

**REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION
MINUTES**

**Regular Meeting
Board of Directors**

**FY 2017-18 #3
Saturday, January 6, 2018
Eureka, CA**

DIRECTORS PRESENT	Mary Yates	Trixie Galletti
Leann McCallum	Beverly Fontaine	Steve Perez
Pamela Jensen	Cathy Seames-Miller	Bill Lacy
Jolanda Ingram-Obie	Bill Lacy	Keith Peeples
Deborah Sypherd		

DIRECTORS ABSENT
Alina Marquardt Shirley Valente

FACILITATORS PRESENT
Kristi Patterson Dayna Dodson Andrew Sparks Mark Konkler

STAFF PRESENT
Rick Blumberg Mary Block Kim Nash Chris Miller
Patrick Okey Kim Orsi

OTHERS PRESENT

- 1. Call to Order/Roll Call/Introductions/Select a Timekeeper**
The regular meeting of the RCDSC Board of Directors was called to order by President C. Seames-Miller at 9:08 a.m. and following roll a quorum was present. Disclaimer regarding the recording of today's meeting was read aloud. Pam Jensen agreed to be today's timekeeper and K. Orsi, Interim Executive Assistant was introduced. C. Seames-Miller called for introductions of all others present.
- 2. Reading of the Vision** – B. Fontaine and P. Jensen read aloud the Vision of the Redwood Coast Regional Center (RCRC). R. Blumberg shared that there may be staff attending today's meeting by WebEx (an internet connection using personal computers) and asked if there were any attendees who joined the meeting. There were no participants reported. WebEx will be monitored throughout today's meeting for any staff that may be joining the meeting.
- 3. Community Input** – There are no community members present. L. McCallum announced that there is a new parent support group called Parent Café that is starting in Del Norte for foster parents or guardians of children.
- 4. Approval of Agenda**
M/S/C –S. Perez (B. Fontaine) moves to approve the agenda.
- 5. Approval of the November 18, 2017, Minutes:** The following changes noted by P. Jensen: Add Allan Smith from DDS to Others Present and update 8c. Vendor Advisory Committee Report regarding Independent Adult Services to reflect "The number of clients being served is diminishing as the owner is nearing retirement."

M/S/C – B. Fontaine (M. Yates) moves to approve the amended minutes with the noted changes that will be made by K. Orsi and forwarded to S. Valente for her signature.

- 6. Executive Director’s Report** – R. Blumberg referenced his written report (included in the board packet) and also notes that his report is posted to the RCRC website and is available in English and Spanish. R. Blumberg was hopeful to provide his report visually and apologizes for the technical difficulties of conference facilities that are not technically up to date which has been challenging. R. Blumberg also welcomed K. Orsi as the interim Executive Assistant and wishes everyone in attendance a Happy New Year, expressing that we will accomplish great things in 2018.

Transition in Staffing - R. Blumberg acknowledges D. Landry-Rehling who served the Board for many years. RCRC is looking to acknowledge D. Landry-Rehling’s contributions and will be recognizing her past service as the Executive Assistant. R. Blumberg noted that the recent changes that he and K. Nash have made by switching the roles and responsibilities between K. Orsi and D. Landry-Rehling has been very effective in providing much more efficient and helpful daily support. K. Nash agreed and noted that the change is welcomed by both K. Orsi and D. Landry-Rehling. B. Fontaine commented that the Board post office box located in Eureka is checked periodically and would like to ensure that the confidential Client Benefit Fund not be interrupted or delayed during this transition.

Acknowledgement/Recognition to D. Landry-Rehling - B. Fontaine indicated that the Board would also like to recognize D. Landry-Rehling and her 20 plus years of providing clerical support to the Board of Directors and would very much like to be a member of a Board committee to select a gift. S. Perez would like to join B. Fontaine and any other Board members to purchase/select a gift of recognition.

