

**REDWOOD COAST DEVELOPMENTAL  
SERVICES CORPORATION  
Regular Meeting  
Board of Directors**

**MINUTES  
FY 2010-2011 #2  
Saturday, Nov. 5, 2011  
Lakeport, CA**

---

<b>DIRECTORS PRESENT</b>	Brian Ward	Ana Mahoney	Tara Hawkins
Tamera Leighton	Silas M. Morrison	Kelly Livingston	Jason McCuan
David Matson	Claudia Boudreau	Pamela Jensen	Ernie Cocco
Mary Wheelley	Tyler Livingston		

---

**DIRECTORS ABSENT**

Beverly Fontaine     Denise Rusk

---

**FACILITATORS PRESENT**

Jen Baumann     Derixa Landry     Patrick Cross     Wanda Henderson  
Brandon Boelter

---

**STAFF PRESENT**

Clay Jones     Donna Landry-Rehling     Robert Avery     Mary Block  
Cindy Claus-John     Courtney Singleton     Robyn Stevenson     Patrick Okey

---

**OTHERS PRESENT**

Dawn Morley     Jennifer Pittam     Allan Smith     Patty O'Brien

---

- 1. Call to Order/Roll Call/Introductions** - The regular meeting of the RCDSC Board of Directors was called to order by Vice-President K. Livingston at 9:03 a.m. A quorum was present. All persons in attendance introduced themselves. M. Wheelley agreed to be today's timekeeper.
- 2. Reading of Vision** – M. Wheelley and C. Boudreau read aloud the Vision of the Redwood Coast Regional Center.
- 3. Community Input** – None
- 4. \*Approval of Agenda**  
**M/S/C** – C. Boudreau (T. Leighton) moves to approve the agenda for today with the addition of a Finance Committee Report as item 7.a.
- 5. \*Approval of September 17, 2011, Minutes**  
**M/S/C** – T. Leighton (S. Morrison) moves to approve the minutes for Sept. 17, 2011.
- 6. Executive Director's Report** – C. Jones referenced his written report and commented on the following:
  - State budget – There are no significant changes at this time. He explained the possibility of some of the legislative 'triggers' being pulled and noted the timelines the legislature has imposed. Further cuts are expected to be implemented and there is a potential for great impact on RCRC. More information is expected in a

few weeks.

- C. Jones provided the status of the service provider contracts that the board had reviewed. With the unexpected death of Peter Narloch, staff have persevered to complete the negotiations with the necessary contractors.
- Policy on Transparency and Access to Public Information - Staff are in the process of expanding the agency website to fulfill this requirement. The documents that have been added were described.

**M/S/C - T. Leighton (C. Boudreau) moves to approve the Policy on Transparency and Access to Public Information as presented.**

- Proposed Draft of the FY 2012 Performance Plan – Modifications will be made to the draft in order to include Mendocino County. The manner by which community comments are included in the document was explained.

**ACTION: A. Mahoney requested that progress updates regarding the plan be provided regularly to the board. C. Jones agreed to honor this request.**

**M/S/C - S. Morrison (D. Matson) moves to accept the Draft FY 2012 Performance Plan with the recommended changes.**

- Strategic planning outcomes – C. Jones reported that more information will be available before the next meeting.
- Staff longevity recognition program - The proposal that was provided to the board members was discussed. C. Jones remarked that more information is needed before a vote can be taken on the proposal as there is a labor law barrier that must be addressed first. This has to do with the fact that vacation is a vested benefit and cannot be forfeited if not used (as the language in the proposal now states). Specific questions will be addressed during today's Treasurer's Report.
- It was announced that R. Avery, RCRC's Director of Administrative Services, is leaving for a position at San Andreas Regional Center on Dec. 1<sup>st</sup>. P. Okey will serve as RCRC's interim director until the position is filled permanently.

- 7. Administrator's Report** – R. Avery thanked everyone for their well wishes for him in his new job. He referenced the financial report that had been distributed and noted that RCRC currently has 25 less consumers compared to last year. In POS, RCRC currently has \$220,000 more than at this time last year. This amount is expected to be reduced as the year progresses. He commented that this is a familiar trend in that it starts high and moves downward. A letter that was sent to the board members by a service provider was noted. The letter serves as evidence of the consequences of reductions. C. Jones noted that there is a provider group in Humboldt County that might be helpful to those agencies having severe economic hardship.

**ACTION: C. Jones will contact Patty Berg about the activities of the Humboldt**

**group and will then pass the information along to the RCDSC board.**

R. Avery referenced various aspects of the OPS report and noted that RCRC is currently operating below its targeted reductions. The expenditure trends are expected to move downward, as in previous years. An information sheet was distributed that addressed the requirement set forth in legislation for regional centers to change auditing firms after a specific period of time with the same firm. The information was summarized and a recommendation was made.

