

**REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION
MINUTES**

**Regular Meeting
Board of Directors**

**FY 2013-2014 #1
Saturday, Sept. 14, 2013
Ukiah, CA**

DIRECTORS PRESENT	Dorothy Pasch	Mary Yates
Silas M. Morrison	Kelly Livingston	Beverly Fontaine
Claudia Boudreau	Pamela Jensen	Trixie Galletti
Jason McCuan	Jesus Macias-Baleon	Mary Wheatley
David Matson	Bob Sankus	

DIRECTORS ABSENT	Brandon Boelter	Dina Macdonald
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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
Suzan Valley	Lou Enge		

OTHERS PRESENT			
Allan Smith	Ami Sullivan	Denise Gorney	Jennifer Pittam

- 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 9:04 a.m. A quorum was present. All persons in attendance introduced themselves.
B. Fontaine agreed to be today's timekeeper.

C. Jones announced that former board member, Sandra Tyrrell, recently passed away. He described some of the many contributions she made to persons served by RCRC over the years.

ACTION: B. Fontaine will send a card offering condolences on behalf of the RCDSC Board of Directors to Ms. Tyrrell's family.

- 2. Reading of Vision** – P. Jensen and M. Wheatley read aloud the Vision of the Redwood Coast Regional Center.
- 3. Community Input**
- K. Nash commented that Ms. Tyrrell will be sorely missed and that she will be especially remembered for her creation of the narrated slide show "Faces of our Vision".
- 4. *Approval of Agenda**
M/S/C – S. Morrison (M. Yates) moves to approve the agenda with the following adjustments: Items #13, 14 and 15 will follow Item #11; Item #12

(presentation/training by Ami Sullivan) is moved to take place after the meeting is adjourned.

5. *Approval of July 12, 2013, Minutes

M/S/C – S. Morrison (M. Yates) moves to approve the minutes of July 12, 2013.

6. Status of Board Membership –

- Accept resignation – Acceptance of Ms. Tyrrell’s resignation is not necessary.
- Recommended appointment of Dina Macdonald – (Ms. Macdonald was unable to attend today’s meeting due to illness.)

M/S – S. Morrison (B. Fontaine) moves to accept the appointment of D. Macdonald to the RCDSC Board of Directors.

Motion withdrawn.

MS/C – S. Morrison (B. Fontaine) – moves to approve the appointment of Dina Macdonald to the RCDSC board of directors as a Member at Large representing Lake County.

- Swear in and seat new board member – **ACTION: D. Macdonald will be sworn in at the next meeting.**

The new board member from Del Norte County, Dr. Bob Sankus, introduced himself and provided some information about his professional background.

7. Executive Director’s Report – C. Jones referenced his report and noted that the state appears to be entering another year of stable budgeting. At the DDS, Director T. Delgadillo has announced her plans to retire. A brief background about areas of the service that have been provided by Ms. Delgadillo during her tenure was shared.

ACTION: B. Fontaine will send a card to Ms. Delgadillo from the RCDSC Board of Directors thanking her for her valued service.

- Draft 2014 Performance Contract Measures and Activities: C. Jones provided a brief background of the development of each Plan area. The topics were then opened up for discussion and input. With regard to Local Policy Outcome Measures addressing prevention of abuse of individuals served by RCRC, Dave Hingsburger will provide a series of presentations at the Red Lion Hotel in Eureka in October 2013. Flyers will be going out with specifics very soon. **ACTION: C. Jones will bring a draft policy statement to the November meeting for the board’s consideration addressing a “zero tolerance policy for abuse”.** This policy is now required for all regional centers.

No specific community or board member input was received.

M/S/C – P. Jensen (S. Morrison) moves to accept the Draft 2014 Performance Contract Measures and Activities as presented.

This plan will be submitted to the DDS.

- Proposed SB 468 - This legislation is regarding self determination, now called Self Directed Services. RCRC is one of five regional centers conducting a pilot project. The project looks at how people receive services that give them more direct control over what those services are and how they can direct them. Under the proposed new law, clients could choose an independent facilitator (to assist in figuring out what services they need and how to get them) or, clients could choose the facilitator to be their 'service coordinator'. This could result in RCRC service coordinators taking on a more indirect role in overseeing how a person receives services. If a client keeps their RCRC Service Coordinator, there would be no charge. The cost of an independent facilitator would be paid by the client through their Individual Budget. SB 468 is now on the governor's desk. This program would be voluntary.

ACTION: It was suggested that a presentation be made to the board regarding the Self Directed Services program.

- The DSM V manual has undergone some changes that will now be used by clinicians to make decisions about diagnoses that could result in individuals becoming eligible for services through regional centers. It was noted that the criteria for eligibility for services remains the same and the new DSM V may not significantly affect this area. It was also reported that a set of best practice recommendations has been developed. C. Jones suggested that the final recommendations be considered for adoption by this board when they are ready. **ACTION: C. Jones will distribute the recommendations to board members once they are finalized.**

8. Administrator's Report – P. Okey referenced the financial report that was distributed and explained each component of it. In the Operations (OPS) portion of the allocation, RCRC has received \$7.9 million, which is one-half of 1% more than RCRC ended with last fiscal year. RCRC does not yet know what the total allocation will be for the year. This, of course, makes it very difficult to budget. It was noted that the OPS rate reduction (1.25%) has "sunset" and has been reinstated in this year's RCRC OPS allocation. In Purchase of Service (POS), RCRC has received \$66.7 million, which is 1.6% less than last year. It is also not yet known what the end of the year amount will be. The 1.25% provider rate reduction has sunset and DDS has budgeted for a 4.2% increase in the POS allocation due to expected growth. Currently, RCRC is *underfunded* between \$1million and \$3 million for the

prior fiscal year. In other news, the mandated independent annual audit is underway. P. Okey expects to have that audit report available to the board of directors for its review and approval by the mandated deadline of April 1. In addition, the Medicaid Waiver audit will begin once the independent audit is completed. Following that will be the DDS audit in November.

