

Meeting Minutes

REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION

Meeting of the Board of Directors – By Zoom Video/Teleconferencing

And AT&T Teleconferencing

Wednesday, August 12, 2020

#1 FY: 2020-2021

Directors Present: Beverly Fontaine, Steven Jackson, Bill Lacy, Diane Larson, Tamera Leighton, Dave Matson, Keith Peeples, Mike Sawyer,

Directors Absent: Allison Hillix, Steve Perez, Teresa Schnacker, Clara Todoroff

Facilitators Present: Mark Konkler and Kristi Patterson

RCRC Staff Present: Mary Block: Director of Client Services, Cindy Claus-John: Acting Director of Community Services, Jennifer Garcia: Diversity Outreach Specialist, Nichole Haydon: Director of Human Resources, Amy Medina: Director of Administration, Chris Miller: Client Advocate for Humboldt/Del Norte Counties, Jessica Moulton-Hadley: Resource Manager, Kim Orsi: Executive Assistant, Dr. Kimberly Smalley: Interim Executive Director.

Others Present: Joe Ayres: Parent/Community member; Clifford Black: Disability Rights, California, Mary Bonow: IECF Humboldt County; Pam Jensen: Ukiah Valley Association for Habilitation (UVAH), Debra Kinley: State Council on Developmental Disabilities (SCDD); Laura Larson: Director for the North Coast Office of the SCDD, Melissa Robinson: Department of Developmental Services Office of Community Operations Primary Regional Center Liaison.

- 1. Call to Order/Roll Call/Introductions** - The regular meeting of the RCDSC Board of Directors was called to order by Board President T. Leighton at 6:05 p.m. K. Orsi conducted roll call of the Board and a quorum was reported as present.
- 2. Select Timekeeper/ Sharing the Vision:** M. Sawyer agreed to be timekeeper. B. Fontaine shared the following portion of the Vision Statement: *“We envision all people being empowered to communicate with their own minds and hearts to determine their supports and services.”* B. Fontaine commented that this paragraph is important to her because she is aware that it’s difficult for her daughter (who has autism) to communicate and she envisions a world where she will be able to communicate not by words but by her heart regarding her own wants, needs and likes.

T. Leighton has requested that B. Lacy, C. Todoroff and D. Matson share a portion of the Vision during the next meeting in September.

- 3. Approval of Agenda** – T. Leighton proposed to add an agenda topic that is urgent in nature as the topic came up following the posting of the Board meeting agenda and the next ARCA group meeting will be held before the next scheduled Board meeting.

M/S/C: T. Leighton (S. Jackson) motioned to amend the agenda and add under Committee Reports: ARCA Delegate Alternate – Appointment of T. Leighton as Alternate. K. Orsi called a vote by roll call and all members present voted yes.

4. Approval of Meeting Minutes from July 17, 2020 Board Meeting: T. Leighton called for any changes to the meeting minutes and none were noted. The July 17, 2020 Board meeting minutes were accepted as presented.

5. State Council on Developmental Disabilities (SCDD) Update: L. Larson shared the following updates:

- **Festival of Learning:** There have been two events held, the last was held on Monday, August 10th that introduced four individuals served by regional centers. Their professions included a baker, a vintner, an artist and a vacuum repair person. Good reviews have been received from both sessions. L. Larson will be sharing a YouTube link as well as the profile story for Kevin (the baker) to K. Orsi to forward to the Board by email.
- **Residential Services:** There are new directives from DDS pertaining to these services and anticipated struggles that will be coming this fall.
- **COVID Impact on Individuals with Intellectual and Developmental Disabilities:** Statewide, as of August 10, 2020, there are 1,920 individuals who have tested positive for COVID19. The largest age group is within the ages of 45 to 64 years and the largest number of individuals are Hispanic peoples living in family homes. Northern California has not been impacted as much as Southern California as our population is only 3 percent of the state. Regional Centers in the Central and Southern California area have been the hardest hit due to the size of their population and area. There have been six individuals in RCRC's catchment who have tested positive.

In closing, L. Larson stated that the SCDD does not support the reopening of any programs/services until they can safely reopen.

6. Community Input: T. Leighton called for community input and reported that the general rule for Community Input is 3 minutes for each community member and proposed an action to suspend this rule for this meeting only, adding that Mr. Ayres shared his written statement with her prior to the meeting.

M/S/C: T. Leighton motioned (D. Larson) to suspend the 3 minute rule for Community Input for Mr. Joe Ayres who requested additional time for his statement. This action applies only to this meeting. K. Orsi called a vote by roll call and all members present voted yes.

- Mr. Joe Ayres provided his statement and the following information is a summary: Mr. Ayres reported that his adult son is a regional center client in Mendocino County. Mr. Ayres stated that he received interesting and encouraging information from the SCDD but found that it as well as the RCRC Vision Statement did not include any language about keeping developmentally disabled people safe from abuse and assault.

