

## Meeting Minutes

REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION  
Meeting of the Board of Directors – Eureka, CA  
Friday, July 12, 2019

#6 FY: 2018-19

**Directors Present:** Isis Brenner-Ward, Trixie Galletti, Allison Hillix, Jolanda Ingram-Obie, Steven Jackson, Bill Lacy, Alina Marquardt, Keith Peeples, Steve Perez, Shirley Valente, Mary Yates

**Board Directors Absent:** Beverly Fontaine

**Facilitators Present:** Dayna Dodson, Mark Konkler, Valerie Massey, Kristi Patterson and Margaret Ridgway

**RCRC Staff Present:** Mary Block, Dr. Lucy Esralew, Amy Medina, Kim Nash and Kim Orsi

**Others Present:** Delores Delgado-Translator, Denise Gorny - North Coast Office of the State Council on Developmental Disabilities (SCDD), Anh Nguyen-Consultant, Vicki Smith-SCDD, H. S. – Community Member

- 1. Call to Order/Roll Call** - The regular meeting of the RCDSC Board of Directors was called to order by President, S. Perez at 7:08 p.m. Roll call of the board was called and a quorum was present.
- 2. Select Timekeeper/Introductions/Reading of Vision** – A. Hillix volunteered as Timekeeper; S. Perez led introductions around the room. S. Perez called for a volunteer to share a portion of the Vision. S. Jackson shared paragraph four, “We envision all people being empowered to communicate with their own minds and hearts to determine their supports and services.”
- 3. Closed Session-Client Benefit Fund Discussion** - S. Perez reported that the board would not hold a closed session during the meeting as noted on the agenda. S. Perez and Client Benefit Fund (CBF) Committee Chair, A. Marquardt provided an update and reported that in addition to requests already received, 20 Spanish Grant Requests were received the afternoon of June 28th. All would require additional time for translation and review by RCRC service coordinators prior to being submitted to the CBF Committee for review. S. Perez along with the CBF Committee determined it would be necessary to extend the current cycle in order to review the Grant Requests received. This extension only applies to Grant Requests received on or before the cycle date of June 30, 2019 and does not extend the process to receive new Requests for this cycle. It was discussed that a statement regarding the extension be sent to RCRC staff and posted on the RCRC website. The CBF Committee will present recommendations for grant awards during the next board meeting in September.

Discussion continued regarding the necessity of holding closed session during board meetings to discuss the CBF grant awards as S. Valente pointed out that names of the recipients are generally not mentioned. S. Perez recommends that a meeting be scheduled with the CBF Committee to discuss the necessity for future closed sessions when grant awards are recommended to the full board. S. Valente will be invited to this meeting.

**ACTION:**

- **A subcommittee meeting of the CBF Committee will be scheduled and S. Valente will be invited to attend this meeting. Discussion will include workload, future closed sessions and confirm when the CBF Committee will bring award recommendations to the full board.**
- **A statement of the extension will be posted to the RCRC website and an email will be forwarded to RCRC staff regarding the extension so that service coordinators can notify their client applicants.**
- **CBF Grant Awards will be added to the September Board meeting.**

**4. Approval of Agenda** – It was noted that there are no changes and/or corrections. S. Perez called for a motion to approve the agenda as presented.

**M/S/C: A. Hillix (M. Yates) moved to approve the agenda as presented.**

**5. Board Development Committee** – No activities to report.

**6. Approval of May 4, 2019 Meeting Minutes** – It was noted that there are no changes and/or corrections. S. Perez called for a motion to approve the May 4, 2019 Meeting minutes as presented.

**M/S/C: S. Valente (A. Marquardt) moved to approve the meeting minutes.**

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

- Vicki Smith, Deputy Director for Planning and Regional Office Operations for the State Council on Developmental Disabilities introduced herself. She oversees all of the regional offices. Ms. Smith provided the following updates:
  - Laura Larson will be joining the North Coast State Council on Developmental Disabilities. Ms. Larson is the former Executive Director of Far Northern Regional Center.
  - Congratulations to the Board and Redwood Coast Regional Center for their work and dedication to launch and implementation of the Self Determination Program. M. Block commented that RCRC is one of five regional centers from the original pilot project 20 years ago and the first in the state to have transition individuals on to the new waiver with ten individuals as of 7/1/19 and all are to be transitioned by 9/1/19.(This is a non-funded mandate).
  - Get Safe provides competency and personal safety training and will be conducting trainings in Ukiah and Eureka in August for clients, family members and care providers. They will also be conducting trainings with local law enforcement POST (Police Officer Standards and Trainings) to be POST instructors for LD37

(Learning Domain 37) on mental health and developmental disabilities (a 16 hour/2-day training). This is an opportunity for law enforcement organizations to become certified trainers to train their own officers.

