

**Self-Determination Local Advisory Committee**  
**Meeting Minutes**  
**Friday, February 24, 2023**  
**10:00 a.m. to 12:00 Noon**

Recorder: Sedona B.

In-Person and Zoom Meeting

**Present:**

**COMMITTEE MEMBERS** (*\*=Appointed By*): Frank Van Curen (SCDD\*), Robert Miland Taylor (RCRC\*), Chris Miller (RCRC\*), Pam Jensen (SCDD\*), Roshan Ashford (SCDD\*)

**REPRESENTATIVES TO THE COMMITTEE:** Sheila Keys (RCRC), Sedona Bowser (RCRC), Alex Chesstell (RCRC), Julie Eby-McKenzie (SCDD), Jacalyn Balanay (DDS)

**COMMUNITY MEMBERS:** Barbara Sprout (CBEM), Jessica Mercado (Community), Sierra Braggs (RCRC), Valerie Johnson (Community)

**Absent Committee Members:** Clifford Black (OCRA)

**Common Abbreviations:**

**CRA** (Client Rights Advocate), **DDS** (Department of Developmental Services), **DVU** (Disability Voices United), **FMS** (Financial Management Services), **FRC** (Family Resource Center), **IF** (Independent Facilitator), **PDS** (Participant Directed Services), **PCM** (Participant Choice Manager), **PCT** (Person Centered Training), **RC** (Regional Center), **RCRC** (Redwood Coast Regional Center), **SC** (Service Coordinator), **SCDD** (State Council on Developmental Disabilities), **SDAC** (Self-Determination Advisory Committee), **SDP** (Self-Determination Program), **SSDAC** (Statewide Self-Determination Advisory Committee)

**Minutes:**

1. **Welcome, Introductions, Roll Call, and Select a Timekeeper (Frank):**
  - a. Sedona identified all who are in attendance.
  - b. Roll call was taken and a quorum was present.
  - c. Pam J. was selected as Timekeeper.
  
2. **Review, Discussion and Approval of 01/20/2022 Minutes (Frank):**

**Motion:** Chris M. moves to accept the 01/20/2022 minutes with recommended corrections.

**Second:** Frank VC.

**Roll call vote:**

  - Frank Van Curen (Yes)
  - Robert Taylor (Abstain)
  - Chris Miller (Yes)
  - Pam Jensen (Yes)
  - Roshan Ashford (Technical Difficulties)

**Motion PASSED**

3. Update on January Action Items (Frank):
  - a. **ACTION:** Sedona will update the RCRC website to reflect the current SDAC Chairperson and Vice Chairperson and add Roshan as a member.
    - i. Done
  - b. **ACTION:** Sheila and Alex will look for a way for interviewers or participants to complete the survey online without paid software.
    - i. Done
  - c. **ACTION:** At the next meeting the committee will identify priorities for spending future SD monies.
  - d. **ACTION:** Sheila, Alex and Sedona will work on posting links to Orientations on the RCRC website.
    - i. Work in progress
4. Participant and Family Sharing – What’s Working and What’s Not Working (Community):

No comments were shared.
5. State Council Report (Julie): The statewide orientation schedule has been added to the SCDD website. The orientation is now offered in an additional three languages besides English and Spanish: Vietnamese, Tagalog and Mandarin.
6. Adhoc Committee: SDP Survey Update (Pam): Two surveys have been done but we are waiting for other people to indicate their interest in completing a survey. As calls are made to participants Sheila and Alex are talking about the survey to promote interest and understanding. Barbara also mentioned that the online survey will also save progress so participants can start and finish later. Now that the surveys are ready, we can start sending the survey to participants as soon as they complete each step (orientation, spending plan, etc.).
  - a. **ACTION:** Barbara will email the committee some plain language directions for accessing the SDP surveys online using the QQR code and link, and include a PDF of the survey. She will also include a draft flyer with this information.
7. Recruiting for Del Norte and FRC SDAC Vacant Positions (Sheila/Alex): There is one vacancy in Del Norte and one vacancy for a FRC member. We are frequently requesting suggestions but have had no interest. The RCRC recruitment flyer was updated in November 2022. Alex reached out to Steven Jackson, the Director at New Dawns Supportive Services in Del Norte, and he will hopefully be joining us next month to represent Del Norte. Hopefully Steven can help to find a client representative in the future. Chris shared the he had a conversation with Steven about recruiting IFs and potential participants.
8. DDS Funding to Support Implementation of SDP Update (Sheila/Alex): In previous years we have supported people to go to conferences and to implement recruiting activities. The committee discussed looking at ways to have successful participants share their story to help guide interested participants and help introduce the process to inspire interest. The team discussed recorded videos as a possible option. Julie suggested assigning “Ambassadors” to share their success stories. Sierra suggested

