

**REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION  
MINUTES**

**Regular Meeting  
Board of Directors**

**FY 2014-2015 #1  
Saturday, Sept. 6, 2014  
Eureka, CA**

---

<b>DIRECTORS PRESENT</b>	Dorothy Pasch	Mary Yates
Dina Macdonald	Mary Wheetley	Jason McCuan
Kelly Livingston	Adelia Leonard	Cathy Seames-Miller
Trixie Galletti	Pamela Jensen	Cicely Ames

---

**DIRECTORS ABSENT**

Beverly Fontaine	Jesus Macias-Baleon	David Matson
------------------	---------------------	--------------

---

**FACILITATORS PRESENT**

Dana Vaughn	Robert Tippey	Connie Davies
	Kristi Patterson	

---

**STAFF PRESENT**

Clay Jones    Donna Landry-Rehling    Patrick Okey    Kim Nash    Chris Miller

---

**OTHERS PRESENT**

Susan Crow, DDS	Dawn Morley, AB1	HS	JS
Nathan Young	Noah Billings		
Clyde Pomeroy	Betty Pomeroy	Jessica Pasch	

---

1.    **Call to Order/Roll Call/Introductions** - The regular meeting of the RCDCS Board of Directors was called to order by President M. Wheetley at 9:09 a.m. A quorum was present. All persons in attendance introduced themselves. D. Macdonald agreed to be today's timekeeper.
  
2.    **Reading of Vision** – K. Livingston and A. Leonard read aloud the Vision of the Redwood Coast Regional Center.
  
3.    **Community Input**  
- HS commented about her disagreement with an RCRC POS guideline regarding conservatorships. She requested that the board investigate the policy and add this topic to today's agenda. A document was distributed which contained her comments.
  
4.    **\*Approval of Agenda**  
**M/S/C – K. Livingston (M. Yates) moves to approve the agenda with an addition to New Business as 10a. Purchase of Service Guidelines: Policy Regarding Conservatorship.**
  
5.    **\*Approval of July 18, 2014, Minutes**  
**M/S/C – K. Livingston (J. McCuan) moves to approve the minutes of July 18, 2014, with the following corrections: Page 1 – add the last name of "Kiefer" to**

attendee “Brian”; Page 2, Item #6, sub-bullet #6 – add the word ‘vendored’ before “home respite”; and, on Page 6 – remove “August 8”.

**6. Executive Director’s Report** – C. Jones reported that, as in the past, the Board of Directors and key RCRC staff will be working with the Kinetic Flow organization to update the RCRC Strategic Plan. **ACTION: The chosen dates of Oct. 24-25, 2014, will be confirmed with Kinetic Flow for the Strategic Planning sessions to take place in Eureka at the Humboldt Bay Aquatic Center. By consensus, the Board agreed that the meeting would begin on Fri, Oct 24<sup>th</sup> at 2:00 p.m. and end at 6:00 p.m. On Sat., Oct. 25<sup>th</sup> the meeting would begin at 9:00 a.m. and end around 4:00 to 5:00 p.m. A draft agenda from Kinetic Flow is expected to be developed within the next couple of weeks.**

- The online Satisfaction Survey that is to be completed by board members and RCRC staff closes on Monday, Sept. 8, 2014. All were encouraged to complete the survey. The response seems to be good so far.
- The names of the recipients of the David A. Isom Excellence in Service Award will be included in press releases to each county and placed on the RCRC website. Each nominee has sent to RCRC a release of information and each nominee has received recognition. **ACTION: C. Jones will make copies of comments submitted by award recipients and provide them to board members.**
- The contents of the two documents that were included with the Executive Director’s Report in the board packet were described and all were encouraged to read through them.
- RCRC is still under a DDS Plan of Corrective Action for being out of compliance with caseload ratios. RCRC is approximately four full-time positions short. Directors have taken an in-depth look at RCRC’s OPS budget and, following an analysis, have determined that there are not enough funds this year to sustain any more permanent or temporary positions. This will be re-evaluated following receipt of the very recent allocation from DDS.
- C. Jones has plans to meet with a Lake County person who may be a good candidate to provide RCRC with a portion of the required cultural competency training.
- A new policy regarding employee benefits was distributed. It was noted that cost saving efforts were reflected in RCRC’s end of the year (fiscal year 2013-14) unspent OPS funds. It was determined that RCRC will be able to reimburse eligible staff for their share of cost for health insurance premiums during last fiscal year. RCRC is also working with the Employers Group to analyze all of RCRC’s positions. It is hoped that the results of the analysis will be available for the November board meeting.
- The RCRC Employee Recognition Committee has developed two new policies.

