

**REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION  
MINUTES**

**Regular Meeting  
Board of Directors**

**FY 2014-2015 #5  
Saturday, July 17, 2015  
Eureka, CA**

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<b>DIRECTORS PRESENT</b>	Dorothy Pasch	Mary Yates
Pamela Jensen	David Matson	Cathy Seames-Miller
Beverly Fontaine	Trixie Galletti	Jason McCuan
Dina Macdonald	Mary Wheatley	Kelly Livingston
Adelia Leonard		

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**DIRECTORS ABSENT**

Elizabeth Kordes

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<b>FACILITATORS PRESENT</b>	Connie Davies	Kristi Patterson
Wanda Henderson	Robert Tippey	

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**STAFF PRESENT**

Clay Jones	Donna Landry-Rehling	Patrick Okey
Mary Block	Chris Miller	

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**OTHERS PRESENT**

Donna Smith	Alina Marquardt	Scott Miller
Betty Pomeroy	Clyde Pomeroy	

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1. **Call to Order/Roll Call** - The annual meeting of the RCDSC Board of Directors was called to order by President M. Wheatley at 7:03 p.m.
  2. **Closed Session to address:**
    - a. Executive Director's Performance Evaluation
    - b. Client Benefit Fund Recommendations
  3. **Select Timekeeper, Introductions, Reading of Vision** – C. Seames-Miller and B. Fontaine read aloud the Vision of the Redwood Coast Regional Center. D. Macdonald is the timekeeper. All persons present introduced themselves.
  4. **\*Approval of Agenda**  
**M/S/C – K. Livingston (M. Yates) moves to approve the agenda.**
  5. **\*Approval of May 9, 2015, Minutes**  
**M/S/C – D. Pasch (K. Livingston ) moves to approve the minutes of May 9, 2015.**  
There was one (1) abstention.
  6. **Community Input – None**
  7. **Executive Director's Report** – C. Jones reported the following:

- RCRC – All indications are that RCRC is growing in client population faster than RCRC or DDS anticipated. This may impact the maintaining of a balanced budget for RCRC.
- A request for an accommodation of a digital audio recording of board meetings was made. These recordings might then be considered for posting to the internet – RCRC’s web page and perhaps others. Measures that may need to be taken to ensure confidentiality will be explored. The question arose about possible disagreements between what was reflected in official minutes vs the discussion on the audio recording.

**ACTION: The board asked that C. Jones explore the costs, additional pros and cons, and any legal ramifications regarding this topic. C. Jones will prepare information for the board’s consideration.**

- An update to one of the long term outcomes regarding RCRC employee compensation and benefits was provided. RCRC staff have started identifying job “families” (job title and duties) that could represent career paths for support staff and service coordination. Historically, many positions have had no way to advance within the agency. The goal is to create a work setting that encourages employees to stay with the agency.
- A public meeting will take place August 14, 2015, between the Ukiah and Eureka RCRC offices to address the caseload ratio non-compliance issue faced by RCRC.

**8. Administrator’s Report** – P. Okey presented his report and explained the graphs and data. He noted that it is too early to tell how the current fiscal year funding will go. Today’s report is using data through the end of May for last fiscal year. For Fiscal Year 2014-15, the Sufficiency of Allocation Report indicates that the system is underfunded \$142 million to \$150 million. Funding for this is included in the new 2015-16 fiscal year budget. Cash flow often becomes a critical element this time of year. RCRC has borrowed \$5 million, used a portion of that money and has now incurred \$4,000 in interest to pay. Currently, the budget looks like another year of minimal, survival-based funding with increases based on growth and compliance with recently enacted labor laws. Additional funding increases are in the works, but it may be months before this can be determined. He spoke briefly about the governor’s special legislative sessions and the possible ramifications of those sessions. DDS auditors will return to RCRC in October for the next round of two-year audits. In August the independent auditors will begin again.

- DDS audit – The final audit report from the recent DDS audit has been received and the findings were discussed. This report will be posted to the RCRC web

site after the board approves it. On the conclusions page it was noted that RCRC is in compliance with the exception of eight findings. He explained each of the findings and how they have been addressed. DDS' response to the audit is that they will follow up on the eight items at the next audit.

