

**REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION
MINUTES**

**Regular Meeting
Board of Directors**

**FY 2012-2013 #2
Saturday, Nov. 17, 2012
Lakeport, CA**

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

DIRECTORS ABSENT Denise Rusk

FACILITATORS PRESENT

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| Connie Davies | Patrick Cross | Wanda Henderson | Robert Tippey |
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STAFF PRESENT

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| Clay Jones | Donna Landry-Rehling | Patrick Okey | Kim Nash |
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OTHERS PRESENT

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| Sandra Tyrrell | Allan Smith | Cindy Clevenger | Troy Winkles |
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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 9:10 a.m. A quorum was present. All persons in attendance introduced themselves. M. Wheatley agreed to be today's timekeeper.

2. **Reading of Vision** – C. Boudreau and P. Jensen read aloud the Vision of the Redwood Coast Regional Center.

3. **Community Input** – None.

4. ***Approval of Agenda**
M/S – C. Boudreau (S. Morrison) moves to approve the agenda for today.
Motion was withdrawn.
M/S/C - P. Jensen (C. Boudreau) moves to shift agenda item 11a. Election Committee Report to item 5.a.

5. ***Approval of September 22, 2012, Minutes**
M/S/C – C. Boudreau (S. Morrison) moves to approve the minutes for Sept. 22, 2012, with one change at Item 15: Correct the spelling of Chris Miller's name. The minutes are approved as corrected.

- 5a. (11a.) **ACTION: K. Livingston appointed Sandra Tyrrell to the RCDSC Board of Directors as a representative from Mendocino County. New board member S. Tyrrell was sworn in by President K. Livingston.**

6. Executive Director's Report – C. Jones referenced his report and offered the following updates:

State budget – RCRC does not yet know where it stands with regard to last year's budget. The ballot initiatives that were passed were discussed. Specifically, the passage of Proposition 30 means that the "trigger bill" will not be activated and the pending cuts will not be initiated. In addition, the legislature now has a Democrat super majority. This makes it possible to pass legislation without the support of the other party. State spending will be watched very carefully. While further allocations are anticipated for this fiscal year, RCRC currently has only its first allocation.

C. Jones presented information that supported the possibility of all RCRC office's continuing to work the full time equivalent hours of 37.5 hours per week.

M/S/C – K. Livingston (C. Boudreau) moves to have RCRC employees continue working at full time status.

It was noted that all other cost savings items will remain in place.

Draft 2013 Performance Plan – C. Jones referenced the draft plan (in the board's packet and on the agency's website). The process of gathering input was explained. This year two of the People First chapters were utilized as focus groups and C. Jones was pleased with the feedback and input he received.

ACTION: At the request of the Board, a semi-annual Performance Plan status report will be prepared and presented. The format was discussed and agreed.

No further input to the draft plan was received today.

M/S/C- S. Morrison (B. Boelter) moves to approve the Draft 2013 Performance Plan.

RCRC Updates - RCRC continues to look at ways to streamline the staffing structure. The Clinical and Community Services departments have now been combined into one department. The new department is the Clinical and Community Services Department. The new Director is Kim Nash. Ms. Nash introduced herself, shared some background information, and acknowledged Cindy Claus-John for her work in helping cover the Director of Community Services Department duties during the interim. P. Okey and Ms. Nash were both acknowledged for covering multiple positions during the transition, as well. In addition to filling the Director position, the cost savings has allowed for the hire of a full-time Special Programs Coordinator.

C. Jones announced that the Staff Recognition Committee has been re-formed. It may be possible to have a staff recognition event in the Spring. The

board will be notified when an event is scheduled.

7. **Administrator's Report** – P. Okey referenced the financial report that was distributed, explained each component, and commented that there are still uncertainties since additional allocations from the state have not yet been received. The allocation received to date is 98% of last year's budget. In POS the allocation is 93% of last year's final allocation. A POS deficit of up to \$4.5 million is being projected as of today. The cost savings measures initiated as a result of the passage of AB 9 continue to create a downward trend in POS expenditures. He noted that several other regional centers are now utilizing their line of credit.

RCRC has not yet received its final allocation for the fiscal year 2011-2012 POS budget. The OPS allocations for last year have been fully expended. A contract status report through Sept. 30, 2012, was handed out and briefly discussed.