finding a way to pay those ambassadors for their service. Sheila reminded that the SD monies are time-limited, so Julie suggested the ambassadorship could just be for a year (within the funding period) where the person(s) would attend various meetings and share their experiences.

a. Funding\_Priorities:

- i. Ambassadors with stipends and participants to share their success stories (posts, videos, etc.)
- ii. Improving FMS capacity, possibly developing local options & other ideas
- iii. Efforts to provide enhanced availability to IFs
- iv. Educational options (send people to conferences, provided printed materials, etc)
- v. Translation and interpretation costs

b. **ACTION: Sheila and Alex will draft an email to DDS with the spending priorities to the transition fund and send it to the members of the committee before sending to DDS.**

9. Update on SDP Participant Transition, Status of Independent Facilitators and FMSs, and Report on Self-Determination Conversations Meetings (Sheila/Alex):

a. Orientations update:

- i. There are no new views of the RCRC recorded orientation. The orientation is available at <https://scdd.ca.gov/sdp-orientation/>.

b. Enrollments update: NO NEW ENROLLMENTS SINCE 11/18/22

- i. New enrollments as of 11/18/22: Del Norte - 0, Humboldt - 0, Lake - 0, Mendocino - 0
- ii. Total Enrolled 42 (1 pilot participant withdrew)
  1. County: 1 Del Norte, 9 Humboldt, 5 Lake, 27 Mendocino.
  2. Age: 40 Adults, 2 Children (Mendocino)
  3. Primary Language: 1 Spanish (Mendocino), 40 English, 1 Korean
  4. Ethnicity: 3 Spanish/Latinx, 1 Indigenous, 2 Multi-cultural, 36 White, 1 Korean
  5. Total on SD Waiver: 31
- iii. Enrolled since 7/1/21: 10 people, average time from orientation to enrollment is 7 months
- iv. Expected enrollments next month: 0 Humboldt, 1 Mendocino, 0 Lake, 0 Del Norte
- v. Actively Planning: 1 Del Norte, 4 Humboldt, 2 Mendocino, 2 Lake

c. Independent Facilitator Update:

- i. PCMs met with potential new IF who is interested in providing services (remotely for now) in the area. She agreed to provide information about her background, samples of her work and other documentation needed to be a vendor of RCRC.

d. FMS Update:

i. Aveanna is making major changes. Aveanna will not accept invoices or payment requests directly from providers. The individual or family member is responsible for sending invoices. The person/family is also responsible for educating vendors on FMS process, collecting, reviewing, approving and submitting invoices, and ensuring that all invoices are submitted within 30 days of services being provided. All invoices must have SDP client name, "Bill to: Aveanna Healthcare Services" Service code being billed under, invoice number, and have only one service month/period per invoice. Spending plans must be completed using the Aveanna specific template and must be submitted by the person/family member, not RCRC. RCRC's version of spending plan can also be submitted by RCRC, but needs to have the template version submitted by person/family as well. Aveanna must agree with any changes to the spending plan. Aveanna will be assessing all providers to be HCBS compliant and this could lead to delays or certain providers not being approved for payment. They are advising participants/families that there could be delays to processing, especially with mid-year updates. Aveanna is requesting spending plans be submitted AT LEAST 30 days prior to previous plan's expiration; this is to allow time for them to review and approve the spending plan, and to allow person/family time to find a new FMS if Aveanna is not able to support what is in the spending plan. Aveanna is setting limitations for levels of medical care they can support. All communication with vendors must go through participant/family, not Aveanna. Participant/Family/IF are the only people who can submit invoices/payment requests/changes. Exceptions for who can submit on behalf of person served can be made on a case-by-case basis. Aveanna is requesting all credit card receipts be posted within 24 hours of payment, and will be requiring use of purchase request forms. Invoices may take up to 45 days to process.

