

**REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION
MINUTES**

**Regular Meeting
Board of Directors**

**FY 2015-16 #4
Saturday, March 26, 2016
Crescent City, CA**

DIRECTORS PRESENT

Dorothy Pasch
Alina Marquardt
Mary Wheatley

Mary Yates
David Matson
Shirley Valente
Juana Santacruz

Trixie Galletti
Jason McCuan
Dina Macdonald

DIRECTORS ABSENT

Pamela Jensen

Cathy Seames-Miller
Elizabeth Kordes

Brenda Frace-Folk

FACILITATORS PRESENT

Kristi Patterson

Robert Tippey
Donna Smith

Wanda Henderson
Connie Davies

STAFF PRESENT

Clay Jones
Mary Block

Donna Landry-Rehling
Kim Nash

Patrick Okey

OTHERS PRESENT

Dawn Morley
Steven Jackson

Brian Nash
Evangalina Garcia

Michael Bern
Mimi Hill

1. **Call to Order/Roll Call/Introductions/Timekeeper** - The regular meeting of the RCDSC Board of Directors was called to order by President M. Wheatley at 9:05 a.m. The disclaimer regarding the recording of today's meeting was read aloud. A quorum was present. D. Macdonald agreed to be today's timekeeper.
- 1a. **ACTION: Juana Santacruz was appointed to the RCDSC Board of Directors representing the Mendocino Coast (Position #16). The Oath of Office was administered by President M. Wheatley.**
2. **Closed Session** – The Board of Directors went into closed session to receive grant recommendations from the Client Benefit Fund Committee.
3. **Reading of the Vision** - D. Pasch and D. Macdonald read aloud the Vision of the Redwood Coast Regional Center.
4. **Community Input**
 - M. Block thanked T. Galletti and M. Yates for creating the artwork that will be given to legislators at the upcoming Grassroots Day in Sacramento.

5. Approval of Agenda

M/S/C – S. Valente (D. Pasch) moves to approve the agenda with the following adjustments: Item 9 - the portion regarding board member appointment will move to 1a.

6. Approval of Jan. 9, 2016, Minutes

M/S/C – S. Valente (A. Marquardt) moves to accept the January 9, 2016, minutes with the following amendments: M. Wheetley read aloud amendments submitted in writing by P. Jensen. The minutes are adjusted accordingly.

7. Executive Director's Report – C. Jones referenced his report and noted the passage of the two bills that will increase funding for the service system. He provided an overview of the process of advocating for the passage of the bills, the importance of them, and the positive effect of their passage. The rate increases will take effect June 30th, with the remainder date of effect of July 1st. He described how the funds are targeted to be utilized. While this is a step in the right direction, he noted that there is much work to be done with regard to "system reform" and that the advocacy efforts throughout the last several years are beginning to pay off. Grassroots Day is set for Wednesday, March 30th at the State Capital in Sacramento. Two public meetings regarding the Purchase of Service (POS) expenditure plan have been completed. It was noted that continued outreach to the Hispanic and Native American communities will be a greater focus.

C. Jones provided background information about the strategic planning process that began in 2008 with regard to the staff compensation and benefits goal. He described how RCRC's salary scale compares to market comparability. While RCRC's benefits are mainly market comparable, staff compensation is not. Currently, RCRC is in a fiscal position to propose the following: 1) grant a 1.5% salary increase to all RCRC staff effective back to Jan 1, 2016; and, 2) approve the plan to bring RCRC's staff salary scale into better market comparability. He described how the salary scale would incrementally come into compliance. With the salary scale currently set with eight (8) steps, the incremental difference between each step is 5%. Over four (4) years the salary scales would rise. Steps one (1) through four (4) would be adjusted beginning July 1, 2016. The current step one (1) would be eliminated on all salary scales and a new step eight (8) would be added to the top of the scale. These adjustments would be in effect at the staff member's anniversary date. C. Jones recommended that the Board approve the 1.5% increase. The remainder of the overall plan would be presented at a future board meeting.