One addresses the manner in which retiring employees will be recognized, and the other addresses how staff member employment anniversaries will be recognized. On Thursday, Sept. 25, 2014, an all staff gathering will take place at the Benbow State Park from 11:00 a.m. until 2:00 p.m. Board members are also invited.

7. **Administrator's Report** – P. Okey referenced the financial report that he prepared and distributed. He explained each component of the report and touched on the highlights of each section. He also commented that the new fiscal year appears to hold some positive changes ahead. One significant change is in the regional centers' funding methodology. DDS is working to align funding with specific items in the State's budget for which that funding is intended. This change will likely benefit all regional centers. Another positive change is that DDS has disclosed 97% of the POS and 100% of the OPS expected spending authority for the entire fiscal year. This will allow for more accurate budgeting throughout the year. Also, DDS has increased its line of credit so that DDS can, hopefully, pay regional centers at 100% of their claimed expenses through the end of the fiscal year without requiring regional centers to utilize their own lines of credit.

Details of the just ended fiscal year (2013-14) contained in the financial report were discussed. For the current fiscal year, RCRC is 8.3% of the way through the year and in OPS and POS, expenditures are 8.5% of their estimated 100% spending authority. In the Client Benefit Fund, five grants have been awarded and all have been paid out except for one. It was noted that several gifts to the Fund have been received.

8. **Finance/Audit Report** – None

9. **Committee Reports – Executive Committee Report**

- The following committees, chairpersons and members were noted:
  - a) Executive – M. Wheatley, Chair; all officers are its members.
  - b) Election/Board Development – C. Seames-Miller and A. Leonard, Co-chairs. K. Livingston is a member.
  - c) Client Advisory – C. Ames, Chair; all client board members are members of this committee. C. Ames volunteered to serve as ARCA CAC, as well.
  - d) Budget – K. Livingston, Chair; P. Jensen is a member
  - e) Personnel – D. Macdonald, Chair; K. Livingston is a member.
  - f) Client Benefit Fund - B. Fontaine and J. McCuan, Co-chairs.
  - g) David A. Isom Award – A. Leonard, Chair; K. Livingston and D. Pasch are the members.

**ACTION:** M. Wheatley requested that the committee chairs create a timeline for

**the activities of their committee, including a project overview. C. Jones offered staff support to assist with that activity.**

