

**REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION
MINUTES**

**Regular Meeting
Board of Directors**

**FY 2016-17 #4
Saturday, March 25, 2017**

Three-way video connection – Crescent City, Ukiah, and Eureka

DIRECTORS PRESENT

David Matson	Mary Yates	Trixie Galletti
Pamela Jensen	Alina Marquardt	Shirley Valente
Nicole Dekelaita	Cathy Seames-Miller	Elizabeth Kordes
	Beverly Fontaine	Jolanda Ingram-Obie

DIRECTORS ABSENT

Keith Peeples

FACILITATORS PRESENT

Wanda Henderson	Kristi Patterson	Dayna Dodson
Donna Smith	Dana Vaughn	Annemarie Hazelton

STAFF PRESENT

Rick Blumberg	Donna Landry-Rehling	Patrick Okey
Kim Nash	Mary Block	

OTHERS PRESENT

Denise Gorney	Steve Perez	H. S.
Kimberly Paz	Kristel Maikranz	

- 1. Call to Order/Roll Call/Introductions/Timekeeper** - The regular meeting of the RCDCS Board of Directors was called to order by Interim Vice-President, B. Fontaine at 9:07 a.m. President C. Seames-Miller was temporarily delayed. The disclaimer regarding the recording of today's meeting was read aloud. Roll call was conducted and a quorum was present. M. Block agreed to be today's timekeeper. Humboldt County board member, M. Wheatley has resigned from the board. Her dedicated service was noted.
- 2. Reading of the Vision** – E. Kordes and J. Ingram-Obie read aloud the Vision of the Redwood Coast Regional Center.
- 3. Community Input**
 - T. Galletti distributed event flyers which described activities associated with autism awareness and a Trajectory event coming up soon.
 - H.S. offered a change of wording for the Alliance of Service Provider meeting notes and encouraged Spanish translation of materials on the RCRC website.

4. Approval of Agenda

M/S/C – M. Yates (E. Kordes) moves to approve the agenda with the addition of the appointment of Steve Perez to the board (between item 5 and item 6).

5. Approval of the January 7, 2017, Minutes

M/S/C – P. Jensen (M. Yates) moves to approve the January 7, 2017, minutes.

ACTION: By consensus, the RCDSB Board of Directors agreed to appoint Steve Perez to the board. The Oath of Office was administered to him and he provided some information about his background, noting that he has served as Past President of this board and as the ARCA President and representative for a number of years. He expressed eagerness to become involved again.

- 6. Executive Director's Report** – R. Blumberg noted that RCRC has been experiencing some challenges and opportunities due to upgrades to the phone system and web site, retirements and staff vacancies. He thanked the board for offering C. Jones' mentorship and he thanked the RCRC Directors' team for their support. He will begin accepting invitations to visit other regional centers and executive directors to learn about other systems. The new director of the Department of Developmental Services is Nancy Bargmann. He noted that this is a very positive event in that Ms. Bargmann has worked in nearly every sector of the service system throughout her career. The required Purchase of Service Expenditures public meetings have been conducted. He explained that the purpose of the meetings was to share information about the use of Purchase of Service funds. The data has been posted under the Transparency section on the RCRC website since December 2016. A report regarding the outcome of those meetings will be sent to DDS by April 1. He also announced that the Diversity Outreach Specialist position has been filled and will be announced soon.
 - At the RCDSB Board of Director's annual orientation meeting in July, a presentation about the responsibilities and ethical considerations of regional center boards will be given by Attorney Michael Monk. The business portion of the Annual Meeting is held on the Friday before the Board member orientation on Saturday.
 - On the federal level, the Affordable Care Act continues to remain in place. Legislation regarding the block granting of educational funds (SB 51) would have a negative effect on special education if passed. Its progress will be watched closely.
- 7. Administrator's Report** – P. Okey introduced the independent audit manager, Kristel Maikranz, who addressed the annual audit. Once the board approves the report, the audit will be posted on the RCRC website. The audit process was explained and each section of the report was reviewed. As of June 30, 2016, the audit opinion was that this was an exceptionally 'clean' audit, which is the highest

report one can receive. Following some internal control testing, no deficiencies were identified in the control system. The report to the board of directors is a required communication to let the board know who has what responsibilities. Ms. Maikranz reported that no problems were encountered and that all requirements have been met.

M/S/C - S. Perez (B. Fontaine) moves to accept the 2015-16 audit report.

The required IRS tax form 990 was reviewed and accepted.

M/S/C – B. Fontaine (S. Valente) moves to approve the IRS Form 990 as presented.

P. Okey provided a brief overview of his report and noted the potential impact of proposed legislation pertaining to the Medi-Cal portion of the Affordable Care Act. With regard to the Operations portion of the RCRC budget, it is becoming an increasingly tight year with less than \$100,000 projected as being available for any overages. In POS, RCRC is projected to be underfunded by about 7.4%.

8. Executive Committee Report - President, C. Seames-Miller, reported that the board is still in need of a Treasurer and Vice-President.

M/S/C – P. Jensen (A. Marquardt) moves to accept S. Perez as the Treasurer of the RCDSC Board of Directors.

M/S/C - B. Fontaine (C. Seames-Miller) moves to accept J. Ingram-Obie as the Vice-President of the RCDSC Board of Directors.

