

Meeting Minutes  
Redwood Coast Developmental Services Corporation  
Board of Directors  
Special Emergency Meeting  
Monday, June 1, 2020  
By Zoom Video and AT&T Telephone conference

**Present:** Beverly Fontaine, Steven Jackson, Bill Lacy, Diane Larson, Tamera Leighton, Dave Matson, Keith Peeples, Steve Perez, Mike Sawyer, Teresa Schnacker, Clara Todoroff and Shirley Valente

**Absent:** Allison Hillix

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

**RCRC Staff:** Mary Block-Director of Client Services, Jennifer Finigan-Client Services Manager Crescent City, Amy Medina-Director of Administration, Dwayne Nelson-Client Services Manager/Children's Unit and Intake Mendocino County, Kim Orsi-Executive Assistant, Dr. Kimberly Smalley-Interim Executive Director, and Amy Soto-Client Services Manager/Adult Unit/CPP/Self Determination Mendocino County

**Guests:** Clifford Black-Disability Rights California, Alissa Norman -Community Advocate for Tri-Counties, Melissa Robinson-RCRC Liaison DDS,

1. **Call to Order and Roll Call:** S. Perez called for roll call to determine which members of the board were missing. At 1:00 p.m. S. Perez called the meeting to order and K. Orsi reported that a quorum was present.
2. **Introductions** – S. Perez called for introductions of all attendees by Zoom and AT&T Teleconference.
3. **Approval of Agenda** – S. Perez commented that today's meeting is a one-topic agenda and called for any amendments to the agenda. S. Perez requested to add a brief update regarding Anderson and Associates (Heather Renschler) and the Executive Director search.

**M/S/C: S. Jackson (S. Valente) motioned to approve the updated agenda that includes the addition of an update from S. Perez regarding Anderson and Associates and the Executive Director search. K Orsi called a roll call vote and all members present voted yes.**

4. **Community Input** – S. Perez Called for community input. There were no community members present who wished to provide input.
5. **Client Benefit Fund (CBF)–COVID19 Funding** and Determination of Next Steps – S. Perez called for an update from S. Jackson provided the following update: Since the beginning of the shelter in place by the state of California, he has been meeting together with the Alliance of Service Provider (ASP) group twice weekly with anywhere from 70 to 90 participants at each meeting. During these calls, they discuss a number of things but all discussions centered around the clients we all support.

During the shelter in place orders a lot of day services closed due to the potential risk of the pandemic spread. The group brainstormed on ways could still stay in touch and interact with the clients they support and help clients to continue a routine and a program in general.

Through these discussions, it was found that there was a large disparity of individuals who did not have a device that would allow them to connect with their programs. This was challenging for programs to stay engaged with clients served. Some programs were having success with phone calls and drive-by visits. However, the face-to-face connections were not happening.

The group discussed what would be a successful way to communicate in today's climate? Clients that had devices to connect by Zoom or FaceTime had more success. The group noted there was a large number of those who had devices; however, there was a group who did not.

The next steps taken were to find out how to get devices out to those who need one. A Survey was developed by the group and found out the need county-by-county; who was able to utilize devices to access their services. The group will conduct additional discovery outside the ASP group to determine if there are additional people that could be reached through service coordination.

The following is a breakdown from those surveys of those who would need a device per county:

- Del Norte County: 100 individuals
- Humboldt County: 137 individuals
- Lake County: 115 individuals
- Mendocino County: 173 individuals

Total number: 525 individuals who would be able to access their day service or regional center support staff if they had some form of a device to do so.

The next step was that the ASP group reached out to CBF to determine if they could help and facilitate getting devices to clients. The Client Benefit

Fund Committee was open to the idea. With the new leadership of Tamera Leighton coming on to the Board, we reached out to community partners that included the Wild River Foundation, Humboldt Area Foundation and the Mendocino Community Foundation to ask if they could support to help offset some of the costs to the CBF

The total cost for 525 Kindle Tablets is \$26,000 after the group negotiated a rate with Amazon from \$59 per device to \$47 per device. As of today, S. Jackson reported that Humboldt Area Foundation, in collaboration with the Wild River Foundation is contributing \$13,000 for this project to get devices to clients in Del Norte County and that the Mendocino Community Foundation just contributed \$8,000 to this project; a total of \$21,000 in contributions from our area foundations. S. Jackson reported that the group is still looking into Lake County for foundations for additional contributions. This was months of work by the ASP group in collaboration with several Board members. The need was identified and the community found that it was a worthwhile cause to get involved with.

