

**REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION
MINUTES**

**Annual Meeting
Board of Directors**

DRAFT

**FY 2015-2016 #6
Friday, July 15, 2016
Ukiah, CA**

DIRECTORS PRESENT	Dorothy Pasch David Matson Juana Santacruz	Mary Yates Dina Macdonald Cathy Seames-Miller	Trixie Galletti Mary Wheetley
DIRECTORS ABSENT	Jason McCuan Elizabeth Kordes	Brenda Frace-Folk Pamela Jensen	
FACILITATORS PRESENT		Connie Davies Donna Smith	Anita Beers
STAFF PRESENT	Clay Jones Mary Block	Donna Landry-Rehling Chris Miller	
OTHERS PRESENT	Keith Peeples Dylan Hongola Mike Bern	Dawn Morley Richie Henderson Allan Smith	Cristina Azanza Abby Wahl

- 1. Call to Order/Roll Call** - The annual meeting of the RCDSC Board of Directors was called to order by President M. Wheetley at 7:01 p.m.

Closed Session – Board members convened to a closed session to receive Client Benefit Fund Committee recommendations.

- 2. Select Timekeeper, Introductions, Reading of Vision** – D. Macdonald and C. Seames-Miller read aloud the Vision of the Redwood Coast Regional Center. D. Macdonald volunteered to be the timekeeper. Persons present introduced themselves.

3. *Approval of Agenda

M/S/C – C. Seames-Miller (A. Marquardt) moves to approve the agenda.

4. *Approval of May 13, 2016, Minutes

M/S/C – C. Seames-Miller (M. Yates) moves to approve the minutes of May 13, 2016.

5. Community Input

D. Morley provided information about a survey that the State Council on Developmental Disabilities is monitoring with regard to Home Based Community Services System changes. Several materials were made available. A staff

member from the North Coast office is available to speak to boards and interested persons.

6. **Executive Director's Report** – C. Jones explained the various funding restoration actions that have taken place and their potential effect on the service system. Several service provider categories will receive rate increases that will be reflected in regional center POS budgets. There is also targeted funding for regional center staff, excluding top level administration. This was all effective July 1, 2016.
 - The POS expenditure data report that was sent out to board members was discussed briefly. The report provides the information and plan for next year and beyond.
 - Ideas for movies to be shown in honor of the 50th Anniversary of the passage of the Lanterman Act were discussed. The celebration is scheduled to take place around the Board's September meeting in Humboldt County. Additional celebration ideas may be given to C. Jones.
7. **Administrator's Report** – P. Okey explained the graphs and data included in his written report. The most recent Sufficiency of Allocation Report (SOAR) shows that there is a Purchase of Service (POS) surplus statewide of up to 12 million dollars. Six regional centers are projecting underfunding of POS, including RCRC. However, these regional centers expect to be made 'whole'. Fiscal staff have been receiving thank you calls from service providers for the rate increases. In Operations (OPS), the increased funding is targeted for service coordinators and could mean the back filling of three service coordinator positions. Overall, RCRC still holds a 4.5% staff vacancy rate. RCRC's client count continues to increase. With regard to the Client Benefit Fund accounts, a summary of the interest yield of each of the two accounts was explained.
 - It was suggested that the administrator's report be translated into Spanish as well.
8. **Finance/Audit Report** – No further report was offered.
9. **Executive Committee Report** – M. Wheetley reported that the Exec. Committee met on July 5th regarding proposed pay increases for RCRC staff. D. Macdonald and C. Seames-Miller noted that the Committee approved the 12% across the board increase. There is also money set aside for cultural competency training and the bilingual stipend (\$250 monthly) for staff. It was noted that this money cannot be used to fund new positions. This is sustainable funding and will remain in place for future years. The salary scale adjustments have begun to take place.

M/S/C – D. Macdonald (D. Pasch) moves that the 12% across the board increase to staff (with the exception of executive staff members) be approved effective July 1, 2016, and that the stipend for bilingual staff, set at \$250, be approved.

9a. Vendor Advisory Committee Report – In lieu of P. Jensen's absence, D.

Morley provided the report. Written notes of the July 11, 2016, meeting were handed out. The Alliance of Service Provider meeting schedule, agendas and minutes will be posted on the RCRC website very soon. **ACTION: Wording of the ASP announcement on the RCRC website is tabled until a future meeting. It was noted that the website information will also be available in the Spanish language.**

Highlights of the meeting include:

- An overview of services provided by each of the agencies in attendance was provided.
- The Self-Determination Local Advisory Committee has need of a client representative from Del Norte County. Interested persons can contact D. Morley or M. Block.
- On behalf of RCRC, K. Nash discussed the recent passage of AB x2-1 which allows for rate increases to many provider categories, along with other various updates of interest.

9b. Client Benefit Fund Report - D. Macdonald reported that one grant request in the amount of \$387.00 has been received from a Mendocino County client. It is for warm water treatments related to the client's disability.

M/S/C – D. Macdonald (D. Pasch) moves to authorize the withdrawal of \$387.00 in Client Benefit Funds from the Community Foundation of Mendocino County in order to fund the requested six month membership in a health club.

- The topic of consolidating the funds into one of the foundations rather than keeping the funds in two separate foundations was discussed. Staff are not aware of any restrictions with regard to moving all of the monies to one foundation. The interest yield on the monies in each foundation's account has been documented.