Mr. Ayres shared details pertaining to his son's abuse/assault, lawsuit and reports to local police. Mr. Ayres reported and encouraged the Board to address the following critical needs:

1. Educate and train clients to recognize abuse, how to report abuse, prevent abuse and defend themselves against abuse;

2. Educate and train vendors and their staff on a regular basis (due to staff turnover);
3. Educate law enforcement about disability prejudice and to recognize it in themselves and to inform them of the existence of regional centers and other resources within the scope of the disabled community and to educate them on how to respond to criminal assaults on disabled victims.

Mr. Ayres commented that protecting clients from COVID19 (C19), assault and abuse are the regional centers primary concerns. However, he urged the Board not to let concerns about C19 eclipse the always present concern of protecting clients from assault and abuse.

- Mary Bonow, Regional Manager for IECF in Humboldt County commented that she has been attending the ASP meetings and is reaching out about the funding recently granted to purchase tablets for clients. IECF works with a population in Hoopa who would have access to telehealth through the use of tablets; however, they do not have the means to purchase tablets for themselves.

M. Bonow was asked to follow up with both T. Leighton and M. Sawyer to identify additional needs and potential Tribal resources.

7. Executive Director's Report: Dr. Smalley provided the following updates:

- **RCRC Offices:** All offices remain open by appointment only. The majority of staff members are working by remote access and available by telephone and email. RCRC will not move forward to fully reopen due to ongoing COVID outbreaks. RCRC's eligibility assessments and referrals have decreased significantly due to COVID; however, a slow increase is expected as schools reopen. RCRC clinics are currently held by remote access with the exception of some eligibility and clinics that are held onsite by appointments.
- **COVID:** Mendocino County has not yet been placed on the Governor's watch list. To date, there are 478 cases, 60 percent within the Hispanic/Latino communities. RCRC continues working to provide outreach to these diverse communities to let them know about PPE supplies that are available through RCRC. RCRC also maintains a supply N95 masks for medically fragile/high risk clients and their service providers. Four additional clients have tested positive and only one has been symptomatic. RCRC continues to support clients in their homes, hotels, anywhere they are safe to reduce exposure to others.
- **Emergency Preparedness-Wildfire Season:** There were two fires in Mendocino County that were quickly contained. There were two additional fires in the Hoopa area. There have been no large scale evacuations to date and service providers are prepared with evacuation plans in place should the need arise.
- **RCRC Staffing Update:** Director Nash is currently on a leave of absence and Cindy Claus-John is serving as acting Director of Community Services. Her team is assisting with the distribution of PPE and the organization and distribution of the tablets that were recently purchased through the Client Benefit Fund. RCRC is recruiting for several open service coordination positions.
- **Diversity Outreach Specialist:** Jennifer Garcia recently joined RCRC and is reaching out to local Hispanic/Latino communities through various media, news

and radio outlets. She will be assisting RCRC with getting information to these communities about PPE that is available and Board membership recruitment.

- **Website/Communication Update:** Anh Nguyen has joined RCRC's Diversity Outreach team and will be working to improve RCRC's website and media communications to be culturally accessible and meet ADA compliance for all materials. Ms. Nguyen will be attending a statewide meeting on behalf of RCRC with regional center Directors of Communications to assure that we are on the same page with other regional centers and to bringing our media/communications and materials up to date.

8. Administrators Report: A. Medina provided the following updates:

- **FY 2020-21:** RCRC has received its preliminary B allocations which will maintain RCRC operations with a steady cash flow.
- **Cash on Hand:** RCRC currently has 47 days of cash on hand.
- **FY 2019-2020:** The fiscal year is still open for any claims or purchases still pending (late bills); Purchase of Services ended the year at \$132.7 million which was \$15 million; Operations ended the year at \$12.4 million which included \$400,000 that was provided by DDS to upgrade and digitize client records. RCRC is ending this fiscal year with a small surplus.
- **Line of Credit:** RCRC drew \$500,000 from its line of credit and with receipt of the preliminary allocation has since repaid that amount and minimum interest was charged. This is usual and customary.
- **Paid Ahead in 2020:** In anticipation of possible budget cuts in 2021-2022, RCRC has paid ahead its dues for ARCA and software maintenance (fiscal/client management programs/SANDIS) of approximately \$100,000.
- **CARES Act:** The Provider Relief Funding is allowed for Medicaid providers (includes regional centers and a majority of service providers) and DDS is encouraging regional centers and service providers to apply for this funding to help offset costs related to COVID19. Timelines to apply have been extended to August 28th.
- **Independent Auditing Firm:** This will be the final year with the independent CPA firm, AGT who will be auditing RCRC's records for 2019-2020 and preparing RCRC's 990 Tax filing that is due by May 2021.