The group is now asking the CBF to approve the funds for the remainder of the balance to purchase these devices. The group would like to request that New Dawn Support Services serve as the intermediary for the purchase of these devices with distribution to the regional center who will provide the distribution of the devices to the clients.

S. Perez asked S. Jackson what the total cost is for the 525 devices identified through Amazon. S. Jackson and T. Leighton noted that the cost is \$24,276 which includes sales tax, shipping and a regulatory fee (for electronic devices purchased in bulk). The total amount of donation is \$21,000 which would leave a balance to be paid by the CBF of \$3,276.

S. Jackson noted that this is the first phase of this roll out and the group plans to continue to do outreach to determine what other unmet needs there may be in our community.

B. Fontaine reported that the CBF Committee has been meeting about these devices and one thing the CBF will be asking the Board for today is permission to write a check for the entire amount of \$24,276 with reimbursement to the CBF account from the donations that will be coming in from the Foundations. The CBF Committee drafted wording for the following motion that will allow the policy change to the CBF to do this:

On behalf of the Client Benefit Committee, B. Fontaine made the following motion: We would like to amend the Board Policy for the Client Benefit Fund to include awarding funding to a service provider as a direct recipient to make a purchase on behalf of many clients. The wording that would be amended to Number 2 of the RCDSC Policy #10 would include the following

statement: The Board of Directors may grant an award outside the designated grant cycle when it is for the benefit of a significant number of clients. This action will be considered as a bulk purchase which has been identified to benefit and support the lives of clients. To support the bulk purchase a grant may be awarded to a service provider who will then purchase the items on behalf of these identified clients. These grants are to support special pricing to bulk purchases to support the greatest number of clients.

**M/S/C: B. Fontaine (S. Valente) motioned to approve the wording change to the Board Policy #10 for the Client Benefit Fund as noted. K. Orsi called roll call vote and all members present voted yes. (D. Matson and K. Peebles had audio difficulties and were unable to cast votes)**

B. Fontaine made a second motion to award \$24,276 to New Dawn Support Services (NDSS) to purchase 525 tablets on behalf of the Client Benefit Fund for clients across the RCRC service region who have been identified by vendors to need tablets to accommodate for service and communication disruption due to COVID19.


**M/S/C: B. Fontaine (S. Valente) motioned to award the funds from the CBF to NDSS to go forward with the purchase of the noted tablets as noted. K. Orsi called a roll call vote and all members present voted yes.**

B. Fontaine commented that there may be people who are regional center clients in our four counties who do not get on this list and we anticipate there may be additional requests of donations to clients and that the CBF Committee would need to review that further. B. Fontaine commented that approximately 98% of clients are covered with this first needs assessment. In case there are additional request, the CBF would be able to process those as well as it wouldn't need a special motions as it wouldn't be a large bulk of money as in this case. The CBF will try to accommodate anyone who may have slipped through the cracks of this first list.

S. Perez thanked everyone for the diligence in working on this project and commented that this is one of the tings that the Board should be working on. S. Jackson commented that this was such a huge need in our community and to see this Board come together to work on this, on behalf of the ASP group and those who will be receiving these devices, please know that this is very much appreciated and it will change the lives of people, not only impacted by COVID19 but also through fire seasons and any social exchange.

S. Perez asked about the timelines with getting these devices to clients. S. Jackson reported that the purchase will be made this afternoon and the devices should be received by the end of this week. This means that we can begin delivering to clients by next week.

6. **Anderson and Associates and Executive Director Search:** S. Perez provided an updated and reported that he and M. Sawyer have been continuing conversations with Anderson and Associates and Heather Renschler will be contacting members of the selection committee and getting input and insight as it relates to what you feel are the qualities and characteristics that you would like to see in an Executive Directors. She will be reaching out to each of you individually. In the meantime, we will be receiving another proposal. The first proposal was based on information that we provided her and the second will be centered on a full executive search.
7. **Community Input** – M. Block thanked the ASP group for their work with the project to obtain devices for clients and asked if there will be tracking of clients who will be receiving these devices in case there is a service coordinator currently working with a client to locate or purchase a device. S. Jackson noted that they are working with the RCRC Community Resource Managers across all four counties and the service providers to prepare for and cross reference those to receive devices. M. Block will also follow up with Director Kim Nash as well as Community Services.
8. **Adjournment:** S. Perez called for the adjournment of the meet 1:38 p.m.

  
Beverly Fontaine, Secretary  
RCDSC Board of Directors

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