

Quality Assurance

- -SIR's- 2017-QA closed out
- -continue working on SIR/ risk mitigation protocol
- First consumer moved in the CCH home, end of November, is from IRC. Two other consumers have been accepted, working on admission documents. Last consumer being considered for home is from IRC.
- -QA working on procedures for case management when placing a consumer in the CCH. (this will include protocol for vendor, IRC audit team, etc.)
- -Revenue and team finalized P&I guidelines. Liaisons will inform CP of the guidelines.
- -BC's continue to open. More options for consumers.
- -CP training continues in a monthly basis at IRC. Last training held in December 2018.
- -QA continues providing technical assistance to many CP to assure they are complying along with helping Case mgmt., including SIR trainings for vendors.
- -QA continues to attend IDT meetings to assist case management and vendors.
- -FHA- recertification of homes in November and December
- -FHA training provided in November for Mentor staff.
- -placement coordinator meeting took place at IRC on 11/1/18.
- -Day services working with several day programs regarding caseload rations, 055, and difficulty hiring and retaining staff. Several meetings with different programs held at IRC.
- -Importance of safe working habits when in the field and in the office. Due to weather changes, assure tire thread, windshield wipers, etc. are in good condition.

FAIR HEARINGS & LEGAL AFFAIRS UNIT BOARD OF TRUSTEES REPORT

January 2019 Respectfully Submitted by Jennifer Cummings

FAIR HEARINGS

IRC has 39 open Fair Hearing Requests. Since September 1, 2018, a total of 91 cases have resolved or received formal decisions. In collaboration with consumers, families and IRC staff, we resolved 61 cases without the need to go to a formal state level hearing.

There were 30 formal hearing decisions: Eligibility (16), Respite (5), Homemaker (3), Transportation (1); Legal Advocate (1), Program Tuition (1), Home Modification/Equipment (1), Non-Eligibility Psychological Testing (1), Multiple Issues (1). The Office of Administrative Hearings (OAH) found in favor of IRC in 21 cases, Claimant in 5 cases, and issued one split decision. OAH dismissed three cases because the requests were filed outside the timeline to appeal or the Claimant failed to appear despite receiving notice of the scheduled hearing.

COMPLAINTS (WIC § 4731, CITIZENS, EARLY START COMPLAINTS)

(Consumers, and anyone on behalf of a consumer, who believes that any right to which a consumer is entitled has been abused, punitively withheld, or improperly or unreasonably been denied by a regional center, developmental center or service provider, may file a complaint pursuant to WIC § 4731. If a complainant is not satisfied with IRC's proposed resolution, the complainant may refer the complaint to DDS within 15 working days.)

Since the last Board report, IRC has responded to four WIC § 4731 Complaints, one of which has been appealed to DDS for a second level review and decision. Two additional complaints are pending with IRC.

FORENSIC SERVICES

Fair Hearings & Legal Affairs Unit takes an active role in overseeing and facilitating regional center services for consumers involved in the criminal justice system and serves as a liaison and primary point of contact with all courts in Riverside and San Bernardino counties. IRC assists the courts by creating appropriate recommendations and treatment plans to best serve IRC consumers and the community.

The following is a brief listing of consumers presently involved with the criminal justice system:

There are 9 criminal cases currently referred to IRC to determine eligibility. Eligibility assessments are currently scheduled and pending. Of these, four applicants are in custody.

There are 11 active juvenile criminal cases where either probation is involved, or criminal proceedings are suspended and they are participating in some type of court-ordered plan.

There are approximately 158 adult criminal cases we are currently following on an ongoing basis:

- Sixty-three (63) cases have criminal proceedings suspended are on some type of court-ordered plan due to their developmental disability. Of these cases:
 - o Twenty-eight (28) consumers are on a regional center two-year diversion program
 - Nineteen (19) consumers are receiving community-based competency restoration training

FAIR HEARINGS & LEGAL AFFAIRS UNIT BOARD OF TRUSTEES REPORT January 2019

- o Fourteen (14) consumers are residing at Porterville Developmental Center for competency training and treatment.
- Two (2) consumers are residing at Patton State Hospital for competency training and mental health treatment.
- Thirty-eight (38) cases are currently pending. Usually, this means that these cases are in their early stages (i.e., awaiting the appointment of an attorney/public defender, awaiting court-ordered assessments or plans, etc.). Of these, 13 adult consumers are in custody.
- Fifty-seven (57) consumers are on probation.



Intake, Early Start, Clinical Services and The Early Start Family Resource Network REPORT*

December 2018 Submitted by Treva Webster

Intake, Assessment, and Transfer Unit

Even with the tremendous growth in applications for assessment and service, our focus is to make the Intake, Assessment and Transfer process as easy as possible for the individuals we serve. We took a huge step forward with the on-line Intake application (English and Spanish) and will now concentrate on the Transfer-In process. When a consumer is based at any one of the other 20 Regional Centers, and they decide to move to our catchment area (as so many do) there are numerous things to consider and a myriad of details to review and process. In early 2019, we will focus on making that process faster and virtually seamless for the consumers, as well as easier for the sending Regional Centers and ourselves with our improved communication and shorter timelines.

Early Start and Early Start Clinic

We continue to search for options to decrease the incredibly high case-load ratios and/or the work load of our Service Coordinators, which in turn will help us provide better service and outcomes for the little ones we support. Early Start has shorter timelines than for consumers over the age of 3, so the amount of time and organization it takes to provide exceptional communication, coordination, and case management within appropriate timelines is indeed tremendous.

Early Start Family Resource Network

IRC is grateful to work with the Early Start Family Resource Network (FRN). They work hand in hand with the Early Start Service Coordinators in assisting families with understanding what is currently offered and what may be needed to help the child in the future. Their work is very informational as well as emotionally comforting to families because each FRN staff has themselves been through the challenge of raising a child with special needs.

Clinical Services Unit

This unit is a comprehensive mix of various professionals and objectives—but with one collective goal—to assist in assessing eligibility and to consider our consumer's on-going clinical needs. They must reach that collective goal all while complying with regulations and mandates which are very specific to the consumers we serve.

Questions?

If you have questions or comments, please don't hesitate to call. Treva Webster 909-890-3493

Division Reports. Treva Webster. 2018