

**Agenda**  
**Self-Determination Advisory Committee**  
**July 26, 2016**  
**5:30-8:00**  
**Tri-Counties Regional Center Office**  
**Annex located at:**  
**505 E. Montecito St.**  
**Santa Barbara, Ca. 93103**

**Telephone Conference Number: 1-877-262- 0913**  
**Conference ID: 5802721#**

- 5:30 Light Dinner
- 6:00 Welcome and Introductions - Louise / Michele
- 6:05 Review / Approval of the minutes from the last committee meeting – Louise
- 6:10 Overview of the SD Advisory Committee activities – Louise / Michele
- 6:20 Update on what is happening at the state level – Jennifer Lucas, State Council on Developmental Disabilities
- 6:30 Fiscal Management Services Presentation – Premier Health
- 7:00 Outreach – Who is already meeting? Where and When? - Louise
- 7:30 Committee membership / Vacancies Louise / Michele
- 7:45-8:00 Q&A

**The Five Principals of Self-Determination**

- Freedom:** The ability to have the freedom to develop a personal life plan based on your dreams and lifestyle.
- Authority:** The ability to have authority to control the resources available for your supports. This includes authority to decide what, who, when, where and how much.
- Support:** To organize resources in ways that are life enhancing and meaningful to you. Supports include personnel, both formal and informal, and resources available in your community.
- Responsibility:** You have a responsibility to use resources wisely, and to contribute back to your community in meaningful ways through your presence, efforts and your gifts.
- Confirmation:** Individuals should play an important leadership role in a newly-designed system.

**TRI-COUNTIES REGIONAL CENTER  
SELF-DETERMINATION ADVISORY COMMITTEE**

**April 26, 2016**

**MINUTES**

**Chair:** Louise MacKenzie and Michele Carbone **Attendance:** Kendra McWright, Marcia Eichelberger, Diva Johnson, Miriam Corona, Ruth Vasconcellos, Myesha Thomas, Cheryl Wenderoth, Ramon Hernandez, Michael Craig, Mara Rupert, Pamela Crabaugh, Omar Noorzad, Kathy Ziemkiewicz, Phil Stucky, and Cathy Berry

| ITEM  | DISCUSSION  | TASK | RESPONSIBLE PARTY<br>DUE DATE |
|---|---|------|-------------------------------|
| <b>I. Call to Order</b>                                       | Meeting called to order at 6pm by Louise MacKenzie. Michele Carbone and Cheryl Wenderoth joined in welcoming the committee members.   |      |                               |
| <b>II. Welcome &amp; Introductions</b>                        | Introductions were made and members participated in a group round.  |      |                               |
| <b>III. Review of Minutes /Actions/Agenda</b>                 | The committee reviewed the agenda and previous minutes. A motion was made to accept the consent calendar, as presented.<br>M/S/C – Unanimous  |      |                               |
| <b>IV. Update – State-level Self-Determination Activities</b> | <p>Michele Carbone provided the committee with an update about recent events at the state level. She noted that the first statewide SDS committee meeting was held on March 3, 2016. The statewide committee meeting will assist local workgroups in obtaining and distributing information about the program. The state of California must have their plan approved by the federal government, which is likely to take several years.</p> <p>Ms. Carbone stated that the federal government’s Centers for Medicare and Medicaid Services (CMS) announced new rules that will have a beneficial impact on people receiving services throughout the state of California. While regional centers have a timeline for implementing the new rules, any new funding – such as for Self-Determination – must abide by the new rules immediately.</p> <p>Ms. Carbone also advised that the SDS program will require a person-centered plan in helping individuals to determine their future.</p> |      |                               |

