California Association of Health and Education Linked Professions
Joint Powers Authority (CAHELP JPA)
GOVERNANCE COUNCIL MEETING
September 7, 2018 -12:30 p.m.
Cal State University San Bernardino, 5500 University Parkway, San Bernardino 92407

MINUTES

GOVERNANCE COUNCIL MEMBERS PRESENT:
Ted Alejandre, Jan Gonzales, Thomas Hoegerman, Ryan Holman, Lisa Lamb, Peter Livingston, David Olney, Ian Pumpian, Ross Swearingen, Debbie Tarver, Ronda Tremblay, and Ron Williams.

CAHELP JPA STAFF PRESENT:
Jamie Adkins, Peggy Dunn, Corinne Foley, Marina Gallegos, Jenae Holtz, Kami Murphy, Daria Raines, Adrienne Shepherd-Myles, and Jennifer Sutton.

SAN BERNARDINO COUNTY SUPERINTENDENT OF SCHOOLS (SBCSS) STAFF PRESENT:
Jennifer Alvarado, SBCSS Internal Business, and Rich Frederick, Desert/Mountain Operations.

OTHERS PRESENT:
Laura Campbell, Mountain/Desert ROP JPA, and Matt Wells, Mountain/Desert ROP JPA.

1.0 CALL TO ORDER

The regular meeting of the California Association of Health and Education Linked Professions Joint Powers Authority (CAHELP JPA) Governance Council was called to order by Chairperson Thomas Hoegerman, at 12:30 p.m. at California State University San Bernardino.

2.0 PUBLIC PARTICIPATION

None.

3.0 HEARINGS

None.

4.0 ADOPTION OF THE AGENDA

4.1 **BE IT RESOLVED** that a motion was made by Ian Pumpian, seconded by Jan Gonzales to approve the September 7, 2018 CAHELP JPA Governance Council Meeting Agenda as presented. A vote was taken and the following carried: 12:0: Ayes: Members Alejandre, Gonzales, Hoegerman, Holman, Lamb, Livingston, Olney, Pumpian, Swearingen, Tarver, Tremblay, and Williams, Nays: None, Abstentions: None.

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5.0 PRESENTATIONS

5.1 Apple Valley Therapeutic Center

Desert/Mountain Operations Area Director Rich Frederick shared that services at the Apple Valley Therapeutic Center have expanded and are now serving nine classrooms: five high school age, three middle school age, and one elementary age. The classrooms are being supported by six Desert Mountain Children's Center (DMCC) counselors and four behavior specialists contracted with Point Quest Non-Public Agency (NPA). Rich continued that the site is also assigned a county probation officer and two security officers. In working with CAHELP and DMCC, the program is truly therapeutic and addresses the students with social/emotional difficulties. Rich stated the campus is also using PBIS and Trauma Informed Care which is key to understanding and helping the students to successfully access their education and instruction. The nine teaching positions are staffed with fully credentialed teachers. There is an average of seven students per classroom with the capacity for growth. Rich shared that his branch is anticipating being able to serve the moderate/severe population at the Apple Valley Therapeutic Center in January 2019.

5.2 SBCSS D/M Operations 2017-18 Fee-For-Service Year-End Actuals

Jennifer Alvarado presented the SBCSS D/M Operations Fiscal Year 2017-18 Fee-For-Service Year-End Actuals. The overall revenue increased by $857,000 due to counts increase and slight increase in Local Control Funding Formula (LCFF) revenue. Jennifer reported that the overall expenditures are down by $6,800 in an almost $40 million budget. Overall the net is a $900,000 increase to the ending balance in addition to the unused reserve of $1.1 million leaving a remaining $2,065,000 in the Fee-For-Service budget.