New Clinical Psychologist: R. Blumberg reported that Clinical Psychologist, Dr. Lucy Esralew has joined staff at RCRC on December 1st. Dr. Lucy is planning to attend the next Board meeting in Ukiah on March 17th to introduce herself. Dr. Lucy is already conducting consultations as well as trainings. She is a member of the eligibility team and brings a wealth of experience to the agency.

RCRC 2018 Performance Plan – R. Blumberg reports that at the September Board meeting the Board reviewed and approved the Local Outcome Measures. At the November Board meeting he presented the specific activities that RCRC proposes to achieve for the Public Policy Outcomes and Local Policy Outcomes Measures which was submitted to the Department of Developmental Services (DDS) in November. However, the submission was in error as the Board was not asked to approve the Measures during the November meeting and it is requested today that the Board review and approve the measures and R. Blumberg will notify DDS that the Board has approved today.

M/S/C – P. Jensen (J. Ingram-Obie) move to approve Redwood Coast Regional Center’s 2018 Performance Contract Measures and Activities

There was additional discussion following the motion to approve the 2018 Performance Contract Measures and Activities regarding how we measure base numbers and effectiveness, specifically jails within our catchment. R. Blumberg noted that we cannot anticipate the number of people who will be arrested and how many people will be found incompetent to stand trial and RCRC's goal is to get competency training in our local jails.

Discussion continued regarding the Public Policy Outcomes for the number and percent of minors residing with families and planned activities to Partner with Family Support Agencies and other CBO's to provide family support groups in all four counties and how we are meeting this goal. R. Blumberg notes that we can provide updates of what we have accomplished towards these Outcomes and that it is reasonable for the Board to expect updates on these Local Measures at every meeting in his report. The real strength in this Performance Plan is the focused on training and parent support. It was noted that other regional centers follow a similar process as these are requirements by the DDS. Where RCRC differs is that we are one of only two regional centers that report Local Policy Outcomes and hold public meetings to obtain input from our local community members. These measures were developed from those public meetings.

M/S/C S. Perez (B. Fontaine) move to approve the 2018 Performance Plan with the following ACTION: R. Blumberg will provide quarterly reports on the Performance Plan Outcomes that can be measured and improvements made during upcoming Board meetings.

Board of Directors Policy - Closed Session Meetings – R. Blumberg reports that the Board of Directors is required to maintain minutes from closed session meetings and that he has reviewed the Board Policy (adopted 9/21/96) as well as W & I Code Article 3, section 4660-4669 and asked the Board how they would like to take notes during closed sessions. Closed sessions are not of public record and are maintained in a confidential file. P. Jensen reviewed the Policy and recommends that the Board not draw employees in to the closed session. B. Fontaine adds that the Board will take minutes for any closed sessions which be secured in a sealed envelope and given to the Executive Assistant to maintain with the meeting records.

R. Blumberg reports that in the past process has not been consistent with this policy and during a recent audit by the DDS it was found as an audit exception. RCRC was asked to follow up with the Board and inform DDS that the Board policy regarding closed sessions will be followed moving forward and that the Board of Directors Secretary will document the minutes of any closed sessions and will secure those minutes in a sealed envelope prior to giving them to the RCRC Executive Assistant to maintain in confidential storage.

ACTION:

- **Board of Directors will follow Board Policy regarding Closed Meetings adopted 9/21/96 and will remain diligent with maintaining meeting minutes from all future closed sessions.**

Meeting Spaces, Accommodations, and Accessibility – R. Blumberg noted the recent difficulties experienced by Board members and staff during the November

meeting in Lake County and that we need to think about physical aspects of meeting spaces and accommodations, to ensure they are ACA compliant, comfortable, attractive and safe. R. Blumberg notes that he and K. Orsi will be looking at new sites with new, state-of-the-art conference facilities as well as clean and safe accommodations.

