

Meeting Minutes

Approved on March 16, 2019 with Amendment to topic 3: Closed Session

REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION

Meeting of the Board of Directors

Saturday, January 12, 2019

#4 FY: 2018-19

Directors Present: Isis Brenner-Ward, Trixie Galletti, Bill Lacy, Leann McCallum, Alina Marquardt, Keith Peeples, Steve Perez, Cynthia Swimm, Shirley Valente, Mary Yates

Directors Absent: Beverly Fontaine, Jolanda Ingram-Obie

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

RCRC Staff Present: Mary Block, Dr. Rick Blumberg, Nichole Haydon, Amy Medina, Patrick Okey, Kim Orsi, and Lenord Swope

Others Present: Joe Ayers-Parent, Delores Delgado-Translator, Allan Smith-DDS, Sheli Wright-SCDD

1. **Call to Order/Roll Call** - The regular meeting of the RCDSC Board of Directors was called to order by President, S. Perez at 8:59 a.m. Roll call of the board was called and a quorum was present.
2. **Select Timekeeper/Introductions/Reading of Vision** – L. McCallum volunteered as Timekeeper; R. Blumberg lead introductions; I. Brenner-Ward and S. Perez read the Vision Statement aloud. S. Perez reminded board members of Board Meeting Process and encouraged all members and facilitators to raise hands if they have any questions regarding discussions or decisions being made.
3. **Closed Session** – S. Perez called for a closed session at 9:07 a.m. Open session was called back to order at 9:40 a.m.

Amendment to meeting minutes: On March 16, 2019 it was noted that the purpose of the Closed Session on January 12, 2019 was to discuss confidential client and personnel information which was not announced at the January meeting.

4. **Approval of Agenda** – There were no changes/corrections noted.
M/S/C: M. Yates (S. Valente) moved to approve the agenda as presented.
5. **Board Development Committee** – S. Perez reported that he, J. Ingram-Obie and R. Blumberg recently met to discuss plans for future board member development and recruitment for members within our communities, who may not be directly related to our service system who can bring additional expertise and skills to the board. R. Blumberg will be reaching out to attend local Rotary Club meetings and provide information about the RCDSC Board and Redwood Coast Regional Center (RCRC). In addition, RCRC will be looking to join local City

Chamber of Commerce which will allow RCRC to host meetings (in local offices) and share information about RCRC and promote board recruitment among professionals and business owners.

S. Perez shared that he has been speaking to Anh Nguyen who has a long history within our service system as she worked for the Department of Developmental Services (DDS) as well as ARCA (Association of Regional Center Agencies). Ms. Nguyen is now a consultant who specialized in developing communication platforms including websites, newsletter and brochure design, as well as social media outlets. It is hoped that RCRC can tailor information to make it more appealing, interesting, and current. S. Perez will be meeting with Ms. Nguyen next week and plans to bring information back to R. Blumberg. Both R. Blumberg and S. Perez will schedule a future meeting with Ms. Nguyen to determine next steps that will improve RCRC's communication within our community and diverse cultures. R. Blumberg commented that he will be including the RCRC Directors and Human Resource Manager to participate in decisions to upgrade RCRC's communications platform.

6. Approval of November 3, 2018 Meeting Minutes – There were no changes. M/S/C: S. Valente (A. Marquardt) moved to approve the meeting minutes.

7. Community Input – S. Perez called for public input:

- J. Ayers introduced himself and commented on the high incidents of abuse on the disabled and commended R. Blumberg for his commitment in the coming year to establish a zero tolerance approach to abuse through training and technical assistance for providers and law enforcement as well as advocacy through our legal system. Mr. Ayers also commented on the importance of emergency preparedness going forward.
- S. Wright, Executive Director, State Council on Developmental Disabilities (SCDD) reported that safety and risk reduction training with "Get Safe" will be coming to our region in June. SCDD has been working with the Mendocino County Sheriff's Department who has offered the use of their facility (free of charge) to hold the training. The Law Enforcement Post Train-the-Trainer Training is not only free, it also meets Welfare & Institution criteria and post training criteria for law enforcement officers to gain information about interacting with individuals with intellectual and developmental disabilities and mental health issues. In addition, there will also be a training for self-advocates and clients of regional center services, parents, family members as well as the public. S. Wright will notify RCRC and the Board once all training dates have been secured.