5.3 SBCSS D/M Student Services Early Start (Infant Program)

Jennifer Alvarado presented a verbal update on the SBCSS D/M Student Services Early Start (Infant Program) Funding and the proposed Fee-For-Service (FFS) Rate for the 2019-2020 school year. She said the three regions of SBCSS provide services to the infant population of zero to three-year olds. That funding model has not been rolled in to the AB602 as it is a separate entitlement from the state along with two small federal grants that support the program. Jennifer continued that the only additional revenue is COLA which is not sufficient to support the infant programs. Over the last couple of years, everything possible has been done to contain costs and not jeopardize funding. Jennifer continued that the program can no longer be sustained with the funding from the state so a FFS will be implemented for the 2019-20 school year and the rate will be presented in March 2019. Jennifer gave an example that if the FFS had been implemented in 2018-19, the fee would have been $2,826 per infant. The current cap in the desert/mountain region is sixty-six infants based on the SBCSS Agreement with Inland Regional Center and that will not change.

Rich Frederick shared that infant services are provided in the children's homes by teachers and itinerant services such as vision and deaf/hard of hearing based on need. The infant program is required to serve students with low incidence needs which is about 2/3 of students served currently. Teachers are in the students home one to two hours per week with a maximum caseload of sixteen students.
Jenae Holtz concluded that it is appropriate to continue with sixty-six slots which allows the children to be better prepared to start school with early intervention.

6.0 INFORMATION / ACTION

6.1 SBCSS D/M Operations Final 2017-18 LCFF Revenue Transfer **(ACTION)**

Jennifer Alvarado presented the final 2017-18 LCFF Revenue Transfer information which is the ADA generated for the district funded students and county operated programs. Jennifer stated the transfers occur twice per year; 50% following the P-1 Certification and the final 50% after the P-2 Certification. The total transfer is $6.3 million: $3.1 million transferred in spring and the final transfer is $3.2 million. LCFF revenue is used to offset costs before FFS is established.

6.1.1 **BE IT RESOLVED** that a motion was made by Ronda Tremblay, seconded by Ron Williams to approve the SBCSS D/M Operations Final LCFF Revenue Transfer as presented. A vote was taken and the following carried: 12:0: Ayes: Members Alejandre, Gonzales, Hoegerman, Holman, Lamb, Livingston, Olney, Pumpian, Swearingen, Tarver, Tremblay, and Williams, Nays: None, Abstentions: None.

6.2 SBCSS D/M Operations 2017-18 Fee-for-Service Return **(ACTION)**

Jennifer Alvarado presented the SBCSS D/M Operations 2017-18 Fee-For-Service Return. Jennifer Alvarado provided a break down for the Fee-For-Service Return. The 3% established reserve for 2017-18 is $1.1 million with an additional $907,000 increase in the ending balance due to the yearend actuals bringing the total overall balance to $2 million. The calculation to set aside 3% reserve for 2018-19 leaves $726,000 to be returned to districts. Jennifer concluded that the returns are done in proportionate share to what the district was billed.

6.2.1 **BE IT RESOLVED** that a motion was made by Ryan Holman, seconded by Debbie Tarver to approve the SBCSS D/M Operations 2017-18 Fee-For-Service be approved as presented. A vote was taken and the following carried: 12:0: Ayes: Members Alejandre, Gonzales, Hoegerman, Holman, Lamb, Livingston, Olney, Pumpian, Swearingen, Tarver, Tremblay, and Williams, Nays: None, Abstentions: None.

6.3 2018-19 Nonpublic, Nonsectarian School/Agency Services Master Contract **(ACTION)**

Jenae Holtz presented the CAHELP 2018-19 Nonpublic School/Nonpublic Agency (NPS/NPA) Master Contract. Jenae stated annually the Master Contract is reviewed by the State SELPA Administrators' Association, State SELPA Administrators Group legal counsel, and the D/M SELPA management team to ensure all legal requirements are satisfied in the contract. Jenae explained D/M Charter SELPA policies state the Master Contract and Individual Service Agreement (ISA) are to be approved by the CAHELP Governance Council and/or legal counsel.

6.3.1 **BE IT RESOLVED** that a motion was made by Lisa Lamb, seconded by David Olney to approve the 2018-19 CAHELP Master Contract and Individual Service Agreement for Nonpublic Schools and Nonpublic Agencies be approved as presented. A vote was taken and the following carried: 12:0: Ayes: Members Alejandre, Gonzales, Hoegerman, Holman, Lamb, Livingston, Olney, Pumpian, Swearingen, Tarver, Tremblay, and Williams, Nays: None, Abstentions: None.