ACTION: A detailed modification of Policy #10 will be presented by P. Okey at the next meeting. The interest yield difference between the funds was significant, with Community Foundation of Mendocino County yielding 3.7% and Humboldt Area Foundation yielding 6.3%. This topic will be placed on the next meeting agenda. It was suggested that the wording in the policy be changed to indicate that requests can be submitted throughout the year.

9c. ARCA/ARCA CAC Report – M. Wheetly reported that the results of a recent survey of executive director recruitment processes has been circulated by the ARCA. At tomorrow's retreat, this topic and the various areas of the transition process will be examined. She also reported that there were discussions about tax incentives to employers who employ clients at minimum wage in community jobs.

On the Brink, a document about the instability of the service system is posted on the ARCA website. The document compares California's service system to that in other states.

C. Miller, representing the ARCA Client Advisory Committee, referenced his written report and noted that the group talked about the goals they wish to pursue this fiscal year, training materials they want to develop, and how they can get the word out about Self-Determination.

- 9d. Election Committee Report** - Four (4) vacancies are now filled. The remaining vacancies may be filled by board appointment at any time. The vacancies are in Del Norte and Humboldt counties.

10. Tabled/Unfinished/Old Business

- David Isom Award – This year's recipients are Rene Quantano (Del Norte County, employed with Rural Human Services in Crescent City), and Terry Jennings (a Humboldt County self-employed psychotherapist). **ACTION: Both recipients will be invited to attend the Lanterman Act celebration.**
- Lanterman Act Celebration – This celebration is tentatively set for Saturday, September 17, 2016, at the Arcata Theater Lounge from 2:00 to 6:00 pm. There is an effort underway to show some movies. The team is encountering some challenges with securing the movies due to copyrights, etc. Suggestions may be given to M. Wheetley and C. Jones. It was noted that some concessions would be provided free of charge to attendees, with other food items available for purchase.
ACTION: Posters and invitations will need to be created and distributed once details are determined.

11. New Business

- a) Board Recognition – Pres. M. Wheetley acknowledged the contributions of D. Pasch and J. McCuan as they leave the board of directors.
- b) Seat new members – The newly elected board members were introduced and seated on the board. They are: Cristina Azanza (Lake), Keith Peeples (Lake), Nicole Dekelaita (Del Norte), and Mary Yates (Humboldt).
- c) Administer Oath to Board members – The entire board was administered the Oath of Office and the signed Oaths were submitted. Facilitators were administered their Oath of Office.
- d) Election of 2016-17 Board Officers - A proposed slate consisting of C. Seames-Miller (President), Brenda Frace-Folk (Vice-President), K. Peeples (Treasurer), and M. Wheetley (Secretary) was put forth.

M/S – S. Valente (D. Pasch) moves to accept the slate of officers proposed.

Following discussion the motion and second were withdrawn.

**M/S/C - S. Valente (D. Matson) moves to accept the slate of officers as follows:
C. Seames-Miller (President), Brenda Frace-Folk (Vice-President), S. Valente (Secretary), M. Wheetley (Treasurer), and K. Peeples (Client Advisory Committee Chair).**

The following committees were appointed:

- Election/Board Development – C. Seames-Miller, Chair
Members - M. Wheetley; S. Valente.
- Budget Committee - M. Wheetley, Chair Member is C. Azanza
- Personnel Committee - S. Valente, Chair; Members– A. Marquardt; M. Wheetley
- Client Advisory Committee – K. Peeples, Chair Members are each client member of the board.
- Vendor Advisory Committee – P. Jensen, Chair
- Client Benefit Fund Committee – A. Marquardt, Chair Member is J. Santacruz
- D. A. Isom Award Committee - B. Frace-Folk, Chair Member is M. Wheetley
- ARCA Board Delegate – M. Wheetley
- ARCA CAC – C. Miller offered to mentor a client board member to represent RCRC on the ARCA Client Advisory Committee (CAC). Interested client board members can talk to him.

M/S/C- C. Seames-Miller (D. Matson) moves to accept the new committee chairs.

f) Collect Conflict of Interest Statement – These annual statements will be submitted to D. Landry-Rehling at the Saturday meeting.

g) 2016-17 meeting schedule - **M/S/C – M. Yates (D. Macdonald) moves to accept the proposed 2016-17 meeting schedule.**

The meeting schedule for Fiscal Year 2016-17 is:

September 17, 2016 (Eureka)	November 5, 2016 (Lakeport)
January 7, 2017 (Ukiah)	March 25, 2017 (Crescent City)
May 20, 2017 (Ft. Bragg)	July 14-15, 2017 (Eureka)

ACTION: D. Macdonald announced that she is resigning from the board, effective immediately, due to family and work responsibilities.

12. County by County Liaison

- Del Norte Co. - Mike Bern, New Dawn Support Services, reported that an event is being planned to celebrate Disability Pride Day.
- Humboldt Co. – M. Yates noted that some of her art is being entered in the Humboldt County Fair. Also, a ‘monster’ show is coming up and many different mediums will be represented.
- Lake Co. – C. Seames-Miller reported that she has received comments from some parents who are unhappy with the availability of respite workers and with the seeming

lack of follow through by some RCRC Lake County staff. Ms. Seames-Miller continues to assist parents with IPP development.

13. Community Input

- Ami Sullivan, Kinetic Flow representative, announced that tomorrow's meeting promises to be a full day. She asked that everyone review the resource packet prior to the meeting.

14. Adjourn – The meeting was adjourned at 10:21 p.m.

Shirley Valente, Secretary
RCDSC Board of Directors

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