



**SCLARC VENDOR ADVISORY COMMITTEE
JANUARY 11, 2017 MEETING MINUTES**

APPROVED—2/8/17

IN ATTENDANCE: see below

I. Intro of the new Vendor Advisory Committee Executive members by Ms. Lara Okunubi

a The new VAC executive members were presented:

- i. JB Wagoner: Chairman
- ii. Kelli Marsh: Vice-Chair
- iii. Karina Andrade: Secretary
- iv. Martha Rodriguez: Treasurer
- v. Carmen Haley: Parliamentarian

Ms. Lara Okunubi was presented with a bouquet and thanked for chairing the VAC since 2014.

II. Presentations

Staff Training: Charting & Documentation

Joseph Velasquez, senior quality assurance specialist, presented a PowerPoint presentation and handouts on charting and documentation of consumer activities and progress. Some key points:

1. It is important to document history of lying, someone being agitated and blaming people for things, documentation also can show if the person was not present, or if staff was absent that day.
2. Major issue of concern is when staff stop writing things down because it is so prevalent, there is little documentation stating that the behavior is happening recently and staff say “oh that’s just how he is” and don’t bother to continue documenting.
3. Avoid cookie cutter notes, make sure person doing the notes signs the notes as well and refers to the IPP objectives to write the notes
4. Good notes can expedite an investigation, can be critical in case of a lawsuit.
5. Objective for students is not met if the staff are not aware of what the objectives are. They need to be aware of what the objectives are.
6. It is important to protect consumer privacy, make sure to go over HIPPA procedures with staff and have staff sign confidentiality agreement.

III. Reports

Regional Center

Ms. Marsha Mitchell-Bray, Director of Community Services & Family Supports, thanked the vendors for their participation in the vendor fair and thanked the VAC for the great work done in putting the event together. She reminded all vendors that the maximum donation amount to any individual service coordinator cannot exceed \$25 so vendors need to make sure that their raffle prizes are not valued at more than \$25.

Mr. Henderson congratulated the new executive committee board members and took pictures with the group.

Next VAC meeting will be on Wednesday, February 8, 2017

SCLARC VAC MEETING
SIGN IN SHEET
JANUARY 11, 2017

Ms. Illona Hendrick
Desiree Boyden
Lorena Martinez
Mary Cady
Kelli Marsh
Lara Okunubi
Marvin Espinosa
Rene Richard
Alyssa Richard
Cynthia Mark
Martha Rodriguez
Yvette Torres
Ebony Montgomery
Carmen Haley
Stephanie Dinwiddie
Karina A. Andrade
JB Wagoner

Hendrick Home
SCLARC Staff
Fobi Pharmacy
Shield Healthcare
CADHC
Ideal Program Services
The Jeffrey Foundation
Giant Steps
Giant Steps
O.V.'s Guest Home
Fobi Pharmacy
Premier Healthcare
SCLARC Consultant
Family Way
Spirit Children's /Sucs
EL ARCA ADHC
Arc Mid-Cities