



## **SCLARC VENDOR ADVISORY COMMITTEE FEBRUARY 8, 2017 MEETING MINUTES**

**IN ATTENDANCE:** see below

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

VAC chairman J.B. Wagoner called the meeting to order at 10:01am and introduced the new VAC Executive Committee members. Vendors and guests introduced themselves.

### **II. Public Comments**

- A. Consumer Advisor Committee (CAC) : Desiree, SCLARC consumer, reminded the group that the CAC meets on 2/27/17 at 10am at SCLARC 4<sup>th</sup> Floor.
- B. Services/Program referrals: Vendors want to know how service coordinators find out about vendor services and available spaces to provide this information to potential consumers. There are questions as to how families/consumers find out about available programs.

In discussion, it was stated that service coordinators find out about our programs at the vendor fair, the resources center (you can send the resource center brochures), and they also become aware when a new program/center opens at their in-house meetings.

Some suggestions included: SCLARC hosting a transition fair for h.s. students to learn about programs vendors offer, provide an education class to new vendors so they learn how to get assistance needed, having a consumer fair similar to the vendor fair and seeing if SCs can be gathered for short vendor presentations every quarter by sectors/vendor types.

- C. Carolyn H. Evans has a home in Inglewood for lease or sale to use as residential facility. For more information, you may contact her at 310-938-8911.

### **III. SCLARC Executive Director Report**

Mr. Dexter Henderson arrived to the meeting and discussed the following:

- A. After being briefed on the services/program referral conversation, Mr. Henderson said that when SCLARC was smaller, vendors could send their brochures and flyers to the supervisors who would in turn distribute to SCs. SCLARC has tripled since then and it is not possible for vendors to have meetings with SC's like in the past. Mr. Henderson will take our feedback to the executive team and review what options they may be able to offer.
- B. Budget review: The State budget was unveiled; the legislature is in the process of reviewing the proposal. The next budget hearing is March 16<sup>th</sup>. Budget information can be posted on the VAC website if interested. There are no cuts in the budget so far as it pertains to services funded by the regional center system. The May Revision will be more accurate and will be reviewed when published.
- C. Request for Proposals (RFPs): There are six RFPs. Five of them are connected to the CPP program. Start-up funding assistance is available. The RFP details can be found at <https://sclarc.org/vendors.php>
- D. Navigator program: SCLARC's Family Resource Center provides navigation support for SCLARC families. One of the main goals of the navigator program is to reach out to families that have approved services but are not taking advantage of these services yet. Contact the Family Resource Center for more information at 213-74-8882.

- E. Annual Town Hall Meetings: Save the Date! POS service data meetings are taking place on Friday, February 24 in the SCLARC auditorium (10am-12pm) and on Friday, March 10 in the Bell Community Center (6pm-8pm @ 6250 Pine Ave, Bell, CA 90201). Mr. Henderson would like vendors to send a representative to one of the POSE Service Data meetings.
- F. Participate in the GSM Mezzanine Chair Naming Campaign: Friends of SCLARC, Inc. has a chair naming campaign to raise funds in support of maintaining and preserving the two lobby murals and supporting SCLARC clients. An engraved message in a commemorative plaque will be placed on a chair in the GSM Auditorium Mezzanine with a donation of \$1,000. You may contact Ms. Muara Gibney at 213-743-3206 for more information or go to <http://weblink.donorperfect.com/GSMchairs>

#### **IV. Presentation**

##### Special Incident Reporting

Sirlisa Evans, Program Specialist SIR Coordinator, presented on the special incident requirements for vendors. Some key points:

1. Centers can have their own forms for SIRs or use the one provided at [sclarc.org](http://sclarc.org) website.
2. It is important to submit the legal name of the consumer and his/her UCI if known.
3. Make sure to report SIR to community care licensing. Report to APS when abuse is suspected.
4. Timeline: verbal report is due within 24 hours. If SC is not available, leave a voicemail or contact the Officer of the Day. Written report is due within 48 hours.
5. Specify if a consumer is hospitalized (admitted) and obtain copies of the discharge paperwork. SC will need a copy for reporting and closing of the case.
6. When an incident involves more than one consumer, separate incident reports must be generated for each consumer involved. Use initials for names of consumers on an SIR that does not belong to them.
7. If an incident happens on a bus (not part of your program) both the transportation provider and the day program provider should submit an SIR. Anyone that becomes aware of an incident should submit an SIR.
8. Even if all you provide is first aid for an incident, SC wants to know as sometimes small incidents may become big (such as an infection)

Sirlisa Evans may be reached at [sirlisae@sclarc.org](mailto:sirlisae@sclarc.org) and 213-744-8473.

#### **V. Minutes**

VAC minutes for the January 11, 2017 meeting were approved.

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

- A. Treasurer: \$14,669.69 in the VAC account. The money is used for the vendor fair, consumer breakfast, mixer and anything to benefit the membership.
- B. Committees:
  - Membership: planning to have mixers, call vendors to invite to participate and increase membership
  - Compliance: nothing to report at this time but will work on compliance issues and educating membership about quality assurance and compliance
  - Legislative: no report at the moment, but will report when there is something
  - Strategic Planning: short-term committee to look at the overall goals of the vendor advisory board

***Next VAC meeting will be on Wednesday, March 8, 2017***

SCLARC VAC MEETING  
SIGN IN SHEET  
FEBRUARY 8, 2017

1. Yosman Marroquin	Marroquin Facility
2. Andres Velasco	SMS Transportation
3. Carla Palacios	Advantage Home Inc
4. Cynthia Martin	O.V.'s Guest Home
5. Ms. Illona Hendrick	Hendrick Home
6. Desiree Boyden	SCLARC Staff
7. Mary Cady	Shield Healthcare
8. Kelli Marsh	CADHC
9. Lara Okunubi	Ideal Program Services
10. Marvin Espinosa	The Jeffrey Foundation
11. Patience Maxwell	Stepping Stones
12. Amber Morales	SVS
13. Denice Torrey	Sibi Center
14. Perla Landeros	PALS
15. Martha Rodriguez	Fobi Pharmacy
16. Karina A. Andrade	EL ARCA ADHC
17. JB Wagoner	Arc Mid-Cities
18. Carmen Haley	Family Way
19. Stephanie Dinwiddie	Spirit Children's /Sucs
20. Mike Mehzon	DHF
21. Brenda W.	Berth and Family
22. Carolyn Evans	Jelf
23. Cheryl Whiting	Jessar, Inc.
24. Chantal G	Arc Mid-Cities
25. Elsie Fatum	Smileys
26. Kristal Rodriguez	Buena Vida Learning Services
27. Keidrick Cole	Home 2
28. Worknesh Wakero	W&W RCF
29. Tina Tate	Family Hands
30. April Spencer	ICS
31. Yvette Torres	Premier Healthcare