

Meeting Minutes

REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION
Meeting of the Board of Directors
Saturday, September 29, 2018, Eureka, CA

#1 FY: 2018-19

Directors Present: Jo Cunningham, Beverly Fontaine, Trixie Galletti, Jolanda Ingram-Obie, Bill Lacy, Alina Marquardt, Leann McCallum, Steve Perez, Shirley Valente and Mary Yates

Directors Absent: Keith Peeples, Cynthia Swimm

Facilitators Present: Kristi Patterson, Dayna Dodson, Donna Smith, Mark Konkler

RCRC Staff Present: Mary Block, Dr. Rick Blumberg, Chris Miller, Kim Nash, Patrick Okey, and Kim Orsi

Others Present: Deborah Kindley - SCDD, Sara Pfeiffer - Enriching Lives, Amber Stickels - Enriching Lives, and community members H. S., J. S., and B. W.

1. **Call to Order/Roll Call** - The regular meeting of the RCDSC Board of Directors was called to order by President, S. Perez at 9:03 a.m. S. Perez read aloud a disclaimer regarding the audio/electronic recording of today's meeting. Roll call of the board was called and a quorum was present.
2. **Select Timekeeper/Introductions/Reading of Vision** – L. McCallum was selected as timekeeper. S. Perez called for introductions and both S. Perez and J. Cunningham read the Vision aloud.
3. **Approval of Agenda** – There were no changes/corrections noted.
M/S/C: M. Yates (J. Cunningham) moved to approve the agenda.
4. **Approval of July 20, 2018 Meeting Minutes** – There were no changes/corrections noted.
M/S/C: M. Yates (S. Valente) moved to approve the meeting minutes.
5. **Public Input – S. Perez called for public input:**
 - Mr. Joe Ayers provided a written statement read by S. Perez. Mr. Ayers continues to raise awareness and has shared information regarding criminal assaults on disabled people, and expressed the importance of the new Everbridge emergency system and reverse 911. A Copy of his statement is available through this office.
 - 637 Waiver Exception Announcement – K. Nash, RCRC Director of Clinical/Community Services requested public input regarding the 637 Waiver Exception and explained that RCRC is seeking to renew the 637

Waiver Exception for two individuals (both under the age of 18) who wish to remain in their foster family homes and noted that this public request is required to continue the waiver. Questions were taken and answered by K. Nash.

ACTION: There is no opposition noted by attendees regarding the request to continue the 637 Waiver Exception for the two unnamed individuals who are clients of RCRC.

- B. W. was introduced by S. Perez who indicated that B. W. was a past member of the RCDSC Board of Directors. B. W. expressed his difficulties with securing a medically required and court ordered lift following surgery.
- Debra Kinley from the State Council on Developmental Disabilities (SCDD) announced that an upcoming Child/Family survey will be mailed and asked for assistance to help and encourage families and clients to participate. This survey will also be available electronically. D. Kinley indicated that a minimum of 20% of the surveys must be returned in order for the survey to be counted and validated. The next survey will be Family/Guardian surveys that will be distributed next year and face-to-face surveys are conducted every three years.
- H.S. appreciated the community input and the details that are included in the meeting minutes. She also expressed her concerns regarding how those with intellectual and developmental disabilities are treated by police.

5. Executive Directors Report –

a) Update: Redwood Valley Complex Fire – Impact on Clients and Staff –

R. Blumberg announced that Redwood Coast Regional Center (RCRC) was recently presented with a Congressional Recognition by Representative Mike Thompson and shared the award with the board. It was noted that framed copies of the Recognition will be displayed in each RCRC office.

R. Blumberg provided an update regarding the recent fires (the River and Mendocino Complex Fire) that impacted both Lake and Mendocino Counties. It was reported that service providers went above and beyond to assist individuals served in the affected areas. R. Blumberg requested input from the board on how we can recognize providers for their incredible work and dedication and welcomes any suggestions to plan to a celebration. A copy of the report from People Services, Inc., was included in each board members packet.