S. Valente asked R. Blumberg for additional information pertaining to RCRC's abuse prevention and post advocacy and how RCRC receives and handles suspected abuse. It was noted that RCRC will conduct internal investigations of abuse and suspected abuse unless police or protective services are involved. If RCRC does find evidence of abuse we will turn it over to local law enforcement and welfare agencies. M. Block commented that every year for past 10 years RCRC has received specialized training on risk prevention. Dave Hingsburger along with other

specialists (provided by funding through the Community Placement Program - CPP) has provided trainings for staff as well as service providers. They have also provided special trainings for individuals served to help identify risks. Every regional center has a Special Incident Reporting (SIR) Coordinator who monitors special incidences. M. Block commented on how SIR's are processed and the various departments that are involved depending on the incident. Reportable SIR's are shared with DDS that also monitors incidences to determine if proper follow up is conducted. Regional centers along with DDS and Mission Analytics monitor and maintain data/statistical information regarding SIR's. M. Block added that RCRC providers are doing an outstanding job in reporting special incidents which is clear in the statistical data.

ACTION:

- **R. Blumberg, M. Block, and K. Nash will provide a presentation pertaining to SIR reporting and statistics to the board during the May 4, 2019 Board meeting in Fort Bragg.**

S. Perez read aloud a disclaimer regarding the audio/electronic recording of today's meeting.

8. **Executive Directors Report** – R. Blumberg provided his report, noting that 2018 was both an interesting and challenging year and will focus on the good work that has been accomplished. R. Blumberg recognized board members for their continued commitment and service on the board. R. Blumberg touched on the following highlights of 2018 and what to look forward to in 2019:
- **Sonoma Developmental Center (SDC)** – The last resident of SDC has moved into their own home within the community and is now officially closed.
 - **Mendocino Complex Fires** – While there were many evacuated in both Mendocino and Lake Counties there were no reports of injuries to clients, family members or RCRC staff in the areas impacted by the fires. RCRC staff and local service providers stepped in to support the Lakeport/Lake county area. R. Blumberg read aloud a letter that he submitted to the Sacramento Bee in recognition of local heroes (RCRC service providers), noting their impressive commitment, selflessness and bravery to relocate clients who were at risk.
 - **Equity Project** – RCRC will begin out-stationing staff as well as behavioral support providers one-day per month in underserved communities. Staff will be available the first Thursday of each month at the Round Valley Resource Center in Covelo and the First Friday of each month at the Hupa Family Resource Center in Hoopa.
 - **Employment Initiative** – RCRC is making progress toward competitive, integrated employment and career development for individuals served.
 - **Self Determination Program (SDP)** – The expansion of the program will provide opportunities for 25 additional participants served by RCRC. M. Block commented that the State has not yet rolled out the SDP expansion and it is anticipated that it will be soon. R. Blumberg thanked M. Block and

her staff for their work to provide trainings and identify participants in the enrollment process.

