

## Meeting Minutes

### REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION

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

And AT&T Teleconferencing

Friday, July 17, 2020

#6 FY: 2019-2020

**Directors Present:** Beverly Fontaine, Allison Hillix, Steven Jackson, Bill Lacy, Diane Larson, Tamera Leighton, Dave Matson, Keith Peebles, Steve Perez, Mike Sawyer, Clara Todoroff,

**Absent:** Teresa Schnacker

**Facilitators Present:** Mark Konkler, Kristi Patterson, Margaret Ridgway

**RCRC Staff Present:** Jennifer Garcia: Diversity Outreach Specialist, Nichole Haydon: HR Manager, Amy Medina: Director of Administration, Chris Miller: Client Advocate for Humboldt/Del Norte Counties, Kim Orsi: Executive Assistant, Dr. Kimberly Smalley: Interim Executive Director.

**Others Present:** Clifford Black: Office of Clients Rights (OCRA), Dolores Delgado: RCRC Interpreter, 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, Betty and Clyde Pomery: Community members; Melissa Robinson: Department of Developmental Services Office of Community Operations Primary Regional Center Liaison to RCRC.

- 1. Call to Order/Roll Call** - The regular meeting of the RCDSC Board of Directors was called to order by Board President T. Leighton at 7:00 p.m. T. Leighton shared that this meeting will be electronically recorded for future posting to RCRC's website and called to K. Orsi who conducted roll call of the Board and a quorum was reported as present.
- 2. Closed Session Update** Closed Session Update: T. Leighton reported that the Client Benefit Fund Committee met with the full Board by closed session to provide recommendations for Client Benefit Fund (CBF) grant awards for the cycle ending June 30, 2020. The Board approved the recommendations to awarded two grants in the amount of \$400 each.
- 3. Select Timekeeper/Introductions/Sharing the Vision:** M. Sawyer volunteered as timekeeper. Introductions were conducted and T. Leighton shared the fourth paragraph of the Vision: "*We envision all people being empowered to communicate with their own minds and hearts to determine their supports and services.*" T. Leighton commented that this is especially important as the Board awarded the purchase of Kindle tablets for a large number of clients so that they can have better communication during these difficult times. T. Leighton will select a member from the Board to share a portion of the Vision for the next meeting.
- 4. Approval of Agenda** – T. Leighton asked if there were any topics urgent in nature that came up after the posting of the agenda. There were none.

## **5. Board Development Committee/Executive Committee**

- a) **Seating of new Board Member:** This item was tabled. T. Leighton reported that the Board was anticipating to seat a new member, however, the applicant decided to pause the process.
  
- b) **Extend the Contract for Interim Executive Director:** T. Leighton reported that the existing contract with Interim Executive Director, Dr. Kimberly Smalley is set to expire on August 12, 2020. The Executive Committee met and made a recommendation during that meeting to extend the Interim Executive Director's contract until the Board hires a permanent Executive Director. T. Leighton called for a motion to extend the contract for the Interim Executive Director (Dr. Smalley) until an Executive Director is hired:

**M/S/C: S. Perez (S. Jackson) motioned to approve the extension as noted. T. Leighton called a roll call vote and all members present voted yes. (D. Matson experienced audio difficulties and did not vote).**

## **6. Approval of Meeting Minutes:**

- **May 16, 2020 Annual Board Meeting** – T. Leighton called for any changes to the meeting minutes and none were noted. The May 16, 2020 Annual Board meeting minutes were accepted as presented.
- **June 1, 2020 Special Emergency Board Meeting** – T. Leighton called for any changes to the meeting minutes and none were noted. The June 1, 2020 Special Emergency Board meeting minutes were accepted as presented.

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

- **Personal Protection Equipment (PPE):** SCDD continues working to distribute (PPE) around our region and state. Together with DDS, RCRC and the service provider community they have and distributed over 12 million pieces of PPE to date. PPE's distributed include facial masks, face shields and there are approximately 300,000 gloves that are on their way.
- **DD/ID Service System:** There are concerns that services are opening too soon during the COVID19 pandemic. The risk for people with developmental disabilities is twice the rate of the general population.

In closing, L. Larson reported that the SCDD is advocating for models of service that have consistent staff that support families as much as possible in creative and flexible ways.

There were no questions.