e. SD Conversations Meetings: Met on 1/28/23 discussed survey. Next meeting scheduled for 2/24/23 at 3pm.

f. Service Coordinator Support/Training: PCMs have been providing ongoing support as needed to SC for budget calculation, spending plans and working with IFS. We have joined several meetings with participants and potential participants at the request of the person or SC team to provide information and guidance related to SD.

i. Monthly SC Training: A meeting was held on 02/09/23 for "Self-Determination, The Big Picture." Training was provided for 10 SCs, one manager and one unit assistant.

ii. Monthly SC Roundtable: February meeting was cancelled due to technical issues.

10. DDS Directives (Sheila/Alex):

- a. RCRC & DDS monthly meeting is scheduled for February 27, 2023.
- b. SDAC Survey support: The fillable survey was completed by Barbara Sprout and emailed by RCRC to two people who requested it.
- c. RCRC will send another batch of flyers out soon to people who were selected to enroll or attended orientation but have not yet enrolled.

11. Initial Person Centered Planning and Transition Services (Sheila/Alex):

- a. General Self-Directed Transition Support service providers:
  - i. One provider is now available to provide SD transition support services. One person/family used this service as soon as their person-centered plan was completed and approved. With that support they were able to submit all the needed documents to the FMS within 15 days. As a result, they were able to enroll as of 3/1. The support worked well to improve the timeline and communication between the participant/family, RCRC and the FMS.
  - ii. We have also identified a concern with the rate set by DDS which we are now working to resolve. The rate does not allow for adequate reimbursement for mileage to cover our rural geography. We are seeking an exception to cover that additional expense.
  - iii. One local agency is still working on developing a service design to provide General Transition Support Services in Humboldt and Del Norte Counties.
- b. FMS Transition Support Service providers:
  - i. NO CHANGE FROM PREVIOUS REPORT: DDS reported that 3 FMS agencies that RCRC has available to provide FMS services, Aveanna, Mains'I and Ritz Vocational services have all started the process of getting vendored by their home RCs for this service. RCRC is requesting courtesy use from the other RCs for the new FMS transition support services. As of 02/08/23, none have been vendored yet.

12. Resource Sharing/Community Input (Community):

- a. Sheila recently saw an email talking about if power goes out and refrigeration is off, there are options for getting food. Both Clearlake and Lakeport RCRC offices are closed today due to no power.
- b. Robert shared their area is dealing with power outages and slippery grounds.
- c. Julie shared a link for PG&E assistance for hotel discounts during power outages: <https://www.ktvu.com/news/pge-offering-hotel-discounts-for-disabled-older-adult-customers-due-to-prolonged-outages>
- d. Frank announces on March 25<sup>th</sup> at 5:00 p.m. he will be playing in a basketball games against the local police department, fire department and coast guard at the Ft. Bragg High School gymnasium.

13. Add/Remove Agenda Items for Next Meeting (Committee): No changes.

14. Meeting Recap (Action Items below):

- a. **ACTION:** Sheila, Alex and Sedona will work on posting links to Orientations on the RCRC website.
  - i. Work in progress
- b. **ACTION:** Barbara will email the committee some plain language directions for accessing the SDP surveys online using the QQR code and link, and include a PDF of the survey. She will also include a draft flyer with this information.
- c. **ACTION:** Sheila and Alex will draft an email to DDS with the spending priorities to the transition fund and send it to the members of the committee before sending to DDS.

15. Adjourn the meeting (Frank): Meeting was adjourned at 12:05 p.m.

**The next meeting is set for March 17, 2023.**

*SDAC Mtg Minutes\_2023-02-24*

*Prepared by: S. Bowser (02/24/2023)*