

**REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION
MINUTES**

**Annual Meeting
Board of Directors**

**FY 2013-2014 #6
Friday, July 18, 2014
Ukiah, CA**

DIRECTORS PRESENT	Dorothy Pasch	Mary Yates
Beverly Fontaine	Dina Macdonald	Mary Wheatley
Jason McCuan	David Matson	
Trixie Galletti	Kelly Livingston	

DIRECTORS ABSENT	Jesus Macias-Baleon		
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FACILITATORS PRESENT	Robert Tippey	Connie Davies	Kristi Patterson
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STAFF PRESENT			
Clay Jones	Donna Landry-Rehling	Patrick Okey	Mary Block

OTHERS PRESENT			
Adelia Leonard	Cathy Seames-Miller	Cicely Ames	Dawn Morley
Dana Vaughn	Bryan Leonard	Adelia Leonard	Brian Kieffer

- 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. All persons in attendance introduced themselves. The meeting adjourned to Closed Session for a personnel matter and to select the recipients of the Client Benefit Fund grants.
- 2. Select Timekeeper and Reading of Vision** – D. McDonald agreed to be the timekeeper. D. Pasch and B. Fontaine read aloud the Vision of the Redwood Coast Regional Center.
- 3. *Approval of Agenda**
M/S/C – M. Wheatley (B. Fontaine) moves to approve the agenda.
- 4. *Approval of May 17, 2014, Minutes**
M/S/C – M. Yates (P. Jensen) moves to approve the minutes of May 17, 2014.
- 5. Community Input –**
- Dawn Morley, Executive Director of Area One Board, announced several upcoming trainings: Emergency Planning Training – Aug. 7 and 8 in Lake Co., and on Aug. 18 and 19 in Mendocino Co.; the Rowell Family Empowerment Conference on Sept. 27 (in English and Spanish) at the Mendocino Co. Office of Education in Ukiah. Flyers for these events were made available for interested persons to take.

Ms. Morley announced that the Statewide Self -Advocacy Network is seeking a representative for Humboldt, Del Norte, Lake and Mendocino counties. The application and information were made available. Also, the FY 2014-15 meeting calendar for the Area One Board has been finalized.

6. Executive Director's Report – C. Jones noted the following:

- Trailer Bill Language (SB 856) - The State of California has a signed budget. The governor vetoed some of the legislative proposals to the new budget, including percentage increases to regional center and service provider allocations. Following are some of the provisions of the budget (in the Trailer Bill Language) that affect the intellectual/developmental disabilities service system.
 - Creation of new homes which will be known as Enhanced Behavioral Support Homes to each serve up to four clients. Up to six homes may be created each year until January 2020.
 - New requirements of regional centers regarding local Clients' Rights Advocates (CRA), including a) Notification by the regional center to CRA of IPP meetings that include discussions of a Comprehensive Assessment of the client, b) provide a copy of the assessment to the CRA, c) notify the CRA any time a risk to a client's continued living arrangements is identified and more restrictive living arrangements are being considered, and d) there now exists an exception to current State confidentiality statutes to allow these notifications and document sharing.
 - Effective 1/1/2015, pre-2009 eligibility criteria for Early Start services are to be restored.
 - State employees who staff developmental centers will be allowed to staff community homes, or otherwise provide supports and services to such home in order to assist in the successful transition of developmental center residents to community living or in the deflection of admission to a developmental center or other restrictive setting.
 - An adjustment of service provider rates in order to ensure all employees are receiving at least the new minimum wage of \$9.00 per hour.
 - Effective 1/1/2015, a 5.82% increase in rates for vendored in-home respite services, personal assistance services, and supported living services, in response to changes in the state's overtime rules.
- C. Jones has contacted Kinetic Flow about setting up a session to once again look at long range planning. It was suggested that such a session take place in Eureka after September and that it encompass a 1.5 day workshop with key staff and Board members. Various options were

discussed. He reported that a draft survey has been provided by Kinetic Flow and is being reviewed by the Director team. Once the survey is finalized it will be placed online for Board members and staff to complete. The results of the survey will then be summarized for use during the long range planning session. Following establishment of the long range goals, a matrix showing the outcomes will be prepared. The tentatively proposed date for the session is Friday, Oct. 10 (4 hours) & Saturday, Oct. 11 (6 hours).

ACTION: C. Jones will contact Kinetic Flow to learn of date and time table options. The resulting information will be shared with the Board of Directors and decisions can then be made.

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, including:
 - a) The system-wide budget for 2014-15 anticipates an increase in client growth of about 3.6% more than was experienced in 2013-14. This could result in the need for a 7% increase in POS allocations.
 - b) For RCRC's 2014-15 fiscal year, the contracts have been received and signed. The first budget amendment is expected in August and it will update all needed budget language and spending authorities. In Operations the preliminary spending authority is 20% less than the FY 2013-14 allocation. In POS, the preliminary spending authority is 16% less than the FY 2013-14 allocation.
 - c) With regard to cash flow, the DDS reimbursement of billings continues to be less than 100%, resulting in RCRC's need to use \$4 million of its line of credit. RCRC is counting on DDS being timely with the next contract amendment so that its line of credit does not need to be accessed again.
 - d) The next internal audit for RCRC is scheduled for September and October this year.
8. **Finance/Audit Report** – No additional report.
9. **Executive Committee Report** – K. Livingston reported that the result of today's closed session included the completion of the annual performance evaluation of C. Jones, RCRC Executive Director. Great appreciation was expressed to Mr. Jones for the many areas in which he has demonstrated exemplary leadership. He received an exceptional evaluation and the recommendation was made to renew his contract. It was further recommended that he receive a pay increase when the agency budget might allow for it.