8. **Presentation** – In response to a question from the board at its last meeting, Troy Winkles, Senior Vice President of Chapman, an insurance brokerage in Lafayette, California, presented information about the various insurances RCRC carries. Mr. Winkles noted that RCRC purchases its directors' and officers' liability insurance, among others, from Chapman. He handed out a review of the various insurance policies that are provided by Chapman and explained how the coverages are brokered and what each covers. With regard to the insurance market, the Worker's Compensation rates are projected to increase significantly in 2013. Directors' and Officers'/Employment practices liability is also increasing, along with wage and hour claims. He reminded the group that Chapman offers a free education series that is webinar based and to which staff, board and vendors could have access.
9. **President's Report** – K. Livingston noted that the vendor contract invoicing timelines are the same as last time. Other topics in her report have already been addressed. It was noted that Sarah Hames-Anderson plans to make a presentation at the January meeting. Possible wording changes to the RCRC Vision/Mission /Value statement were discussed. This discussion will be continued.

Del Norte County Board member D. Rusk is leaving the area. This creates a vacancy in the Board Secretary position as well as a vacancy in the RCDSB Ad Hoc CCS Committee chairperson position.

ACTION: Tara Hawkins volunteered to be the RCDSB Secretary.

ACTION: C. Jones will bring the chairperson question to the next meeting of the Ad Hoc CCS Committee.

Committee rosters were reviewed and Pres. K. Livingston suggested that board

members contact the chairpersons of the committees on which they would like to serve.

ACTION: C. Jones will provide information about the ARCA CAC representative position to K. Livingston. K. Livingston will share the information with board members at their January meeting.

10. Treasurer's Report – No further report.

11. Committee Reports – Executive Committee - No further report.

11a. Election Committee Report – See 5.a above. In addition, it was announced that there is a board vacancy in Del Norte County. Election Committee Chairperson, B. Fontaine, asked D. Pasch to make suggestions for potential candidates from that county.

11b. Finance/Audit Committee Report – No further report.

11c. Vendor Advisory Committee Report – P. Jensen provided an overview of some of the activity that was reported at the last committee meeting. Highlights included:

- People Services in Lake Co received a cash prize for having the best rest stop at a bicycle event.
- HCAR reported that one of their artists was invited to compete in an art event in Washington, DC.
- Parents and Friends opened a new thrift store and are doing well.
- RCRC staff member, J Holden, talked about the reactivation of the Human Rights Committee and its structure, purpose and guidelines. He noted that the emphasis of the HRC is on informed consent.

11d. ARCA Report – C. Boudreau reported that the last meeting was held in San Diego. Among the topics for discussion was state institutions and the length of time the process takes in order to place a client into the community – an average of three years. She shared that the average annual cost per person in a developmental center is \$360,000. There is a renewed emphasis on getting people out of the institutions and into the community. In addition, the ARCA has 100 legislative bills to propose to the legislature. The ARCA is also beginning to address the ARCA strategic plan.

11e. Client Benefit Fund – J. McCuan, Co-chair, requested that the Client Benefit Fund be made available for providing grants.

M/S – J. McCuan (P. Jensen) moves to ‘unfreeze’ the interest from the Client Benefit Fund. There were 3 ‘yes’ votes; 7 ‘no’ votes. The motion did not pass.

ACTION: The Client Benefit Fund Committee will contact the foundations where the Fund is being managed to learn more about foundation rules and procedures. This topic will be on the January meeting’s agenda.

11f. Ad Hoc CCS Committee – No report.

12. Tabled/Unfinished Business – No further business.

13. New Business - No further report.

14. County by County Liaison -

- S. Morrison reported that the People First Christmas party will take place on Dec. 12th; he will be a bell ringer for the Salvation Army during the holidays; and, the People First Chapter will be making lunches for persons who are homeless during the holidays. He also announced that the People First Chapter has new officers, including a new Sgt. at Arms, Trixie Galletti.

- M. Wheatley announced about a fund raiser is planned for February that will assist clients in participating on sports teams.

- J. McCuan announced that there is a new resource center in Lower Lake for persons between 15-24 years of age. It’s called “The Harbor on Main.”

- C. Boudreau reported that the annual Crab & Wine event will take place on Jan. 18 & 19, 2013, on the Mendocino Coast.

15. Community Input - None.

16. Adjourn – Meeting was adjourned at 12:32 p.m. The next meeting is scheduled for Saturday, Jan. 12, 2013, in Ukiah, CA.

_____/s/_____
Tara Hawkins, Secretary
RCDSC Board of Directors

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