

**REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION  
MINUTES**

**Annual Meeting  
Board of Directors**

**FY 2016-17 #6  
Friday, July 14, 2017  
Eureka, CA**

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**DIRECTORS PRESENT**

David Matson	Mary Yates	Trixie Galletti
Pamela Jensen	Keith Peebles	Alina Marquardt
Steve Perez	Cathy Seames-Miller	Jolanda Ingram-Obie
	Beverly Fontaine	

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**DIRECTORS ABSENT**

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**FACILITATORS PRESENT**

Wanda Henderson	Kristi Patterson	Dayna Dodson
Donna Smith	Andrew Sparks	

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**STAFF PRESENT**

Rick Blumberg	Donna Landry-Rehling	Patrick Okey
Kim Nash		

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**OTHERS PRESENT**

HS	Denise Gorny	Shirley Valente
Bill Lacy	Joe Ayers	Rob Enge
Leann McCallum	Karen Elliott	Mark Konkler

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**1. Call to Order/Roll Call**

a. The Annual meeting of the RCDSC Board of Directors was called to order by President C. Seames-Miller at 7:05 p.m. The disclaimer regarding the recording of today's meeting was read aloud. A quorum was present.

b. **Closed Session** – Board members and facilitators convened to closed session to discuss a legal matter. Upon reconvening the following action was noted. **M/S/C – B. Fontaine (P. Jensen) moves that the board approve a subcommittee comprised of C. Seames-Miller, J. Ingram-Obie, and S. Perez to be designated as board representatives to address the matter that came up in closed session.**

**2. Select Timekeeper, Introductions, Reading of the Vision** – P. Jensen agreed to be the meeting's timekeeper. Persons present introduced themselves. J. Ingram-Obie read aloud the Vision of the Redwood Coast Regional Center.

**3. Approval of Agenda**

**M/S/C – S. Perez (A. Marquardt) moves to approve the agenda.**

**4. Approval of the May 20, 2017, Minutes**

**M/S/C – P. Jensen (M. Yates) moves to approve the May 20, 2017, minutes as written.**

**5. Community Input**

- Joe Ayres, father and conservator of a RCRC client, described an incident involving his adult son. He provided detailed information about his concerns with the criminal justice system and requested that the board direct RCRC to conduct trainings with law enforcement in all service areas. He handed out packets of information to board members.

**M/S/C - S. Perez (C. Seames-Miller) moves that a staff presentation addressing the topic of law enforcement training be placed on the next agenda.**

- K. Nash reported that RCRC is bringing Dave Hingsburger to RCRC to address abuse prevention. There is information on the RCRC website with resources for providers, parents, and community. She noted that risk mitigation is a requirement for all regional centers. K. Nash will work with R. Blumberg to determine what information will be needed for the next meeting.
- Denise Gorny, State Council on Developmental Disabilities (SCDD) - North Coast Office, provided information about the Self-Determination Local Advisory Committee. The Local Advisory Committee is seeking representation from the Mendocino Coast and from Del Norte County. Flyers in Spanish and English were made available, as well as the SCDD North Coast newsletter. It was announced that Interviewers are still needed to conduct the survey that is being offered through SCDD.

**6. Executive Director's Report – R. Blumberg remarked that he hopes to be more visible in all four counties in the coming months and asked for recommendations for meetings or events that he should attend. In other matters, RCRC was underfunded in Purchase of Services, but has expectations that sufficient funds will be received from the DDS. He commented about the proposed health care reforms that are coming out of Washington D.C. and the concerns they are generating throughout the developmental disabilities service system. He noted some of the potential consequences if the Act changes significantly. The California governor's budget suggests modest growth in some areas, which could prove to be helpful to regional centers.**

**ACTION: During the May meeting at which the acceptance vote for the annual Board review of contracts over \$250,000 was taken, R. Blumberg noted that an error had been made in the voting protocols. Board member J. Ingram-Obie rendered a vote on the contracts in error since she has a Conflict of Interest Waiver detailing topics that she cannot vote on – these contracts are one of those topics. R. Blumberg informed the DDS of this error and the error has been remedied.**