## **8. Community Input** – T. Leighton called for community input: P. Jensen, Executive Director of UVAH shared the following:

- UVAH is providing in person services to approximately 40 percent of their clients as the majority of those served by UVAH are over age 65 and have underlying health conditions.
- COVID19: UVAH has paused reopening services due to the recent COVID spike and working very hard to expand remote services and to provide support to people in their homes.

- Kindle Tablets: Thank you to S. Jackson as the Kindle tablets have arrived. UVAH is very excited to get families and clients engaged.
- State of Emergency Billing: Day services have been getting paid by the State for services that were not provided in order to keep their work force intact. DDS has advised providers that the State of Emergency Billing will be ending as of July 31, 2020. RCRC has been working to assure that service providers are supported so that they can continue to move forward.
- Service Models: It is clear that this pandemic will not be going away soon and it is clear that we will need to support people and provide services in a different way and hopeful that services can transition to different models.

**9. Executive Director's Report:** Dr. Smalley reported the following updates:

- DDS Directive: A new directive was issued Jul 17, 2020 regarding retention payments and DDS will be supporting providers through the transition. The statewide Executive Directors group and ARCA have been working with DDS to develop a plan that was included in the new directive.
- Governors Budget: FY 2020-2021 budget is promising and RCRC remains cautious and is preparing for FY 2021-2022 which may be challenging.
- COVID19: RCRC clients have been doing well thanks to the numerous service providers working to keep clients safe. Thanks also to the SCDD for the PPE supplies.
- Digitizing Client Files: This project has begun which will allow staff to access client files electronically in the future.
- Lakeport Office Update: The office is now fully staffed with the exception of a support staff member who just retired. A. Medina will provide a update regarding the phone system during the Administrators Report.
- New Diversity Outreach Specialist: Welcome to RCRC's new Outreach Specialist, Jennifer Garcia.

- a) **RCRC Personnel Policies** – RCRC Human Resources Director, N. Haydon recommended a review and approval by the Board of the RCRC Personnel Policies. T. Leighton reported that the Executive Committee met with N. Haydon to review the Policies in detail and recommended to the Board to approve as amended. T. Leighton called for additional questions and there were none. T. Leighton requested a motion to approve the RCRC Personnel Policies as amended.

**M/S/C: S. Perez (M. Sawyer) motioned to approve the RCRC Personnel Policies as amended. T. Leighton called roll call vote and all members presented voted yes. (D. Matson experienced audio difficulties and did not vote).**

**10. Administrators Report:** A. Medina provided the following updates:

- Line of Credit: RCRC drew \$500,000 from its line of credit on Monday, July 13, 2020 adding that last year RCRC drew \$2 million. A. Medina commented that this is a very good representation of how well RCRC's cash on hand has been this fiscal year.
- FY 2020-2021 Advance Allocation: RCRC is expecting to receive its advance next week. If not, RCRC will need to draw on their line of credit again.
- COVID: FY 2019-2020: DDS had increased RCRC's A6 allocation to include the agencies COVID expenses that will reimburse RCRC approximately \$110,000

that was utilized to implement agency safeguards, purchase PPE and to pay salary differences to employees for COVID related leave through the CARES Act.

- Additional Funding: A. Medina met with DDS to discuss the possibility of applying for additional funding through the CARES Act for COVID related expenses that would otherwise not be reimbursed by DDS. A. Medina will be researching this further and will keep the Board informed regarding the guidelines and allowances.
- Digitizing Project: Files were picked up and taken to the digitizing center. This project will allow staff to access files electronically from any location. The project will take one year to complete the process of all RCRC active clients (does not include Early Start or Intake) and historical records. Overall timeline will take 3 years to digitize all records. There will be an anticipated cost savings related to the reduction of supplies associated with this project that will be tracked.
- Lakeport Telephone System: A written report is included in the Board Packet under the Administrators Report. The IT Administrator has been working diligently on this project with AT&T and calls are finally getting through to the Lakeport office.
- Eureka Office Lease Amendment: The landlord of the Eureka office is providing an allowance (at no cost to RCRC) in the Amendment to replace the carpeting, interior paint and update the HVAC system.

