

**REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION  
MINUTES**

**Regular Meeting  
Board of Directors**

**FY 2016-17 #2  
Saturday, November 5, 2016  
Lakeport, CA**

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**DIRECTORS PRESENT**

David Matson  
Alina Marquardt  
Cathy Seames-Miller

Mary Yates  
Keith Peeples  
Elizabeth Kordes  
Nicole Dekelaita

Trixie Galletti  
Pamela Jensen  
Shirley Valente

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**DIRECTORS ABSENT**

Mary Wheatley

Cristina Azanza

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**FACILITATORS PRESENT**

Wanda Henderson  
Dayna Dodson  
Donna Smith

Dana Vaughn  
Dylan Hongola

Anita Beers  
Jeri Faulkner

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**STAFF PRESENT**

Clay Jones  
Chris Miller

Donna Landry-Rehling  
Mary Block

Patrick Okey  
Suzan Starke

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**OTHERS PRESENT**

Jennifer Pittam

Allan Smith

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1. **Call to Order/Roll Call/Introductions/Timekeeper** - The regular meeting of the RCDSC Board of Directors was called to order by President C. Seames-Miller at 9:00 a.m. The disclaimer regarding the recording of today's meeting was read aloud. Pres. Seames-Miller acknowledged C. Jones' upcoming retirement, as well as D. Landry-Rehling's birthday. A quorum was present. P. Jensen agreed to be today's timekeeper.
  2. **Reading of the Vision** – C. Jones read aloud the Vision of the Redwood Coast Regional Center.
  3. **Community Input - None**
  4. **Approval of Agenda**  
**M/S/C – S. Valente (A. Marquardt) moves to approve the agenda.**
  5. **Approval of the September 17, 2016, Minutes**  
**M/S/C – A. Marquardt (M. Yates) moves to approve the September 17, 2016, minutes.**
  6. **Executive Director's Report** – C. Jones referenced his report and the most recent ARCA Strategic Plan. He noted that the strategic plan is a good overview

for how the regional center system will be moving forward. The process of submitting proposals to utilize ABX2 1 funds was described and it was noted how such funds are intended to be used. Disparities in Purchase of Service expenditures would be addressed with these funds. In RCRC's catchment area two identified areas were especially noted – the Hispanic communities and the Native American communities. C. Seames-Miller commented how important it is to get regional center information into Native American communities. C. Jones described the various activities that will be initiated, including translating all regional center documents into the Spanish language, including the RCRC website. He also described how the DDS is working to track provider expenditures.

- Closed Session – The Board convened to a closed session to address a personnel issue and the topic of staff compensation. C. Seames-Miller reported that regarding staff compensation, the Board was asked to consider a 5% pay increase for the directors of Client Services, Administration, and Clinical/Community Services. Regarding the personnel issue, C. Jones has previously offered to this Board that he would be willing to assist with the transition to a new Executive Director following his December 30, 2016, retirement. He would do so as an independent contractor. A draft letter has been prepared to address the CalPERS exception process with regard to the acceptance of C. Jones' offer.

**M/S/C - S. Valente (P. Jensen) moves to increase the salary scale for the Director of Administration position, the Director of Client Services position, and the Director of Clinical and Community Services position by the amount of 5%, and the increase will commence on January 1, 2017.**

**M/S/C – S. Valente (M. Yates) moves that the RCDSC Board of Directors compose a letter to CalPERS requesting that CalPERS waive the 180 day waiting period after retirement for contracting with C. Jones, using the exception that CalPERS extends to public agencies and stressing that the nature of the position is essential and that the employment of C. Jones is critical to the transition of the new executive director, and also that the contract remain within the confines of the CalPERS 180 day exception and is not to exceed 960 hours.**

- 7. Administrator's Report** –P. Okey referenced his written report which was distributed with the board packet. A brief overview of the statewide budget activity was provided. Additional monies have been received system wide this fiscal year. Regional centers who were underfunded last year expect to be provided sufficient funds to remedy that situation. RCRC has received its spending authority for fiscal year 2016-17, and the total budget now exceeds \$100 million. Each aspect of the agency's spending authority was discussed. Regional center administrators have agreed that Provider late billings should not

exceed 180 days after the month of service. Final disposition of this topic lies with DDS, ARCA and the legislature. Fluctuations in the various POS and Operations expenditures were discussed in detail by utilizing a variety of graphs and charts included in the report. The Client Benefit Fund has been moved entirely to the Humboldt Area Foundation rather than split between two foundations as before. The on-site work for our independent audit has been completed and a draft report is awaited. The final report from last year's DDS audit has not yet been received.

- 8. Executive Committee Report** - C. Seames-Miller noted that the vice president position needs to be filled.

