

**REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION
MINUTES**

**Regular Meeting
Board of Directors**

**FY 2013-2014 #3
Saturday, Jan. 11, 2014
Eureka, CA**

DIRECTORS PRESENT	Dorothy Pasch	Mary Yates
Beverly Fontaine	Dina Macdonald	Mary Wheatley
Pamela Jensen	Jason McCuan	David Matson
Brandon Boelter	Kelly Livingston	Jesus Macias-Baleon

DIRECTORS ABSENT	Trixie Galletti	Bob Sankus
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FACILITATORS PRESENT	Robert Tippey	Wanda Henderson
Dana Vaughn		

STAFF PRESENT

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

OTHERS PRESENT

Patrick Cross	Debbie Kindley	Betty Pomeroy
Clyde Pomeroy		

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- 1. Call to Order/Roll Call/Introductions** - The regular meeting of the RCDSC Board of Directors was called to order by President K. Livingston at 9:01 a.m. A quorum was present. All persons in attendance introduced themselves. D. Pasch agreed to be today's timekeeper.
 - 2. Reading of Vision** – D. Macdonald and B. Fontaine read aloud the Vision of the Redwood Coast Regional Center. New facilitator, Dana Vaughn, read aloud the Facilitator Oath of Office, signed it, and turned it in to D. Landry-Rehling. C. Jones provided some comments about Silas M. Morrison, a RCDSC Board member who recently passed away. He spoke about Mr. Morrison's passion for advocating for himself and others.
 - 3. Community Input**
 - Patrick Cross, former facilitator for Silas M. Morrison, spoke about the gift of knowing Silas and noted that he had a wonderful experience as his facilitator. Various individuals shared stories about Silas and a moment of silence was observed.
 - 4. *Approval of Agenda**
M/S/C – D. Pasch (M. Yates) moves to approve the agenda.
 - 5. *Approval of Nov. 16, 2013, Minutes**
M/S/C – M. Yates (B. Boelter) moves to approve the minutes of November 16, 2013 as written.
 - 6. Executive Director's Report** – C. Jones reported the following:
 - At the State level, he recently received an email from ARCA that the Governor's proposed budget had been 'leaked' hours before its planned release. The section related to the DDS service system appears to include a slight increase. No particulars are yet available. The

significant deficiencies that have been projected with regard to the three remaining developmental centers that have pending de-certifications were noted. The proposed budget acknowledges the need for service providers to get some relief from the effects of a proposed increase in the minimum wage.

- The RCRC staff benefits array will remain the same without an increase in cost to staff. Two public meetings are to be held in order to discuss the equity of services that are being provided. Information about the meetings will be available on the RCRC website.
- Zero Tolerance Policy – The final draft of this required policy was presented for adoption.

M/S/C – P. Jensen (J. Baleon) moves to approve the Zero Tolerance Policy as presented.

- Whistleblower Policy – Each year board members are required to receive a copy of this policy. **ACTION: The updated policy was handed out.** (C. Jones will update the date on the policy document.)
- The selection of an ARCA CAC delegate was discussed. C. Jones shared information about the duties of this delegate, the frequency of meetings, and expectations of the position. RCRC staff member, C. Miller, RCRC Client Advocate, agreed to serve as the delegate for the next year, and to mentor a RCDSC client board member to transition into the position in the future.

ACTION: The board accepts Chris Miller as the ARCA Consumer Advisory Committee delegate. Between now and the March meeting, K. Livingston will contact client board members about possibly serving as the Executive Committee’s representative on the ARCA CAC.