**9. Finance/Audit Report – No further report.**

**10. Committee Reports – Executive Committee Report –** M. Wheatley reported that the executive director's performance review has taken place. Based on feedback, they recommended that C. Jones continue in his current position as executive director. Mr. Jones received an above average review. The committee provided many positive comments about his work.

**10a. Vendor Advisory Committee Report –** P. Jensen reported that the committee met July 13, 2015. Information shared included:

- Kim Nash, Director of Clinical and Community Services for RCRC, addressed the new employee sick leave trailer bill that went into effect on July 1. She explained the process of requesting a rate adjustment. She also announced that Person Centered Thinking training will be offered in Eureka (Sept. 24-25) and Ukiah (Sept. 28-29). C. Jones expressed his disappointment over the non-approval of the 2.5% increase that had been proposed by the legislature. He also urged continued advocacy for sustainable community services.
- New Dawn – This program has been gifted \$4,000 from Pelican Bay inmates that will be used to help fund the next Disability Pride Day in Crescent City. They indicated that they know how it feels to be labelled and judged by others.
- Rural Human Services/Supported Living Services – They will be hosting Disability Awareness Training to help first responders understand people with developmental/intellectual disabilities.
- California Mentor – North has been very active with many creative endeavors, including selling pet portraits, painting a mural, and preparing for the Redwood Summer Games.
- State Council on Developmental Disabilities – Northcoast is involved in a variety of community activities, including a children's health fair in October.
- California Mentor – South has 30 clients and needs more Mentor families in their area. They are offering a reward for successful referrals.
- UVAH announced they have been able to balance the budget for next year, including a six month wage freeze. They are preparing for the 25<sup>th</sup> annual golf tournament, their major fundraiser.

**10b. ARCA and ARCA Client Advisory Committee Report –**

C. Miller's written report was distributed. He commented on various legislative actions that were discussed, especially SBX 2-1 - Financial Sustainability (Beall)

He also noted that the Statewide Self Advocacy Network (SSAN) has a new Vice Chair, Virginia Wolf. The next in-person ARCA CAC meeting is Oct. 2, 2015, in Sacramento.

M. Wheetley noted that the central issue of this recent ARCA meeting was the special legislative sessions that were ordered by the governor. The funding of a 10% increase to the service provider system and oversight of that funding was a significant topic of discussion. She also noted that next year marks the 50th anniversary of the passing of the Lanterman Act. The ARCA organization is considering ways to celebrate this occasion.

**10c. Election Committee Report** – C. Seames-Miller reported that three candidates (two incumbents and one new member) have been elected to the RCDSC Board. There are two vacant seats in Mendocino County that need to be filled.

**10d. Client Benefit Fund** – B. Fontaine reported the recommendations that were presented in this morning's closed session. Two grants will be given in Mendocino County. Each grant is \$200 and will be used to get new eye glasses. No requests from Humboldt, Lake or Del Norte counties were received this cycle.

**M/S/C - K. Livingston (C. Seames-Miller) moves that these funds be released from the Mendocino Foundation in order for the Client Benefit Fund to grant the two awards for \$200 (\$400 total) each.**

The suggestion was made to promote the activity of the Client Benefit Fund more broadly. The Client Benefit Fund Committee was thanked for their work in re-activating the Fund. The Committee may consider increasing the amounts of grants in the future.

**ACTION: The new committee Co-chairs are D. Macdonald and J. McCuan.**

There was discussion about engaging in a fundraiser similar to what some restaurant chains conduct where a portion of sales on a certain day go to benefit a cause or organization. **ACTION: This topic will be placed on the January board meeting agenda.**

**11. Tabled/Unfinished Business** – None

**12. New Business**

**a) Board Recognition** – Two members who are leaving the board, B. Fontaine and K. Livingston, were recognized for their service. Contributions they made during their tenure were shared.

