

# Self-Determination Local Advisory Committee Meeting

## Friday, December 15, 2023 – 10:30am-11:00am

### MINUTES

*\*Meeting is open to the public – all are welcome to attend\**

#### **SDLAC Members:**

Jennifer Walsh (Chair/Self-Advocate) - present  
Sascha Bittner (Self-Advocate) - present  
Elizabeth Grigsby (GGRC Consumer Rights Advocate/Self-Advocate)  
Charlie Fagan (OCRA-Attorney/Clients' Rights Advocate)  
Connie Johnson (Parent Advocate)  
Alyson Sinclair (Parent Advocate) - present  
Christine Kantor (Parent Advocate)  
David Nguyen (Parent Advocate)  
Ken Parekh (Parent Advocate) - present  
Sandy Chin (Parent Advocate) - present  
Brenda Bachechi (Parent Advocate) - present

#### **SCDD Advisor:**

Sheraden Nicholau (SCDD-Regional Manager, Bay Area Office) - present

#### **GGRC Advisors:**

Eric Zigman (Executive Director)  
Lisa Rosene (Director, Case Management)  
Juliet Sousa (SDP Supervising Social Worker) - present  
Meghan Reynard (Acting SDP Supervisor)  
Kori Mason (Participant Choice Specialist)  
Janika Jaramillo (Participant Choice Specialist) - present  
Anh Nguyen (Recording Secretary) - present

#### **Guests:**

- I. Welcome/Call to order (Walsh)
  - a. Roll call (Nguyen)
  - b. Introduction of new members
    - a. Brenda Bachechi: Branch Services, [www.branchservices.org](http://www.branchservices.org), we provide services for clients that have spending plans and going through the SDP process. Closely affiliated with a housing project, Willow Commons. As we work with people who have spending plans and see challenges they have,

participating in a committee where we can look at both the successes and SDP and the challenges because we want to see quality programming across the state.

- b. Sandy Chin: Parent of a person served who just transitioned to SDP and still learning different pieces of the program, especially with information with FMS and helping other families transition to SDP. Help create a database of all the services families have found useful, instead of having people start from scratch.

II. Vote on Action items

- a. The project is to help GGRC to put together the forms and guidelines to consolidate everything, guides, procedures for accounting and case management that aren't in a central location. The SDP team for GGRC is small and busy with getting people onboarded, spending plans and budgets, logistics of the program, along with other issues that come up, there isn't bandwidth to consolidate all of the information. We need a clean, clear guide for social workers and the case management unit to find information and streamline things. Lisa has presented and requested funding for a position to help SDP team complete this project. In addition to the materials, there's an internal task force that has discussed barriers and to develop better guidelines. Lisa has all of the details.

Having all information and forms for the case and fiscal management of SDP cases in one place will greatly facilitate learning, communication and processing of SDP on-boarding and renewals. This in turn will positively impact participant satisfaction with the program.

To that end, the GGRC SDP is requesting the following:

Scope of Work: Contractor will work with GGRC SDP Team, Fiscal Dept. and Regional Center Services (RCS) Dept. to consolidate all policies, procedures and forms associated with the SDP process for inclusion in the RCS Case Management Manual.

Time Needed: 24 hours total. Start date and length of contract to be determined mutually with Contractor.

Rate: \$75.00/ hour. Total request: \$1,800.00

Project Oversight: Juliet Sousa, Supervisor, SDP

Brenda: Is \$75 an hour for 24 hours covers the scope of the work. Concerned it might take more than 24 hours, given how intricate and complex the accounting piece of this is, is \$75 an hour an accurate hourly rate. What about a range of \$75-90 for 24-36 hours? I want to make sure the project has the support that it needs so it ultimately supports the needs of parents and families.

Juliet: Not sure what the market rate is for the role, but Lisa was the one who developed this, one of her thoughts was that we already have some guidelines and things that are already

written. With so many moving parts in SDP, there's room to review and increase the amount of hours and the rate per hour basically because we don't know how long it's going to take. This is based on Lisa's best guestimate.

Jennifer: I thought the hours were initially set at 50 hours and not sure why it was reduced.

Eric: To provide some context, we have a case management manual that social workers use and Lisa's thought on this is we don't have the capacity to put together a robust practice manual. It's not necessarily for public facing, it's not really a public document. It's to make sure every social worker at GGRC especially with specialized caseloads coming online in January. Helps to ensure practices are consistent and how to do SDP at GGRC from an internal processes perspective. The committee has the right to expand or increase the project, but we initially thought it would be helpful to have the pieces of SDP put together in one place to help parents and families.

Brenda: It's needed and totally supported, however if we spend the funds to do it, I would be supportive of additional funding, it seems like we would want families and people the committee hears from and concerned about the process to be knowledgeable of the process as well.

Alyson: This sounds like more of an internal document and resource guide for the social workers so the case managers are consistent across the board in practices. Anyone who is transitioning into SDP that they receive consistent information from the case managers/social workers and it just ends up being more fluid document for the benefit of the case managers and ultimately benefits everyone in the process.

Sascha: We were planning other projects to focus on the participants. There needs to be these kind of project as well it goes hand in hand, we also need to educate participants and meet GGRC's needs to help them.

Sheraden: The idea wasn't to post the entire manual, but portions of it so that people could understand the steps and general expectations around those steps and who's responsible for what, especially since that changes from RC to RC. Helps IFs and others who work with other RCs in SDP so they can help others they work with.

**Sascha: Motion to give Jennifer and the staff authority to oversee the engagement of a contractor to work on the project as outlined above for 24-36 hours at a rate of between \$75-90. M/S Sascha, Ken. Unanimous consent.**

- III. Assignment of workgroups – tabled until next meeting
- IV. Adjourn