M/S/C – D. Macdonald (S. Valente) moves to approve a 1.5% increase to all RCRC staff effective January 1, 2016. The executive director is exempt from this increase.

8. Administrator's Report – P. Okey, Director of Administration, introduced Mimi Hill, a representative from the K-Coe & Isom audit firm. Ms. Hill referenced the three (3)

documents containing the findings of the independent audit that were distributed. They included the Financial Statement, the Report to the Board of Directors, and the Management Comments Letter. There were no findings from this independent audit. P. Okey noted that the board must approve this audit, after which it would be shared with DDS and posted on the website. Ms. Hill also noted that the 990 tax form that is to be submitted to the IRS contains the same information as is noted in the Financial Statement. The RCDSC Executive Committee recommended that the independent auditor's report and findings be accepted.

M/S/C – D. Pasch (M. Yates) moves to accept the audit and tax form 990.

- P. Okey referenced his Administrator's report that was distributed with the board packet. He explained the various graphs and expenditure data. Some of the details noted are:
- Fiscal Year 2015-16 Statewide Budget – In early March, \$55.5 million was allocated to the 21 regional centers for POS expenditures via the B-2 amendment. RCRC's portion of that funding increases its spending authority in POS to \$81.3 million. With this additional funding, RCRC is projecting a 1.3% POS surplus. The Operations spending authority is increased to \$9.2 million. No additional funds are expected for this fiscal year.
- Fiscal Year 2016-17 Statewide Budget - With the recent passage of legislation that will restore some of the funding base to the service system, service providers and regional centers will see some relief. This funding is targeted for specific areas.
- With regard to audits, the DDS audit report is pending. The independent audit report had no findings. RCRC's current staffing vacancy ratio is at 6%. RCRC continues to be out of compliance with regard to mandated caseload ratios. It is estimated that RCRC needs to hire four (4) more service coordinators to achieve compliance.

9. **Executive Committee Report** – President M. Wheatley noted that the 50th anniversary of the passage of the Lanterman Act occurs this year. She proposed that the Board consider holding two celebrations – one for Del Norte/Humboldt counties and one for Mendocino/Lake counties. One idea that she has looked into is showing a movie in conjunction with the Board's September 17, 2016, meeting. She has reserved the Arcata Theater Lounge for Friday, September 16 and for Saturday, September 17. Other ideas and feedback can be given to M. Wheatley directly. C. Jones suggested that each of the three (3) outlying RCRC offices conduct an open house and perhaps invite legislators.

ACTION: Cathy Seames-Miller will chair the Mendo/Lake function. C. Jones will contact C. Seames-Miller to learn the status of any plans so far. State Council's North Coast office asked to be included.

- 9a. **Vendor Advisory Committee Report** – D. Morley provided the report on behalf of P. Jensen regarding the Alliance of Service Providers (ASP). She referenced the written

ASP meeting notes. The various topics of discussion included:

- Community Catalyst California – They are in the process of restructuring their program. A new supervisor has been hired and they have changed how their computer files will be accessed.
- Reaching for Independence – The current programs are at full capacity. Once licensing is completed, a new program will start up in Crescent City.
- Chase Inc. Employment Services – This organization is celebrating 10 years of service. It was reported that \$1,000,000 has been earned by clients via various contracts over those 10 years. They are also looking for a new space in which to operate as they have outgrown their current space.
- HCAR – The agency salary scale has been adjusted and they are looking forward to the upcoming rate adjustment.
- People Services - Some concerns were expressed regarding a survey from the DDS. The annual fundraiser – the Chicken-Que - is coming up.
- SCDD – North Coast Office – The quality assurance program is moving forward and a survey of people moving from the developmental centers will be conducted.
- UVAH - Four persons from the agency participated in the CDSA legislative advocacy day recently. Issues regarding staff turnover were noted. The local Self-Determination Advisory Committee is becoming more active, even though the State has not yet approved the waiver.
- RCRC – Various updates were provided by Kim Nash, RCRC's Director of Clinical and Community Services.