- a) Approval of the RCRC Eureka Office Lease: A. Medina recommended the review and approval of the Office Lease renewal by the Board. T. Leighton reported that the Executive Committee met with A. Medina to review the Lease in detail and recommended that the Board approve the recommendation to renew the RCRC Eureka office Lease. T. Leighton called for any questions and requested for a motion to accept the Lease as presented:

**M/S/C: M. Sawyer (S. Jackson) motioned to approve the renewal of the RCRC Eureka Office Lease as presented. T. Leighton called a roll call vote and members present voted yes.**

**11. Standing Committee Reports:** T. Leighton called for reports:

**Budget Committee** – No report from this committee.

**Client Advisory Committee:** No report from this committee.

**Committee Roster for 2020 -20201:** Please contact T. Leighton or the Committee Chair if Board members are interested in joining a committee.

**12. Committees:**

**Vendor Advisory Committee:** S. Jackson provided the following update:

- Kindle Tablets: During the Special Emergency session of the board on June 1, 2020, the Board approved purchasing Kindle Fire tablets for 525 individuals who receive RCRC services through a grant from the Client Benefit Fund. 425 tablets for Humboldt, Mendocino and Lake Counties have been received and will be delivered to those counties. The remaining 100 for Del Norte County are expected early next week. S. Jackson will be working with Kim Nash, RCRC Director of Community Services to develop a protocol and system for getting all the tablets prepped and a mechanism in place to distribute the tablets to those that have been

identified to receive a tablet. They will also be working to provide training information (video tool) to help clients use the devices.

- **DDS Directives:** It has been difficult for service providers to navigate the numerous directives and short timeline notifications from DDS. This has been taxing for providers and we will continue working DDS to provide clear and effective communication and to deliver notifications to providers in a timely manner.
- **Thank you:** to RCRC Staff, especially Community Services Department and Director Nash for their work and participation weekly in the ASP meetings; Thanks also to L. Larson and the SCDD as well as DDS for connecting and participating weekly with the ASP meetings.

**Selection Committee:** M. Sawyer reported that the committee met, reviewed and approved the proposal submitted by Anderson and Associate who will lead the search for the RCRC Executive Director. Heather Renschler is the primary consultant with Anderson and Associates and she has interviewed each committee member and is finalizing a formal brochure for advertising. Anderson and Associates strength is advertising to people who have experience working in the Developmental Disability Services System and we are looking forward to positive action going forward.

T. Leighton called for any questions for the committee chairs and there were none.

### 13) **ARCA Report:**

- a) **ARCA Delegate Report** – S. Perez reported that no recent meetings have been held and he receives regular email updates from ARCA. S. Perez has been forwarding the emails to the full Board as they provide information regarding State Legislative updates as well as updates from the Governor’s office. His recent email provides information on major activities that are occurring on a national level with other states and non-profit agencies.

Dr. Smalley reported that the ARCA meetings have been helpful for the statewide Executive Director’s group in working through information as it is delivered from the DDS around some of the issues brought up earlier during this meeting. ARCA meetings have been essential, informative and provide outcomes for all 21 regional centers.

T. Leighton called for questions. There were none.

### 14. **New Business**

- a) **2020-2021 Board Meeting Schedule** – T. Leighton reported that she has put some thought into how to make our Board meetings manageable and would like to recommend that the Board meet once a month for a shorter period of time, on the second Wednesday of each month beginning at 6 p.m. These meetings will be held by Zoom. In order to accommodate a shorter meeting, it is recommended that only a couple of committees requesting action will be reporting during each meeting and staff reports will be brief as they will be more frequent.

T. Leighton called for any questions regarding the proposed meeting schedule and requested a motion to approve the proposed Board meeting schedule for FY 2020-2021.

**M/S/C: S. Perez (B. Fontaine) motioned to approve the proposed meeting schedule for 2020-2021. T. Leighton called a roll call vote and members present voted yes.**

**15. County by County Liaison Reports:**

- Lake: A. Hillix reported that they have been in lock down for 118 days.
- Mendocino: D. Matson reported that the Corona virus has impacted Mendocino County.

**16. Community Input:** T. Leighton called for community input. P. Jensen appreciated the clarity and timeliness of tonight's Board meeting and appreciates that the Board has agreed to meet monthly as things are so dynamic and changing.

**17. Adjournment of Meeting:** T. Leighton called for adjournment of the meeting at 8:02 p.m.

*Beverly Fontaine*

Beverly Fontaine  
RCDSC Board of Directors  
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