

DRAFT Meeting Minutes

REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION
Annual Meeting of the Board of Directors
Friday, July 20, 2018, Ukiah, CA

#6 FY: 2017-18

Directors Present: Jo Cunningham, Beverly Fontaine, Jolanda Ingram-Obie, Bill Lacy, Alina Marquardt, Leann McCallum, Keith Peeples, Steve Perez, Cathy Seames-Miller, Deborah Sypherd, Shirley Valente and Mary Yates

Directors Absent: Trixie Galletti, Pamela Jensen

Facilitators Present: Dayna Dodson, Jennifer Pittam, Donna Smith, and Dana Vaughn

Facilitators Absent: Mark Konkler, Kristie Patterson

RCRC Staff Present: Mary Block, Dr. Rick Blumberg, Cindy Claus-John, Nichole Haydon, Mayra Ochoa, Patrick Okey, and Kim Orsi,

Others Present: Joe Ayer (Community Member), Cynthia Swimm (to be seated as new Vendor Representative) and Sheli Wright, SCDD

- Agenda:**
1. a) Call to Order/Roll Call
b) Closed Session – Client Benefit Fund Recommendations
 2. Select Timekeeper/Introductions/Reading of Vision
 3. Approval of Agenda
 4. Approval of May 12, 2018 Meeting Minutes
 5. Community Input (3 min. each)
 6. Executive Directors Report
 - a) Clinical/Community Services Department Update
 7. Administrators Report
 8. Committee Reports
 - a) Executive Committee
 - b) Treasurers Report
 - c) Board Development Committee
 - d) Vendor Advisory Committee
 - e) Client Benefit Fund Committee Update
 9. ARCA Report
 - a) ARCA – S. Perez/R. Blumberg
 10. Old/Tabled/Unfinished Business
 - a) Update-ARCA Board of Directors Representation
 11. New Business
 - a) Elect 2018/2019 Officers
 - b) Reappointment of eligible members
 - c) Seat new members
 - d) Administer Oath to Board Members

- e) DRAFT Employment First Policy
- f) Review DRAFT 2018/2019 Board Meeting Schedule
- g) Board Recognition
- h) Collect Conflict of Interest papers
- 12. County by County Liaison Reports
- 13. Community Input
- 14. Adjournment

1. **a) Call to Order/Roll Call** - The regular meeting of the RCDSC Board of Directors was called to order by President, C. Seames-Miller at 7:08 p.m. and she read aloud a disclaimer regarding the audio/electronic recording of tonight's meeting. Roll call of the Board was called and a quorum is present.

b) Closed Session – A closed session was called by C. Seams-Miller at 7:10 p.m. to discuss the Client Benefit Fund Award recommendations.

C. Seames-Miller called the open session back to order at 7:25 p.m.

2. **Select Timekeeper/Introductions/Reading of Vision** - S. Perez is timekeeper. C. Seams-Miller called for Introductions of all present and read the Vision aloud.

3. **Approval of Agenda** – B. Fontaine requested a correction to agenda item 8e) Client Benefit Fund Announcement of Awards, and requested the topic be updated to read Client Benefit Fund Committee Update.

M/S/C: J. Ingram-Obie (S. Perez) moves to approve the agenda with the noted update.

Abstained: J. Cunningham

4. **Approval of May 12, 2018 Meeting Minutes**

M/S/C J. Cunningham (S. Perez) moved to approve the meeting minutes.

5. **Public Input – C. Seames-Miller called for public input:**

- Mr. Joe Ayers provided input, noting that last fall he provided packets to the board related to the national, state and local problem of criminal assaults on disabled people. Mr. Ayers added that in January (2018) he also provided the board with copies of CD's and a transcript of NPR's series, *Abused and Betrayed*. Mr. Ayers reported that the board provided him a letter of support to share with local law enforcement which was very helpful with setting up a meeting with Police Chief Lizarrage (Fort Bragg). This meeting included Dr. Rick Blumberg, Sheli Wright from the North Coast office of the State Council on Developmental Disabilities (SCDD) and Rick Moon, Executive Director of Parents & Friends, Inc. (PFI). This meeting was informative and productive and he hopes to meet next with the Mendocino County Sheriff's Department (on the Coast).

Next steps from the meeting with Chief Lizarrage include the following:

- Dr. Lucy Esralew will be contacting Chief Lizarrage to discuss trainings for his officers.

- PFI and the Fort Bragg Police Department will be arranging a “meet and greet” to help build connections between officers, clients and caregivers (in the Fort Bragg area).

In closing, Mr. Ayers noted that he provided additional information to board members pertaining to trainings and requests feedback on which trainings they feel would be most appropriate from RCRC’s point of view.