Discussion continued regarding RCRC staff and available equipment in the event of office evacuations, in particular agency assigned cellular phones. P. Okey, RCRC Director of Administration commented that RCRC does have a Cellular Phone Policy for personal cellular phones that are used by staff for business and noted that a monthly stipend is included. P. Okey also noted that RCRC will receive additional funding from DDS for 20 laptop computers which will be utilized for emergency purposes. It is noted that RCRC is currently revising its Emergency Policies following this latest event. RCRC is also in the process of obtaining updated contact information for all

clients/family members in order to utilize the Everbridge system in its fullest capacity.

M/S/C S. Valente (B. Fontaine) moved that the board Executive Committee draft letters of recognition that will be sent to service providers, staff members and others (as identified) for their service and dedication during the recent fires.

S. Valente calls for assistance from board secretary, Jo Cunningham for the Lake County recognitions as she resides in Lake County and is familiar with the area. It was also recommended that these providers are invited to attend the November 3rd meeting (that will be held in Lake County) where they can be acknowledged in person.

b) RCRC 2019 Performance Plan Public Presentation and Request for Input

R. Blumberg reported that a public focus group meeting was held in Ukiah with the Ukiah Chapter of People First on September 10th. The input received included RCRC's disparity requirements. The public input requested today will pertain to Community Services and Employment. The information obtained will be included in RCRC's DRAFT 2019 Performance Plan which will be presented to the Board during the November 3rd meeting for review and approval.

Referring to the PowerPoint included in board packets – the following Measures were reviewed and input documented:

Measure 1: Number and percent of RCRC caseload in Developmental Centers:

- **Continue to assist individuals who reside in State Developmental Centers and community institutions (16 beds or larger) to move into the community through the Community Placement Plan.**
- **Continue to assist individuals who currently live in Skilled Nursing Facilities (SNF's) to move into community living arrangements of not more than six.**
- **Advocate for community based/jail based competency training for RCRC Clients who have been arrested, in place of DC placement for such training.**

Should we continue the activities listed for Measure 1? What other activities should RCRC implement to achieve this outcome?

- This group is in agreement to continue with all activities noted. There are no RCRC clients currently residing in Developmental Centers. However, there are approximately 13 clients who have been placed by the judicial system in facilities such as Porterville for alleged criminal activity who are incompetent to stand trial. Dr. James Holden has developed Trial Competency Training and is working with RCRC clients.

Measure 2: Number and percent of minors residing with families:

- **Increase the variety and number of training options for families receiving behavioral support services in all four counties.**

- **Partner with Family Support Agencies and other CBO's to provide family support groups in all four counties.**

Should we continue the activities listed for Measure 2? What other activities should RCRC implement to achieve this outcome? The following comments/recommendations were from participants:

- This group is in agreement to continue all activities noted and RCRC will continue to focus on partnering with Family Support Agencies as well as working to develop various support groups in all four counties;
- Transportation is needed in areas like Lake County, which has limited public transportation;
- Respite for children is needed so that families can attend support group activities;
- Assure that families are aware that respite caps were lifted effective 1/1/18;
- Develop additional respite services and improve those that are currently providing respite services;
- Improve communication and notifications to families to assure they are aware of the supports that are available in their communities;
- Develop an interactive Blog or other web-based service that is interactive and families/parents can log in and participate at any time (their own timelines);
- Develop better ways to notify clients/families of the services that are available. This could be a posting similar to the DDS listing on their website that lists popular services that are available through regional centers;
- Publish regular newsletters.

Measure 3: Number and percent of adults residing in independent living:

- **Continue to offer self advocacy supports to interested adults.**
- **Advocate for transition plans in IEP's to include comprehensive ILS training.**
- **Provide/sponsor workshops in each of our 4 counties on Transition Planning for parents and transition aged youth.**
- **Continue to offer workshops to support staff that teach skills training toward independence for persons served.**

Should we continue the activities listed for Measure 3? What other activities should RCRC implement to achieve this outcome? The following comments/recommendations were from participants:

- This group is in agreement that all activities continue;
- The issue of schools encouraging/pushing conservatorships for children who are transitioning was raised; parents can contact the Clients Rights Advocacy office for additional information and assistance;
- Include information and training/education to transitioning clients regarding the Self Determination Program.