B. Fontaine was recognized for her efforts to consistently remind everyone about why we are here (in service to clients and family members); for re-activation of the Client Benefit Fund; consistently engaging other board members; showing her daughter's photo at each meeting; serving as a role model for Person

Centered practices; demonstrated belief in the agency Vision; respectful demeanor; and expressing compassion, dedication, passion and clarity.

K. Livingston was recognized for her dedication, exceptional leadership, enthusiasm, kindness, and for being a role model as a leader. She was lauded as energetic, willing to try new things, for leading by example, remaining calm, and for her willingness to laugh. Each expressed a willingness to serve as a consultant/resource to various committees. In particular, the David A. Isom Award Committee and the Client Benefit Fund Committee.

**b) Seat new members** – A. Marquardt was introduced and seated on the board.

**c) Administer Oath to Board members** – The Oath of Office was administered to the board members present.

**ACTION: E. Kordes and D. Vaughn (facilitator) will be administered their oaths at the September board meeting.**

**d) Election of 2015-16 Officers**

The following slate of officers was presented:

President – Mary Wheatley	Vice-President – Dina Macdonald
Treasurer – Cathy Seames-Miller	Secretary – Dorothy Pasch
Client Liaison – Co-chairs are Mary Yates and Trixie Galletti	

**M/S/C – B. Fontaine (C. Seames-Miller) moves to accept the slate of officers for the Fiscal Year 2015-16 RCDSC Board of Directors.**

Selection of Committee Chairpersons:

- Election/Board Development – C. Seames-Miller, Chair
- Budget – C. Seames-Miller, Chair
- Personnel , D. Macdonald
- Vendor Advisory, P. Jensen, Chair
- Client Benefit Fund – D. Macdonald/J. McCuan, Co-chairs; B. Fontaine will serve as community consultant.
- David A. Isom Award – M. Wheatley, Chair; D. Pasch (member); K. Livingston will serve as community consultant.
- ARCA Delegate – M. Wheatley
- ARCA CAC – C. Miller (RCRC staff) will mentor an interested client board member.
- Client Advisory Committee – Co-chairs M. Yates/T. Galletti; client board members constitute membership of this committee.

**M/S/C- K. Livingston (D. Pasch) moves to accept the committee chairs for the Fiscal Year 2015-16 RCDSC Board of Directors.**

e) **Facilitator Code/Oath** - M. Wheetley administered the Facilitator Oath to the facilitators present.

f) **Collect Conflict of Interest papers** – Paperwork was submitted to D. Landry-Rehling

g) **2015-16 Board meeting schedule**

**M/S/C – C. Seames-Miller (M. Yates) moves to accept the proposed 2015-16 meeting schedule.**

The new schedule:

	<u>2015</u>	<u>LOCATION</u>
1)	September 12	Ukiah 9:00 a.m. (RCRC office)
2)	November 14	Lakeport 9:00 a.m. (RCRC office)
	<u>2016</u>	
3)	January 9	Eureka 9:00 a.m. To be announced
4)	March 26	Crescent City 9:00 a.m. To be announced
5)	May 14	Fort Bragg 9:00 a.m. To be announced
6)	July 15-16	Ukiah (Annual)
	- Friday, July 15 <sup>th</sup> – 7:00 p.m.	Business meeting
	- Saturday, July 16 <sup>th</sup> –	Board Member Orientation Session

**13. County by County Liaison**

- D. Pasch thanked everyone for their kind words with regard to the recent loss of her son. She also commented that the New Dawn program in Crescent City seems to be doing well.

- M. Yates shared a newsletter which contains some of her poems. She is in a writer's group and goes into the community and writes. A birdhouse art show will take place during the September Eureka Old Town Arts Alive event.

- C. Seames-Miller reported that Senator McGuire came to her home to talk about mental health services in Lake County. The senator promises to work to influence the governor regarding topics of concern in Lake County. The Intertribal Council of Redwood Valley will host a Hazards and Emergencies training for families on July 28<sup>th</sup>. In addition, she brought a message from a community member regarding the use of respite services vs protective supervision.

**ACTION: C. Jones received an email and will look into this topic.**

**14. Community Input - None**

**15. Adjourn** – The meeting was adjourned at 10:24 p.m.