

**REDWOOD COAST DEVELOPMENTAL
SERVICES CORPORATION
ANNUAL Meeting
Board of Directors**

**MINUTES
FY 2010-2011 #6
Friday, July 22, 2011
Eureka, CA**

| | | | |
|--------------------------|------------------|------------------|------------------|
| DIRECTORS PRESENT | Claudia Boudreau | Denise Rusk | |
| Tamera Leighton | Mary Yates | Beverly Fontaine | Kelly Livingston |
| Ernie Cocco | Brian Ward | Ana Mahoney | Jason McCuan |
| David Matson | | | |

DIRECTORS ABSENT Sam Scovill

FACILITATORS PRESENT

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|-------------|---------------|-----------------|-----------------|
| Jen Baumann | Connie Davies | Brandon Boelter | Wanda Henderson |
|-------------|---------------|-----------------|-----------------|

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| STAFF PRESENT | Mary Block | Donna Landry-Rehling | Clay Jones |
| Patrick Okey | Peter Narloch | | |

OTHERS PRESENT

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|-------------------|-------------------|-----------------|------------------|
| Pamela Jo Jensen | Tyler Livingston | Deborah Kindley | Dawn Morley |
| Silas M. Morrison | Clyde Pomeroy | Betty Pomeroy | Bill Lacy |
| Joyce Morrison | Silas F. Morrison | Patrick Cross | Beverly Morrison |
| Ami Sullivan | | | |

1. a. Call to Order/Roll Call/Introductions - The annual meeting of the RCDSC Board of Directors was called to order by President B. Fontaine at 7:03 p.m. A quorum was present.

b. Closed Session – The RCDSC Board members adjourned to closed session to address the executive director’s annual evaluation. The recommendation of the Executive Committee is to give Mr. Jones an exceptional rating evaluation for his outstanding performance this past year on all levels of his administrative expertise, in the face of the most difficult financial times.

2. Select Timekeeper, Introductions, Read Vision – K. Livingston agreed to be the timekeeper. All persons in attendance introduced themselves. T. Leighton and D. Rusk read aloud the Vision of the Redwood Coast Regional Center.

3. *Approval of Agenda
M/S/C – T. Leighton (K. Livingston) moves to approve the agenda as written.

4. *Approval of May 14, 2011, Minutes
M/S/C – T. Leighton (E. Cocco) moves to approve the minutes as written.

- **Approval of the Special Board Meeting of June 23, 2011** (telephone board meeting). It was requested that the written notes be titled “Special Board Meeting of June 23, 2011”.

M/S/C - M. Yates (C. Boudreau) moves to accept the minutes of the Special Board Meeting of June 23, 2011, with the clarification of the title.

5. Community Input

- Silas M. Morrison commented that he is pleased and honored to have been elected to this board. He thanked his dad for his dad's service on this board in the past.
- Pam Jensen, Executive Director of UVAH, noted that UVAH and other service providers are very happy that the state budget has been passed.

6. Executive Director's Report – C. Jones, Executive Director of RCRC, referenced his written report and noted the following:

- State Budget Issues - The State has passed a budget, however there is the possibility of further changes that could negatively impact the developmental disabilities system later in the fiscal year.

- RCRC has implemented the Operations budget savings plan that had been put forth by the board. The plan includes the change in office hours (all RCRC offices close at 3:30 p.m. each Friday in order to achieve the savings). The reduced work week will be re-evaluated every six months. At this time, RCRC is on target for achieving the desired savings.

- Review of the Draft Conflict of Interest Policy Statement – A summarized description of this policy will be written by C. Jones and posted on the RCRC website. Changes in the law and the new trailer bill language prompted the changes to this policy. The DDS has been given RCRC's 'working draft'. This policy can be revised over time and input is welcome.

M/S/C - T. Leighton (M. Yates) moves to approve the Conflict of Interest Policy Statement as written in its draft form.

C. Jones will forward the document to DDS. The DDS will review the document from a legal aspect. **NOTE: It was suggested that a presentation regarding this policy be prepared for the September board meeting.**

The Windes and McClaughry audit firm provided two letters for consideration by the Board of Directors. By signing the two letters, RCRC would be authorized to use the Windes and McClaughry organization as RCRC's audit firm for one more year. This current year would be the last year that RCRC can use this firm because of a new requirement stating that a regional center cannot use the same audit firm for more than five consecutive years. RCRC will need to locate a different accounting firm for next year's audit. C. Jones recommended that the board approve using Windes and McClaughry as the audit firm this year.

M/S/C – M. Yates (K. Livingston) moves that RCRC use Windes & McClaughry as its audit firm for this year and that the search for another audit firm begin.

