



SCLARC VENDOR ADVISORY COMMITTEE MEETING MINUTES

DATE: February 13, 2008

IN ATTENDANCE: Ken Richard (Solid Foundation); Lisa Rabb (Rabb Home); Lupe Ross (Yeatie's); Ardis Brown (Yeatie's); Rebecca Cornett (Confident Care); Geri Willis (SMS); Holley Evans (SMS); Josephine Brown; O.V. Smith; Tommie Melton; Christel McDowell (Ability First); Renee Tims (Wright Road); William Buycks (Westview Stellar); Oscar Urizar; Joyce Williams (Milestones); Cheryl Whiting-Wright (Rite Start); Maria Peralta (Giant Steps); Davina Douthard; Saadite Green (We Are Family); Maria Zamora (El Arca); Bernadette Carter (Shield Healthcare); Wesley McCormick (Easter Seals); Clara Culpepper (Culpepper Home); Gail Anderson (SOCCO); Judy Geodrone; LaNita Gatewood (LoJay); Carol Bennett; Wilma Richard; Bernadette Yalkes (Oath Open Arms); M. Morris (Jatkodd); Karen Chavez (Roseview Terrace); Elijah Hope (Hope Family Home)

I. Call to order

Meeting was called to order at 10:10am

II. Approval of minutes from last meeting

The minutes were approved as presented.

III. Presentations: Transportation

A. Transportation Issues – Kim Bowie

- Previously, SCLARC assigned aides to each van regardless of whether or not they need an aide. Now, they have to first identify a consumer that is in need of an aide in the van. Consumers should have documented behaviors or medical conditions to justify the need for an aide. To obtain aides, please contact the Service Coordinator for that consumer. If you are having difficulty obtaining aides, please contact Ruben Lee or Kim Bowie.
- Consumers must be received by an adult when they are dropped off unless they live independently. If they are dropped off at afternoon programs, please ensure that the program is open and someone is there to receive them. Transportation providers should have 2 alternate drop off locations authorized in writing by care providers in case no one is at home to receive the consumer. In the unfortunate event that no one is able to receive the consumer after all contacts and locations have been exhausted, it was recommended that they be dropped off at a local police station due to abandonment. Kim also added that she will ask all Service Coordinators to check off the section in the Transportation Authorization indicating that all consumers must be met by an adult upon drop off unless they live independently.
- Providers must have updated California Highway Patrol inspection documentation and all drivers must have proper certifications from the DMV. There was a question as to the exact requirements of obtaining the V.D.D.P. Certification (Vehicle for Developmentally Disabled Persons). It appears that mixed information is being given out by different CHP offices.
- Vans should be cleaned regularly and clutter free. Lifts should be used for non-ambulatory clients instead of stairs. Each van should be equipped with step stools to assist consumers as they descend from the vans. Child safety seats must also be secured.
- The maximum allowable time the consumers should be transported is 90 minutes each way per the SCLARC transportation contract with each provider. Anyone who has knowledge of consumers staying in vans more than 90 minutes should contact the Regional Center.
- An issue was brought up about consumers who ride the vans with hygiene issues and the proper way to address these issues. Contacting the Service Coordinator so that they can

intervene was suggested. Some providers have a policy of not picking up consumers until the issue is corrected by the care provider. Others suggested making a Special Incident Report and reporting the neglect associated with the consumer's hygiene to the Regional Center.

B. Services to Transportation Providers – Quake Enterprises

- Floyd Trice and Rodney Jackson of Quake Enterprises gave handouts about their services. They provide assistance to transportation providers in obtaining certifications and meeting CHP and Department of Motor Vehicle requirements and regulations. They are also state certified instructors and provide training services to drivers. Providers interested in obtaining their services should contact them at (661) 212-6432 or (818) 335-6270.

IV. Regional Center Report

- Dexter Henderson stated that the Regional Centers have not been directly impacted by the \$14.5 Billion California budget deficit.
- Transportation providers should get together to work on a proposal for transportation rate increases. Mr. Henderson passed out the instructions for requesting Health and Safety Waiver Exemptions from DDS so that providers can make their requests for increases.
- Providers are requested to discontinue gifts to Service Coordinators with a monetary value of over \$25 per year. Service Coordinators may be disciplined for accepting such gifts. In lieu of giving gifts to Service Coordinators, contributions to the Annual Golf Tournament, Holiday Events sponsored by SCLARC, new home gift packages for clients, as well as making donations to the Friends of SCLARC Fund are recommended. A Draft of the SCLARC Conflict of Interest Policy was distributed and will be given to providers upon final approval.

V. Subcommittee Reports

A. Transportation

- Would like to get clarification on the California Highway Patrol requirements for the Special Driver Certificate (VDDP) and clarification on the capacity requirements under the CHP.

B. Residential

- Referral packets received from the Regional Center are frequently outdated.
- There was a concern about financial responsibility when consumers pass away. Who would be the responsible for paying for burial fees and what should providers do with the remains of the consumer? Providers are requesting that the Regional Center have a policy in place should a consumer expire. Also, it should also be communicated to the provider if the Regional Center has purchased burial flats for the consumer out of their spend-down funds.
- Providers are also requesting that service coordinators identify if consumers are qualified for Medicare benefits and to indicate it in their IPP reports.

C. Day Programs

- Providers are requesting that service coordinators communicate the consumer's issues to the providers so that the providers can assist with a solution for the client. Some services are being discontinued abruptly instead of coming up with a solution.
- Some providers are requesting that they be invited to IPP meetings for their consumers.
- Some providers are still having difficulties having their phone calls returned in a timely manner from the Regional Center.
- Providers would like an updated copy of the staff roster and there was a question whether the roster in the SCLARC website is up to date.

D. Supported Employment

- Some service coordinators are not sending the DS 1968 to the providers.

VI. Announcements

- The Mixer is scheduled for March 5, 2008 from 4pm – 7pm. It will be held at Point Moorea Lounge located inside the Wilshire Grand Hotel. Providers are encouraged to attend to meet SCLARC Executive staff members in a casual atmosphere.
- The VAC 2008 Calendar was distributed indicating the topics that will be covered for each monthly meeting and the dates of the VAC meetings for 2008. The presentation topics are subject to change and updated calendars will be distributed as needed.

VII. Adjournment

The meeting was adjourned at 12:20pm.

Next meeting will be on Wednesday, March 12, 2008.