Measure 4: Number and percent of adults residing in supported living:

- **Continue to work with community non-profit housing agencies to develop affordable housing options in Del Norte, Lake, Mendocino and Humboldt Counties.**
- **Continue to work with SLS Agencies in all four counties to increase capacity to serve adults who require behavioral supports.**
- **Incorporate information and planning regarding emergency preparedness into IPP planning, and other printed information on this topic, and post timely information on RCRC website and Facebook page.**

Should we continue the activities listed for Measure 4? What other activities should RCRC implement to achieve this outcome? The following comments/recommendations were from participants:

- Agreement to continue all activities as noted;
- Provide education for/families and adults on how to apply for low income housing;
- Advocate and assist clients to obtain housing funding.

Measure 5: Number and percent of adults residing in Adult Family Home Agency Homes:

- **Continue to develop more Family Homes in Lake, Del Norte, Southern Humboldt, and Mendocino Counties, as indicated through area-wide needs assessment.**
- **Continue monitoring and technical assistance to Family Home Agencies throughout 2019 in support of quality assurance activities.**

Should we continue the activities listed for Measure 5? What other activities should RCRC implement to achieve this outcome? The following comments/recommendations were from participants:

- Continue all activities as noted;
- AFHA should be quality family homes and shall not treat clients as boarders;
- It is important that families are matched with clients.

Measure 6: Number and percent of adults residing in family homes:

- **Continue to revise and update information to individuals and families about generic and community resources, and post on RCRC website and Facebook page.**

Should we continue the activities listed for Measure 6? What other activities should RCRC implement to achieve this outcome? The following comments/recommendations were from participants:

- Continue all activities as noted;
- Develop support groups for the parents of adult clients;
- Mail flyers to families/clients as well as posting to social media and web page;

- Provide Personal Assistants for adult clients with children as they can help by providing transportation and they also stay with the parent when taking the child to activities;
- Provide additional time and resources to help educate staff, families, and parent support groups;
- Additional respite is needed;
- Assurance that all clients are receiving the assistance and care that they need;
- Bring back vendored foster homes for children (vendored services);
- Vendor a service that can help recruit new foster homes.

Measure 7: Number and percent of children who live in licensed homes will live in homes serving six or less (desired outcome = fewer):

- **Continue to offer training in specialized services to foster families and group homes based on a positive behavioral supports model.**

Should we continue the activities listed for Measure 7? What other activities should RCRC implement to achieve this outcome? The following comments/recommendations were from participants:

- Continue with this activity as noted.

Measure 8: Number and percent of adults living in facilities serving less than 6 (desired outcome = fewer):

Should we continue the activities listed for Measure 8? What other activities should RCRC implement to achieve this outcome? The following comments/recommendations were from participants:

- Continue with this activity as noted.

S. Perez called for lunch break at 12:01 p.m.

Meeting was called back to order at 12:37 p.m. by S. Perez

Measures Related to Employment: Kim Nash lead the discussion related to Employment Measures and reported that there are 11 partnership agreements in the State of California. RCRC in Mendocino County is working with the local Department of Rehabilitation as well as our local SELPA.

Number and percentage of clients, age 16 – 64 with earned income.

- **RCRC will develop a timeline and plan in which assistance is provided to service providers to increase the capacity to support integrated, competitive employment. RCRC has employed two highly qualified Employment Specialists. These staff will work with local partners and area businesses to support and develop competitive employment opportunities.**

The following comments/recommendations were from participants:

- This group is in agreement to continue this work.
- How can regional center support and work with providers who may not be thinking that employment should be the first option?
- Clients are not earning what the agencies are making. It is recommended that the Employment Specialists make sure that clients in programs are aware of other options and are not just housed in one job.
- Develop tool kits that would be helpful to support service coordinators to determine what is needed in the coming year and provide written information to clients and their families.
- Handouts should be provided for every program that is available for parents to review (during their quiet time).
- How will employment affect client's benefits? Additional information is needed and should be provided.
- Trainings should be provided for individuals to help answer questions related to competitive and integrated employment, including group trainings and options for 1:1 supports.
- Parents would like their children to work. However, there are concerns with income that could jeopardize benefits that help pay for needed prescriptions that would otherwise be unaffordable.