ACTION:

- **Board members are asked to contact K. Orsi with any recommendations, complaints or concerns regarding future facilities and accommodations.**

R. Blumberg also noted the format of our Board meeting agendas and would like to consider restructuring the format to allow text to speech software making the information accessible for everyone. RCRC is also looking at the FM Systems for the hearing impaired and hopes to bring a demonstration model to an upcoming Board meeting for consideration.

Board Development – For the upcoming meeting in March, R. Blumberg would like to conduct a pre-meeting for those members who might benefit by discussing the agenda and the decisions that will be needed so that people coming to the Board meeting feel that they are well prepared.

Diversity Outreach – R. Blumberg reports that RCRC has submitted our grant proposal to the DDS and was hopeful that we would receive a decision by Friday, January 5, 2018. RCRC has not yet received a decision from DDS. It was reported that RCRC received a \$25,000 grant for FY 2016/17. R. Blumberg will email the Board of Directors when we receive the grant determination from DDS. In the meantime, the Purchase of Service Data is now available on RCRC's website and RCRC will be analyzing the data and will hold public meetings in March to discuss equity and disparity issues. The Data we have this year will serve as our baseline.

Bylaws and the Executive Office – R. Blumberg reports that there are a number of files in the Eureka office that contain reports and confidential information that includes financial information, Board information and our contracts with the DDS. RCRC communication with DDS has been going to Eureka office as the Bylaws state official office of business is noted as Humboldt County and it is suggested that this be updated to reflect that all records will be kept in the Mendocino County-Ukiah office as that is where the Executive Director, Executive Assistant, and Director of Administration are located and have been located for some time. It is recommended by B. Fontaine that once the corporate changes have been completed the Board can then move to change the Bylaws. P. Okey, Director of Administration indicates that the community would see no changes in services or accessibility with this change.

ACTION:

- **Once all changes to the RCRC Corporation have been updated to reflect Ukiah/Mendocino office as the Executive Office, a draft of the Bylaw changes will be forwarded to the Board of Directors to review and consider.**
- **An update regarding this process will be provided to the Board during the March 17th meeting.**

CART Services – K. Nash, Director of Clinical/Community services provided an overview of RCRC’s Clinical Advocacy Research Team (CART) Project. This project will help children and adults receive access to medical and dental services. CART Services is a multidisciplinary mobile health care consult team that provides consultation, assessment and training to people with disabilities and those who care for them. Their focus is adolescents and adults. CART is a program of the Department of Family and Community Medicine at the University of California, San Francisco (UCSF) which includes experts in developmental disability from primary care, nursing, psychiatry, psychology, and caregiver support.

RCRC has partnered with CART to provide a variety of services and supports for all four counties of RCRC. This team will also provide basic education with local emergency rooms, health clinics and hospitals moving forward as well as education for service providers, families, individuals served and the community.

Since the beginning of the project, six individuals served by RCRC have received assessments and each have very complex medical needs. This team has already been able to document cases where clients were not receiving appropriate treatment and after follow up by CART the individuals received appropriate care. CART met with the local healthcare providers in Del Norte County last month and recently met with health providers at Sutter in Lake County as well as some service providers.

CART is contracted with RCRC and funded through Purchase of Services. CART is also contracting with seven insurance providers and funding will eventually be transferred to insurance providers and Partnership (MediCal). The CART project will also provide tracking and data that will be used to help make legislative changes to obtain better outcomes. Five other regional centers are also participating with this project.

In closing, K. Nash indicated that she would be happy to invite the CART team to provide a presentation during a future Board meeting if the Board so wishes.

C. Seames-Miller called for a 10 minute break at 10:45 a.m.

C. Seames-Miller called meeting to order at 11:07 a.m.

7. Administrator’s Report - S. Perez referenced P. Okey’s written report and invited P. Okey do discuss client count and the RCRC budget. P. Okey shared a handout “Understanding the Regional Center Budget” and hopes that it will help explain the State of California budget process and how allocations to regional centers are determined. By way of background, our budget is a political process. Our legislature creates the dimension and in some cases earmark what monies will be in our total system. On Wednesday, January 10, 2018, Governor Jerry Brown will release the budget for the next fiscal year (FY 2019/2020) which could adjust this year’s budget and sets the frame work for the service system and for the entire State for the following year.