M/S/C – D. Pasch (B. Fontaine) moves to renew C. Jones' contract for this year and to discuss with the Director of Administration (P. Okey) the possibility of providing a pay increase for C. Jones.

9a. Vendor Advisory Committee Report – P. Jensen reported that the Alliance of Service Providers (ASP) met on July 7, 2014. Highlights of the meeting included:

- Area One Board - A flyer about the new splash park at Benbow was shared; the Redwood Summer Games will be held in August; the Department of Justice will be coming to Eureka in response to a complaint that the city's facilities are not accessible. Information regarding swim safety was shared. And, the California Foundation for Independent Living Centers has a project to get low cost internet to individuals' homes.
- Rural Human Services – They have customized their phone system, updated their emergency plan with 92% of staff having completed their training, and services to include seniors are expanding.
- People Services – The annual Chicken Q raised \$20,000, they are helping install a new garden for the Hospice Center that they will then maintain, and the large USPS contract has been dropped due to USPS' cost saving efforts.
- ABC – They are partnering with Youth Center so that youth can learn about working alongside people with disabilities.
- UVAH – The budget was balanced, but caused the agency to close one of its services and the reduction of the job placement staff to one employee. There is also concern about the sustainability of supported employment services. That service is projected to lose over \$30,000.

9b. Client Benefit Fund Committee – J. McCuan and B. Fontaine reported that they received 10 grant requests in the June round. The committee recommended that three grants be awarded in the Mendocino/Lake area and that two grants be awarded in the Humboldt/Del Norte area. The Fund received a donation from a new business in Eureka. The 'Bikini Brews' coffee drive-through donated its opening day profits to the fund. It was suggested that a newspaper article about the people who have been helped by the Fund be explored.

M/S/C – B. Fontaine (D.Pasch) moves to accept the recommendation to release \$400 from Humboldt Area Foundation and \$400 from The Community Foundation of Mendocino County to cover the selected grants.

9c. ARCA Report – M. Wheatley provided details of some of the funding process for the Early Start eligibility restoration. Following comments with regard to the Trailer Bill Language, she reminded everyone that Disney is still involved in a lawsuit that was brought by some parents of children who were allegedly denied certain access to the park.

9d. Election Committee Report – President K. Livingston reported the results of the board member election. Those elected to the board are:

- Cicely Ames, Humboldt Co.
- Cathy Seames-Miller, Lake Co.

- Adelia Leonard – Lake Co.
- It was noted that Robert Frawley was elected to the Del Norte Co. seat but decided to vacate the seat because of a Conflict of Interest.

There are currently vacancies in Mendocino Co. (1), on the Mendocino Coast (1), and in Del Norte Co.(1).

10. Tabled/Unfinished Business – David A. Isom Award

This topic is included in the Standing Rules of the Bylaws and is in the process of being updated. For 2014, each nominee will receive a certificate and a ‘thank you’ letter.

ACTION: Area One Board will create the certificates, C. Jones will write the ‘thank you’ letter, a press release will go out acknowledging the nominees by name, and there will be a posting of the names of the recipients on the RCRC web site.

11. New Business

- a) Board Recognition – None provided.
- b) Seat New Members – Three new members were seated.
- c) Administer Oath – The Oath of Office was administered by Dawn Morley, Executive Director, Area One Board.
- d) Elect FY 2014-15 Officers – The following slate of officers was offered:
 - President - Mary Wheatley, Humboldt
 - ARCA Representative – Mary Wheatley, Humboldt
 - Vice-President - Dina Macdonald, Humboldt
 - Treasurer - No nominees at this time.
 - Secretary – Dorothy Pasch, Del Norte
 - Client Liaison – No nominees at this time.

M/S/C – B. Fontaine (C. Seames-Miller) moves to accept the slate of officers as put forth.

- e) Facilitator Code of Ethics/Oath – Each facilitator recited the Facilitator Code of Ethics/Oath of Office as administered by K. Livingston. The signed Facilitator Code of Ethics/Oath of Office forms were given to D. Landry-Rehling for filing.
- f) Collect Conflict of Interest Papers – Done.
- g) 2014-15 Meeting Schedule – The proposed FY 2014-15 RCDSB Board of Directors meeting schedule was approved as presented.

M/S/C – D. Pasch (M. Yates) – moves to approve the proposed RCDSB Board of Directors’ 2014-15 meeting schedule.

12. County by County Liaison

- M. Yates announced that she will begin attending the Trajectory program. She is also learning to play the piano.

- P. Jensen reminded everyone of UVAH's Salsa Taste-off that is set for August 8, 2014.
- A. Leonard announced that she will provide an information booth at the Power to the Youth event that is scheduled to take place on Aug. 2, 2014.
- C. Seames-Miller announced that there will be a meeting with school leaders regarding school staff receiving training for working with special needs students. She also announced that the school in Middletown is using assistive devices.

13. Community Input - None

14. Adjourn – The meeting was adjourned at 10:03 p.m.

Dorothy Pasch, Secretary
RCDSC Board of Directors

DL-R