

**REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION
MINUTES**

**Regular Meeting
Board of Directors**

**FY 2017-18 #2
Saturday, November 18, 2017
Lakeport, CA**

DIRECTORS PRESENT	Mary Yates	Trixie Galletti
Alina Marquardt	Leann McCallum	Beverly Fontaine
Pamela Jensen	Cathy Seames-Miller	Steve Perez
Jolanda Ingram-Obie	Bill Lacy	Shirley Valente
Deborah Sypherd	Keith Peeples	

DIRECTORS ABSENT

FACILITATORS PRESENT

Kristi Patterson	Dayna Dodson	
Donna Smith	Andrew Sparks	Mark Konklin

STAFF PRESENT

Rick Blumberg	Chris Miller	Kim Nash
Elisa Fetzer		

OTHERS PRESENT	Joe Ayres	Allan Smith, DDS
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1. **Call to Order/Roll Call/Introductions/Select a Timekeeper**
The regular meeting of the RCDSC Board of Directors was called to order by President C. Seames-Miller at 9:00 a.m. Roll call was taken. P. Jensen agreed to be today's timekeeper. A quorum was present.

2. **Reading of the Vision** – L. McCallum and C. Seames-Miller read aloud the Vision of the Redwood Coast Regional Center (RCRC). The disclaimer regarding the recording of today's meeting was read aloud.

3. **Closed Session** – Board Members and Facilitators convened in closed session in order to discuss the Executive Director performance evaluation. **Action: The RCDSC elected to extend the contract of RCRC Executive Director, Rick Blumberg, for three (3) more years.**

4. **Community Input** - The following community members introduced themselves:
 - A. Smith, RCRC Liaison from the Department of Developmental Services.
 - K. Nash, Director of RCRC's Clinical and Community Services.
 - C. Miller, Client Advocate for RCRC.

5. **Approval of Agenda**
M/S/C – M. Yates (A. Marquardt) moves to approve the agenda.

6. **Approval of the Sept. 9, 2017, Minutes**
M/S/C – M. Yates (P. Jensen) moves to approve the Sept. 9, 2017, minutes as written.

7. Executive Director's Report – R. Blumberg referenced his written report (included in the board packet). The topics in the report included a review of the activities planned for this year in some of the following categories:

- RCRC 2018 Performance Plan – Local Policy Outcomes and Public Policy Outcomes were discussed. He noted that competency training will be available to clients where needed. RCRC plans to partner with Family Support agencies as much as possible to provide supports to families. With regard to transition planning training, it was suggested that this training be expanded to address transition clients of all ages.

ACTION: R. Blumberg will adjust the proposed Transition Planning Workshop content to address transition planning issues of clients older than age 24 who are living at home. Life skills development was also noted as a critical component of transition planning.

Emphasis will be placed on Supported Living issues and how to access information in the event of emergencies. This information will be posted on the RCRC website and on the new social media outlet. Those without internet access can be supported through a variety of resources, for example, computers at RCRC offices and local libraries, as well as utilizing technology that can read aloud any of the information that is posted in RCRC's materials. Various additional outcomes were noted.

- Diversity Outreach activities are being developed and utilized to address disparities in service provision, particularly in Hispanic and Native American communities. The proposal that will fund activities over the next two years has been sent to the Department of Developmental Services (DDS).
- Employment Initiatives – K. Nash referenced the materials she had sent to the Board members with their packet and explained the process of developing relationships within RCRC communities to enhance employment opportunities for clients. Each of the employment measures were described in detail. T. Galletti helped demonstrate an example of paid work in the art community. R. Blumberg commented that staff training is critical to the success of these initiatives.
- A proposed staff Longevity Recognition Program (included in R. Blumberg's written report) was presented and described in detail.

M/S/C – C. Seames-Miller (P. Jensen) moves to approve the proposed Longevity Recognition Program.

- M. Yates requested that day program staff receive training about not abusing clients. She noted that she is aware of some clients who have been subject to various types of abuse in their programs and lives. R. Blumberg responded by acknowledging the importance of protecting clients and client's rights. K. Nash

noted that RCRC staff are available for clients to consult with when situations occur.

8. Executive Committee Report

S. Valente reported that the Executive Committee met the evening of Friday, Nov. 17, 2017, and discussed the following:

1) The setting of a strategic plan. It was suggested that a committee be formed to address this topic. The Strategic Planning Committee would work to identify unmet needs in the RCRC catchment area. B. Fontaine remarked that strategic planning sessions and strategic plans have been developed previously in conjunction with this board and RCRC.

M/S/C – C. Seames-Miller (S. Perez) moves to form a Strategic Planning Committee.

The committee consists of D. Sypherd, J. Ingram-Obie, S. Valente and L. McCallum.

ACTION: B. Fontaine will provide the Committee with information from past strategic planning sessions conducted by RCRC and RCDSC boards.

ACTION: A Strategic Planning Committee report will be included on the January 2018 RCDSC Board meeting agenda.

ACTION: R. Blumberg will provide this Committee access to a video of a training that he feels will help them and suggested that the video be posted on the RCRC website. He also offered other supports to this Committee.