7. Administrator’s Report – P. Okey referenced the financial report that was distributed. He explained each component of the report and touched on the highlights of each section. In particular, he noted a 3.8% increase over last year’s average monthly POS expenditures in the aggregate and a 3.2% increase over last year’s average monthly POS expenditures on a per-person basis. The actual monthly POS expenditures are trending downward. RCRC is projecting to be underfunded in POS this year by as much as \$9 million. All regional centers are projecting a deficit for this year. In Operations, he noted an 8.5% increase over last year in the average monthly OPS expenditures, although the actual monthly OPS expenses are trending downward as well. The difference in both the POS and OPS allocations between the average monthly expenditures and actual expenditures is due to the former being skewed by expenses that are higher, or one-time, early in the fiscal year and the latter representing a true monthly expenditure as projected for the full year. Regarding RCRC’s cash flow, the agency is ok for now, however, the establishment of a line of credit is underway in the event the DDS becomes unable to reimburse RCRC for 100% of its monthly claims.

RCRC has recently undergone two audits. Preliminary reports are forthcoming. The independent auditors plan to attend the next board meeting. A report from the DDS audit is expected sometime in the next three months.

There was discussion about caseload ratio imbalances. It is estimated that RCRC is short four service coordinators. The challenge is how to fund these positions ongoing, as it would be important to be able to sustain any position that is filled.

- 8. Finance/Audit Report** – M. Wheatley had no additional report.
- 9. Committee Reports – Executive Committee Report** – K. Livingston distributed an updated committee roster. The David A. Isom Excellence in Service Award program is being re-instituted and the updated nomination form was distributed.
- 9a. Vendor Advisory Committee Report** – Pam reported that the ASP met recently and the following highlights were shared:
- Parents and Friends have received their CARF accreditation. Most service providers are concerned about how to pay the proposed increase in the minimum wage. All clients at Parents and Friends earn minimum wage.
 - Area Board 1 has mailed the family surveys and will share with RCRC any information they learn about address changes.
 - The California Youth Leadership Forum is now accepting applications from high school juniors and seniors who have disabilities. It was recommended that interested youth submit their application before Feb. 28, 2014, to participate in this highly praised event.
 - HCAR is recovering from having frozen pipes burst, causing some damage to their building. Also, HCAR has been able to renew their loans at better terms with the bank. This was made possible by their improved financial status.
 - RCRC will be releasing some RFP's in the upcoming months. It was reported that a part-time nurse consultant is now available in the Mendocino County area.
 - The ASP agreed that it is a good idea to review regional center board accessibility. The ASP will distribute a brief survey in order to determine ways to improve the accessibility. **ACTION: It was suggested that a RCDSC board member be present at the ASP meeting when the survey results are presented.**
 - Since having some general discussion about reporting an abuse situation by providers to IHSS, some training has resulted and a more positive working relationship is developing between Lake County and People Services.
- 9b. Client Benefit Fund Committee** – J. McCuan and B. Fontaine reported that a notice will be placed on RCRC's website that February is a grant month. To obtain a request form, individuals can contact an RCRC office, download it from the RCRC website, or call their service coordinator or client advocate.
- ACTION: The form and letter will be posted to the RCRC website. The requests that are received will be brought to the board at its March meeting for review and approval.**
- 9c. ARCA Report** – M. Wheatley had no report. The next ARCA meeting is next week.
- 10. Tabled/Unfinished Business**
ACTION: The David A. Isom Award information will be posted on the RCRC web page. The board roster on the webpage will also be updated.
- 11. County by County Liaison**
- M. Yates reported that her vacation has been postponed due to her attendant becoming ill.

- D. Pasch reported that she is noticing that the Del Norte community seems to be working together much better.
- M. Wheatley noted that a fund raiser for Special Olympic teams is scheduled for Jan. 31, 2014.
- A Special Olympic 'polar plunge' is scheduled to take place this month as long as there is enough water in Lake Mendocino.

12. Community Input -

- B. Fontaine invited those present to take one of the Humboldt Area Foundation booklets.

ACTION: Following the lunch break, the board will reconvene to continue working on the Bylaws review.

13. Adjourn

M/S/C – K. Livingston (B. Fontaine) moves to adjourn the meeting at 11: 46 p.m. The next meeting is scheduled for March 15, 2014, in Crescent City, California.

Dorothy Pasch, Secretary
RCDSC Board of Directors
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