

Meeting Minutes

REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION
Meeting of the Board of Directors
Saturday, November 3, 2018, Nice, CA

#2 FY: 2018-19

Directors Present: Jo Cunningham Trixie Galletti, Jolanda Ingram-Obie, Bill Lacy Leann McCallum, Keith Peeples, Steve Perez, Shirley Valente and Mary Yates

Directors Absent: Beverly Fontaine, Alina Marquardt, Cynthia Swimm

Facilitators Present: Kristi Patterson, Dayna Dodson, Mark Konkler

RCRC Staff Present: Dr. Rick Blumberg, Patrick Okey, and Kim Orsi

Others Present: Jamie Austin-ABC, Isis Brenner-Ward, Delores Delgado-Translator; Angela Moore-Community Catalyst, Kim Sainsbury-SNAPS, Kelsie Shoffeitt-ABC, Allan Smith-DDS, Sheli Wright-SCDD, Michelle Villines

1. Call to Order/Roll Call - The regular meeting of the RCDSC Board of Directors was called to order by President, S. Perez at 10:45 a.m. S. Perez read aloud a disclaimer regarding the audio/electronic recording of today's meeting. Roll call of the board was called and a quorum was present.

2. Select Timekeeper/Introductions/Reading of Vision – L. McCallum volunteered as timekeeper. Attendees and guests introduced themselves. The Vision was read aloud by L. McCallum and S. Valente

3. Approval of Agenda – There were no changes/corrections noted.

M/S/C M. Yates (J. Cunningham) move to approve the agenda with the following discussion:

S. Valente requested to move the Board Development Committee Report to follow Approval of Meeting Minutes on future agenda's which would allow the seating of any new board members at the beginning of a meeting and will assist the board in the interim due to the current number of vacancies. The board would also recommend that any potential board members attend one board meeting prior to appointment so that they fully understand the process.

M/S/C S. Valente (L. McCallum) moved to amend future agendas to move Board Development Committee Report to follow Approval of Agenda.

4. Approval of September 29, 2018 Meeting Minutes – There were no changes or corrections noted.

M/S/C: S. Valente (L. McCallum) moved to approve the meeting minutes.

5. Public Input – S. Perez called for public input:

- Kim Sainsbury from SNAPS (Special Needs Advocacy & Parents Support) shared information regarding the work SNAPS is doing with parents and families in the community. Ms. Sainsbury offered the following suggestions:
 - Disaster Planning: Offer better communication (Nixle) and continue ongoing work with local OES (Office of Emergency Services).
 - Work with OAFN (Office of Access and Functional Needs).
 - OCR (Office of Clients' Rights) has been extremely helpful for our community members working with local school districts and they are hopeful the OCR will be filling the open position for our catchment soon.
 - CAC (Client Advocacy Committee) Asking that service coordinators encourage families to participate.
- Sheli Wright, Executive Director from the State Council on Developmental Disabilities (SCDD) provided an update on their activities:
 - Child and Family Survey: SCDD has been attending RCRC unit meetings so that service coordinators are aware of the survey and the cycle process.
 - Free CPR/First Aid classes specifically for families and self advocates will be held in community settings and schedules have been posted to RCRC's Facebook page. Classes will be held in Ukiah and Lakeport in December.
 - STAR Training with law enforcement update: Will be meeting with the provider on November 13th to build a schedule and identify locations for local trainings. An update and schedule will be shared during the upcoming board meeting in January.

Discussion continued between Ms. Wright and community members regarding the STAR trainings as well as grassroots community involvement to improve response during natural disasters.

6. Executive Directors Report – R. Blumberg thanked the board and members of the community for their attendance and provided the following updates:

- RCRC staff attended the recent OES meeting in Lake County and will continue to be present at all future meetings and will post information about OES meetings in all four counties on RCRC's website and Facebook page.
- RCRC Management Team will receive an overview of the Everbridge System followed by future training for selected RCRC staff. Service Coordinators will be requesting updated contact information during meetings with clients and families. RCRC would also like to encourage clients and family members to contact RCRC if their contact information changes.
- RCRC is currently working to open a satellite office in Lake County (Clearlake area).
- RCRC is currently recruiting for a new manager for the Lakeport office in Lake County. The job description is posted on RCRC's website. During the interim, Stacy Fekkers (Client Service Manager in the Ukiah

office) will be working in the Lakeport office four days per week until a new manager is hired.

a) **DRAFT 2019 Performance Plan** – R. Blumberg provided details regarding RCRC’s DRAFT 2019 Performance Plan (full Draft is included in the board packets) and how the proposed changes were obtained through input received during two public meetings that were held in September. R. Blumberg is requesting board approval of the DRAFT that will be submitted to the Developmental Services (DDS). R. Blumberg touched on the following activities from the proposed Draft Performance Plan:

