

**New Horizons
Program Committee Meeting
July 12, 2016
9:30 AM**

Present: Christine Ward, Greg Buesing, Heidi Lennartz.

Staff: Cynthia Sewell, Roschell Ashley, Tony Casasola, Leilani Downer, Anna Eskandarian, Esteban Estrada, Dana Hart, Sharoll Jackson, Greg Santilli, Nancy Soo Hoo, Aida Velasco, Michelle Veals.

Absent: Gary Washburn, Priscila DiBlasio, Anne Murphy, Ron Silverman, Tetyana Wynter.

1. Call to Order/Approval of March 8, 2016 Meeting Minutes/Introductions

The meeting was called to order at 9:33 AM by Chairperson Chris Ward. The minutes of the March 8, 2016 meeting were voted on and approved. Ms. Ward asked for all attendees to introduce themselves.

2. Updates on Agency Plan of Action Goals for FY 2016

COO Roschell Ashley called on the Program Leadership to give updates on the status of the Plan of Action Goals for FY 2016 for their departments.

- **Achievement Center (Tony Casasola)**
 - The classroom for the aging and those with Alzheimer's has been delayed. However, with the partnership with the Valley Interfaith Council, we will be able to integrate seniors at New Horizons to achieve the goal of greater inclusion.
 - The TMA (Technology and Media Arts) program is teaching employable skills (i.e. typing, Word, PowerPoint, Graphic Design, blogging).
 - The goal to move 3 students to Pathways was not met. One student has moved to Pathways and is employed.
 - We are working on identifying volunteer sites. Six sites have been identified so far. However, there is an issue at times with sharing 6 vans amongst 15 classrooms. Committee Chairperson Chris Ward asked if there were any grants to help with transportation. New Horizons received a grant for 6 vehicles last year. Three vans are to be purchased this year and three more next year.
 - Achievement Center instructors are going through Travel Training to learn how to take the consumers on public transportation.
- **Monarch Mobile Day Program**
 - The MMDP program has been expanded to serve Los Angeles, Burbank and Hollywood areas.
 - The program operations and record keeping are being worked on to be in compliance with CARF standards. The program will be reviewed in 2018 during next CARF survey.
 - A community based component to the MMDP proposal has been developed and submitted to the Regional Center for review and approval.
- **Marketing and Communications**
 - The goal to increase New Horizons' social media footprint is ongoing. The numbers tend to increase around the time of special events and then drop off afterwards.

- A Work Services promotional video is in the works. It will be used on social media sites, New Horizons' website and business partners will be able to use it to show their philanthropy in the community.
- We are in the process of creating a uniform branding message.
- The Marketing Subcommittee is now part of the Advancement Committee.
- **Residential**
 - Two homes are to be transitioned to ICFs (Intermediate Care Facility).
 - Medi-Cal funding for the 13 A and 13 B homes is in process.
 - Therap, an electronic health records program, has been launched and a staff coordinator has been hired.
 - Tigertext, a secure texting program, has also been launched. It protects confidential consumer information that staff may need to share via text.
 - Reseda Ranch is about 90-100 days from completion. There were some change orders that had to be worked out, but now construction is proceeding.
- **Employment Services**
 - The Regional Center approved increasing the length of the Pathways program from 6 months to 1 year. This will mean increased billing for Employment Services.
 - 20 consumers have been identified to transition from the Workshop to the Pathways program.
 - Expansion to Santa Clarita is on hold until the transition of the consumer from the Workshop to Pathways is completed.
- **Sam's Café**
 - Sam's Café cookies are being sold in Vons stores in Tarzana and West Hills. More volunteers are needed to do cookie sampling at the stores. The cookies sell out when there are samples being given. The most profitable hours are between 3:00 – 6:00 PM. Chairperson Ward asked who can volunteer. Anyone, though minors must be accompanied by adults. Shade Mokuolu in the Development Department is working on getting teens and chaperones to give samples at the stores. Other persons who should be considered are college students, seniors. There is a group of Pathways consumers who will start giving samples at the Tarzana store.
 - The Valley Interfaith Council lunch program has been successful. The lunches are selling out. The orders had to be increased.
 - Though sodas are still available for purchase at lunch time, they are no longer sold as part of the lunch special. Milk and juice are included with the lunch special instead.
 - The homes will be providing dietary restrictions for their consumers.
- **Work Services**
 - The goal to assemble a flexible and non-disabled work force to help meet deadlines is in process. We are working with Direct Placement and a seniors program to fulfill this goal.
 - Chief Human Resources Officer Diane Thorsell and Chief Operating Officer Roschell are working on a career path plan for the staff.