9b. ARCA Report – M. Wheatley noted that Santi Rogers is retired and the new DDS Director is Nancy Bargman. Ms. Bargman has worked at the DDS and is familiar with regional centers and the service system. M. Wheatley commented that we should thank our legislators for their recent action. Also, as advocates, we must keep moving forward. ARCA has put together a draft regional center governance document as a possible way to support regional centers. Once approved, the document could be included with future board packets.

9c. Client Benefit Fund – D. Macdonald provided the Committee's recommendations for distribution of four (4) grants this cycle.

M/S/C – S. Valente (A. Marquardt) moves to approve the Committee's recommendation for grant recipients as follows:

- Mendocino County - \$300 for a weighted blanket
- Lake County – \$100 for work clothes/boots
- Humboldt County – \$325 for a wheelchair cushion
- Humboldt County - \$75 for a weighted vest and/or swing chair

- 9d. **David A. Isom Award Committee** – Nominations have been received from Del Norte and Humboldt counties. **ACTION: A Board representative from Humboldt County and a Board representative from Del Norte County will now meet with the People First and other advocacy groups to review the nominations and select recipient(s).**

The David A. Isom procedure in the RCDSC Board of Directors Bylaws contains outdated information with regard to the new name of the Area 1 Developmental Disabilities organization. A corrected draft document was distributed with the board packet and reviewed.

M/S/C – D. Macdonald (S. Valente) moves to approve the proposed Bylaws amendment with the new name for the Area 1 Board. The new name in the bylaws is State Council on Developmental Disabilities, North Coast Office (SCDD North Coast).

10. **Tabled/Unfinished/Old Business – None**

11. **Closed Session** – C. Jones announced that he will be retiring Dec. 31, 2016. The Board will be working with Ami Sullivan of Kinetic Flow to develop the transition plan.

12. **New Business** - The executive director transition process was described. Essentially, RCRC will contract with Kinetic Flow to conduct surveys to collect desired core values information from a variety of sources. That information will be used in the executive director recruitment process. The online survey processes were described in detail.

Once the survey information has been collected, the RCDSC Board of Directors will come together with Kinetic Flow to review it. The surveys will be concluded by mid-May. **ACTION: The May Board meeting is moved to Friday, May 13, 2016, from 7:00 p.m. until 9:30 p.m. in Fort Bragg, California. The board retreat will take place on Saturday, May 14, 2016, in Fort Bragg. C. Jones will contact Kinetic Flow to learn whether or not the survey findings can be available prior to the May meeting.**

M/S/C - D. Macdonald (S. Valente) moves that the Saturday, May 14, 2016, meeting be moved to Friday, May 13, 2016, from 7:00 p.m. until 9:30 p.m. The Kinetic Flow retreat will be held Saturday, May 14, 2016.

13. **County by County Liaison**

- D. Pasch reported that the next Del Norte County Disability Pride Day is set for September 9, 2016, in Crescent City. D. Pasch plans to include a Lanterman Act anniversary celebration and the presentation of the David A. Isom Award that same day.
- M. Yates has an art show in the Eureka library though May and June. She is also


conducting a fundraiser with small art.

- M. Wheatley presented K. Patterson with a card filled with well wishes as she moves out of the area for a while.
- S. Valente noted that she perceives that there is a lot of need in the Hispanic communities.

14. Community Input

- D. Morley thanked C. Jones for his outstanding service and commented that this board has an opportunity to engage best practice in hiring the next executive director.

- 15. Adjourn – The meeting was adjourned at 2:49 p.m. The next meeting is scheduled for Friday, May 13, 2016, in Fort Bragg, California. A board retreat will take place on Saturday, May 14, 2016, at the same location.**



Dorothy Pasch, Secretary
RCDSC Board of Directors

DL-R