- Sheli Wright, Executive Director SCDD provided a brief synopsis of activities for the North Coast region and her staff:
 - Completed the in-person surveys for the National Core Indicators and Redwood Coast Regional Center’s in-person surveys are completed.
 - The Child Family Surveys will be mailed this fall (date to be determined) and will share information when it has been received.
 - Just had their Cycle 41 Grant which will provide the North Coast STARR training to build awareness for law enforcement to understand individuals with intellectual and developmental disabilities. This will include Post-Certified Training and Train-the-Trainer trainings that will allow law enforcements officers to go back to their departments to train their officers. Ms. Wright and her staff will assist with that training in this area. Funding has not yet been received from that Grant but expecting it this fall and will share that information when it is received.
 - Ms. Wright, her staff and local Regional Advisory Committee are finishing their POSA which is the Portrait of Services Assessment for the year in the Redwood Coast region and what kind of events, trainings, education and services we will be developing for outreach in the coming year.

6. Executive Directors Report – R. Blumberg thanked everyone for traveling and attending tonight’s meeting as well as their commitment to the work being accomplished and noted that there are a number of exciting things happening within our regional center. R. Blumberg also thanked both S. Wright (from SCDD) and Mr. Ayers for their work with RCRC and their advocacy within our community.

- **Board Development Training:** The Board will be meeting again tomorrow morning for the annual Board Development Activity. This year, Dr. Lucy Esralew is going to provide the training on Development Disabilities which is an area that is always evolving. We are pleased that Dr. Esralew is part of our staff as she is an excellent trainer who is also very well networked in terms of the community (nationally) that is working on developing best practices. Dr. Esralew has expertise with Autism Spectrum Disorder (ASD) as well as aging and the difficulties for those with intellectual and developmental disabilities as they age. We are all looking forward to her presentation tomorrow.

- **Emergency Preparedness:** RCRC is working to stay ahead of immanent disasters, especially during the current fire season. The directors and management teams are currently revising RCRC's Disaster Response Policy and receiving training, most recently with Tamara Rodriguez, Officer of Emergency Preparedness and Response with the Department of Developmental Services (DDS), who met with and provided a training with the directors team regarding the Everbridge System. This is a web-based system that enables the agency to identify those we serve and where they are located (by address) within seconds. The Everbridge System can produce a map of a specific area (for instance, the area affected by recent Pawnee Fire in Lake County). The mapping includes a series of dots which represents a person. When a dot is clicked, the system will provide the name, address and contact information for that person which will enable us to send a message by text, phone, and email to inform them of the risk/threat in their area. It also enables us to ask that person if they require assistance. The Everbridge System is an exciting, new tool that RCRC hopes to fully utilize following additional training and development.

Mendocino County Office of Emergency Services (OES) provided a recent training in terms of those who we should be communicating with to effectively plan for future disasters and to gain and appreciate what some of our unique challenges might be within our area. We are receiving training and information regarding new technologies so that we can be more effective during natural disasters. It is noted that both Mendocino and Lake County OES do work together collaboratively. Temporary housing information was also included during the training which was extremely helpful.

Discussion continued regarding emergency preparedness and the importance of having conversations with clients to notify RCRC in the event that they are evacuated. R. Blumberg commented that safety is of the utmost importance and that RCRC staff went above and beyond during the fire. RCRC will be reaching out to address issues and improve safety for the community as well as our clients/families/service provider.

- **Affordable Housing Initiative:** R. Blumberg reported that RCRC is in contract with Rural Communities Housing Development Corporation (RCHDC) and working with the Department of Developmental Services (DDS) to develop affordable housing in our catchment. It is noted that RCHDC has 40 years of history developing affordable housing in Lake, Mendocino, Humboldt and Del Norte Counties. RCHDC is currently working with RCRC to build affordable housing and assist clients to find affordable housing. R. Blumberg reported that the Orr Creek Housing Project (Mendocino County) will break ground in early 2019 and will be two phases, of which 10 units (in each phase) will be dedicated for our clients (options will be studio and one or two bedroom units). RCRC is also looking to collaborate with Lake County Behavioral Health and RCHDC to develop another 10 units of housing in Lake County. In addition, RCRC (with RCHDC) has applied for 25 transportable housing

vouchers (that can be utilized in all four of our counties) for clients. However, we are still waiting for approval of this application.

M. Yates noted the ongoing difficulties finding affordable housing as some landlords are refusing to accept HUD. C. Seames-Miller indicated that she recently met with Senator McGuire who is actively working in his district to review difficulties and improve the HUD program.

J. Ingram-Obie asked if RCHDC will be developing affordable housing in Del Norte County. R. Blumberg indicated that RCHDC has existing housing in Del Norte and is actively working with RCRC to help find affordable housing within their existing housing stock as well as the development of new housing.