- **Housing Initiative** – RCRC is working with Rural Community Housing Development Corporation, a local non-profit to develop affordable, multi-use housing in our catchment. A request has been submitted to the DDS for \$500,000 grant to develop affordable housing for individuals served. A determination from the DDS is expected by next week. The development planned is a two phase project with 10 units per phase designated for those with intellectual/developmental disabilities.
- **Specialized Mental Health** – RCRC has expanded its ability to provide specialized mental health, particularly psychiatric services in all four counties for clients. RCRC was also a partner in conducting the CAPTAIN Conference on Autism Spectrum Disorder that was held in Eureka this past October.
- **RCRC** – A shout-out to P. Okey, his team and the Directors for flawless DDS and internal Audits There are currently only three position vacancies. Director of Administration interviews have been scheduled for the end of January as P. Okey will be retiring in March. RCRC Staff will receive a 2.5 percent COLA (Cost of Living Allowance) effective 1/1/19 due to cost savings for health benefits. A “Welcome to Redwood Coast Regional Center” orientation has been established that will include face-to-face meetings and materials for new families.
- **Focus on Supporting Families** – Parent groups have been established in Mendocino and Lake County, specifically for Spanish speaking families which have been well attended. Additional parent groups will also be established.
- **Disability Rights of California** – A new Clients’ Rights Advocate has been hired and has just begun her duties in Eureka and will be serving our four county catchment. R. Blumberg hopes to meet her in early February.
- **Disaster Preparedness** – RCRC staff will regularly participate in disaster preparedness in all four counties and will be working with County OES and the Red Cross in collaborative meetings to assure we have response plans in place. L. McCallum added that she is working with local tribes in Del Norte County on disaster preparedness and would like to invite RCRC staff to attend upcoming trainings.

ACTION:

- **L. McCallum will forward information regarding Disaster Preparedness Trainings with local tribes in the Del Norte County catchment to R. Blumberg.**
 - **Trainings for Law Enforcement** – RCRC has and will continue to provide trainings for law enforcement and the criminal justice system in all four counties.
 - **Regional Center Funding** – Association of Regional Center Agencies (ARCA) has been advocating for improvements of rates for service providers statewide. Service Providers recently completed a rate survey and that data will be analyzed and used to make recommendations to the State Legislature for changes in service provider funding for regional centers. It is difficult for providers to hire qualified staff at current rates

paid. ARCA is also advocating to restore camp and social recreation services that are very important for both children and adults served as well as rational cost based funding for regional center Operations (OPS). The Executive Director's group continues to meet regularly with ARCA to discuss the need to hire more nurses, service coordinators and support personnel that regional centers cannot otherwise afford without a change to cost-based funding.

- **Inclusive Education for Children** – RCRC will provide training for families and staff that will focus on their rights regarding inclusive education as children learn best with other children.

9. Administrators Report – P. Okey reported that the Federal government shutdown should not impact funding to our service system and noted that both Medicare and MediCal will continue without interruption. Food stamps will be funded through January. Funding for women/infant programs will also continue.

P. Okey introduced two RCRC fiscal staff members in attendance today: Lenord Swope, RCRC Auditor/Controller and Amy Medina, Senior Fiscal Clerk/Systems Administrator. P. Okey touched on the following updates from his report:

- **State of California Budget:** Governor Newsom released the proposed budget for Fiscal Year 2019/2020 and projections are indicating that there will be additional funding to our service system. The budget for FY 2019/2020 also has potential to change the current budget for FY 2018/2019 which included a decrease in Purchase of Services (POS) funding based on expenditures which are less than anticipated. The same is noted for Operations (OPS) funding which is projecting a \$3.2 million increase statewide. P. Okey will share updates as they become available.
- **Department of Developmental Services:** DDS is looking to open a satellite office in Southern California that will help them better implement the strategic initiatives they are charged with implementing.
- **RCRC Budget Update:** No additional funding has been received since the November Board meeting. FY 2018/2019 POS funding has increased approximately 10 percent and OPS funding has increased by 1.6 percent compared to FY 2017/2018 funding and cautiously optimistic that RCRC will end the current fiscal year in the black. A 2.5 percent COLA has been included for staff that was effective 1/1/19. RCRC has seen a decrease in POS expenditures compared to this time last year but is expected to rise due to late billings by several of the larger service providers. There is a slight increase to OPS expenditures due to the increase in the State minimum wage and decreasing staff vacancy rate (current vacancy is 2.5 positions).
- **RCRC Cash Flow:** Fifty-seven days of cash is currently on hand. RCRC is also renewing its line of credit that will not be needed until the end of the fiscal year (for POS).
- **Developmental Centers:** RCRC has only two clients who remain in the Porterville Developmental Center and both are forensic placements (by court of law).

