

**Redwood Coast Developmental Services Corporation  
Board of Directors Meeting, May 16, 2020**

**Executive Directors Report**

This is my final report to the Board of Directors as Executive Director of RCRC. I wish to thank the Board of Directors for their service, and to thank you for the honor of serving the Redwood Coast Community as Executive Director. We have accomplished a lot together, and both challenges and opportunities will face our communities in the coming months. I am afraid that due to the Coronavirus, the time ahead is going to be difficult, and characterized by change. If called upon, I will be available to provide consultation to the Board and the Interim Executive Director, as we navigate this evolving social/environmental landscape.

**Welcome Dr. Kim Smalley**

I wish to express my gratitude to Dr. Smalley for her willingness to assume the role and responsibilities of Interim Executive Director. I have had the pleasure of working closely with her for the past five and a half years, and I believe she is ideally qualified by knowledge, skill and disposition to serve in this role. Dr. Smalley has served RCRC in the role of Behavioral Analyst/Autism Clinical Specialist since 2007. She has worked with staff in Service Coordination, Community Services, and Clinical Services in all four of our counties. She has worked with our community partners and during her time with RCRC developed impressive capacity in the area of behavioral services. She has been very involved in the facilitation of family empowerment groups and work with law enforcement to improve community safety. She is ethical, insightful, caring and deeply committed to our clients, families and service provider community.

During the past month, Dr. Smalley has engaged in a rigorous orientation program and onboarding activities. She has met with the leadership staff of DDS, the Executive Director of ARCA, Laura Larson of SCDD, and other Regional Center Executive Directors. The Department has arranged for her to have the consultation of Peter Tidemann, former CFO of Alta Regional Center, as she assumes responsibility for the day to day operations of RCRC. During the period of her service as Interim ED, I will make myself available to her as she encounters novel or particularly challenging management issues.

**COVID19 and Regional Center Operations**

As soon as we recognized the risk of COVID19 to our community, our Directors Team developed a contingency plan to sustain the safe and responsible operations of our Regional Center. We decided immediately to close our offices to the public, to prevent the spread of infection, and ensure the continued responsiveness of our staff to the needs of clients and families. We have communicated with our community via our website, Facebook page, printed materials, and Everbridge notices, the status of our operations, resources for health and safety, and any notices pertaining to local and state health advisories. We have distributed over 2000 N95 masks to clients and service providers. We have arranged for RCRC staff who can and need to work remotely, to do so.

We are monitoring the evolving health and safety conditions resulting from COVID19. We meet at least weekly as an Executive Team, and Dr. Smalley and I meet with the other twenty Executive Directors and ARCA weekly, and the leadership of DDS weekly. RCRC staff have met with our service provider community frequently to ensure the safe continuity of essential services to clients and families. Our 24

hour emergency response system remains available to meet the needs of clients and families outside of typical office hours. Crisis intervention services are available to RCRC clients by phone and coordination with first responders.

We have decided that our offices will remain closed until May 15<sup>th</sup>. At that time, we will evaluate the situation, in accordance with state and local health advisories and orders. The impact of COVID19 in the developmental disability community has been relatively mild. We should not expect that this will be maintained unless we continue to practice social distancing and other universal precautions. We can expect that this health crisis will be with us for a while, and we must hope for the best and plan for the worst.

### **The Fiscal Impacts of COVID19**

We do not know what the fiscal impacts of this health crisis will be on Regional Center funding, and due to the unprecedented scope of the crisis, and the drain on state and local resources overall, we won't know the "bottom-line" for some time. As you know, the deadline for tax reporting has been extended until July 15, so the typical May revisions to the Governors' budget will not occur until August or September. What we can anticipate is that impacts to State and Federally funded programs will be significant. For this reason, we must begin to plan fiscal austerity measures to preserve our existing resources. This may entail some hiring freezes, postponement of equipment purchases, cancellation of non-essential contracts, and limitations on staff travel expenses. This planning has already begun, and may involve some difficult and likely unpopular choices.

### **Building Sustainable Capacity with Technology**

The Department of Developmental Services has encouraged our Directors Team to develop the capacity for RCRC staff to work remotely. In March, RCRC submitted a proposal to DDS for funds to enable most staff to work remotely by purchasing software and digitizing client records. This will enable staff to continue to support clients and families when working from an office is impossible or inadvisable. Amy Medina assumed leadership for this project and will describe this in more detail during her report to the Board. Moving forward, it is likely that RCRC and our service providers will need to deliver more services remotely, so investments in technology and training for staff, providers and clients will be needed.

I hope that you and your families are healthy and safe. I look forward to seeing you all (via Zoom) on May 16.

***Rick***