In closing, R. Blumberg called for any additional questions and asked board members to contact him with any questions pertaining to his full report that is included in their packets.

7. **Administrator's Report** – P. Okey provided the following updates:

- FY 2017/2018 ended with small surplus. RCRC is still expecting some late billings but in all, the cost saving efforts has helped the agency to remain in the black.
- Current FY 2018/2019 – RCRC has received its preliminary allocation for the fiscal year that began on 7/1/18. The preliminary allocation is approximately eighty percent of what is expected for the year and RCRC will know more after we receive our first allocation in late August or early September. The preliminary allocation does project an increase for our regular OPS budget of 3.8 percent which translates to approximately \$280,000. However, this preliminary projection will decrease with the anticipated operations expense increases (includes five percent wage increases for eligible staff, rent increases that are mandated and provided for in our five leases, and health insurance increases). P. Okey hopes to have updated figures for the board during the September meeting.
- Cash Flow – The end of the year is generally when the State experiences cash flow difficulties which equates to cash flow difficulties for RCRC. Thanks to DDS and their prudent planning, RCRC borrowed \$3 million for 10 days. Compared to last year - RCRC borrowed \$3 million for 33 days and an additional \$2.5 million for 10 days which accrued \$20,000 in interest charges.
- Client Numbers – P. Okey asked members to refer to page 5 of the Administrator's Report which notes there are currently 5 clients living in a Developmental Center. P. Okey explained that that number has been reduced to 4 clients since he drafted the report, adding that one client is now living in Ukiah with supported living services.

P. Okey called for any questions regarding his written report. Questions included:

- RCRC's hiring freeze – The freeze was lifted as of 7/1/18

- Community Placement (page 9) underspent for this category. P. Okey explained how RCRC tracks the CPP funding as it is earmarked funds and not included in our regular operations budget. Most CPP projects are Start Up projects and recipients have 3 years to bring the proposed service to fruition.
- Consistent late billings – Service providers have up to three years to submit their claims for payment.
- Community Activities Support (page 9) J. Ingram-Obie questioned the projected cost.

ACTION:

- **P. Okey will review the data and provide an update to J. Ingram-Obie.**

In closing, J. Ingram Obie asked if the pie chart on page 5, could be modified to chart by county and clients served (over the years) and how that has fluctuated. S. Perez provided history regarding the data in the Administrators Report which has been modified to reflect more current data to remain legible.

ACTION:

- **P. Okey and S. Perez will work together to develop an annual report that that will provide history data as requested by J. Ingram-Obie.**

8. Committee Reports

a) Executive Committee Report – The following reports are noted:

- **Secretary:** S. Valente reported that she received a “thank you” letter from B. Fontaine that she’d like to share with the board and will pass around this evening. S. Valente also reported that she did send information to all board members regarding the upcoming election of officers and requested that members reply to her if they were interested in running for office. S. Valente noted that S. Perez replied that he was interested in the position of President, J. Ingram-Obie would like to continue as Vice President and L. McCallum and D. Sypherd also expressed interested in running for an office.
- **President:** C. Seames-Miller reported that there are several clients in Lake County who are interested in serving on the board should there be an opening. She also noted that Randall Cole from Lake County Behavioral Health has also expressed interested to serve on the board as a Lake County representative should there be an opening in the future.

b) Treasurer’s Report – S. Perez commented that the Administrator’s Report presented by P. Okey provided details regarding the end of FY 2017/2018 which is most important as the RCRC budget ended with a small surplus which is a good beginning for the next fiscal year.

c) Board Development Committee – S. Valente and C. Seames-Miller provided their updates during the Executive Committee discussion. There are no additional updates.

d) Vendor Advisory Committee Report – Due to time limitations it is recommended that this report be emailed to the board following tonight’s

meeting.

M/S/C S. Perez (J. Cunningham) moved that the Vendor Advisory Committee Report will be emailed to the Board of Directors.

- e) **Client Benefit Fund Committee** – B. Fontaine stated that earlier this evening, during the closed session, the board voted to accept the recommendations of the Client Benefit Fund Committee in giving out three awards during this cycle. Names of the recipients are confidential and will be provided to P. Okey in order to release the funds.

9. ARCA Report

- a) **ARCA Update** - S. Perez reported that will forward a three page draft of ARCA's strategic planning that contains information on important statewide issues to board members.

10. Old/Tabled/Unfinished Business

- a) **Update – ARCA Board of Directors Representation** – C. Seames-Miller and S. Perez discussed that there are a number of regional centers throughout the state that have designated a board delegate to serve as the ARCA Representative apart from the board president. There are also regional centers with their board president serving as the ARCA Representative. Another issue related to board representation is that ARCA did have a previous rule that, even though you may no longer be a board delegate, you were able to serve as the regional centers ARCA representative. S. Perez recommends that this discussion is tabled until he has had the opportunity to talk with the ARCA Board Delegate Chair to obtain additional information that can be brought back to this board.