It was noted that a vendor portal will be implemented for use in the e-billing system. Vendors will have online access to their payment status. This is expected to make inquiries quicker.

ACTION: In the future, P. Okey will prepare and send a summary of the financial report along with the detailed financial statement for board members.

9. **Finance/Audit Report** – Reference the Administrator’s Report above.
10. **Committee Reports – Executive Committee Report** – K. Livingston announced the following committee composition:
 - Executive Committee – K. Livingston, Chair; members are M. Wheatley, B. Boelter, and S. Morrison. **ACTION: The topic of “Selection of needed officers” will be placed on the November meeting’s agenda.**
 - Election/Board Development Committee – B. Fontaine, Chair, members are K. Livingston and S. Morrison.
 - Budget (Audit/Finance Committee) – M. Wheatley, Chair; members are P. Jensen and P. Okey.
 - Personnel Committee - D. Macdonald, Chair
 - Consumer Advisory Committee – S. Morrison, Chair; members are T. Galletti, M. Yates, J. Macias, D. Matson, and J. McCuan.
 - Client Benefit Fund Committee – J. McCuan/B. Fontaine, Co-Chairs
 - ARCA Representative – M. Wheatley
 - David A. Isom Award Committee - K. Livingston, Chair
- 10a. **Vendor Advisory Committee Report** – P. Jensen reported that the Alliance of Service Providers (ASP) met on September 9, 2013. Some of the highlights included:
 - HCAR - The local United Way organization is operating out of UVAH’s building.
 - Quality Behavior Outcomes is working on a proposal to locate a residence in which to serve clients.
 - City Ambulance of Eureka is obtaining some much needed new vehicles and Dial-A-Ride can accept reservations via email.
 - The language translator system is being used by many people.
 - Area I Board – The 211 dial-up information system can provide callers with

information about services in a particular geographic area. Presentations about this service will be conducted in a number of communities. Also, public workshops about coordinated transportation will be held on September 18th in Garberville and on September 20th in Eureka.

- The North West Committee on Employment for Persons with Disabilities is working with Partnership for Health Care of California to assist people who receive Medicaid and Medicare.

- People Services, Inc., is upgrading their fleet of vehicles. Also, they now offer 24/7 supported living services. As one of the beneficiaries of the Lake County Wine Auction, PSI will help with the wine auction event. PSI is now providing grounds maintenance and janitorial services at Marymount College. They also have Supported Employment crews working with the Lake County Hospice distribution center.

- P. Jensen also announced that the California minimum wage increase is expected to be signed into law (effective July 1, 2014, if all goes well) and would initially raise the wage to \$9.00/hour. On July 1, 2016, it would be raised to \$10.00/hour. Ms. Jensen noted that this change will significantly affect the amount of money service providers will need to meet payroll.

10b. Client Benefit Fund Committee –

- Policy #10: Review of updates and adoption - B. Fontaine distributed the Client Benefit Fund (CBF) policy containing minor grammatical changes. The policy was discussed in consideration for adoption. She explained the changes and noted that the sample letter she provided would be sent to clients and service coordinators with information about how to apply for grants from the fund. It was noted that RCDSB board members are not eligible for CBF grants.

M/S – P. Jensen (M.Yates) moves to accept Policy #10 as revised and recommended that \$800 of the fund be placed in a separate account in order to provide the grant payments in a timely fashion.

Motion was amended as follows:

M/S/C - P. Jensen (M.Yates) moves to accept Policy #10 as revised and recommends that \$400 from each fund be placed in a side account in order to pay the grants in a timely manner.

Various options were discussed with regard to obtaining the money and disbursing it to clients, once a grant had been approved. **ACTION: P. Okey will find out how long it will take to get the money from the foundations and what additional documents, if any, would be needed from RCRC.**

- 10c. ARCA Report** – M. Wheatley commented that her first ARCA meeting experience was a little overwhelming, This was due in part to the number of legislative bills that are introduced at this time of year. She offered to share the legislative process flow chart she obtained with any interested persons. A written report noting key issues discussed was distributed to board members by C. Jones.
- 11. Tabled/Unfinished Business** – None.
- 12. New Business** - NOTE: The topic listed under this heading will instead take place following adjournment of today’s board meeting.
- 13. County by County Liaison** -
- B. Fontaine noted that the Jazz Kidz organization will no longer be serving children through the regional center system.
 - S. Morrison reported that he was invited to attend the People First officer’s meeting in order to gather information for today’s RCDSC board meeting. The Eureka Chapter of People First will participate in the upcoming Pastels on the Plaza. The Chapter’s monthly meeting has moved to Angelo’s Pizza in Eureka on the 3rd Wednesday of each month - with pizza provided.
 - D. Matson reminded everyone that the California Memorial Project and Remembrance Day will take place in Ukiah on Sept. 17th from 12 -1 p.m.
 - K. Livingston announced that former board member, Tyler Livingston, celebrated his 30th birthday yesterday.
- 14. Community Input** - None
- 15. Adjourn** – The meeting was adjourned at 12:15 p.m. The next meeting is scheduled for Nov. 16, 2013, at the RCRC office in Lakeport, California.

_____/s/_____
Brandon Boelter, Secretary
RCDSC Board of Directors