- State Council on Developmental Disabilities is recruiting for two openings for their board. They are also looking for members to serve as Regional Advisory Committee members.

**8. Executive Directors Report** – S. Perez reported that R. Blumberg is on a scheduled vacation and noted that his written report is included in the board packet. S. Perez and R. Blumberg have been discussing ongoing legislative interests in transparency and effective communication. RCRC's current website design is not user friendly and does not present RCRC well to the community. There is a need for an effective and meaningful website that is simple to use. These conversations developed additional concerns regarding a broader scope of needs for our community members, stakeholders, and how we reach out to the public. RCRC is currently in early discussions to help determine what is needed as well as costs to implement. Anh Nguyen, who is a consultant is working with R. Blumberg and S. Perez and here to share with the board additional information regarding the Redwood Coast Community Plan.

- Anh Nguyen thanked all attendees and introduced herself. Ms. Nguyen is a consultant who works with other regional centers on communication needs. Ms. Nguyen first met S. Perez when she worked for the Association of Regional Center Agencies (ARCA) as their in house lobbyist. Ms. Nguyen worked and advocated for providers for a number of years. She also has background with the state legislature and worked for two members, one in the Senate and one in the Assembly.
- Direction of RCRC – Not only do we want to make the website more user friendly, we want information to be up-to-date and current.
- Legislation is taking a closer look at regional centers and the requirements of what regional centers are to post for public viewing for accountability and transparency purposes as well as what is required by law and regional center contracts with the Department of Developmental Services (DDS). What is RCRC, with the direction of the board and authority of the management team, going to do to meet needs and requirements?
- Next steps: Develop a Community Plan to identifying what community members would like to see (clients, family members, service providers, community members); continue talking and engaging with facilitators to help us develop format and needs in our various catchment areas.
- Thoughts and feedback from the board is important and welcomes.

S. Perez shared a portion of R. Blumberg's Executive Directors Report which notes he has not been satisfied with the process and content of the RCDSC Strategic Plan, or the RCRC Annual Performance Plan as neither has been sufficiently representative of our community and collective wisdom nor have they provided clear guidance or measurable outcomes. A community plan will provide a framework to guide our work and performance data to help us evaluate our progress.

S. Perez noted the challenges of clients, families, service providers and stakeholders have spoken up during recent public hearings with members of the state legislature, and have made it clear that there is a lack of transparency and access to information.

S. Valente asked Ms. Nguyen how she plans to assist RCRC? Ms. Nguyen noted that RCRC is still in the process of clarifying what directions to move in. Initial discussions were around the website which she noted would be an easy fix to reorganize the information that is currently posted. However, as we dove deeper into the tools connected with the website (newsletters, additional enhanced communication tools), we discussed whom these tools would be useful for and if they would be utilized. Perhaps a Needs Assessment would be helpful with gathering information from the community to determine what tools would be preferred rather than developing tools that would not be utilized.

Ms. Nguyen's role will be to help shepherd and guide the development of the plan, help identify a facilitator or a group/committee or a board committee to work together and develop the plan and process and design the Request for Proposal (RFP). This will take time to develop.

S. Valente requested additional feedback regarding transparency and if RCRC is meeting those requirements. K. Nash reported that accessibility is one issue, while transparency is required by our contract with the DDS and RCRC is in full compliance with all transparency requirements. S. Perez added that RCRC is currently meeting the standard of posting required information. However, there are changes coming in the legislature that will be a new step in future transparency requirements.

Discussion continued regarding the future of information that will be available and the growth associated with that information and the fiscal impact to the regional center service system. S. Jackson expressed workload concerns for regional staff with the additional information and growth that will be coming in the future. S. Perez asked community member, H. S. for her comments and she noted that she is thrilled that RCRC's Executive Director is moving in this direction and that improvements for accessibility to information (including how to reach members of the board) will be available in the future.

In closing, S. Perez commented that costs will be evaluated as discussions continue. S. Perez along with R. Blumberg and RCRC Director of Administration, A. Medina will be reviewing costs and available funding to determine next steps. S. Perez thanked Ms. Nguyen who in returned thanked the board for inviting her and for their time.

9. **Administrators Report** – S. Perez called on A. Medina to provider her report. The following information was shared:
  - **Budget:** RCRC's FY 2019/2020 preliminary budget is \$9.1 million, which is approximately a \$500,000 increase compared to FY 2018-2019. Budget

information will be confirmed once RCRC receives the A-1 (contract) from the Department of Developmental Services (DDS).