8a. **Administrator/Budget Committee Report** – S. Perez noted that P. Okey is working to streamline the report and S. Perez intends to talk to P. Okey about the charts and will suggest that the report is further streamlined to reflect no more than five (5) previous years. S. Perez noted that he also plans to talk to P. Okey about balances remaining “on the books” (as noted on page 13 of the report) and will suggest working toward ways to have outstanding invoices submitted more timely.

S. Perez noted that the Board of Directors’ budget allocation for the current fiscal year is \$13,430. This board has expended all but \$3,717 of its budget and still has four (4) of its six (6) meetings remaining. He commented that he felt that the motel used on this trip was not adequate. He noted that he would prefer to stay where guests can get a meal at the location, a breakfast that is ‘worthwhile’, and where board members can “function effectively”.

C. Seames-Miller suggested working with the Tallman Hotel in Lower Lake as a possible alternative. **ACTION: R. Blumberg assured the board that he will review board accommodations.**

M/S/C – S. Valente (S. Perez) moves that R. Blumberg look into getting better

accommodations for board members, as well as funding to secure these accommodations.

8b. Board Development - C. Seames-Miller noted that the board is working to fill its vacancies. R. Blumberg commented that he would prefer parents of younger children and representatives from the Hispanic community.

8c. Vendor Advisory Committee Report – P. Jensen noted that the Alliance of Service Provider group (ASP) has met. Highlights of the meeting include:

- Trajectory – The various activities of the program were described. They have also been advocating for proper health care for persons with developmental disabilities.
- Families United is advertising for more staff. Also, the personal assistance coordinator is leaving the agency. Everyone who was successfully evacuated due to the fires is now back home.
- CBEM - Northern Office is taking referrals for critical intervention and educational services. The Ukiah office team is growing and they are hiring new staff.
- Reaching for Independence is partnering with the McLean Foundation to build a new facility.
- Community and Employment Links will be hosting an employment training.
- New Dawn Support Service reports that they have been very busy.
- Remi Vista has been having difficulty locating qualified employees. The supported living service is moving to a new building and will conduct an open house.
- Rural Human Services will host a table at the Building Bridges Fair in Eureka on Oct. 26.
- CAE Transport is going well.
- Community Catalyst California has begun to offer independent living services in Willits. They are also focusing on healthier lifestyles.
- People Services reports that they have submitted their application for a CARF survey in January/February. They have hit a snag with regard to where their supported employment crews can work. Customized employment for clients is being initiated. Various other activities were noted, including their participation in Active Shooter drills in the near future. Overall, staff and clients escaped severe effects from the fires.
- Supportability reported that they are settling into their new location. Two staff lost homes in the fires - persons with disabilities and the elderly were most at risk during the fires. A training program to teach persons how to become effective wait staff has been initiated.
- Independent Adult Services – Independent Adult Services – The number of clients being served is diminishing as the owner is nearing retirement.

- UVAH – P. Jensen reported that its CARF Survey is scheduled for early December. Various ongoing activities have carried on and have been very successful. Seminars have been helpful to staff.
- RCRC – Various staff from RCRC reported how the agency rallied to assist communities during the recent fires. The RCRC board is recruiting members, especially parents of younger children and members of the Hispanic community. Training for law enforcement staff with regard to interactions with persons with developmental disabilities is an ongoing priority. Various other trainings coming up were noted.
- Disparity Grants – Providers can apply for these – information is on the DDS website.
- Recent legislation regarding regional center related topics were noted.
- Behavior Management Meeting – Dr. Lucy Esralew will be providing training at RCRC in the future.
- Emergency/Disaster Response Coordination – A discussion about how to best notify and serve communities when disaster strikes has taken place between various entities.

Note: The minutes of the Alliance of Service Provider (ASP) meetings are posted on the RCRC website.

- 8d. ARCA** – C. Seames-Miller noted that she did not attend the ARCA meeting. She remarked that RCRC staff demonstrated extreme dedication to helping clients during the fires. The topics of health care reform, the proposed tax plan and other potential impacts to regional centers and clients were discussed.
- 9. Old/Tabled/Unfinished Business** - J. Ayres provided a packet of information to each board member. Each packet included a letter to the board and his account of a community meeting that he organized, as well as and some other materials. He noted that representatives from local law enforcement and mental health attended. He described the recent passage of a Mendocino Co. sales tax that will be used to fund facilities for mental health treatment and training. He encouraged board members to work toward passing a similar measure in their local counties. **ACTION: He requested that the board write a letter stating its position about the need for training for law enforcement.**
- 10. New Business** – None
- 11. County by County Liaison**
- C. Seames-Miller commented about the number of community members who are at risk of being deported.

- M. Yates commented about the art shows that she has participated in, along with other artists.
- J. Ingram-Obie asked about addressing Mr. Ayers request.

ACTION: C. Seames-Miller will email the board regarding this; the topic of Mr. Ayres' request is tabled until the January meeting, at which time the letter will be finalized.

12. Community Input – None

13. Adjourn – The meeting was adjourned at approximately 1:15 p.m. The next meeting is scheduled for Saturday, January 6, 2018, in Eureka, CA.

NOTE: These minutes were transcribed by Donna Landry-Rehling, Executive Assistant (not present at this meeting), from the audio tape recording.

_____/s/_____
Shirley Valente, Secretary
RCDSC Board of Directors

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