The State has numerous departments. Department of Health and Human Services (DHHS) receives approximately 31 percent of the total State funding. DHHS is the oversight agency for our service system, the Department of Developmental Services (DDS). The DDS coupled with the Lanterman Act provide for our funding and the Lanterman Act is critical because it is law and the law provides for services that the State is obligated to fund as services are an entitlement.

The report shared summarized information regarding the Regional Center Budgeting and Allocation methodology, Budget Allocation and Client Count, OPS Allocations, Federal Compliance, Projects, the Community Placement Plan (CPP), and POS Allocations. Each of these budget pools are monitored by the Administrative team at RCRC every day to assure that we receive our allocated funding and that the funds are being utilized appropriately.

Please email or contact P. Okey at RCRC with any additional questions or concerns regarding the information in your Board Packets.

Committee Reports

8. Executive Committee Report

C. Seames-Miller, S. Perez and J. Ingram-Obie met last evening and discussed the recruitment process of new Board members. A previous Board member from Lake County is interested in coming back to serve on the Board and filling the vacant seat for Lake County. C. Seames-Miller shared a statement from Ms. Jo Cunningham and it is noted that she has 9 years of past Board experience and no conflict of interest. She and her husband are both educators and very strong advocates for people with intellectual and developmental disabilities. Members commented on her past service on the Board and agree that she would be an asset for Lake County.

M/S/C C. Seames-Miller (S. Perez) move to appoint Ms. Cunningham to represent Lake County on the RCDSC Board of Directors and she will be sworn in during the March 17th meeting.

ACTION:

C. Seames-Miller will contact Ms. Cunningham to verify today's appointment.

K. Orsi will forward the Board Application packet to Ms. Cunningham.

8a. Treasurer's Report – S. Perez and P. Okey Administrators shared their report to address how the State Budget is determined.

8b. Vendor Advisory Committee Report – P. Jensen noted that the Alliance of Service Providers met on January 3rd and provided the following updates:

- **Trajectory** – Staff began training for the Therap electronic documentation system and fully using which is a big improvement in accountability and confidentiality compared to their previous system. Staff will be using a Partnership documentation process to improve person-centered services. The Body Discourse Project is now touring local schools and will have a free sensory-friendly public performance in March. Posters and emails notifications will be sent out soon. The artists participating in this project are paid through a California Arts Council grant.
- **State Council** – The local offices will not be closed; we will not have to

cover seven counties. The agency has a \$1 million deficit.

- **People Services** – Currently preparing for CARF; they have completed their DDS survey; The Executive Director is still contesting the requirement that supported employment crews can no longer provide janitorial or grounds maintenance services for People Services who are required to hire competitors by 2022. Ross Jantz from HCAR is also very concerned about this. S. Perez recommended inviting R. Jantz to a future Board meeting to discuss this new mandate and concerns.

ACTION:

- **P. Jensen will invite R. Jantz to a future Board meeting.**

People Services – continued: It has been a struggle to hire new staff due to the current starting salary which is now the same as minimum wage, \$11/hr. They are struggling with Quick Books; HCBS grant activities has been going well. They are revising their Service Design and Business Plan in preparation for their first paid internship.