M/S/C J. Ingram-Obie (S. Perez) moves to table this topic until additional information can be obtained from the ARCA Board Delegate Chair.

11. New Business

- a) **Election of Board 2018/2019 Officers:** The proposed slate of officers consisting of S. Perez (President), J. Ingram-Obie (Vice President), and J. Cunningham (Secretary), with votes will be cast for Treasurer.

M/S/C B. Fontaine (J. Cunningham) moves to accept the slate of officers as follows: S. Perez (President), J. Ingram-Obie (Vice President), and J. Cunningham, (Secretary) and L. McCallum, (Treasurer).

- b)c)d) **Reappointment of Eligible Members/Seating of New members/Oath of Office:** C. Seames-Miller conducted the swearing in of all officers, eligible members and seated new member, Cynthia Swimm as the Vendor Representative.

- e) **DRAFT Employment First Policy:** R. Blumberg introduced RCRC staff member Cindy Claus-John, CMS Waiver and Employment Specialist Manager for Mendocino and Lake Counties. C. Claus-John provided background noting that the draft is a result of a "blueprint" on Employment First for people with disabilities and she added that Department of Rehabilitation, Department of Education and the Department of Developmental Services (DDS) have come to an agreement to promote employment for all people receiving regional center

services. The draft was developed by selected team members who represent RCRC four-county catchment that included service coordination representatives from the RCRC Fort Bragg, Lakeport and Crescent City offices, C. Claus-John represented the Ukiah office and S. Braggs, (CMS Waiver and Employment Specialist Manager for Humboldt and Del Norte Counties) and C. Miller, (Client Advocate), represented Eureka. The team also included a staff member from Parents & Friends, Inc., as the service provider community representative. Once the Policy was agreed on by the development team it was then taken to the RCRC Management Team for approval before coming to the Board of Directors this evening. S. Perez noted that this Policy is number 17 and a copy has been included in the board packets.

M/S/C S. Perez (L. McCallum) moves to approve the Redwood Coast Regional Center Employment First Policy Number 17.

f) Review DRAFT 2018/2019 Board of Directors Meeting Schedule – The draft 2018/2019 Board of Directors meeting scheduled was reviewed and the following change is noted:

➤ September meeting date is changed to Saturday, September 29th

M/S S. Valente (J. Ingram-Obie) moves to approve the 2018/2019 Board of Directors Meeting Schedule with the noted date change for the September meeting.

Additional discussion followed with a request from S. Perez who proposed to include in the schedule a Board Retreat. The Retreat is intended to help the board focus on its legacy and what the board needs to be doing (presently) and what the board needs to be planning for during the next five years. S. Perez proposes holding a Retreat sometime in the month of October (Date/Time to be determined). The meeting location will be in Ukiah or Lake County. The plan would be for board members to arrive Friday evening with the Retreat on Saturday. The proposed Retreat would focus on understanding the Regional Center System, the Lanterman Act, the Association of Regional Center Agencies (ARCA) and regional center services and how all fit together with the Lanterman Act. S. Perez asked that the schedule note a Board Retreat sometime during the 2018/2019 schedule with Date/Time/Location to be determined. S. Perez will provide follow up details to the board via email.

M/S/C J. Ingram-Obie (J. Cunningham) moves to proceed with planning a Board Retreat (Date/Time/Location to be determined) sometime during the 2018/2019 Board of Directors Meeting Schedule.

Abstained: S. Valente

M/S/C J. Ingram-Obie (L. McCallum) moves to approve the 2018/2019 Board of Directors Meeting Schedule with the noted change as September 29, 2018 for the Eureka meeting.

g) Board Recognition: S. Perez presented C. Seames-Miller with a plaque from the RCDSC Board of Directors in appreciation of her valuable service as a board member and Board President as well as her passion for clients and the RCRC

organization. S. Perez also presented C. Seams-Miller with a Certificate of Recognition from the Association of Regional Center Agencies (ARCA).

- h) Conflict of Interest:** Members turned in their 2018/2019 Conflict of Interest Statements to K. Orsi

In lieu of time, S. Perez requests that the remaining agenda items are suspended and requests to adjourn this meeting.

12. County by County Liaison:

13. Community Input

M/S/C J. Cunningham (L. McCallum) moves to suspend County by County Liaison and Community Input due to time limitations and adjourn this meeting

- 14. Adjournment: Meeting is adjourned at 9:25 p.m.**

The next Board of Directors meeting is scheduled for September 29th, 2018 in Eureka at the Best Western Bayshore Inn – Bayside conference room.



Jo Cunningham, Secretary
RCDSC Board of Directors

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