6.4 CAHELP Revised Strategic Plan for Web Accessibility **(ACTION)**

Jenae Holtz reported that a couple of years ago an Office of Civil Rights (OCR) complaint was filed against the Desert/Mountain SELPA alleging the website was not accessible for people with visual impairment or hard of hearing. Revisions have been made to the Desert/Mountain SELPA policy to reflect the standards of web accessibility.

6.4.1 **BE IT RESOLVED** that a motion was made by Ian Pumpian, seconded by Jan Gonzales to approve the CAHELP Revised Strategic Plan for Web Accessibility be approved as presented. A vote was taken and the following carried: 12:0: Ayes: Members Alejandre, Gonzales, Hoegerman, Holman, Lamb, Livingston, Olney, Pumpian, Swearingen, Tarver, Tremblay, and Williams, Nays: None, Abstentions: None.

6.5 Regional Facility Disposition **(ACTION)**

Jenae Holtz reported that Desert/Mountain SELPA has one portable facility located at Lime Street Elementary School and the four portable facilities located at Cottonwood Elementary School all in the Hesperia School District and purchased through the Regional Facility Acquisition Process. Given the age of the facilities and the projected cost of relocation, Jenae recommended the transfer of ownership of the portable facilities to the Hesperia Unified School District, to be sold with the district properties as a part of the district.

6.5.1 **BE IT RESOLVED** that a motion was made by Jan Gonzales, seconded by Ryan Holman to approve the D/M SELPA to transfer ownership of the D/M SELPA portable facilities located at Lime Street Elementary School and Cottonwood Elementary School to the Hesperia Unified School District, to be sold with the district properties as presented. A vote was taken and the following carried: 12:0: Ayes: Members Alejandre, Gonzales, Hoegerman, Holman, Lamb, Livingston, Olney, Pumpian, Swearingen, Tarver, Tremblay, and Williams, Nays: None, Abstentions: None.

6.6 Desert/Mountain Charter SELPA Applications for Membership FY 2018-19 **(ACTION)**

Jenae Holtz reported the Desert/Mountain Charter SELPA has received four applications for membership into the Charter SELPA for FY 2018-19. These applications are from charter schools that belong to our smallest districts and it would benefit those districts to move the charters in to the Desert/Mountain Charter SELPA as soon as we can. Jenae continued that the application period was opened online but no other applications were received. Jenae stated if the four charters are accepted, we will have a total of eighteen charters in the Desert/Mountain Charter SELPA.

Jenae stated that Lucerne Valley USD has authorized both Elite Academic Academy - Lucerne and Elite Academic Academy - Adult Work Force Investment which are online programs. As a charter SELPA, it's important to have a broader view of how to work with online charters that provide services to students with disabilities.

6.6.1 **BE IT RESOLVED** that a motion was made by Debbie Tarver, seconded by Ryan Holman to approve the Elite Academic Academy – Lucerne application for membership be approved as presented. A vote was taken and the following carried 12:0: Ayes: Members Alejandre, Gonzales, Hoegerman, Holman, Lamb, Livingston, Olney, Pumpian, Swearingen, Tarver, Tremblay, and Williams, Nays: None, Abstentions: None.

6.6.2 **BE IT RESOLVED** that a motion was made by Debbie Tarver, seconded by Ryan Holman to approve the Elite Academic Academy-Adult Work Force Investment application for membership be approved as presented. A vote was taken and the following carried 12:0: Ayes: Members Alejandre, Gonzales, Hoegerman, Holman, Lamb, Livingston, Olney, Pumpian, Swearingen, Tarver, Tremblay, and Williams, Nays: None, Abstentions: None.

Jenae stated that Trona JUSD has authorized both California STEAM San Bernardino and University Prep San Bernardino Charter. California STEAM San Bernardino did apply to become a member of the Desert/Mountain Charter SELPA a couple of years ago but they weren't ready to be independent. Since then, they have done very well serving students online. Jenae stated they have a good reputation with no compliance issues. University Prep San Bernardino Charter is a new campus which is also online.