- **Parent Education and Support** – Better parent information regarding RCRC services and provisions of parent support groups. RCRC will be looking to develop an orientation which will describe services available to eligible individuals across their lifespan. RCRC currently has parent support groups in Eureka and Crescent City and planning support groups for Hoopa in Humboldt County and Covelo in Mendocino County. RCRC will sponsor parent support groups in Lake and Mendocino Counties in the spring of 2019.
- **Support for School Aged Children and Transitioning Youth** – RCRC will continue to work with SELPA’s and provide trainings in student and parent’s rights in collaboration with Warmline Family Resource Center. RCRC will continue to advertise when trainings will be held through Facebook and RCRC’s website postings.
- **Employment Supports** – RCRC will develop materials for clients and families to help explain employment options and supports available.
- **Supports for Adults Residing in Family Homes** – In addition to parent support groups, RCRC will provide information about supports available (respite, behavioral services, counseling support) for families caring for adult clients.

There are no changes or corrections noted to the proposed 2019 DRAFT Performance Plan.

M/S/C J. Obie-Ingram (T. Galletti) moved to approve the DRAFT 2019 Performance Plan and it is ready for submission to DDS.

S. Perez called for working a lunch break at 12:17 p.m.

7. **Administrators Report** – P. Okey commented on Mr. Baldo’s presentation and the shift of funding within our service system. However, it was noted that our service system is still underfunded. P. Okey touched on the following updates from his written report:

- RCRC has received its E-1 spending authority for FY 2018-19 which \$115.9 million for Purchase of Service (POS), an increase of \$11.6 million from FY 2017-18. Operations (OPS) funding is \$10.7 million, approximately \$160,000 more than RCRC ended in FY 2017-18.
- RCRC is looking to provide staff with a small COLA this year. The last such wage increase was in July 2016.

- FY 2017-18 – RCRC ended year with a small OPS surplus.
- Cash Flow – RCRC has 51 days on hand which is 22 percent more than typical.
- Financial Operations – RCRC is 25 percent of the way through FY 2018-2019.
- Developmental Centers – RCRC has only three clients currently in developmental centers which are forensic placements ordered by a court of law.
- Audit Update – RCRC has received the 2015-16 and 2016-17 DDS audit report. There was only one finding that during a period of time the Board of Director closed session meeting minutes were not properly kept and this finding has since been corrected. R. Blumberg acknowledged the work and dedication of P. Okey and his fiscal team on a great audit report.
- Staff vacancy factor for RCRC is currently 6.5 percent

P. Okey announced that he will be retiring in March 2019. His last day will be March 16, 2019 as he plans to attend his final board meeting in Crescent City to present RCRC's independent audit and assist with the review of RCRC's Personnel Policies with the board. R. Blumberg recognized P. Okey for his tireless leadership and stellar work and dedication to our agency and those we serve.

P. Okey called for any questions or concerns. There was additional discussion regarding the recent reduction in client cases as well as the proposal for upcoming salary adjustments/COLA and health benefits. P. Okey noted noting that the salary adjustments and health benefits costs will be a win-win for staff and the agency.

(Notation: Board member, K. Peeples had to leave the meeting at 1:00 p.m. There is still a quorum present of eight board members)

8. Committee Reports

a) **Executive Committee Report**

- **Revisit Vision Statement** – J. Cunningham requested a discussion to develop a committee to revise the Vision Statement as it is too long and difficult to read.

M/S/C J. Cunningham (S. Valente) moved to establish a committee to review and rewrite/summarize the existing Vision Statement.

The Vision Committee members are: J. Cunningham, Chairperson and M. Yates

- **Legislative Committee** – S. Perez reported that he has been in touch with the ARCA Legislative Committee and will share important information concerning upcoming State and Federal legislation. The RCDSC Legislation Committee will assist with getting information out to our communities and help to encourage advocacy. The Legislation

Committee members include L. McCallum, Chairperson, J. Cunningham and M. Yates.

ACTION: S. Perez will be working with the committee this week to share information that he has received from ARCA.

- b) **Treasurer's Report** – L. McCallum had no additional information to report. S. Perez reported that L. McCallum will be reviewing and signing all future travel claims for board members.
- c) **Vendor Advisory Committee Report** – C. Swimm is absent due to illness and was unable to provide a report. The report will be shared by email following today's meeting.

9. ARCA Report

- a) **ARCA Update** – S. Perez received notes from the recent Strategic Planning Meeting and shared the four areas of the Strategic Plan for ARCA for 2019 through 2021:
 - 1) **Sustainable Funding** – to advance systems regional center OPS including caseload ratios and core staffing and Purchase of Services, including service provider rates.
 - 2) **Inclusive Communities** – Increase employment and federal buy-in.
 - 3) **Flexible and sustainable service models** – Access federal funding to sustain programs
 - 4) **Essentials of Lanterman Act** - including unfunded and changing mandates.