Number of adults who were placed in competitive integrated employment following participation in a Paid Internship Program (PIP):

- **Incentive payments will be made to a service provider who assists in the placement and retention in a competitive integrated employment setting that is either full or part time;**
- **Data collected manually from service providers by regional centers;**
- **Paid internships – RCRC helps provide the funding to pay clients in the community – 15 paid internships in RCRC catchment last year. Employer of record covers taxes, WC – perhaps increase the pay for the internships.**

The following comments/recommendations were from participants:

- Incentive payments should continue to providers/employers who help individuals obtain jobs.
- Job coaching should also be included for individuals who are employed.

Local partnership agreements are established between regional centers, local educational agencies and the Department of Rehabilitation districts:

- **RCRC Employment Specialists will work with SELPA's in each of our 4 counties and Department of Rehabilitation (DOR) districts, to develop collaborative relationships and agreements that confirm with the CIE Blueprint;**

- RCRC will have completed 1 Local Partnership Agreement (LPA);
- RCRC will hold regular, quarterly meetings with the DOR and SELPA to develop competitive, integrated work opportunities for individuals served;
- Meetings will be held at least quarterly to evaluate progress.

Individuals and families are provided with information regarding the employment First Policy, opportunities for employment and available supports to achieve integrated, competitive employment.

- RCRC will develop tools for Service Coordinators to use during IEP and IPP meetings to guide discussions and development of person centered employment goals and objectives;
- Information and resources regarding employment opportunities and supports to achieve integrated, competitive employment will be available on the RCRC website and Facebook page;
- RCRC will develop an Employment First Policy to be adopted by the RCRC Board of Directors (accomplished 7/20/2018).

The following comments/recommendations were from participants:

- Increase LPA work in all four counties;
- Provide tools and assist service coordination to include incentive and PIP information during all IPP's;
- Begin providing materials to school age children by the time they are age 15.

Average hourly or salaried wages and hours worked per week for adults who participated in a Paid Internship Program during the prior fiscal year.

- Data collected manually from service providers by regional centers
- Data collected annually

Average wages and hours worked for adults engaged in competitive, integrated employment on behalf of whom incentive payments have been made:

- Data Collected manually from service providers
- Date Collected annually

Total number of \$1000, \$1250 and \$1500 incentives paid for the fiscal year:

- Data collected manually from service providers
- Data Collected annually

Percentage of adults who reported having integrated employment as a goal in their IPP:

- RCRC Employment Specialists will work with client's families and service coordinators to develop goals for competitive, integrated employment in the IPP. National Core Indicators (NCI) Survey Review

of IPP's to evaluate progress on including employment as an IPP goal (including pre-employment activities). 3 year cycle.

The following comments/recommendations were from participants:

- How can we continue to work on all of these and help service coordination include the information during the IPP?
- Offer assistance with reporting income to social security. Share information with representative payees who can also assist clients with reporting;
- Provide educational outreach to clients to help them to understand that their social security benefits will not be jeopardized if they work in a PIP;
- Provide information regarding CalABLE when it becomes available.

7. Administrator's Report

P. Okey provided the following updates from his report:

- State and DDS Budgets FY 2018-19 were reviewed and it was noted that there is an increase of 9.9% due to cost increases which are based on the increased number of those coming into our service system as well as the increase in the State minimum wage.
- FY 2017-18 ended June 30th. RCRC has received its E-1 allocation for FY 2018/2019. Purchase of Service (POS) is \$115.9 million which is an 11% increase from last year. This increase includes projected minimum wage and projected growth increases. Operations (OPS) allocation is \$10.7 million which include earmarked funding for CPP and Diversity Outreach and after these adjustments is projected to be approximately \$160,000 or 1.6% increase from last year.
- RCRC is still awaiting the final report from the DDS audit.
- Staff vacancy factor is 4.9% (nine) and the new graph included on pages 37 through 41 of the Administrator's Reports are the results of J. Ingram-Obie's request to project county-by-county changes.
- Caseload ratios continue to grow as RCRC is unable to keep up with client growth. Most regional centers in the State are also experiencing caseload ratio difficulties.
- Additional costs due to the recent fires included \$22,500 in paid Disaster Time Off for employees who reside in the mandatory evacuation zones. All wages and benefits were paid (up to one week) which was the largest expense as 17 staff members were affected. Additional costs related to the fire includes \$1,000 in staff related travel and \$2,500 for the cleaning of the Lakeport office carpeting and the purchase of air purifiers, air filters and respirators. As reported during R. Blumberg's report, RCRC Director of Client Services, M. Block obtained a commitment from DDS to fund the purchase of 20 laptop computers for emergency use.

