



## **SCLARC VENDOR ADVISORY COMMITTEE MARCH 8, 2017 MEETING MINUTES--APPROVED**

**IN ATTENDANCE:** see below

### **I. Welcome & Introductions**

Meeting was called to order at 10:15am by chair JB Wagoner. Martha Rodriguez started the meeting with icebreaker “tell me something good” asking all guests to share something good in their lives.

### **II. Public Comments**

There are concerns in regards to what is going on with CMS rules and how to meet the requirements for compliance.

There are concerns about minimum wage increases and filling vacancies. It’s important to get the right people in to do the right job. Retaining people is more difficult as wages rise. Sick time policy is mandated by law. Karina, secretary, will bring compliance information for the sick time and minimum wage regulations at the next VAC meeting.

### **III. SCLARC Executive Director Report (Dexter Henderson)**

Budget: Medicaid program is being considered as a block grant by the federal government. There is talk about reducing or capping the Medicaid program. Reduction potential is as high as 30%. The RC funding is about 40% connected to Medicaid.

Promotion: Henderson introduced newest member of leadership team, Maricel Cruzat. She has been named the Director of Clinical Services for SCLARC. Mercel introduced herself, she has been at SCLARC for 10 years. She has been a federal revenue coordinator, quality manager and chief and now is the Director of Clinical Services. She is responsible for early start unit, intake unit and all the clinicians. Her telephone number is 213-765-3891. Protocol is to answer calls within 48 hours and she will try to answer them sooner.

Telephone issues: there is an issue with calls. There are days when the switchboard is booming with calls and the calls get backed up at the switchboard. SCLARC is in the process of putting in an automated system to help you get to the department or person you are trying to get to quicker. This project is in the works but it will take a bit of time for it to be implemented due to the large number of extensions.

Marketing: Leadership team met in regards to vendors wanting an opportunity to educate service coordinators about their programs/services. The team is open to some of the suggestions presented such as having transition meetings. It is difficult for the staff to have added meetings apart from their normal work routines but something similar to the vendor resources fair would be good where the VAC can take more of a leadership role in putting the event together.

Town hall meetings: POS service data meeting happening this Friday, March 10, 2017 at the Bell Community Center at 6:00pm. Everyone is welcome to attend. One meeting already took place on February 24, 2017 in the SCLARC auditorium.

Vendors: There is an opportunity to participate in the the regional center auditorium naming sponsorship program. Flyers are available.

Grants: DDS received approximately 900 proposals for \$15 million in assistance funds for vendor HSBC compliance activities. Grant approvals have not been determined as of yet. Study has been approved to see how the minimum wage rates are affecting vendors and the reimbursement rates. RFPs has gone out for consultants to complete this study.

McClaney Family Resource Center: A ceremony took place on 2/25/17 to rename the family resource center. The center has been renamed the McClaney Family Resource Center in appreciation for Dr. La-Doris McClaney and family's spearheading the fundraising campaign to raise \$1,000,000.

Contracts: within the next few months, contracts and agreements will be signed electronically. This is the new process that will take place going forward. Vendors are asked to create an e-mail addresses so that they may receive the new electronic contracts and other important items. Many vendors have provided SCLARC an e-mail address but there are still vendors that have not.

Small Business Loans: Consultant was introduced; he has been consulting in economic development. He will attend some future VAC meetings to give us information and resources. Small business loan program will be kicking up in the next few days for authorized vendors of SCLARC. The dollars are available for working capital, and any business expense you may incur in the order of doing business with the regional centers. There will be goals and objectives in the sense of job creation and further expansion of your business. To qualify, you must have a current contract or contract pending with SCLARC. Loan range is between \$1,000 to \$10,000. Interest rates are hovering at about 6% with repayment terms of 3-5 years with no prepayment penalties. Approval process will be a short application with some details about your financials. Loan turnaround is 30-day period. There is a post-award monitoring period to ensure your success.