- **CAE** – City Ambulance has purchased another mini-van and has had interviews for drivers. They plan to split another route to shorten the ride for passengers by 2/1/18.
- **Community Employment Links** – Jordan is a new service coordinator with two additional new hires that are currently undergoing their training process. A person they support is making baskets from recycled ropes obtained from local fishermen. They have been busy with year-end activities. They are planning to open forensic support services component to support people involved in the judicial system or at risk of being arrested. They have completed the Service Design and Cost Statement and will undergo training with Claudia Bolton on person-centered thinking. They are currently serving 50+ people.
- **Rural Human Services** – Disabled Services from Eureka is preparing to open an office in the area. The Mexican Council in San Francisco is opening an office this month to address sex trafficking and the Dept. of Justice will be opening an office to address the same issue by the end of January. The holidays went well. A few clients are in the hospital for diabetes. They have been doing outreach with the Yurok tribe and may have a representative at our ASP meetings. C. Seames-Miller asked if a representative from the Yurok tribe would like to attend a Board meeting.

ACTION:

- **P. Jensen reports that if a representative of the Yurok tribe attends the next ASP meeting that she will invite them to a future Board meeting. If they are unable to attend the ASP meeting she will reach out the Rene at RHS to extend the invitation.**
- **Community Catalyst** – Director JoAnn Holliday has been out of the office for the past month. They have expanded the use of PayCom from payroll to include performance reviews. PayCom will also provide a portal for staff self-evaluations before they meet with their supervisor. All staff is evaluated during the first quarter of the year. They are receiving referrals for their new Independent Living Services. Clients are getting CDC rent

- vouchers but they expire before they are able to find suitable housing.
- **CBEM** – They are fully staffed for the first time in 1.5 years. They are doing outreach to RCRC adult and Children’s units and will provide training at Mayacama for working with individuals on the autism spectrum.
 - **Supportability** – They are on day two since the retirement of Gary. They were invited to participate in the Christmas Parade of Lights in Kelseyville have been embraced by the community. They were involved in the local Pear Festival and open to trick and treaters for Halloween. They are fully staffed at the office and instructor levels and they have a new email address.
 - **Reaching for Independence** – It was reported that they are partnering with the McClain Foundation in a new building project. The \$25 Billion in Fortuna will result in a 32 acre facility in approximately one year.
 - **Parents and Friends** – Have completed their Service Design for a Residential Care Facility for the Elderly. Renovations have begun on a house purchased for this service. They are hoping to hire staff early for training prior to opening. Staff have already received some training on the aging process and dementia. CDC vouchers for rental assistance are starting to come through for clients.
 - **ABC** – The clients had a hot dog and holiday fundraiser. The proceeds are used to support activities such as trips to the Zoo, Scandia, and the trout farm. The clients are starting a microbusiness making and selling organic bath balms and soap. So far, they have earned \$500 in the past 6 months and have received repeat orders. Two clients finished this semester classes at the Yuba College Business Dept. Others have completed the Prep for Success classes in English and Math this past summer and were excited to receive computer tablets presented by the college upon their successful completion. Another client has paid work designing shirts and writing short stories for ABC newsletter. A client has a dog walking business and another client has a band and paid gigs at different venues around Lake County. A client teaches a scrapbooking class and another is teaching sign language. All classes are held in community sites and accessible to others. Please send your email address to cswimlakecoabe@gmail.com if you’d like to be added to the mailing list to receive the ABC Newsletter.
 - **UVAH** - the CARF survey went well. There was only one recommendation which is to create a succession plan for Executive Director. UVAH has implemented an emergency notification procedure for clients and families to notify UVAH that they are safe in case of a natural disaster. LIFE Services is fully staffed and Enhanced Services still needs two employees. UVAH has completed a demographic survey to determine how well staff demographics match those of our clients. We found that as clients age in two of our programs the women significantly outnumber the men. The employment programs show a ratio of 60 percent men and 40 percent women. One client had two strokes yesterday. He was taken to the ER and is doing well but broke his arm when he fell. The surgery went well. However, he is back in ICU and is afraid to stay by himself. Regional Center has been supportive and told us to pay staff

overtime if needed to stay with him.