- **Intake/Eligibility Process:** P. Okey shared Information provided by D. Nelson, RCRC Client Service Manager/Children’s Unit. There were 278 individuals who went through the intake and eligibility process in 2018. 52 percent (147 individuals) were found eligible and of those 75 percent were found eligible with a diagnosis of Autism, 16 percent with Intellectual/Developmental disabilities, and 9 percent in 5th category which is cerebral palsy and epilepsy. The service mix has certainly changed as well as client needs which translate to future funding needs as well.
- **Client Benefit Fund:** Trust Management Services has donated two \$500 contributions to the Client Benefit Fund over the past several months.
- **Audits:** RCRC completed its independent audit and the preliminary report notes that there were no issues. The final report will be presented during the March 16th board meeting. RCRC is still awaiting the final audit from DDS. Both final audits will be posted to RCRC’s when they have been received.
- **Laptops:** RCRC is loaning laptop computers to the board executive committee for board business. The laptops will be issued to those members today.

P. Okey called for questions. S. Valente commented that she has been reviewing the Bylaws of other regional centers and one regional center has a statement ‘Solicitation and Contributions” (can solicit and accept donations) and asked P. Okey if this was acceptable. R. Blumberg added that Far Northern Regional Center (FNRC) has sponsored fundraisers for those impacted by the recent Camp wildfire to help meet the extraordinary needs of clients and families.

There was additional discussion regarding the Client Benefit Fund and its history. The funds are held in an account administered by the Humboldt Community Foundation.

ACTION:

- **P. Okey will follow up with North Bay Regional Center (NBRC) as well as FNRC regarding fundraising activities and will provide an update to S. Valente.**
- **P. Okey will research how other regional centers have set up Client Benefit Funds and will provide an update at the March 16th meeting.**
- **S. Perez will send a letter of appreciation to Trust Management Services for their kind contributions to RCRC’s Client Benefit Fund.**

10. Executive Assistant Follow Up/Action Items: K. Orsi provided an update on the ACTION items from the November 3, 2018 Board meeting and there are no additional announcements or concerns.

11. Committee Reports

11a) Executive Committee Report – S. Perez explained the duties of the Executive Committee. S. Valente asked if the board could fill the open officer position of Board Secretary during todays meeting. S. Perez responded that the topic of Board Secretary will be discussed under New Business.

11b) Budget Committee/Treasurers Report – L. McCallum reported that there is no additional information to share (following the Administrator’s Report).

11c) Client Advisory Committee – It was noted that there are no updates to report.

11d) Vendor Advisory Committee – C. Swimm reported that the Alliance of Service Providers (ASP) met last Wednesday and had a guest speaker, Loren Freeman from the Clearlake Youth Center which is a non-profit organization. Mr. Freeman shared information regarding their Center that is open Monday through Saturday. The center is designed for those age 8 to 19 years. However, they also work with local adult day programs so that clients can utilize the facility which is a safe environment where they can socialize.

C. Swimm shared the following highlights from the ASP meeting:

- **CBEM** – J. Arnold reported that two new Critical Intervention Specialists have been hired.
- **Supportability** – S. Davis recognized Mr. Freeman and thanked the Clearlake Youth Center for welcoming their clients.
- **CAE Transport** – C. Sundquist reported that two work vans have been replaced which will help transport clients that have moved to Fortuna but would like to continue attending their current program in Eureka.
- **Reaching for Independence** – J. Pocket reported that their organization has moved into their new building in Crescent City.
- **People Services, Inc.** – I. Dumont, who is retiring was honored during the ASP meeting. I. Dumont reported that she has met with the local Red Cross regarding difficulties experienced during the recent wildfires.
- **Community Catalyst** – J. Holliday reported that their CEO is stepping down and will be the Executive Chair of their Board. The organization is still experiencing difficulties hiring new staff and their headquarters in San Diego is assisting with screening new employees. Community Catalyst is currently not accepting new referrals at this time. Dental surgeries are now available in Lake County and several clients have received services.
- **UVAH** – P. Jensen reported that they have found a Job Coach during a recent job fair. The annual Black & White Ball was a success. UVAH is working on a van conversion that will include a changing table that will allow clients to remain in the community longer.
- **ABC** – C. Swimm reported that ABC is working with RCRC on an addendum to the Opportunities Unlimited Program (employment services) which will allow the program to include paid internships.