R. Blumberg reported that he is currently serving on two ARCA committees: Services for difficult to serve children and adolescence and Quality Assurance related to community safety and issue of special incident reporting and follow up.

ACTION: S. Perez will email full information regarding the four areas of the 2019-2021 ARCA Strategic Plan to all board members following this meeting. S. Perez and L. McCallum will plan to meet to review the Plan.

Grassroots Day: S. Perez announced that Grassroots Day will be held in the month of April and that he would like to see that the board is represented at this annual event.

ACTION: S. Perez will email the details related to Grassroots Day to the board next week.

10. Old/Tabled/Unfinished Business – There were no items to be discussed.

11. New Business –

S. Perez reported that it has been suggested that an agenda topic be added to future board agendas for the executive assistant which will allow an improved flow of communication with the board for planning purposes. ACTION items will also be reviewed during this agenda topic. This additional topic will follow the Administrator's Report. An additional recommendation is to include each committee under Committee Reports, whether they have a report or not.

ACTION: K. Orsi will email a sample agenda to the board with the noted changes for their review.

Participation in subcommittees – How can the board promote outreach to non-board members to participate on committees. S. Perez commented that the Legislative Committee would greatly benefit with representation from all four counties that includes clients and family members.

Discussion continued regarding upcoming board meetings and travel difficulties due to winter weather and poor road conditions. R. Blumberg reported that he will offer options that include connecting board members by video conference or telephone if poor travel conditions do not permit planned travel to meeting locations. It was also reported that RCRC is in the process of purchasing laptop computers that can be assigned to board members.

12. County by County Liaison:

- **Del Norte** – L. McCallum reported that the Food Boxes and Christmas Gift Drives are gearing up. J. Ingram-Obie thanked S. Perez for organizing the special meeting with RCRC Crescent City staff to present the recognition award from State Representative, Mike Thompson.
- **Humboldt** – M. Yates reported that she had an art show last month and shared an article about her work with the board.
- **Lake** – J. Cunningham thanked R. Blumberg regarding potentially difficult travels during the winter months and reminded everyone that summer months are also difficult for travel due to fire season as board members may not want to travel far from home in the event that a wildfire occur and they are not in the area to evacuate their homes, pets, etc. J. Cunningham would like to extend the additional options, including video conferencing for board meetings during the summer as well.
- **Mendocino** – S. Valente introduced Isis Brenner-Ward who attended the board meeting and is interested in becoming a member of the RCDSC Board as a representative for Mendocino County.

Seating of New Board Member: Isis Brenner-Ward

M/S/C S. Perez (S. Valente) moved to seat Isis Brenner-Ward as a new board member who will be representing Mendocino County.

S. Valente led I. Brenner-Ward in reciting the Oath of Office and was welcomed as the newly appointed board representative for Mendocino County.

- 13. Community Input** – There was a question regarding notification and communication for upcoming trainings, particularly for parents. R. Blumberg reported that mailings are very costly and that RCRC is in the process of obtaining updated information for clients and families as RCRC continues to improve IT support within the agency and the capacity to build an information system. R. Blumberg added that there is not a designated staff member to post information to RCRC's Facebook page and website and various staff members have taken on the additional responsibilities to assist as needed. S. Perez

recommends carrying this discussion regarding notifications and a Public Relations Assistant to the January Board meeting agenda for further discussion.

ACTION: S. Perez will contact a former ARCA Communications Consultant to obtain additional information for the January meeting discussion.

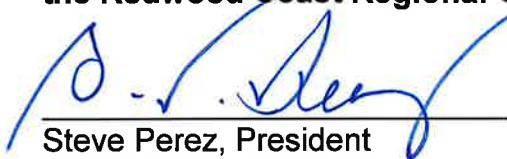
K. Sainsbury indicated that SNAPS would be happy to help share information regarding upcoming trainings and suggested utilizing Facebook events feature when posting which will calendar and remind interested users of upcoming events. Also Google Calendars is free and can be linked to a website with one person responsible for updates.

9th Court Ruling: S. Wright wanted to raise awareness of the recent 9th Circuit Court ruling regarding decriminalization of homelessness. This ruling will not allow law enforcement officers to criminalize someone for being homeless and being on public property if there is no other place for them to go.

14. Adjournment of meeting:

M/S/C S. Perez (L. McCallum) motioned to adjourn meeting at 2:20 p.m.

The next Board of Directors meeting is scheduled for January 12, 2018 in Ukiah at the Redwood Coast Regional Center office.



Steve Perez, President
RCDSC Board of Directors

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