- **Line of Credit:** RCRC has drawn \$2 million from its line of credit this week until the advance is received from DDS. A. Medina shared that the draw from the line of credit for this FY 2019/2020 is \$1 million less than the draw from the line of credit for FY 2019/2018.
- **Questions Regarding Administrators Report/Line Items:** S. Valente had a question regarding the Administrators Report, page 13, Other Services and the category for Individual/family training and why the costs have increased. A. Medina called on K. Nash to assist with the explanation. K. Nash commented that RCRC is expanding opportunities by bringing in more short-term trainings for individuals served, family members, and service providers working with individuals to increase confidence and increase access to communication, communication devices, assessments, etc. This is quality improvement along with additional services. The POS budget is based on IPP objectives and service needs. These line items are projections based on previous year spending and will be adjusted throughout the coming FY and into next FY. S. Valente also requested additional information pertaining to the line item on page 14 for the Board of Directors. S. Perez requested additional breakdown for the Board expenditures that includes a breakdown for mileage, meals, etc.

**ACTION:**

- **A. Medina will research and breakdown costs for the Board of Directors.**
- a) **DDS Audit Report:** A copy of the DDS Audit for fiscal years 2015-16 and 2016-17 (dated May 17, 2019) was reviewed. The only finding is that RCRC did not record minutes documenting issues discussed during closed Board sessions as required by W & I Code, Section 4663(a)&(b). A. Medina reported that the issue has been corrected. S. Perez would like to know why the final Audit Report was delayed by the DDS. The audit was conducted in October/November 2017 and the Final Report (with only one finding) was not received until May 2019.

**ACTION:**

- **A. Medina will follow up with DDS to obtain information regarding the delay and will follow up with S. Perez.**

**S. Perez called for a motion to approve the DDS Audit Report dated May 17, 2019.**

**M/S/C: M. Yates (A. Hillix) moved to approve the DDS Audit Report as noted.**

- b) **Humboldt Area Foundation** – The Investment Policy from the Humboldt Area Foundation was shared. This was a follow up from a request by the Client Benefit Fund Committee prior to moving forward with increasing awards for the CBF. A. Medina also followed up with the Savings Bank of Mendocino County and verified that the checking account associated with the CBF was not an interest bearing account and will not impact the Committee's future determination to increase awards.

**S. Perez called for a 10 minute break at 8:35 p.m.**

**S. Perez called the meeting back to order at 8:45 p.m.**

**10. Executive Assistant Follow Up/Action Items:** K. Orsi reported the following updates:

- **ACTION Follow up:** From the May 4, 2019 meeting – K. Orsi reported that the ACTION was completed by K. Nash regarding the request to add additional wording to RCRC Service Providers contracts pertaining to equal opportunities and protection of class. All contracts were updated as requested and an email was sent to all board members and facilitators to report that the ACTION had been completed.
- **Conflict of Interest (COI):** K. Orsi reminded all board members of the mandate to complete annual COI Reporting Statements and asked board members to complete and return their Statements to her as soon as possible as they are due by August 1<sup>st</sup>.

**11. Committee Reports**

**11a) Executive Committee Report** – No additional action or information to report.

**11b) Client Advisory Committee** – B. Lacy and M. Konkler reported that they will be planning a meeting with R. Blumberg and hope to meet the Ukiah Client Advocate prior to the September board meeting and perhaps visit services in the area. K. Nash indicated that she would be happy to assist with arrangements to visit providers.

**11c) Vendor Advisory Committee** – S. Jackson provided an update from the Alliance of Service Providers (ASP) meeting that was held on July 10<sup>th</sup>.

- S. Braggs, RCRC CMS Waiver/Employment Specialist Manager for Humboldt/Del Norte County shared information regarding the upcoming HCBS Final Rule Orientation and the window for participation in Lake, Mendocino, Humboldt and Del Norte.
- UVAH: Shared information regarding new contracts with the local casino and opportunities for people they provide supports to in numerous capacities. UVAH is also working on their license to open up their facility in the event of a disaster/emergency. UVAH is also reaching out to PG&E and DDS regarding the potential 3 to 5 day power outages and resources available.
- Fire Season: Group discussed that fire season is upon us and what providers are doing to keep others safe and preparation for potential power outages due to conditions.
- People Services: Reported that their Annual Chicken-Que was a success and one of the best years yet. Dana Lewis is the new Executive Director as Ilene Dumont has retired. Ms. Lewis expressed that she is very excited in her new role and work with RCRC.
- Stan Higgins: Joined the meeting to provide information on Electronic Visit Verification. Options are available for services looking for electronic tracking that include geo-stamping, time stamping and electronic signatures.

- CBEM: Announced that the service is fully staffed and adding a new position and accepting referrals. They have new brochures that will be distributed in the near future.
- New Dawn Support Services: Free Person Centered Thinking (PCT) August 13<sup>th</sup> and 14<sup>th</sup> class still has availability for participants. Clients, family members or interested staff members are welcome. They will be attending the upcoming PCT gathering in Portland, Oregon.