In closing, S. Wright added the following comments: The Lake County Youth Services in Clearlake is open from 12 to 6 p.m. Monday through Saturday and is a safe and inclusive location. S. Wright also commented on the great relationship between service providers and regional center, specifically during times of medical urgencies.

The full ASP Meeting Minutes will be posted to RCRC’s website and can be accessed at the following link:

<http://www.redwoodcoastrc.org/alliance-service-providers>

11e) Client Benefit Committee – A. Marquardt noted that the timeline for the next Grant cycle is February 28, 2019.

11f) David A. Isom Award – No updates to report.

11g) Ad Hoc Bylaws Committee – S. Valente reported that she has been reviewing the Bylaws from other regional centers to compare with the RCDSC Bylaws and specific sections that could be updated/changed.

The following comparisons were noted:

- Number of Board members – Depending on geographic area, members range from 12 to 17 maximum.
- Number of Meetings per Year – Some regional centers meet monthly (bi-monthly meeting of the Executive Committee and bi-monthly meeting of the full board)
- Dates of Annual Meetings – Varies depending on regional center. This may be something the RCDSC Board may wish to consider changing to May (rather than July) so that officers can be elected and seated at the end of the May meeting which would allow them to fully participate at the July meeting (beginning of the fiscal year).
- Statement of Removal of a Director – Varies depending on the regional center.
- Guidelines for Electronic/Remote Attendance – This is something the RCDSC Board may wish to consider adding as there is nothing recognizing either. Some regional centers indicate in their Bylaws that attendance by video will not counted for the quorum while others indicate they will be counted.

Discussion continued regarding those items that S. Valente would like to propose to the Board. It was noted that she would like to draft three changes for the board's consideration: 1) The Oath of Office and Code of Ethics 2) Electronic/Remote Participation 3) Changing the Annual Meeting to May 2019 from July 2019. Any changes to the Bylaws will require 15-Day public notification (PSA, posting to RCRC website) for public input if draft(s) are adopted by the board.

ACTION:

- **S. Valente will draft proposals to update the Bylaws for the boards consideration during the March 16, 2019 Board meeting.**

11h) Legislative Committee – S. Perez reported that the ARCA Legislative page indicated that there are currently no Bills that are being tracked.

11i) Vision Statement Committee – No updates to report

12 ARCA Report - S. Perez reported that he will be attending the upcoming meeting next week and provided the following update regarding Grassroots Days which is scheduled for April 2, and 3, 2019. The following information was noted:

- Each regional center will have a Grassroots Day coordinator (RCRC coordinator to be determined)
- RCRC staff and board members will begin discussing what talking points to bring to their representatives.
- Maximum of four attendees (RCRC staff/board members as space is limited)
- Art work or plaque of Appreciation for Representatives

R. Blumberg provided details of how RCRC has coordinated Grassroots participation in the past noting that talking points are determined by input from board members and staff and practiced prior to the event. ARCA will host a dinner the evening prior and will review protocol and provide information on how attendees will meet with their representatives.

It was noted that M. Yates, B. Lacy, and L. McCallum would like to attend. R. Blumberg added that an RCRC staff member will also be attending (four maximum).

AB2567 – S. Perez provided information regarding this legislation which will authorize the use of restraints in educational settings. This would include the use of constraints of special needs students in school settings if they become dangerous to others or themselves. S. Perez would like the board to review this legislation and expressed that there may be an increase in complaints from families and clients in the coming years as a result of this law.

12:20 p.m. S. Perez called for lunch break.