**ACTION: This topic is tabled until the January meeting.**

- 8a. Vendor Advisory Committee Report** – The Alliance of Service Providers (ASP) met on October 31, 2016. Updates include the following:

- Community Catalyst California received a new mini-van. They are switching to a new payroll system, and are in the process of training staff to use the new system.
- Reaching for Independence has purchased a 10-passenger lift bus.
- Families United is still growing and receiving referrals. They reported that 10% of their purchase authorizations are pending, meaning that families have not used all of their authorized services.
- City Ambulance has purchased three additional vans. Routes are continuing to be shortened.
- Community Employment Links' lead staff person attended the Supported Living conference and learned about internship funding and California Achieving a Better Life Experience (Cal ABLE). Individuals with disabilities will now be able to have savings accounts in amounts greater than \$2,000.
- CBEM (Creating Behavioral and Educational Momentum) is working to hire more staff in Ukiah.
- A parent vendor expressed concerns about some possible housing discrimination taking place at a housing option in the community.
- People Services has completed their budgets and have been able to provide wage increases to staff,
- State Council – North Coast Office still has “In Case of Emergency” cards available at their office. A non-partisan voter guide is also available.
- UVAH had four staff attend the Supportive Living conference. UVAH is also utilizing new tools to improve staff safety awareness, including the “remember your four” reminder. It was further reported that safety advocacy areas are being discussed, the audit is completed, the local housing shortage is acute, money to address homelessness is becoming available, and a Thanksgiving gift card will be given to staff.
- RCRC representative, Kim Nash, reported on various topics and activities. Highlights include the posting of the ASP meeting notes to the RCRC website,

receipt of 50 funding requests in order to achieve compliance with CMS, procedures for obtaining competitive integrated employment incentive payments,

internship procedures, the RCRC executive director search and selection process, activities of the Self-Determination Local Advisory Committee, the status of Clients' Rights Advocates, and discussion on changes in the Workforce Investment and Opportunities Act.

- 8b. ARCA/ARCA CAC Report** – C. Miller referenced his written ARCA CAC report and noted that the Legislature is out of session right now. The next phone meeting of the CAC is set for December 2, 2016, with the next face-to-face meeting set for January 2017.
- 8c. Election Committee Report** - Significant discussion ensued with regard to the possibility of revising the RCDSB board's election process. S. Valente noted that the process currently used appears to be an unnecessary expense. Other regional centers' procedures are being collected and will be sent to the Election Committee members. **ACTION: D. Landry-Rehling will send the procedures received from other regional centers to the Committee. The Election Committee will bring a revision proposal to the January meeting.**

**M/S/C – S. Valente (C. Seames-Miller) moves that recruitment outreach is to be conducted immediately by utilizing an internal letter to RCRC staff and by requesting that D. Landry-Rehling send out Public Service Announcements.**

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

- 10. New Business** - C. Seames-Miller provided an update on the process of hiring the next executive director. Initial phone interviews have been conducted. Two candidates have been selected for a face-to-face interview on Sunday, Nov. 13, 2016, in Ukiah. The entire board may be able to participate in this next step via a phone conference. Following the interviews, each candidate will shadow C. Jones for a day. It was noted that the entire board may need to be convened to vote on the final candidate after Nov. 14, 2016.

Three options were discussed as opportunities to participate in the Nov. 13, 2016, interviews. Individuals expressed their preferences as follows:

N. Dekelaita and D. Matson prefer to attend in-person in Ukiah; T. Galletti prefers to listen in via telephone; K. Peebles, M. Yates, and E. Kordes prefer to listen to the recorded interview later.

**M/S/C - S. Valente (C. Seames-Miller) moves that the Selection Committee will meet with the entire Board to consider a recommendation via AT&T dial-in**

**conference call on Sat., Nov. 19, 2016, at 11a.m.**

**ACTION: D. Landry-Rehling will provide board members with the necessary AT&T dial-in information. Confidentiality statements must be received by D. Landry-Rehling before any board member can participate in any manner. Resumes will be sent to board members by S. Shick.**

- S. Valente expressed her desire to learn more about various aspects of regional center operations. For example, Self-Determination, Person Centered Thinking, Medi-Cal funding, etc. She suggested that this could occur via brief presentations during regular board meetings through key staff or by utilizing outside professionals.

**ACTION: S. Valente requested that the topic of “board development” be placed on the January agenda of this board of directors.**

#### **11. County by County Liaison**

- A. Marquardt reported that her son won a gold medal at a recent soccer tournament.
- M. Yates reported that various Disability Pride poster examples were submitted to RCRC for consideration.
- E. Kordes announced that a bowling tournament is taking place this weekend, but she chose to attend this board meeting instead.
- D. Matson plans to attend the upcoming interviews and the Nov. 19, 2016, phone conference.
- K. Peeples noted that he attended the ABC Halloween party.
- N. Dekelaita won “best costume” at a recent Halloween party. She was dressed as Snow White.
- C. Seames-Miller provided an update about community agencies who are reaching out to help those affected by the fires. Suicide prevention awareness, expansion of mental health services and homeless services are all underway, as well as addressing some other critical issues in Lake Co.

#### **12. Community Input –**

- M. Block provided specific information about the CalABLE presentation that is set for Nov. 9, 2016, from 6-7 p.m. Call 1-844-572-5683, ext. 4224240 to participate. The presenter is Christina Elliott from the State Treasurer’s office.

#### **13. Adjourn –** The meeting was adjourned at 1:20 p.m. The next meeting is scheduled for Saturday, January 7, 2017, at the RCRC office Ukiah, CA.