- **RCRC Report –** Upcoming trainings include Dave Hingsburger in May, there will be a Person Centered Gathering with Michael Smull in Petaluma in March. Scott Shepard is also providing training in January with Supported Living providers. Dr. Ruth Myers is the new psychiatrist for RCRC. Vendor packets now have a statement that citizenship is not required to receive services as well as a 5-page Business Associate Agreement that must now be completed. The next Residential Provider Orientation is scheduled for February.

8c. ARCA – C. Seames-Miller reports that she and R. Blumberg will be attending the upcoming ARCA meeting in Sacramento on January 18th and 19th and will have more information to share at the next meeting in March. The meeting will include the ongoing discussions regarding the tax reform bill and children's services as no one knows how these services will be impacted by the tax proposal. C. Miller adds that he does not have a report as the ARCA CAC meeting has not occurred yet (scheduled for January 12th). C. Miller will provide his report during the next meeting in March. C. Miller, RCRC Client Advocate, shared that Grassroots Day is schedule for Tuesday, March 20th at the State Capital in Sacramento and people can meet with members of our state legislature to discuss important issues including funding of services. P. Jensen encourages any members to attend and if you can't attend in Sacramento, please meet your representatives during local Town Hall meetings. It is very important that they know and understand why it's so important that services are funded.

8d. Ad Hoc Strategic Planning Committee – B. Fontaine indicated that J. Ingram-Obie and this committee has not yet had the opportunity to fully review the Strategic Planning and objectives that were developed several years ago and has requested that this discussion be carried over to the next meeting in March.

9. Old/Tabled/Unfinished Business - C. Seames-Miller would like to finalize a letter from the Board to Mr. Joe Ayers that we, the Board of Directors as representatives for all four counties (Del Norte/Humboldt/Lake/Mendocino) will continue to advocate and support training of local law enforcement agencies regarding people with intellectual and developmental disabilities and the stigma of mental health and that we will continue to educate all law enforcement in our four county area. R. Blumberg noted RCRC's Local Policy Outcomes show a strong support of law enforcement training advocacy. RCRC has provided a presentation to law enforcement chief's in Lake County and R. Blumberg has already met with the Mendocino County Sheriff and is planning to meet with the Captain of the Ukiah Police Department. Staff have also met with a number of law enforcement in Humboldt and Del Norte Counties. R. Blumberg, M. Block and K. Nash will be meeting to develop a strategic plan for law enforcement trainings for Humboldt/Del Norte/Lake/Mendocino Counties within the next year.

ACTION:

- **R. Blumberg will assist C. Seames-Miller to draft a letter to Mr. Ayers. Letter will shared with Board members for their review and input prior to sending to Mr. Ayers.**

10. **New Business** – B. Fontaine would like to hold a closed session prior to the beginning of the next meeting in March to review and discuss several line items in RCRC's expense report that have increased.

ACTION:

- **A closed session is scheduled for the beginning of the next RCDSC Board of Directors on March 17th.**

New Business continued: M. Yates shared a brochure by INK People that highlights her first show. She will be holding another show in July called Eco System and will be inviting other artists as well.

11. **County by County Liaison** – C. Seames-Miller provided a report for Lake County: Janet Taylor is working with Behavioral Health on a grant for the art project and they are also working with the Circle of Native Minds that has weekly talking circles for anyone who may have the need to talk (not just for fire victims). In addition there is Art through Therapy at the Bevins Court location in Lakeport. Tribal Health is opening a hospital in Clearlake on Olympic Drive. Services are for tribal members and include a cancer center, Women's Health and a community native garden. Housing in Lake - There is still a lack of housing. People with vouchers are unable to find housing due to shortage and affordability. The Warming center received additional funding through Community Action Council and will be open through March. They are providing on-site services, including hot showers, clothing, and pier support.
12. **Community Input** – None
13. **Adjourn** – The meeting was adjourned at 12:36p.m. The next meeting is scheduled for Saturday, March 17, 2018, in Ukiah, CA.

Shirley Valente, Secretary
RCDSC Board of Directors

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