



**SELF-DETERMINATION LOCAL ADVISORY
COMMITTEE MINUTES
DRAFT**

Date: Monday, August 7, 2023

Start Time: 7:00 pm **End Time:** 8:30 pm

Location of This Meeting: Zoom- no physical meeting location

Location of the Next Meeting: Zoom-no physical meeting location

ATTENDEES:

Committee Members Present: Chair Irene Litherland, Melissa Crisp-Cooper, Vi Ibarra, Dianne Millner, Pei Wang, Lilian Ansari

Committee Members Absent: Pamela Baird, Arthur Lipscomb, Morena Grimaldi, Jocelyn Manalac

Committee Administrative Assistant: Sam Coston

RCEB Staff Present: Lisa Kleinbub, Jenifer Castaneda

SCDD Staff Present: Sheraden Nicholau

Guests: A Calderon, Carl Vinson, Crystal U, Helen Reese, Diego Olmedo, Jefferey Wallace, Ellen Ernst, Gaurav Sharma, Leticia Yerena, Lizbeth Juarez, Lorena G., Mike Hu, Norma Gonzalez, Will Sanford, Sonia Morales, Sophia Agafonow, Stella, Veronica Poon, Jane Selkye, Giovanna Wormsbecker

Agenda Item: Welcome, Chat Monitor and Introductions

Committee members and guests all introduced themselves. Lilian monitored the chat. Sam recorded the minutes. The meeting was interpreted into Spanish by Giovanna Wormsbecker.

Agenda Item: Consent to the Minutes from July 10, 2023

Minutes from July 10, 2023 will be reviewed at the September SDLAC meeting.

Agenda Item: Introduction of New Committee Members

Irene announced that two new committee members have been appointed by RCEB: Lilian Ansari and Andrea Cifuentes. A third person has been recommended to be appointed to the committee by the State Council but needs to wait to go through their slower appointment process. New member Lilian Ansari introduced herself and briefly discussed her background. She's a parent of two teenagers who are RCEB participants. Her goal as a member of the committee is to help others navigate the process of self-determination.

Agenda Item: Report from Chairperson

Irene discussed the guidelines issued by DDS in late July concerning criteria for meetings by local advisory committees. Remote-based meetings will continue to be allowed by DDS.

Irene will be stepping down as Chair at the end of the month. She sent out a survey to committee members to see which roles or responsibilities they might be interested in taking on. Using those responses, Irene, Melissa and Vi have been meeting to develop a proposed plan for a more dispersed distribution of leadership duties. They then discussed the proposed plan with Lisa, Sheraden and Ronke.

Agenda Item: Discussion of Committee Leadership Options

After Irene steps down as committee chairperson at the end of the month, there will be no official chair for this self-determination local advisory committee. Instead, there will be roles of emphasis that certain committee members will focus on. Vi highlighted each role (highlighted in bold font). The **meeting facilitator**, prior to the meeting will review and finalize the agenda, as well as checking in with people giving presentations to make sure they are prepared. During the meeting, the meeting facilitator will call the meeting to order and ensure that the interpreters are set and that the meeting is being recorded; provide a roll call for committee members; facilitate the timely movement between agenda items and adjourn the meeting. After the meeting, the meeting facilitator will follow up on actions approved in the meeting to ensure that the next steps are taken accordingly. The **records manager** will draft and finalize the meeting agenda with the meeting facilitator; review and edit as needed and the draft minutes from Sam; send the agenda to RCEB 10 days ahead of meeting and draft minutes prior to the meeting; and approve Sam's timesheet. **Individual project oversight** involves coordinating the process for use of DDS funds. The **statewide representative** will represent the committee at the statewide self-determination advisory committee meetings; provide a summary and report back to the local advisory committee; and complete and submit the statewide bi-monthly reporting tool (this requires partnership with RCEB to collect data. The **membership lead** will participate in the membership selection process with representatives from RCEB and State Council to interview and select new members for committee, as well as provide an update to the committee as needed. The **regional liaison** will meet monthly with the chairpersons of the other Bay Area self-determination local advisory committees to coordinate activities. The **chat monitor** will read aloud items posted in chat. The **advisory committee staff** will confirm that the interpreters are scheduled and give their contact information to RCEB; will monitor email; assist the committee with scheduling as needed between meetings; and respond to emails about issues related to the committee.

Vi also provided an estimate of the length of time needed to devote to each role. Volunteers will occupy a role for 4-6 months. Some of the roles have volunteers already. Vi has volunteered to be the meeting facilitator; Melissa the records manager; Irene the regional liaison. Sam will also continue as the paid advisory committee staff. The other roles will be discussed at next month's meeting.

M/S/C "The committee moves to approve the rotating Chair structure as proposed." Motion passed.
[Ibarra/Millner].

Agenda Item: Public Comments on Successes and Concerns with SDP

Concerns were voiced about transitioning to subsequent years within SDP. Communication has been slow with the FMS. As a result, some staff payments had to come out of the families' pocket, which creates a hardship. Irene mentioned tracking issues with SDP, to stay on top of the process, ultimately helping to streamline. Additionally, some regional centers are questioning adding family members to an adult SDP participant's staff as opposed to natural support. Independent facilitators are asked about this more frequently than previous years.

Agenda Item: Update from Regional Center

Jenifer gave an update on SDP enrollments. 6 participants were enrolled in July; 6 in August and 2 scheduled for September. There are 137 participants in subsequent years. 100 participants are in year 2; 31 in year 3; 6 in year 4 and 1 new unenrollment. There are 199 completed enrollments in SDP. Pre-enrollment support started on July 1, 2023. Vendor packets are in circulation.

Agenda Item: Update on Use of Funds from DDS

Irene shared that Requests for Proposals (RFP's) for our projects were posted and distributed. The deadline to receive applications was the end of July. The deadline was extended to August 25, 2023. Vi questioned if there is a way to share RFPs with other statewide committee members, as a collaborative. There was additional brainstorming of ideas for the distribution of the RFP's. RCEB has sent the RFP's to their vendor list and list of Independent Facilitators. We will have it sent out again to our committee's list of attendees.

Agenda Item: Public Comment on Items Not in Agenda; Announcements

There was a comment made regarding it being difficult to find out about the option of SDP in the first place. Then it is challenging to try to navigate the program with so many faults, especially in another language. The public member encouraged us to fix the faults in the program.

Agenda Item: Input on Future Agenda Items

Further discussion of SDP leadership roles; update on the application process for our funded projects.

| 2023 Meetings |
|----------------------|
| September 11 |
| October 2 |
| November 6 |
| December 4 |