

**REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION
MINUTES**

**Annual Meeting
Board of Directors**

**FY 2012-2013 #6
Friday, July 12, 2013
Eureka, CA**

DIRECTORS PRESENT	Mary Yates	
Silas M. Morrison	Kelly Livingston	Beverly Fontaine
Claudia Boudreau	Pamela Jensen	Trixie Galletti
Brandon Boelter	Jason McCuan	Jesus Macias-Baleon
Sandra Tyrrell	Mary Wheatley	David Matson

DIRECTORS ABSENT	Dorothy Pasch
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FACILITATORS PRESENT	Robert Tippey	Wanda Henderson
Connie Davies	Patrick Cross	Kristi Patterson

STAFF PRESENT

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

OTHERS PRESENT

H.S.	J.S.	Dina Macdonald	Bob Sankus	Dawn Morley	Deborah Kindley
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- 1. Call to Order/Roll Call/Introductions** - The annual meeting of the RCDSC Board of Directors was called to order by President K. Livingston at 7:10 p.m. A quorum was present.

Closed Session – K. Livingston reported that C. Jones announced that RCRC is engaged in a legal matter. In addition, RCRC Executive Director C. Jones' personnel evaluation was conducted. The Board voted unanimously to continue his contract for another year and thanked him for his exceptional performance. No salary increase will be granted at this time due to the economics of the agency. C. Jones officially declined to accept a raise at this time, as well.

- 2. Timekeeper, Introductions, Reading of the Vision** - All persons in attendance introduced themselves. M. Wheatley agreed to be today's timekeeper. C. Boudreau and B. Fontaine read aloud the Vision of the Redwood Coast Regional Center.

- 3. Approval of Agenda**

M/S/C – M. Wheatley (C. Boudreau) moves to approve the agenda.

- 4. *Approval of May 11, 2013, Minutes**

M/S – S. Morrison (B. Fontaine) – moves to accept the minutes.
Motion was withdrawn.

M/S/C - M. Wheatley (M. Yates) moves to accept the minutes with the following amendments:

- Item 7 – Administrator’s Report, paragraph 2, line 3 – change to ...”provider claims at 100% less the mandated reductions...’.
- Item 10b. Consumer Benefit Fund Committee; change the word ‘ tabled’ to ‘delayed’.

5. Community Input

- Community member, H. S., expressed her concerns with regard to perceptions that she holds regarding RCDSC board process, her access to board members, her difficulty in locating things on the RCRC web site, and the feeling of uncertainty about the future of services to her family.

- 6. Executive Director’s Report** – C. Jones referenced his report and noted that the Service Provider Satisfaction Survey and the RCRC Employee Satisfaction Survey have been completed. Ami Sullivan of Kinetic Flow , the organization that conducted and compiled the surveys, is available to present the results of the survey at the Board’s September meeting.

ACTION: C. Jones will invite Ami Sullivan to make a 2-hour presentation at the September RCDSC Board meeting in Ukiah. It was noted that the board will likely work through the lunch hour.

C. Jones handed out the POS Expenditure Data and explained the content of the graphs. The authorizations and expenditures data of individuals served by RCRC was summarized in the graphs and charts by using RCRC and state wide data in the following categories: primary race/ethnicity, age, primary diagnosis, and language. This information is also posted on the agency website.

The Summary Updates on Board/Staff Long Term Planning Outcomes was distributed. Board members with questions were invited to contact C. Jones directly.

- 7. Administrator’s Report** – P. Okey referenced the financial report that was distributed with the board packet. He reviewed the graphs and pointed out significant changes and trends reflected in them. RCRC has transitioned from fiscal year 2012-13 to fiscal year 2013-14. For the current fiscal year, the OPS preliminary allocation was \$6.3 million (\$40,000 less than last year’s preliminary allocation), however, RCRC will receive additional allocations throughout the fiscal year. The preliminary POS allocation was \$51.1 million (\$300,000 more than last year’s initial allocation). Additional POS allocations will also be forthcoming. RCRC is experiencing increased expenses in Operations due to a 15% increase in health care benefits, mandated rent increases, and mandated

step increases for employees. This means that RCRC must remain vigilant in its cost savings efforts. Fiscal year 2012-2013 end-of-year totals will not be known until all bills have been received and paid.