6.6.3 **BE IT RESOLVED** that a motion was made by Debbie Tarver, seconded by Ryan Holman to approve the California STEAM San Bernardino application for membership be approved as presented. A vote was taken and the following carried 12:0: Ayes: Members Alejandre, Gonzales, Hoegerman, Holman, Lamb, Livingston, Olney, Pumpian, Swearingen, Tarver, Tremblay, and Williams, Nays: None, Abstentions: None.

6.6.4 **BE IT RESOLVED** that a motion was made by Debbie Tarver, seconded by Ryan Holman to approve the University Prep San Bernardino Charter application for membership be approved as presented. A vote was taken and the following carried 12:0: Ayes: Members Alejandre, Gonzales, Hoegerman, Holman, Lamb, Livingston, Olney, Pumpian, Swearingen, Tarver, Tremblay, and Williams, Nays: None, Abstentions: None.

7.0 CONSENT ITEMS

It is recommended that the Governance Council consider approving several Agenda items as a Consent list. Consent Items are routine in nature and can be enacted in one motion without further discussion. Consent items may be called up by any Council Member at the meeting for clarification, discussion, or change.

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7.1 **BE IT RESOLVED** that a motion was made by David Olney, seconded by Lisa Lamb to approve the following Consent Items as presented. A vote was taken and the following carried: 12:0: Ayes: Members Alejandre, Gonzales, Hoegerman, Holman, Lamb, Livingston, Olney, Pumpian, Swearingen, Tarver, Tremblay, and Williams, Nays: None, Abstentions: None.

7.1.1 Approve the April 6, 2018 CAHELP JPA Governance Council Meeting Minutes as presented.

7.1.2 Approve the 2018 Theraplay Annual Certified Therapist Membership Dues for Rosalina Becerra, Julie McNeil, and Janice Titherley in the amount of $150.00.

7.1.3 Approve the Association of Community Based Organizations (ACBO) 2018 Annual Membership for DMCC Director Linda Llamas in the amount of $125.00.

7.1.4 Approve the 2018/2019 Crisis Prevention Institute (CPI) Annual Membership Recertification for Ned Broberg, Danielle Cote, Brian Follis, Blanca Medrano, Michael Norton, Sheila Parisian, and Linda Rodriguez in an amount not to exceed $150.00 per individual membership.

7.1.5 Approve the 2018/2019 two-year International Critical Incident Stress Foundation (ICISF) memberships for Kenia Aguilar, Brian Follis, Anna Lopez, Robin McMullen, Jessica Martinez, and Molly Roha in the amount of $90.00 per individual membership.

7.1.6 Approve the Declaration of Low Incidence Equipment as Salvage or Surplus.

The Desert/Mountain SELPA is seeking approval from the CAHELP JPA Governance Council for the release to surplus or salvage of unassigned and/or obsolete low incidence equipment currently in storage. All of the low incidence equipment identified on the inventory report has been reviewed and determined to be unassigned and/or obsolete.

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8.0 CHIEF EXECUTIVE OFFICER AND STAFF REPORTS

8.1 CAHELP JPA Process and Procedure Manual (First Read)

Jenae Holtz reported that several months ago, Tom Hoegerman asked if there was a Governance Council Policy and Procedure Manual. At that time, the Policy and Procedure Manuals were for Desert/Mountain SELPA, Desert/Mountain Charter SELPA, and Desert Mountain Children's Center but not for CAHELP JPA Governance Council. Jenae presented the first read version of the CAHELP JPA Process and Procedure Manual. She asked the council members to read through the manual and for additions and revisions to be submitted. Any suggestions will be reviewed, and a revision will be brought back to the next Governance Council meeting.

8.2 Contract Updates

Jenae Holtz reported that there are two new contracts for programs and services to be offered. Those contracts are Workforce Innovation and Opportunity Act (WIOA) and the triage grant.