**11d) Client Benefit Committee** – A. Marquardt noted that she doesn't have additional information to share following her earlier report. Community member, H. S. asked if the CFB Committee would consider reimbursements due to the extension of the current cycle as timelines for some requests may pass during the extension period.

**ACTION:**

- **S. Perez will request an additional discussion with the CBF sub-committee to review Policy #10 and the possibility of reimbursement of funding due to the necessity to extend the June 30, 2019 grant process.**

**11e) David A. Isom Award** – S. Perez reported that a new manager for the North Coast Office of the State Council on Developmental Disabilities will be on board soon and hopes to reinstate the award process.

**11f) Ad Hoc Bylaws Committee** – S. Valente noted that the minutes during the May meeting reflected that electronic participation is counted and an update to the Bylaws was not necessary. S. Valente will continue her review of the Bylaws and has no additional recommendations at this time.

**11g) Legislative Committee** – There are no actions to report. B. Lacy and S. Perez will schedule to meet in the near future.

**12. ARCA Report –**

**a) ARCA Board Delegate:** S. Perez shared the following updates:

- Task Force meeting is scheduled for July 31<sup>st</sup>. Topics will include budget updates and current initiatives and what DDS is reviewing to bring to regional centers. S. Perez will ask R. Blumberg if he could attend.
- Board Development Training: Amy Westling, Executive Director of ARCA will be sharing with the board tomorrow a presentation that will include the history of ARCA and the regional service system.
- Federal Government: Texas vs the Affordable Health Care Act – please Google and pay attention to this as the outcome could impact the delivery of services and access to health care. Also, Federal Immigration issues – please pay close attention to these ongoing issues and how it could impact our system and people receiving services. ARCA is closely monitoring these issues at the Federal level

**ACTION:**

- **S. Perez will forward an email to the board with links for both federal issues.**

- b) **ARCA Client Advisory** – S. Perez noted that C. Miller was not able to attend the board meeting and there are no updates to share at this time.

**13. Old/Tabled/Unfinished Business**

- a) **Bylaw Updates – Ongoing Review** – S. Valente reported earlier that there are no additional updated/recommendations at this time.

**14. New Business –**

- **Presentation to Board Members M. Yates & T. Galletti:** S. Perez acknowledged the past 7 years of services and advocacy in our communities as board members. Both are terming out and we all say “Thank You” for your service. K. Orsi read aloud an email from Dr. R. Blumberg to both M. Yates and T. Galletti and gave both a copy of his email. In closing, S. Perez thanks board facilitators D. Dodson and K. Patterson for their tireless dedication and services provided for both T. Galletti and M. Yates during their service as board members.
- **2019-2020 Board of Directors Meeting Schedule:** S. Perez asked members to review the schedule included in the board packet. S. Perez would like to try something new during the upcoming 2019-2020 year by holding several meetings by videoconference. S. Perez feels that reducing the amount of travel will assist the board with recruitment of new board members. Video will also allow help to reduce expenses due to travel. Communication concerns with video was discussed and S. Perez would like to work with the Client Advocates as well as RCRC staff to formulate a video protocol/process that would be helpful. With weather being a concern during the winter months, it is thought that the winter meetings could be held by video rather than traveling. The following changes to the 2019-2020 RCDSC Meeting Schedule are noted as follows:
  - September 21, 2019 will be held in Ukiah
  - November 16, 2019 will be held by videoconference
  - January 11, 2020 will be held by videoconference
  - March 14, 2020 will be held in Eureka
  - May 16, 2020 will be held in Fort Bragg
  - July 17 and 18, 2020 will be held in Ukiah – To be confirmed

(The July meeting will be confirmed as the board expressed that they would like to assure R. Blumberg will be available to attend).

**ACTION:**

- **K. Orsi will verify the July meeting dates with R. Blumberg and this date will be brought back and confirmed during the September 21<sup>st</sup> meeting.**

**S. Perez motioned to approve the revised 2019-2020 RCDSC Board meeting schedule (with the exception of July 2020)**

**M/S/C I. Brenner-Ward (A. Marquardt/A. Hillix) moved to approve the revised meeting schedule as noted.**



**15. County by County Liaison Reports**

**15a) Humboldt** – M. Yates report that she has been working at the INK Lab. Artists have been using various items from outside, rolling ink on them and printing their work. M. Yates commented that it's been a lot of fun.

**15b) Del Norte-** No updates to report

**15c) Lake** – No updates to report

**15d) Mendocino County** – S. Valente reported that in Mendocino County, they have been planning and preparing for potential power outages.

**16. Community Input** – No additional input noted..

**17. Adjournment of Meeting** – S. Perez adjourned the meeting at 9:20 p.m.

**The next Board of Directors meeting is scheduled for September 21, 2019 in Ukiah.**



Isis Brenner-Ward, Secretary  
RCDSC Board of Directors

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