- Performance Contract – While Local Outcomes are not required by the DDS, RCRC has included them in its Performance Plan. Input was collected from RCRC clients. Surveys were distributed in May in both English and Spanish. Public meetings/ focus groups in Mendocino and Humboldt counties will take place in August. K. Nash noted areas that have been identified in the communities as those needing to be worked on. They include: 1) dental health; 2) continued work in supporting transition age clients toward inclusive work; and, 3) assurance that all communications are in Spanish and English. A draft report will be brought to this board once the focus groups are completed.
- The Lake County RCRC office has become too small. An alternative site has been identified and steps are being taken to evaluate its feasibility. A letter of interest from RCRC is being drafted with an attorney in order to hold the property exclusively for consideration by RCRC.
- RCRC continues to make progress toward filling the vacancies at RCRC, and some very well qualified people are being attracted. Training for mid-level staff is being offered through the EAP. A day of training will be scheduled that offers all management staff a refresher course in conducting employee performance appraisals.
- The RCRC website can now be translated immediately into 30 different languages. A contractor who will translate all existing documents on the website into the Spanish language has been secured. It was also announced that all future board communications will be posted in Spanish as well.
- Diversity Outreach – The draft immigration statement that was sent to the board was read aloud by R. Blumberg. There was discussion about where such a document would be incorporated into RCRC’s policies or bylaws. The language in the document was discussed, particularly, the statement about not having ever collected immigration information. Moving forward it is important to be clear that RCRC does not collect immigrant status information and RCRC services are available to all who have an intellectual/developmental disability in the State of California. **ACTION: S. Perez and R. Blumberg will work together to revise and bring a draft policy to the board.**
- Professional development seminars will begin next week. Individuals in the community can register to access the presentations online using WebEx. The entire schedule is posted on the RCRC website.

**7. Administrator’s Report** – P. Okey referenced his administrative report that was sent to board members in their board packet. He noted that the report has also been produced in Spanish. The details of RCRC’s financial/budget status were highlighted. The Sufficiency of Allocation Report (SOAR) reflects a deficit in RCRC’s Purchase of Service allocation. Each component of the funding structure was reviewed.

- The Fiscal Year 2017-18 state budget has been signed by the governor and indicates an increase in funding for regional centers and a decrease in funding for developmental centers. Highlights of components of the governor’s trailer

bills were noted.

- P. Okey mentioned that some of services that were suspended in 2009 (camp, recreation, and others) may possibly be restored in the near future.

- 8. Cultural Diversity Outreach** – R. Blumberg reported that RCRC’s Cultural Diversity Outreach Specialist will be invited to attend the next board meeting. Her recent report, which outlined activities that she has been conducting, was distributed to those present.
- 9. Executive Committee Report** - C. Seames-Miller read aloud two letters of resignation that were submitted in the last two months. The resignations came from E. Kordes and N. Dekelaita. C. Seames-Miller reported that she sent each of the former board members a card thanking them for their service on the board.
- 9a. Board Development** – C. Seames-Miller reported that her intention is to structure board recruitment in a way that will attract members to the board.

S. Perez noted that the work of the Ad Hoc Bylaws Committees is concluded and the committee can now be dissolved. The Board bylaws have been revised.

**M/S/C – S. Perez (J. Ingram-Obie) moves that the board dissolve the Ad Hoc Bylaws Committee.**

- 9b. Budget Committee** – S. Perez reported that he plans to spend some time in Ukiah to learn more about RCRC’s finances after the rush of May, June, and July.
- 9c. Client Benefit Fund** – A. Marquardt reported that the Committee met and recommends funding the following client requests:
  - \$400 to assist a move into client’s own place;
  - \$200 toward the purchase of a laptop.

**M/S/C - A. Marquardt (C. Seames-Miller) moves to adopt the recommendations of the Client Benefit Fund Committee.**

- 9d. Vendor Advisory Committee Report** – P. Jensen noted that the Alliance of Service Provider (ASP) group met July 12, 2017. Highlights included:
  - HCAR – The summer bbq and membership meeting is coming up on July 21.
  - Enriching Lives – A bbq with horse and carriage rides is coming soon; they are still looking for direct service staff and will be hosting a training in late September.
  - CBEM is celebrating their 1 year anniversary. Statistics about the number of people that have been helped by the program in various locations were noted.
  - Diane Cathy Center – The Center is having difficulty finding employees. New greenhouse sales will be coming available.

- State Council – North Coast Office is seeking to fill the executive director position. A Family Caregiver Stress workshop will be given in late July and a presentation about communicating using I-pads may become available through Tri-County Independent Living.
- UVAH has four staff vacancies. They are also struggling to balance their budget due to increases in health benefit costs.
- Community Catalyst California is experiencing some staff shortages and are not able to accept any new referrals at this time.
- Supportability is moving its Lakeport office to Kelseyville. They are collecting and utilizing data to make helpful changes in the lives of clients.
- People Services has begun working on the CMS funding contract and are seeking to hire a Job Development and Employment Specialist very soon. Their Chicken-Que brought in over \$20,000 this year. Various trainings have been taking place and the impact of increases in health care costs and compensation rates were noted.
- RCRC - Scott Shepherd will provide trainings starting in July; Professional Development presentations will be available and feature well known speakers throughout the next several months – the schedule is noted on the RCRC website; and updates regarding the closure of developmental centers were discussed. Also discussed were the competitive job placement incentive monies, the paid internship program, and the employment specialist and job coach training.