- **Community Living Services**
 - As consumers are aging, they are being moved into Supported Living because they need increase hours of support.
 - CLS is trying to determine the needs of the aging population. The Director of Community Living Services has attended various seminars for information.
 - It is becoming more common to find those with substance disorder needing help with housing. They are harder to support than the aging.
 - A virtual counseling program has been launched in partnership with USC. The counseling is done on iPads or via laptop over web cameras. There is only one consumer participating at this time.
- **Greenlight to Mobility**
 - 1,000 consumers have been assessed within the last 3 years. The program has been expanded for two more years. Enrollment is being increased by offering the travel training to seniors.

Summary on Transition Plan

A few staff attended a webinar on the CMS (Centers for Medicare and Medicaid Services) Rule. Sharoll Jackson shared a summary of the 40 page slide presentation. To support the changes required by this regulation, more staff is needed and as a result more funding is needed to pay for this additional staff.

Director of Employment Services Anna Eskandarian said one option may be to turn the Workshop into a business model and make sure the ratios meet the requirements for integration.

There are more risks with community integration.

Committee member Greg Buesing stated that any agency with Federal contracts must hire a percentage of individuals with disabilities. He asked if this applies to those who receive government funding but whose focus is not those with disabilities? He further asked if an enclave of consumers can work in a community setting. This may vary from state to state. Eventually non-DDS funded consumers may be able to be in enclaves on work sites.

At this time, there is no inclusionary mandate for the group homes.

3. Agency Plan of Action Goals for FY 2017

A draft of the Agency Plan of Action Goals for FY 2017 was handed out. Teams were formed to work on specific areas: Programs, Business Services, Housing & Facilities and Administration.

- **Programs Team**

The focus of this group is inclusion.

- August 31 is the tentative date for launch of the seniors lunch program (in partnership with the Valley Interfaith Council) “Let’s Do Lunch.”

- The Achievement Center will be collaborating with Imagination Connection for 8 weeks of art classes for the consumers. Seniors will also be brought in to participate in these classes. The Achievement Center will also be working with LMU on an art project. We are trying to find a space on campus that will be big enough for these classes. The classrooms are too small. Perhaps Peggy’s Garden or the new Sam’s Café conference room will be used.
- Work Readiness Academy will hopefully help to transition 12-20 consumers out of the Workshop into the community. Family meetings are being held to explain the transition.
- **Business Services Team**
 - Anna Eskandarian, Esteban Estrada and Erik Sjogren are evaluating various models for integrating the Workshop.
- **Housing & Facilities Team**
 - The vacant land that New Horizons owns is being evaluated. A consultant is being brought in to help with the evaluation of all of New Horizons’ property.
 - Residential needs and affordable housing are other area of focus for this group. We may possibly take over other residential sites.
- **Administration Team**
 - The Marketing and HR staff is tasked with communicating the Transition Plan. They are working on developing a paragraph or elevator speech to explain in a brief and concise way. Committee Chairperson Ward suggested an “Under Construction” area of the website to whet people’s appetite for the upcoming changes and to keep them checking back for information.

These priorities are on hold until after the Board Retreat. Ms. Ward asked the staff which items that the staff would like brought forward at the Retreat. Ms. Ashley stated that Transition and that the Workshop will be closed in June 2017 must be emphasized. She also shared that a young filmmaker is documenting all of the transition changes so that we can share it with other organizations.

4. **Adjournment**

The next meeting of the Program Committee is scheduled for November 15, 2016 at 9:30 AM.

With no further business, Chairperson Chris Ward adjourned the meeting at 10:57 AM.

Recorded by:
Michelle Veals, Executive Assistant