Adrienne Shepherd-Myles shared that the WIOA contract is focused on teaching technical and career skills to out-of-school youth between the ages of 16-24. The performance measures are: to enroll the youth in post-secondary education or unsubsidized employment opportunity, work with the students to receive their GED, and increasing their skill levels which includes one year working with the student and one year of follow up.

Jenae Holtz shared that the triage contract comes from the state of California and it combines the multi-tiered systems of support and mental health.

Kami Murphy reported that it is a personnel grant to hire staff that will deploy out to the schools and LEAs. She continued that supports will be provided through universal screenings to infuse mental health services in the school setting before the students are being referred to counseling. There will be readiness criteria at the district level because the supports need to be in place before introducing new programs.

Jenae stated that all DMCC contracts for mental health were renewed by the Department of Behavioral Health including SART, EIIS, SAP, CIS and SATS. Some grants amounts increased while others stayed the same. The team is working hard to ensure that the requirements are being met for the contracts. She concluded

the DBH contracts are for a continuum of care for children birth through 22 years of age.

8.3 Inter-District Transfers

Jenae Holtz stated that inter-district transfers were discussed at a recent D/M SELPA Steering Committee meeting. The concern is that releasing districts are adding sentences to their forms stating they will approve the transfer if no fees are attached and that they will not be responsible for due process. Jenae said she will provide details at the next Governance Council regarding the educational law behind LEA responsibilities.

8.4 Compliance Timeline

Jenae Holtz summarized the CDE's Compliance Monitoring Timeline for 2018-19. She reported that the LEAs have done a good job in improving compliance and putting processes in place. She stated the timelines will be shared with the special education directors at the Steering Committee meeting. Jenae shared that at the State SELPA Administrators meetings there have been many discussions about requirements that are coming from the state for SELPAs. One of the requirements is that starting in 2020, SELPAs will have to provide an annual report that shows the SELPA is aligned with LEA LCAP goals. Jenae stated the concern is the challenge that will be faced by multi-district SELPAs. She continued that another requirement is writing new local plans that will include the LCAP goals of each LEA and how the SELPA is helping reach those goals.
Tom Hoegerman asked Ted Alejandre if this could be brought to the San Bernardino County District Advocates for Better Schools (SANDABS) because of the magnitude of the project.

Ted Alejandre suggested for the information to also be shared with Beth Higbee so she can discuss it at the Single Plan for Student Achievement (SPSA) meetings where there are representatives from the State Board of Education and California Department of Education.

Tom commented that it seems this is already being done since San Bernardino County Superintendent of Schools (SBCSS) is already looking at the LCAP and providing services. He stated this would add another layer of work.

Jenae concluded that multi-district SELPAs provide a different level of support than single-district SELPAs and State SELPA is aware of the concerns.

8.5 Nonpublic School Update

Jenae Holtz provided updates on the two non-public schools (Bright Futures Academy and Desert View) in operation in the Desert/Mountain Region. She stated that Bright Futures Academy (BFA) has two campuses with one in Apple Valley providing services to moderate/severe population and the other in Adelanto serving the emotionally disturbed populations. Desert View nonpublic school opened in June for summer school and have now moved forward with adding additional students.

Jenae stated that BFA continues to have serious issues. There was a recent incident in which a school resource officer used a taser on a student which was not called for. CDE came for an emergency site visit due to the incident and the results are still pending which could be suspension. Jenae shared the concern of serving the moderate/severe students that have severe behaviors. Desert View is not currently serving that population of students. Jenae and Rich Frederick have been working towards adding the Apple Valley Therapeutic Center by the January date for the moderate/severe population. Jenae said that D/M SELPA is continuing to monitor BFA during this time. She stated that D/M SELPA staff were on the campus every day for a year and provided a great deal but there is little evidence of the trainings being implemented in the classrooms. CDE gave D/M SELPA permission to pull all students from BFA but there is not another facility for those students. When it is possible to move students to another placement, it will be done so the students can be taught and are safe.