9. Committee Reports: T. Leighton reminded all that this agenda topic was amended at the beginning of the meeting as follows:

- **ARCA Board Delegate – Appointment of T. Leighton as Alternate:** T. Leighton explained that S. Perez will remain the ARCA Board delegate and this appointment will allow her to listen in during future meetings and to be a voting member if S. Perez is not available to attend. T. Leighton called for a motion.

M/S/C: M. Sawyer (S. Jackson) motioned to appoint T. Leighton as the ARCA Board Delegate Alternate Member. K. Orsi called a vote by roll call and all members present voted yes.

- **Client Benefit Fund – Appointment of S. Jackson as Chairperson of this Committee.** T. Leighton appointed S. Jackson as the chairperson.
- **Vision Committee – A. Hillix was absent and unable to provide a report.**
- **Policy Committee – A. Hillix was absent and unable to provide a report.**

10) ARCA Report: K. Smalley provided the following report:

- The statewide Executive Director’s group has been meeting more frequently due to the increase of COVID cases in Southern California. The group has drafted language for the DDS directive pertaining to the certification process. As of the end of August, retainer payments for non-residential providers will not continue. Regional Centers will be working with the providers around certifying and developing new service models that will provide services safely for clients and staff.

a) ARCA Delegate Report: S. Perez is not in attendance. T. Leighton shared that there has not been any recent Delegate meetings and the next meeting is scheduled for August 21, 2020.

b) ARCA Client Advisory Committee: C. Miller provided the following update: The ARCA Client Advisory Committee has decided to meet monthly. The next meeting will be held on Friday, August 14th. The committee has been discussing how the regional centers and other community members are doing in response to COVID and how committee members could help others. C. Miller reported that he is also a member of the ARCA Statewide Advocacy Group. Their next meeting is on August 20th and they will be reviewing legislation and making recommendations to ARCA for support. C. Miller will have an additional report for the next board meeting and T. Leighton approved and requested he be added to the September meeting agenda.

10. New Business: Vote for Officers Changes due to Vacancy: T. Leighton reported that there has been a request to shift the following officer positions and called for a motion:

- Treasurer – Beverly Fontaine (shifting from Secretary)
- Secretary – M. Sawyer (in addition to Vice President)

M/S/C: S. Jackson motioned (D. Matson) to nominate B. Fontaine as Treasurer and M. Sawyer Secretary. K. Orsi called a vote by roll call and all present voted yes.

12. County by County Liaison Reports:

- Del Norte – There were no reports
- Humboldt – There were no reports

13. Community Input: T. Leighton called for additional information from Board members and additional community comments.

ASP Update by S. Jackson:

Tablet Distribution: S. Jackson requested that the language in the notes related to the distribution of the tablets purchased by the Client Benefit Fund be broadened from those receiving specific services to include all active regional center clients. B. Fontaine and T. Leighton noted that the language was in error and that the purchase of the tablets was intended for all active RCRC clients and it was directed to group move forward with the distribution of the tablets to active RCRC clients.

PPE Distribution: Service providers continue assisting with the distribution of PPE supplies throughout our catchment.

ASP Meetings: The group continues to meet weekly. There have been several trainings that occurred during the meetings that were presented by the State Council, Disability Rights of California and RCRC staff. These meetings have

provided opportunities to get trainings out to all vendors which has helped keep the spread of COVID down as the safety for individuals served is forefront

Selection Committee: Executive Director Search Update by M. Sawyer

Advertisements have been distributed and the resumes are being received from a wide variety of locations. There is specific outreach being done within organizations and groups. The closing date for applications is Tuesday, September 8th.

Community Input:

P. Jenson appreciated the monthly board meetings as it keeps everyone in touch as times are changing so quickly. She thanked J. Ayres for his continued advocacy for people with disabilities and encouraged the regional center to continue trainings for clients to recognize and report abuse.

Distribution of Tablets: Ukiah Valley Association of Habilitation (UVAH) is getting ready to roll them out and would like to raise awareness regarding internet access as UVAH recently became aware that Comcast offered a plan for \$10 per month for those on SSI; however, most clients live in poverty and may not be able to afford this expense.

T. Leighton encouraged clients who do not have internet capabilities in order to access their medical/health or care programs to contact their service coordinators and hold an IPP meeting to determine a resolution or if there are generic resources available.

K. Smalley commented that CARES funding was recently obtained by a local Tribe to enhance connectivity and encouraged service providers to attend an upcoming webinar that DDS will be hosting regarding the CARES Act and to apply for the funding. B. Fontaine added CalAble accounts for those receiving SSI may be helpful to set funds aside for these types of expenses and will not jeopardize SSI benefits. It was noted that CalAble will be hosting a webinar on August 19th.

There were no other questions, comments or updates.

14. Adjournment of Meeting: T. Leighton called for adjournment of the meeting at 7:18 p.m.



M. Sawyer
RCDSC Board of Directors
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