12:55 p.m. S. Perez called meeting back to order.

12a) ARCA Delegate – No updates to report.

12b) ARCA Client Advisory – No updates to report.

13. Old/Tabled/Unfinished Business

13a) Unfinished Business – Public Relations Follow Up.

ACTION:

- **This topic will be carried over to the March meeting for an update from S. Perez. Following his meeting with Anh Nguyen as noted earlier.**

14. New Business

14a) Client Benefit Fund – Funding and Awards

ACTION:

- **This topic will be carried over to the March meeting as J. Ingram-Obie is absent today.**

14b) Common Regional Center Funded Services for Adults – S. Valente noted that she requested the additional materials from the State Council on Developmental Disabilities and DDS be included in the board packets for review today. S. Valente also recommends that this information be included in all new board members binders as it will provide some background regarding services.

14c) Proposal to move Annual Meeting prior to end of fiscal year (June 30)

S. Valente would like the board to consider moving the annual meeting (election of officers) to the board meeting prior to the end of the fiscal year (May). This will allow new officers to be seated and begin their duties at the July meeting. In order to make this change the RCDSC Bylaws will need to be updated to reflect the month of the Annual meeting. The annual meeting would be changed from July and to May.

ACTION:

- **S. Valente will draft the change to the Bylaws. It will state that the Annual Meeting for the election of officers will be held during the last meeting of the fiscal year (May). S. Valente will forward the draft to the entire board by email with a timeline to reply to K. Orsi with any concerns or recommendations. The finalized draft will then be reviewed by legal counsel to finalize. If there are no other changes, a 15 Day public notification will be posted and the change will be reviewed for a motion to adopt during the March 16, 2019 BOD meeting.**

14D) Appointment of Board Secretary – S. Perez reported that the Board Secretary position is currently vacant and recommends either shifting duties between the Vice President and Treasurer or seat an interested board member through the end of the current term.

M/SC S. Valente (L. McCallum) motioned to seat Isis Brenner-Ward as acting Secretary for the remainder of the current term (through June 30, 2019). Isis Brenner-Ward was seated as the interim Secretary.

15. County by County Liaison Reports

15a) Humboldt – M. Yates reported that her art program had a bird show.

They were asked to create a picture using the color red and M. Yates noted that she created the red cardinal.

15b) Del Norte- L. McCallum noted the ongoing difficulties with opioids in the community. An Opioid Summit was recently held and training on what to do if someone overdoses. S. Perez commented that the RCRC Crescent City office and staff are doing a wonderful job and it has been noticed within the community.

15c) Lake – A. Marquardt reported that fundraising for Special Olympics Polar Plunge that will be held on February 23rd. Basketball began two weeks ago.

15d) Mendocino – S. Valente reported that the Board has several vacancies which includes one vacancy for the Mendocino Coast and asked Mr. Joe Ayers if he would be willing to continue to spread the work in this community. I. Brenner-Ward reported that the local Special Olympics director is retiring. She also reported that the Ukiah Bowling Alley could be closing. They currently operate under a month-to-month lease. W. Henderson reported that a St. Patrick's Day gathering will be held at the bowling alley on March 16th and that the Polar Plunge for Ukiah area Special Olympics will be held at Testa Vineyards. The next People First of Ukiah will be meeting at Slam Dunk Pizza on February 4th and recruitment for new members continues.

16. Community Input – J. Ayers thanked the Board of Directors and the RCRC for their service and tireless hard work and how grateful he is for the services provided. J. Ayers shared that he is a 50 year horseman and made his living with

horses by teaching and training horses and riders adding that there are safe and humane ways to work with horses and noted a common partnership between riders and horses.

17. Adjournment of Meeting – S. Perez adjourned the meeting at 1:50 p.m.

The next Board of Directors meeting is scheduled for March 16, 2018 in Crescent City at Oceans 675 by Northwoods (next door to the Best Western Northwoods Inn)



Isis Brenner-Ward, Secretary
RCDSC Board of Directors

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