Tom Hoegerman expressed his appreciation for the efforts being put in to the Apple Valley Therapeutic Center because the liability is ours. It is a community issue in Apple Valley and it is important to support Rich Frederick with what is needed for the therapeutic center.

Jenae reported that there are fifteen of D/M SELPA students at the BFA Apple Valley campus and twelve D/M SELPA students at the BFA Adelanto campus. She shared that there is a group home that has pulled all of their children from BFA Apple Valley campus and were able to place them with Desert View. Jenae said that Desert View has better training and staff that are better equipped to work with children with emotional disturbances.

8.6 Charter SELPA Update

Jenae Holtz provided an update on the application for membership presented to the Governance Council in April 2018 for Taylion San Bernardino Academy. They were not authorized at the San Bernardino vote on July 17, 2018 so the campus is no longer in existence.

Jenae shared that Julia Lee Performing Arts Charter had been voted in on the condition that there received approval from Riverside County. Riverside County has approved Julia Lee Performing Arts Charter so they are now a member of the D/M Charter SELPA.

8.7 Property Update

Jenae Holtz reported that a letter from city of Hesperia was received stating there was trash and weeds on the vacant property. SBCSS helped by providing property clean up at the cost of $500. Jenae stated the Property Subcommittee has talked about the next steps and there will be a lengthy discussion with a financial advisor. She continued that it is an election season and school boards will be changing so there will be more gathering of information over the next several months.

Debbie Tarver suggested getting quotes from other architects to see if pricing would be lower. She also stated that in April, there had been discussion of going to the Hesperia Planning Commission to see if the projected layout is acceptable.

Jenae shared that Gino Bastianon and Dave Reck are trying to get on calendar to see Hesperia Planning Commission but it is not calendared yet. The cost of the project is very high. Jenae continued that there has been discussion of phasing but that is premature at this time.

9.0 INFORMATION ITEMS

9.1 High Tech High Statewide Benefit Charter – Mesa

Jenae Holtz stated that High Tech High has added a statewide benefit charter campus that does not require a vote through the Governance Council.

9.2 Due Process Summaries

Jenae Holtz reported that there have been ten filings since July 1 and all but two have been resolved. The due process cases do not seem to be about compliance but about relationships between students, family, teachers and school.

9.3 Professional Learning Summary

Jenae Holtz presented the Professional Learning Guide to the council members and noted that it is also available on the CAHELP JPA website. Jenae shared that CAHELP JPA will provide onsite trainings so teachers and staff do not have to travel to participate. Jenae stated that she is happy to work with the superintendents and their teams in reviewing the matrix.

9.4 DBH Annual Compliance Forms

Jenae Holtz reported that the Department of Behavior Health Annual Compliance Forms will be emailed to the members to be signed and returned to CAHELP JPA.

10.0 GOVERNANCE COUNCIL MEMBERS COMMENTS / REPORTS

Ted Alejandre thanked Jenae Holtz and the other SELPA Administrator's for presenting on the California Dashboard today. Tom Hoegerman thanked Ted Alejandre for the support and wished Corrine Foley well in retirement.

11.0 CEO COMMENTS

Jenae Holtz reported that Corinne Foley will be retiring October 31, 2018. Corinne has been instrumental in the CAHELP JPA organization and will be greatly missed.

Jenae Holtz acknowledged the new charter members Sebastian Cognetta with Allegiance STEAM Academy and Tanya Taylor with Julia Lee Performing Arts Academy.

12.0 MATTERS BROUGHT BY CITIZENS

None.

13.0 CLOSED SESSION

None.

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14.0 ADJOURNMENT

Having no further business to discuss, a motion was made by Ronda Tremblay, seconded by Ron Williams to adjourn the meeting. The motion carried and the meeting was adjourned at 1:23 p.m.

The next regular meeting of the CAHELP JPA Governance Council will be held on Friday, December 7, 2018, at 12:30 p.m., at the Roy C Hill Education Center – Telepresence Room, 601 North E Street, San Bernardino, CA 92415.

Individuals requiring special accommodations for disabilities are requested to contact Jamie Adkins at (760) 955-3555, at least seven days prior to the date of this meeting.