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|---|--|------|-------------------------------|
| <b>V. Best-Practices – Person-Centered Planning – Tina Calderaro-Mendoza, PCT Coordinator</b> | <p>Tina Calderaro-Mendoza, Person-Centered Planning Coordinator at TCRC, was introduced to the committee. Ms. Calderaro-Mendoza began her presentation by providing an overview of person-centered practices, including information about the history of this movement.</p> <p>Ms. Calderaro-Mendoza advised that the entire Self-Determination model is based on assisting individuals, families, schools, service providers and regional center staff, in how best to identify the goals and desires that would help an individual live his or her best life.</p> <p>To demonstrate some of the principles of PCT, the committee members participated in several group activities. Next, the committee explored ways to explore and identify his or her own gifts, skills, and interests, as a way to envision a “best life”.</p> <p>Ms. Calderaro-Mendoza demonstrated how, with the assistance of PCT tools, individuals develop clearly-defined goals and identify supports - in the community, in their families, among their friends, and through the regional center - that can help bring about that “best life” each person had imagined.</p> <p>More training will be offered to the committee members in the future, to expand upon and strengthen their understanding of the PCT tools and methods.</p> |      |                               |
| <b>VI. Group Round/Discussion</b>   | <p>The committee discussed several topics, including how to facilitate full participation by the SDS committee members, as well as the best method for offering outreach and information to the community.</p>   |      |                               |
| <b>VII. Adjournment</b>   | <p>The meeting adjourned at 8:08pm.</p>  |      |                               |

**NEXT MEETING: ????**

TCRC Annex – 505 E Montecito St – Santa Barbara

## Navigating Financial Management Services (FMS)

Participants of the Self-Determination Program (SDP) are required to use a Financial Management Service (FMS) provider. Participants pay the FMS provider a fee from funds allocated through their individual budgets.

The FMS provider is an individual or entity vendored by Regional Center(s) with the responsibility to:

- Uphold the Self-Determination Principles of Freedom, Support, Authority, Responsibility and Confirmation
- Maintain Separate accounting of funds for each participant
- Help participants to manage and direct funds in individual budgets
  - Ensure participants have the financial resources to implement Individual Program Plans throughout the year and that payments are within amounts authorized in individual budgets.

The FMS provider supports participants with paying bills for goods and services or hiring employees. There are three FMS models: Fiscal Agent, Fiscal/Employer Agent (F/EA) and Co-Employer. The types of supports offered by the FMS provider vary in each model; participants select the model that best fits their individual needs and wants as well as their plans for using the funds in their individual budgets. FMS providers may offer one, two or all three of the FMS models.

Depending on the model, the FMS provider:

- Receives, tracks and disburses funds based on the participants' approved plans and individual budgets
- Process payroll, withholds taxes
- Ensures compliance with laws
- Assists in verifying provider qualifications
- Prepares and distributes monthly individual budget statements/expenditure reports
- Maintains source documentation

A Self Determination Program (SDP) participant needs a Financial Management Service (FMS) provider

Does the participant plan to hire employees?

NO

**Fiscal Agent Model**  
FMS is bill payer/check writer

YES

Does the participant want to be the ONLY employer, have authority to hire and fire, assume all employer liability, secure Federal and State Employer Identification Numbers (EIN), acquire required insurance (Workers' Compensation, Unemployment, Liability, etc.)?

**YES** →

**Fiscal/Employer Agent Model**

- Participant has employer responsibility, participant is Employer of Record and the managing employer FMS provider assists participant with specific employment tasks and processes payroll/withholds taxes
- Participant has authority to hire and fire within SDP protocols and labor laws, FMS provider supports participant with understanding relevant protocols/laws
- Participant has primary employer liability, FMS provider operates in accordance with Internal Revenue Code Section 3504
- Participant has their own Federal and State Employer Identification Numbers (EIN)
- Participant acquires required insurance and typically pays out of individual budget, FMS provider verifies insurance
- Participant's employees may be exempt from certain tax requirements, FMS provider assists participants with those determinations

**NO** →

**Co-Employer Model**

- Participant shares employer responsibility with the FMS provider, FMS provider is the Employer of Record, participant is the managing employer.
- Participant has authority to hire and fire within SDP protocols, labor laws, and FMS provider criteria
- FMS provider has primary employer liability
- FMS provider has Federal and State Employer Identification Numbers (EIN)
- FMS provider maintains required insurance, participant pays for insurance costs out of individual budget
- Participant's budget may need to cover employee Medical Insurance costs



**Premier**  
Financial Management Services

## Contact Info



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***Operations Manager***

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# Navigating Financial Management Services (FMS)

Date: 7/26/16

Location: TCRC

Presented by: Veronica Gutierrez

*Content provided courtesy of Community Interface Services*



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