#### **IV. Presentation**

##### Medication Training by Cecilia Pannell-Atkins MSN, RN FNP

Some takeaways from the training:

- ✓ 5 rights of medication: right drug, right patient, right dose, right route, right time
- ✓ These 5 rights are to be documented on the MAR. there is a 1 hour leeway time to give the medication and still be considered to be on time
- ✓ Follow what the prescription says, if something says every 8 hours, it needs to be every 8 hours (24hrs/8hrs= 3 times a day)
- ✓ Refusal of medication: consumer has the right to refuse the medication, inquire why they won't take the medication, what is the reason for refusal. It is not acceptable to hide the pill in their bread (as an example). You may encourage the individual but not force them. You must document that the medication was refused.
- ✓ When you take a consumer to the hospital, it is important to take a copy of their MAR so that medicine reconciliation can happen at the hospital.
- ✓ If there is a reason to create a special incident report (SIR), this is to be sent via efax, the SC receives it and clinical services department does not usually get the SIR until the service coordinator processes it. If the service coordinator processes SIR and doesn't forward to clinical department, we won't know the consumer is in the hospital. It is ok to call clinical department if one of your consumers is hospitalized in addition to sending SIR via fax. Care providers can contact clinical department to inform that a

#### **V. Minutes**

VAC minutes for the March 8, 2017 meeting were approved without correction. Approval moved by Carmen Haley and seconded by Illona Hendrick.

## **VI. VAC Executive & Committee Reports**

A. Treasurer: There has not been any spending done, current balance is the same amount as last month. The donuts and coffee for the meet and greet will be reimbursed by the VAC.

B. Committees:

Membership: applications for the VAC board are available at the registration table, see Carmen Haley if you are interested in joining the VAC. In addition, there is a flyer letting you know how you can stay involved with the VAC.

Compliance: Request has been made to meet with Quality Assurance department to identify the top 5 deficiencies found by the department and will be shared with you.

Legislative: handouts have been provided regarding H.R. 610 which seeks to distribute vouchers that fund elementary and secondary education. This bill also would repeal rules relating to nutrition standards in school. A sample letter to the State Assembly was also being provided to you to support AB 279, allowing DDS and RC's to adjust rates for service providers. block grants as an option that the feds are looking at, AB 610 and AB 279

Strategic Planning: The Vac executive committee is researching how other VACs hold their meetings, bring in membership and what works for them in an effort to bring best practices to the SCLARC VAC. Let us know if you attend other regional center VAC meetings and what you like or don't like about them.

***Next VAC meeting will be on Wednesday, April 12, 2017***

SCLARC VAC MEETING  
SIGN IN SHEET  
MARCH 8, 2017

- |                        |                            |
|------------------------|----------------------------|
| 1. Ms. Illona Hendrick | Hendrick Home              |
| 2. JB Wagoner          | Arc Mid-Cities             |
| 3. Worknesh Wakero     | W&W RCF                    |
| 4. Leslie Buckner      | Olive Branch Outreach      |
| 5. Karina A. Andrade   | EL ARCA ADHC               |
| 6. Angie Gallon        | Social Vocational Services |
| 7. Elsie Tatum         | Smileys G.H.               |
| 8. Stella Ruffins      | Comeaux Family Home        |
| 9. Yosman Marroquin    | Marroquin Facility         |
| 10. Maryett Gordon     | O.V. Guest Home            |
| 11. Jae Lim            | Ability First              |
| 12. Ebony Montgomery   | SCLARC                     |
| 13. Carmen Haley       | Family Way                 |
| 14. Martha Rodriguez   | Fobi Pharmacy              |
| 15. Mary Cady          | Shield Healthcare          |
| 16. Tina Tate          | Family Hands               |
| 17. Elizabeth Nelson   | Epic Residential Home      |
| 18. Diana Hernandez    | 24 hr Home Care            |
| 19. Kelli Marsh        | CADHC                      |