M/S/C – T. Leighton (E. Cocco) moves to approve the proposal to have Windes & McClaughry complete the IRS Form 990 this year.

7. **Administrator’s Report** – T. Leighton provided the Administrator’s report. The financial materials that were provided were reviewed and discussed. A slight reduction in most expenditures was noted. RCRC is moving in the right direction due to the cost savings measures that have been implemented. In POS for the prior fiscal year, RCRC is \$1.2 million over its current allocation, but expects to receive an amendment that will make up the difference. In Operations, RCRC expects to end the fiscal year having spent every dollar.
8. **Finance/Audit Committee Report** – See above.
9. **Executive Committee Report** – B. Fontaine reported that a Closed Session was held earlier in tonight’s meeting. The resulting recommendation was noted earlier in these minutes. She also reported that a salary increase for C. Jones is not feasible this year.
10. **ARCA Report** – T. Leighton reported that the executive director of the ARCA, Bob Baldo, is leaving the ARCA in January 2012. The search for the next executive director has begun. T. Leighton is part of the hiring committee. **ACTION: Information will be shared as it becomes available.**
11. **ARCA Consumer Advisory Committee** - B. Ward reported that the next meeting of the ARCA CAC is August 6, 2011, in Sacramento, CA.
12. **Election Committee Report** – K. Livingston provided a breakdown of the election process. There were 264 ballots mailed to the three counties with vacancies. The elected board members are Beverly Fontaine, Denise Rusk (each re-elected) along with the four new board members being Mary Wheatley, Tara Hawkins, Silas M. Morrison and Tyler Livingston. Pamela Jo Jensen was selected to represent the service provider community.
13. **Tabled/Unfinished/Old Business** – B. Fontaine presented and discussed the revised, proposed meeting calendar of the board of directors for FY 2011-2012.
M/S/C – T. Leighton (K. Livingston) moves to approve the FY 2011-2012 RCDS board meeting schedule as amended.

September 17, 2011, in Ukiah, CA
January 21, 2012, in Eureka, CA
May 12, 2012, in Fort Bragg, CA

November 5, 2011, in Lakeport, CA
March 17, 2012, in Crescent City, CA
July 27-28, 2012, in Ukiah, CA (Annual)

- T. Leighton reported that the investigation that was prompted by a letter from her to the DDS regarding the Sonoma Developmental Center is ongoing. An update was provided.

14. New Business

a) Board recognition – B. Fontaine acknowledged each member of the 2010-2011 board of directors and facilitators and commented that the work that is expected of the board has increased tremendously. She expressed her appreciation on behalf of the entire board by presenting each with a token gift. B. Fontaine asked that the minutes reflect the fact that these acknowledgments/gifts were made possible by donations for this purpose. In addition, staff members C. Jones, D. Landry-Rehling, and R. Avery were also acknowledged.

b) Seat new members – T. Livingston, S. Morrison, and P. Jensen were seated at the table. The Conflict of Interest paperwork was distributed.

c) Administering the Oath - The entire board was administered the oath of office. The signed oaths were turned in to D. Landry-Rehling for filing.

d) Elect FY 2011-12 officers of the RCDSC Board of Directors

The following slate of officers was submitted:

President – Beverly Fontaine

Vice President – Kelly Livingston

Secretary – Claudia Boudreau

Treasurer - Tamera Leighton

M/S/C - M. Yates (C. Boudreau) moves to accept the slate of officers.

The ARCA Consumer Advisory Committee representative is Brian Ward and the Vendor Advisory Committee representative is Pam Jensen.

e) Facilitator Code of Ethics/Oath of Office – This paperwork will be completed at the next meeting.

f) Collect Conflict of Interest papers – This paperwork was completed by each board member and turned in to D. Landry-Rehling.

15. County by County Liaison

- S. M. Morrison thanked his family for their support.
- B. Ward reported that he recently attended a car show that had raised \$700 for persons with disabilities in Humboldt County.
- J. McCuan reported that his Lake County community is working to clean up Clearlake. A project to improve the highway is also underway.

- B. Fontaine reported that her daughter has moved into a supported living arrangement and is doing very well.

16. Community Input -

- S. M. Morrison reported that he is the co-chair of the Eureka People First chapter and he is also a member of the Humboldt Bay Kiwanis Action Club. He noted that he would like to see more activity with other People First chapters.

17. Adjourn - The meeting was adjourned at 8:47 p.m.

M/S/C - M. Yates (S. Morrison) moves that the meeting be adjourned.

The next meeting is scheduled for Saturday, September 17, 2011, at 9:00 a.m. in Ukiah's RCRC office.

_____/s/_____
Claudia Boudreau, Secretary
RCDSB Board of Directors

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