**M/S/C – K. Livingston (J. McCuan) moves to ratify the committee chairs and members.**

- 9a. Vendor Advisory Committee Report** – P. Jensen thanked D. Morley of the Area 1 Board for taking the August 25, 2014, ASP meeting notes. The notes were read aloud and included the following highlights:
- Community Catalyst is seeking a new case manager. Their staff attended the recent Emergency Preparedness trainings and have conducted drills.
  - Area Board 1 is seeking candidates to represent the 4-county area. The Rowell Family Empowerment Center Parent Training will be conducted on September 27<sup>th</sup>, 2014.
  - The NorCal Disability Pride Day is set for September 19, 2014, in Crescent City.
  - HCAR is grappling with the issue of rate increases for exempt employees.
  - C. Jones provided updates with regard to topics discussed at the recent ARCA meeting. Dr. Nora Baladerian will be conducting trainings on Abuse Prevention for Self Advocates and families in late October (Eureka) and early Spring (Lake and Mendocino areas).
  - The next ASP meeting is set for October 27, 2014.
- 9b. Client Benefit Fund Committee** – J. McCuan reported an applicant's paperwork that missed the deadline will be included in the February 2015 cycle. He thanked everyone for submitting applications. The deadline for the next cycle is February 28, 2015.
- 9.c David A. Isom Award** - K. Livingston thanked D. Morley, C. Jones and D. Landry-Rehling for their help in getting the awards out.
- 9d. ARCA Report** – M. Wheatley reported on the topics of the August ARCA meeting. She noted that DDS has a deadline of September 12, 2014, to develop a plan for the home-based services transition and described the process DDS is going through. DDS also has a plan to close the Lanterman Developmental Center by December 2014. The Special Olympic World Games' CEO made a moving presentation about the July/August 2015 World Games in Los Angeles. The website is [www.LA2015.org](http://www.LA2015.org)
- 9e. Client Advisory Committee (ARCA) Report** – Chris Miller referenced his report that was included in the board packet. He noted the dates of previous meetings and described the "Why You Should Vote" video that was made by the ARCA CAC members and posted on line. It can be viewed at:  
<http://www.youtube.com/watch?v9nKhWpltLE&feature=youtube.be>

Following various legislative updates, the Data Dashboard project was described. The goal of the project is to identify barriers to locating competitive integrated employment for persons with intellectual and developmental disabilities. The host of the Data Dashboard is the State Council on Developmental Disabilities. More information can be found at [www.scdd.ca.gov](http://www.scdd.ca.gov)

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

**10a. Service Standard Guidelines** – Discussion commenced with regard to a parent’s concerns related to the RCRC Purchase of Service Guidelines regarding limited conservatorships. C. Jones suggested a number of other possible avenues to address these concerns. The parent explained a number of her concerns about the Guidelines and requested that the RCDCS Board investigate the policy.

M. Wheetley suggested that the board review the current Purchase of Service Guidelines regarding conservatorship and the dissemination of confidential information.

**ACTION: C. Jones will review the matter and make a report at the next meeting. This topic will be placed on the November meeting agenda. C. Jones will confer with the parent prior to September 18, 2014.**

**11. County by County Liaison**

- M. Yates reported that she played the piano at her mother’s birthday event and that her family enjoyed it.

- C. Seames-Miller reported that she has been working with a Native American tribal council and behavioral health resources. She noted that positive activities are taking place. At the Creative Minds Wellness Center in Lakeport she is helping with parents and the school liaison. Also, some prevention and early intervention services are now available. More information is available on Lake County’s mental health website. Also, Redwood Children’s Services is offering services for minors. And finally, she reported that September 20, 2014, is Native American Day in Lake County.

- A. Leonard reported she is working with Walmart and KMart about getting noise cancelling headphones. Starting in January 2015 they will carry more adaptive equipment. She also described some of the activities planned for the community by a new program titled “Every Child Needs a Hero”.

- P. Jensen noted that the annual Remembrance Ceremony for persons who lived in developmental centers and, once deceased, were placed in unmarked graves, will take place on September 15. This is done to honor and remember them.

**12. Community Input**

- K. Nash reminded everyone of the local activities taking place this weekend, including a client’s art show. She also announced that Dr. Nora Baladerian will be

making Abuse Prevention presentations during the week of Oct. 27, 2014. Flyers were shared and M. Wheetley asked whether the presentations could be videotaped and placed online for review by all. The same training will be available in the Spring of 2015.

- D. Morley reported that she attended a Person Centered Thinking gathering and commented that RCRC staff did a great job in organizing the event. Some of the recipients of the David A. Isom Award attended the last Area 1 Board meeting and noted how pleased they were for the recognition. She thanked the RCDSB Board for re-instituting the David A. Isom Award process.

**13. Adjourn** – The meeting was adjourned at 12:35 p.m.

\_\_\_\_\_/s/\_\_\_\_\_  
Dorothy Pasch, Secretary  
RCDSB Board of Directors

DL-R