**9d. ARCA Report** – C. Seames-Miller attended the meeting on June 15<sup>th</sup>. Everyone is encouraged to advocate for clients and health care by contacting their legislators. The new Executive Director at the ARCA is Amy Westling. Various legal topics that are pending were noted, along with the emphasis on expanding cultural diversity and self-determination. An update statement from the ARCA was read with regard to the status of health care – the repeal/replacement of the Affordable Care Act. ARCA continues to track this issue.

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

**11. New Business - None**

**a) Board Recognition – None**

**b) Re-appointment of eligible members**

**M/S/C – S. Perez (B. Fontaine) moves to continue the following board members for the remainder of their terms: D. Matson, T. Galletti, and C. Seames-Miller.**

**c) Seat new members – New members of the RCDSC Board of Directors are Bill Lacy (Client, Humboldt Co.), Deborah Sypherd (Humboldt Co.), and Shirley**

Valente (Mendocino Co.). **ACTION: By consensus, B. Lacy and S. Valente are appointed to the board.**

**M/S/C – C. Seames-Miller (B. Fontaine) moves to appoint Deborah Sypherd (not present) to the RCDSC Board of Directors.**

**d) Administer Oath of Office –** D. Gorny, State Council on Developmental Disabilities – North Coast Office, administered the oath of office to the members of the RCDSC Board of Directors.

**e) Elect 2017-18 Officers -** Fiscal year 2017-2018 Officers of the RCDSC Board of Directors are:

President – Cathy Seames-Miller - Accepted by consensus of the Board.

Vice-President - Jolanda Ingram-Obie - Accepted by consensus of the Board.

Treasurer – Steve Perez - Accepted by consensus of the Board.

Secretary – Shirley Valente - Accepted by consensus of the Board.

CAC - Bill Lacy - Accepted by consensus of the Board.

ARCA Rep – **M/S/C – S. Perez (J. Ingram-Obie) moves to accept C. Seames-Miller as the ARCA representative.**

**f) Administer Facilitator Oath of Office –** C. Seames-Miller administered the Facilitator Oath of Office/Code of Ethics to those Facilitators present.

**g) Collect Conflict of Interest Statements –** The documents were submitted to D. Landry-Rehling.

**h) Adopt 2017-18 proposed meeting schedule .** R. Blumberg commented that, for those board members who are not able to travel to attend a board meeting, some regional centers offer the option of a toll free, dial-in conference call. R. Blumberg suggested that the feasibility of using this accommodation be reviewed.

**M/S/C - S. Valente (S. Perez) moves that P. Okey seek technical communication options from the RCRC IT.**

M/S – S. Valente (J. Ingram-Obie) moves to change the proposed November 18, 2017, board meeting to November 11, 2017.

**Motion amended – M/S/C - S. Valente (J. Ingram-Obie) moves to change the November 18, 2017, board meeting in Lakeport to November 4, 2017.**

**M/S/C – J. Ingram-Obie (P. Jensen) moves to switch the September 9, 2017, meeting date from Ukiah to Crescent City; and, to switch the March 17, 2018, meeting date from Crescent City to Ukiah.**

**M/S/C – S. Valente (S. Perez) moves to accept the FY 2017-18 RCDSC Board meeting schedule as amended.**

The FY 2017-18 RCDSC Board meeting schedule :

<b>2017</b> - September 9 – Crescent City	November 4 - Lakeport
<b>2018</b> – January 6 – Eureka	March 17 – Ukiah
May 12 – Ft. Bragg	July 13-14 – Ukiah (Annual Meeting)

**M/S/C – S. Perez (C. Seames-Miller) moves to suspend agenda Item 12 (County by County Liaison, and Item 13 (Community Input) due to the lateness of the hour.**

**ACTION:** The Board Development Committee (formerly the Election Committee) is comprised of S. Valente (Mendocino Co.), C. Seames-Miller (Lake Co.), J. Ingram-Obie (Del Norte Co.), and, D. Sypherd (Humboldt Co.).

**M/S/C – S. Valente (C. Seames-Miller) moves to amend the agenda in order to establish 2017-18 Board Committees.**

**M/S/C – B. Fontaine (S. Valente) moves that the previous committee membership roster of 2016-17 be accepted, with the exception of the above names Board Development Committee, the addition of S. Valente to the Personnel Committee, and the stipulation that other board members can add their name to the various committees at the next meeting.**

- 12. County by County Liaison – Suspended**
- 13. Community Input – Suspended**
- 14. Adjourn –** The meeting was adjourned at 10:44 p.m. The next meeting is scheduled for Saturday, September 9, 2017, in Crescent City, California.

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Shirley Valente, Secretary  
RCDSC Board of Directors

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