8. **Finance/Audit Report** – C. Boudreau reported that a telephone conference was held to determine whether or not RCRC would be able to grant a staff salary increase and fund the hiring of a half-time Controller. It was determined that it is not feasible at this time to move forward with either task, however, the situation will be evaluated each month for the feasibility of moving forward with both of the tasks.
9. **Executive Committee Report** - No further report
10. **Vendor Advisory Committee Report** – P. Jensen noted that the ASP met recently. Highlights include:
 - Area Board 1 has distributed a Request for Proposal that would help families and individuals prepare for emergency situations. They are also assisting UVAH to conduct listening groups.
 - K. Nash reported that full payments to service providers will be restored as of July 1, two CPP grants have been awarded, and D. Hingsburger is scheduled to be in Humboldt County in October and in Ukiah in the Spring. Dr. Ruth Meyers will also be conducting some trainings in the coming year.
 - People Services, Inc., conducted their annual Chicken Q and raised \$18,000. Their grounds crews have been working at the Hospice Center and, the PSI organization has helped PG&E write a grant for emergency preparedness.
 - Community Catalyst has moved and now offers a wellness program.
 - P. Jensen reported that there have been staff changes at UVAH and that the organization is moving through a small claims court case because of an incident with a tree branch damaging a neighbor's property. It was also noted that UVAH will continue to receive funds from the Ukiah Unified school district's adult education program.
11. **ARCA Report** – C. Jones reported a key topic discussed at the ARCA meeting was the legislation that was passed which addresses insurance coverage for families with autism and whether or not regional centers could assist families with insurance co-pays. Co-pays are now allowed, but insurance deductibles are not.
12. **Election Committee Report** – K. Livingston reported the results of the 2013 RCDSB election. Each of the incumbents were re-elected. They are T. Galletti, D. Matson, and S. Tyrrell. The new member is Robert Sankus, retired physician, from Del Norte County. Openings in Lake County and on the Mendocino Coast

remain. A letter has gone out to RCRC staff for assistance in locating more candidates for the remaining openings.

13. Tabled/Unfinished/Old Business – None

14. New Business

- a. Board Recognition – K. Livingston thanked the board members for their service this past year. C. Boudreau was acknowledged as the one member who is now leaving the board.
- b. Seat new members – R. Sankus, Del Norte County, joined the other members on the board.
- c. Administer Oath to Board Members – The board members collectively recited the Oath of Office, signed, dated, and returned it to D. Landry-Rehling.
- d. Election of 2013-14 Officers – The slate of officers presented were K. Livingston (President); S. Tyrrell (V-P); B. Boelter (Sec); M. Wheatley (Treas); and S. Morrison (CAC).

M/S/C – P. Jensen (J. Macias) moves to accept the slate of officers as presented.

Committee Chairpersons –

- Executive – K. Livingston
- Election - B. Fontaine
- Budget – M. Wheatley
- Personnel – S. Tyrrell
- Client Benefit Fund – J. McCuan and B. Fontaine
- Vendor rep – P. Jensen
- ARCA Rep – M. Wheatley
- ARCA CAC – Members are to consider serving in this way.

ACTION: Committees will be ratified at the next meeting.

- e. Facilitator Code/Oath – The oath was administered by K. Livingston.
- f. Distribution of Conflict of Interest paperwork – D. Landry-Rehling distributed the packets. They are to be returned completed within two weeks.
- g. Proposed 2013-14 Meeting Schedule

M/S/C - M. Wheatley (P. Jensen) moves to approve the proposed meeting schedule.

ACTION: Dina Macdonald will be considered for an At-Large appointment at the September board meeting. Ms. Macdonald is expected to be present.

15. County by County Liaison

- M. Wheatley reported that twelve athletes from Humboldt County recently participated at the Northern California Summer Games for Special Olympics. She noted that there were more than 1,000 athletes from counties in northern California which encompasses all counties from the Oregon border to San Luis Obispo. Each of the local teams did very well. She invited the public to participate in a fund raiser known as Pigskin Madness, which is similar to a football pool for NFL teams that will be playing in the Fall. Proceeds will support Special Olympics' activities.
- S. Tyrrell shared information about a gathering that was attended by members of the Ukiah People First chapter. C. Miller, RCRC Client Advocate, has training materials from that event and offered to share them with board members.
- D. Matson reminded everyone to save the date of Sept. 16, 2013, as Remembrance Day, a California memorial project for those who died while living at developmental centers.
- S. Morrison reported that the HCAR Adult Day Program is moving its office to the upstairs level. Also, the Vector swimming pool (formerly Easter Seals) is now open.
- T. Galletti distributed flyers advertising her one-woman art show in Eureka.

16. Community Input - None

- 17. Adjourn** – The meeting was adjourned at 10:40 p.m. The next meeting is scheduled for Saturday, September 14, 2013, at the Ukiah RCRC office.

_____/s/_____
Brandon Boelter, Secretary *by Beverly Fontaine*
RCDSC Board of Directors

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