8a. Vendor Advisory Committee Report – P. Jensen reported that the Alliance of Service Providers (ASP) met on March 22, 2017. Highlights included:

- Creating Behavioral and Educational Momentum (CBEM) reported that they are now fully staffed and are supporting clients who are leaving Sonoma Developmental Center. CBEM will also participate in Autism Awareness month by having game nights at the recreation center in Lakeport.
- State Council on Developmental Disabilities (SCDD) noted that the Northcoast office Executive Director, Dawn Morley, is retiring effective March 31, 2017. The agency is working to develop affordable housing in Eureka.
- NCALC reports that they now have additional staff and are doing well.
- People Services provided some specific client-related information and also noted that their Art Gallery is doing very well. The annual Chicken-Q is set for the first Saturday in June.
- Enriching Lives' activities include hosting an autism awareness event, providing a new accreditation process for foster family agencies, and other community service projects.
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- City Cab announced that they are fully staffed and have received complaints that drivers are on time! Also, they will have a team in the Autism Walk.
 - Trajectory has received two grants that will be used for artistic endeavors. In addition, a staff member has received a scholarship to attend a conference in Sacramento in March. Various art shows and activities were also noted.
 - Supportability has opened a satellite office in Clearlake.
 - UVAH reported that they are assisting a care home who has a broken van by sending UVAH staff to the home to provide services. Various other activities were also described.
 - RCRC representatives provided various updates regarding a recent client incident, public meetings regarding POS disparity data, legislation that is being tracked, Autism Awareness Month activities, and some health related information and precautions. The upcoming trainings by Dr. Jed Baker are full. The trainings will be filmed for viewing by those unable to attend. RCRC is experiencing staffing vacancies and continues to work to build a strong local workforce. The Incentive Payments for Competitive Employment are now being processed. There was considerable discussion about crisis intervention methods, as well.
- 8b. ARCA Report** – C. Seames-Miller noted that she attended the recent meeting in Sacramento. She provided a brief overview of the meeting and noted that a Person Centered Thinking (PCT) presentation was made by Harbor Regional Center and a publication that was handed out at that presentation was shared. She noted that she was very impressed with the Person Centered Thinking process. A PCT booklet was also of interest to her. At the general meeting, there was discussion about what may be coming from the federal government. Concerns were expressed about what monies and/or services might be cut. Carlos Flores, Executive Director of San Diego Regional Center, has written a letter with regard to that regional center's immigration status reporting. Regional centers will not be asking families about immigration status. The annual ARCA Grassroots Day is set for April 5 in Sacramento. ARCA encourages good participation so that legislators will know that civil rights violations will not be tolerated. It was noted that non-profit organizations can educate others about legislation, but cannot lobby or support candidates. Non-profits can advocate for or against specific legislation on behalf of clients. RCRC is sending a team to the Grassroots Day and will address issues with legislators.
- 8c. Board Development Committee Report** - Kim Nash, RCRC's Director of Clinical and Community Services, provided an overview of the role of that department. This department oversees all vendored services. She chose to specifically address vendorization steps, noting that RCRC has 1,500-2,000 service providers. The steps to becoming a vendored service provider were

described, noting that vendorization is not guaranteed. There are regulations for every type of service that might be offered to a client and each step is outlined in law or regulation. Staff and visitors can schedule a time to review the service provider list at any RCRC reception area. She commented that most of the service provider community provide excellent services and work hard to maintain those services.

- 8d. Ad Hoc Bylaws Committee** – S. Valente noted that this committee is comprised of P. Jensen, J. Ingram-Obie, and herself. She described each amendment that the Committee is recommending for adoption at the May board meeting and noted that the required 15-day public notice requirement for amending the Bylaws has been met. The Ad Hoc Committee's amendment will replace the current ballot election process with a year-round appointment process, as is done by all other regional center boards of directors.

M/S/C - S. Valente (B. Fontaine) moves to accept the proposed wording in the 15-day notice in order to move forward with the proposed Bylaws changes at the May board meeting.

ACTION: This topic is tabled until the next meeting. Proposed adoption of the changes to the Bylaws will be on the agenda for the May meeting.

- 9. Old/Tabled/Unfinished Business** – P. Jensen noted that RCRC's per diem reimbursement rates are lower than those of the State or Federal governments by a few dollars each. She recommended that staff begin a review of the rates to consider updating them to 2017 standards.

M/S – P. Jensen (S. Valente) moves that staff review reimbursement rates for meal expenses to be in alignment with the State of California's reimbursement rates.

Motion is amended:

M/ - P. Jensen (no second) moves to request that administrative staff identify the current State rate of reimbursement and other regional centers' reimbursement rates and present that information to this board.

Motion is withdrawn.

M/S/C - S. Valente (B. Fontaine) moves to accept the wording revision to the RCRC Personnel Policy with regard to authorization of staff overtime.

- 10. New Business** - S. Valente referenced the information she had submitted to the board packet about In-Home Supportive Services IHSS and the IRS. This information was provided by the Department of Social Services.

11. County by County Liaison –

- C. Seames-Miller reported that the Lake County community continues to work on fire recovery. Resources that are being utilized throughout the county were noted. Communities are also continuing to address the housing shortage.
- A. Marquardt announced that there will be a Town Hall meeting with Mike Thompson on April 1st.
- M. Yates thanked the board for the nice sympathy card she received after her mother's passing.
- J. Ingram-Obie requested that a calendar of events be created for Autism Awareness Month.
- B. Fontaine volunteered to serve on the Client Benefit Fund Committee. She looks forward to helping complete this month's funding request cycle.

ACTION: A. Marquardt will contact the other committee members and set a meeting to address the February cycle requests.

12. Community Input –

- A parent advocate commented that more time might be given to discuss topics.

13. Adjourn – The meeting was adjourned at 1:15 p.m. The next meeting is scheduled for Saturday, May 20, 2017, in Fort Bragg, California.

_____/s/_____
Shirley Valente, Secretary
RCDS Board of Directors

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