**ACTION: R. Avery will email information to the board about the drop in non-medical services.**

- 7a. Finance committee Report** – T. Leighton distributed and referenced the Oct. 25, 2011, Finance Committee meeting notes. She noted that RCRC appears to be on track with the needed cost savings. With regard to the potential ‘trigger’ considerations, it was speculated that RCRC could find itself in a position to have to save an additional \$50,000. RCRC was asked to consider restoration of the workweek as its highest priority, budget permitting. Regarding the proposal for the longevity award, T. Leighton expressed concerns about the staff who would cover the workload when others are off work, the appearance of rewarding *time on the job* rather than the *quality of the work*, and the potential financial impact. She also requested that a revised proposal come through the Finance Committee.

**ACTION: C. Jones will provide today’s input to staff, ask that they re-examine the proposal, and prepare to bring a revised proposal to the board’s Finance Committee. He will also offer the staff committee the option of including a board member on the staff committee. The revised proposal will come through the Finance Committee to the board of directors.**

- 8. Treasurer’s Report** – See above.

- 9. Executive Committee Report** – No report.

- 9a. Vendor Advisory Committee Report** – P. Jensen reported that the Alliance of Service Providers group met on Oct. 31<sup>st</sup>. Discussion included the construction that HCAR is able to do on their building because of monies received through a block grant, the recent invitation to the director of HCAR’s art program to go to New York City, concerns about providers’ financial difficulties, the CARF that People Service and Ukiah Valley Association for Habilitation (UVAH) are preparing for, the success of the Parents and Friends golf tournament, the fire in the Parents and Friends furniture annex, and UVAH’s 50<sup>th</sup> year celebration that is scheduled to take place tonight. P. Jensen thanked the community for their

support all these years.

- 9b. ARCA Report** – T. Leighton noted that the ARCA is in the process of hiring a new executive director. She commented that the diversity of the organization makes the process more challenging.

**ACTION: The letter to the ARCA that was proposed at the September RCDSC board meeting will be prepared by T. Leighton and included in the next RCDSC meeting board packet.**

T. Leighton commented that SB 946 (autism insurance mandate bill) has been signed into law and that ARCA's advocacy has been very effective in this matter. She also reported that P. Bonnet has done a tremendous job in chairing the committee that is streamlining the availability of dental services for adults served by regional centers.

- 9c. ARCA CAC Report** – B. Ward reported that an advocacy action survey has been filled out by the CAC group. He shared some of the highlights of the discussions that took place and that Marty Omoto will be providing a training to the CAC group. B. Ward noted that one of the other members had a regional center board packet that contained a calendar of community events and he asked whether RCRC might maintain a similar calendar.

**ACTION: M. Wheatley volunteered to set up a 'Google Share' calendar on which people could post other meetings. The effectiveness of its use will be reviewed at the next board meeting.**

- 10. Tabled/Unfinished Business** – None

- 11. New Business** - It was suggested that board member and facilitator training be provided.

**ACTION - T. Leighton will research the board's bylaws and speak with the board president about the requirements for board training. It is possible that a one-hour facilitator training can be held the evening before the next board meeting.**

- 12. County by County Liaison** -

- A. Mahoney remarked that there is great uncertainty being felt in Mendocino County with regard to funding for health and human services, plus there is greater competition for any available funding. She encouraged everyone to speak up about the need for services in order to preserve them.
- T. Leighton noted that a Del Norte County community member recently received a new wheelchair through CCS. She commented that advocacy from RCRC was very helpful in achieving this successful outcome.

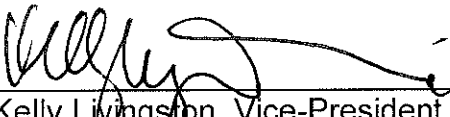
- S. Morrison reported that the Mentor home has moved to a new location and he invited board members to come visit the home. He also shared information about events that are occurring in the community.

**13. Community Input**

- D. Morley invited everyone to the Dec. 10<sup>th</sup> meeting of the Area 1 Board. It will take place at the Best Western in Clearlake. She noted that Area Board meeting information will continue to be sent to those who wish to receive it. She commented that there is a "facilitation format" on the State Council's website.

- J. Pittam reported that she is expecting another person to be released from the development center before Christmas. Should this happen, RCRC would be in the single digits for the number people still remaining in DC's.

**14. Adjourn - The meeting was adjourned at 11: 50 p.m. The next meeting is scheduled for Saturday, January 21, 2012, in Eureka, California, at the Best Western - Bayshore Inn.**



Kelly Livingston, Vice-President  
RCDSC Board of Directors

DL-R