8. Committee Reports

a) Executive Committee Report –

- **2015-2019 Strategic Plan** – Copies of the Redwood Coast Regional Center 2015-2019 Strategic Planning Report is included in each board packet. S. Perez reports that R. Blumberg will develop an assessment through 2018 of what has been accomplished to date and will

provide a final report at the closing of 2019. S. Perez recommends that a Strategic Planning Committee be developed to review the outcomes from the assessment. The next steps will be to develop a new Strategic Plan going forward from 2020. It is requested by S. Valente that Strategic Plan data be included in all binders for new board members so that it becomes the culture of knowledge going forward.

ACTION: Strategic Planning Committed beyond 2019 – B. Fontaine, S. Valente and J. Cunningham will begin planning and will work with R. Blumberg.

M/S/C S. Valente (B. Fontaine) moved that the 2015-2019 Strategic Plan (and future data) will be included in each new board member binders going forward.

- **November 3, 2018 Board Meeting and Retreat** – S. Perez proposed that cost-saving mini-retreats be scheduled to follow three to four upcoming regularly scheduled board meetings. Topics will include a history of the Lanterman Act, regional centers, and ARCA
- **Committee Needs** – S. Perez reported:
 - Personnel Committee will be put on hold as RCRC is currently reviewing and updating its Personnel Policies. Once this is completed, a list of changes will be provided and the Committee will then review the Policies.
 - Legislative Committee – This is a very important committee to follow all major issues before our system and will require us to work with our community partners to advocate with our representatives. This committee will follow State and Federal legislation and will also work with ARCA. L. McCallum, M. Yates and B. Lacy expressed interested in participating on this committee.

ACTION: S. Perez will reach out to the board by email to develop this committee.

- **Board Vacancies** – S. Perez reviewed the current vacancies for each county and it is noted that the board member vetting process should be reviewed. Perhaps background checks should be considered. Costs and consultation with attorney would be necessary before considering background checks.

b) Treasurer's Report – Treasurer, L. McCallum had no additional information to report.

c) Vendor Advisory Committee Report – C. Swimm was unable to attend today's meeting and copies of the ASP meeting minutes were available for the board.

9. ARCA Report

- a) ARCA Update** - S. Perez and R. Blumberg reported that ARCA is currently reviewing the legislative analyst report concerning caseload ratios.

10. Old/Tabled/Unfinished Business – There were no items to be discussed.

11. New Business

David A. Isom Award of Excellence – S. Perez announced that the Executive Committee has selected Amanda Stone (People Services, Inc.) as this year's recipient of the David A. Isom Award of Excellence. The committee will be forwarding letters of recognition to all nominees for their services.

RCRC Directors – S. Perez recommends that RCRC Director's, K. Nash and M. Block who regularly attend each RCDSC Board meeting will sit at the table with the board for all future meetings. S. Perez would also like representatives from the State Council on Developmental Disabilities to sit at the table as well

12. County by County Liaison:

- **Del Norte** – L. McCallum discussed an issue with the board regarding cultural sensitivity.
- **Humboldt** – B. Lacy announced that he is participating in the upcoming Monsterpiece Theatre. M. Yates has an upcoming art show.

13. Community Input - No additional input.

14. Adjournment: Meeting is adjourned at 2:36 pm.

The next Board of Directors meeting is scheduled for November 3, 2018 in Nice, CA at the Robinson Rancheria Resort & Casino



Jo Cunningham, Secretary
RCDSC Board of Directors

kao