

**REDWOOD COAST DEVELOPMENTAL SERVICES CORPORATION
MINUTES**

**Regular Meeting
Board of Directors**

**FY 2016-17 #1
Saturday, September 9, 2017
Crescent City, CA**

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

FACILITATORS PRESENT

Wanda Henderson	Kristi Patterson	Dayna Dodson
Donna Smith	Andrew Sparks	Mark Konklin

STAFF PRESENT

Donna Landry-Rehling	Rick Blumberg	Chris Miller
Mayra Ochoa	Patrick Okey	Kim Nash
	Mayra Block (phone)	

OTHERS PRESENT

Joe Ayres	Rene Quintana
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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 9:04 a.m. Roll call was taken, introductions were made, and S. Perez agreed to be today's timekeeper. A quorum was present. The disclaimer regarding the recording of today's meeting was read aloud.

M. Block and B. Fontaine participated via telephone conference call.

2. Reading of the Vision – P. Jensen and C. Seames-Miller read aloud the Vision of the Redwood Coast Regional Center.

3. Seating of new board members - C. Seames-Miller administered the Oath of Office to Deborah Sypherd and Leann McCallum.

4. Community Input

- J. Ayres expressed his concerns about the relationship between RCRC, clients, and law enforcement. He noted that he was disappointed that he received only one reply with regard to the packet of information he previously shared. He requested a variety of actions be taken by RCRC toward the training of law enforcement with regard to interactions with persons with disabilities.

- R. Quintana reported that he has been invited to Washington, DC, to address the topic of human trafficking, particularly of persons with disabilities.

NOTE: The booklet Safe at Home and copies of the 2017 Lanterman Act publication were made available.

In addition, the following suggestions were made:

- R. Blumberg was asked to consider inviting a California Disability Rights representative to give a presentation
- That a bi-lingual card with an explanation statement be available to non-English speaking clients.
- That draft board meeting minutes be distributed for review within two weeks after the meeting.

5. Approval of Agenda

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

6. Approval of the July 14, 2017, minutes

M/S/C – C. Seames-Miller (D. Sypherd) moves to approve the July 14, 2017, minutes as written. 1 abstention

7. Executive Director's Report – R. Blumberg commented that this is the first time the meeting has offered a telephonic conference call connection for board members. He presented his report via a power point presentation, as well as verbally and in writing.

- Historic Achievement: RCRC has no clients in a developmental center. Board and staff who have been working toward this achievement were acknowledged. Only those RCRC clients who were placed in developmental centers by the courts remain. For those individuals, RCRC advocates to get them back into the community.
- R. Blumberg expressed his desire that the RCDSB board meetings be as accessible as possible. Board members may now participate in the meetings via video, conference call, or in person. He referenced the handout that was sent to board members with regard to various technology options that may be considered in the future.

M/S/C – S. Valente (S. Perez) – moves that the Board Development Committee review the board member application so that it will be inviting to a more diverse community in order to attract those persons, and that options for alternative ways to participate in meetings be explored.

R. Blumberg noted some of the access options that are available for persons with hearing limitations and that RCRC plans to address this.

- R. Blumberg is working on providing better training and supports for Board Facilitators.
- Social Media – A draft Social Media Policy (taken from the North Los Angeles Regional Center's policy) was distributed and discussed. It was noted that it could be a tool for locating missing persons, directing people to local resource

contacts during community emergencies, sharing information about severe weather, and many other possible uses. The intent is to start small in order to keep it manageable.

ACTION: Board members are asked to review the proposed draft policy and send their comments to R. Blumberg.

M/S - S. Valente (S. Perez) moves to add the following wording to paragraph 4. D of the proposed draft policy: “seek to redirect users to appropriate community resources on the Facebook page”.

MOTION AND SECOND WITHDRAWN.

M/S/C - S. Perez (P. Jensen) moves to adopt the proposed social media policy as presented to the board.

R. Blumberg referenced the materials that addressed the following:

– Local Policy Outcomes: It was noted that Public Policy and Compliance Measures are required per the DDS Performance Contract, however, RCRC also includes Local Policy Outcomes, which are not required. A survey, in English and Spanish, was distributed and the resulting data regarding the proposed local policies was explained. Several Focus Groups were held. Information from these groups revealed the need for greater law enforcement training, as well as training in recognizing when a client has been victimized.

ACTION: It was recommended that the Local Policy Outcomes be amended to add “and training for RCRC staff”.

M/S/C – P. Jensen (S. Perez) moves to accept the Local Policy Outcomes as presented today.

M/S/C - S. Perez (P. Jensen) moves to adopt the Immigration Statement as provided by S. Valente.

The following was suggested: add a graphic statement, place it in the reception areas of RCRC, post it on the RCRC website, and make it available with the Vision and on the Facebook page.

R. Blumberg provided an update of the activities and outreach with regard to abuse prevention and response, and law enforcement collaboration.

ACTION: An ongoing agenda item titled “Ongoing Training Activities” will be added to the board meeting agenda.

- Executive Director’s Evaluation – R. Blumberg distributed his curriculum vitae and discussed his background in the education and disabilities fields.

ACTION – Each Executive Director report at future board meetings will have an update topic titled “Abuse reporting response and outreach”.

8. Diversity Outreach – Mayra Ochoa, RCRC’s Diversity Outreach Specialist, provided an update of the activities that she has been involved in. A proposal for future funding will be submitted to DDS. There was also discussion with regard to outreach in the Hmong community that is respectful and honors that culture.

9. **Administrator’s Report** – P. Okey referenced his Administrator’s Report that was sent with the board packet. He noted that his summary narrative is also prepared in the Spanish language. Some of the highlights of his report included:
 - For Fiscal Year End 2016-17 the report indicates that six regional centers (including RCRC) are projecting to be underfunded. However, overall surpluses statewide are projected to be able to adequately cover the under funded regional centers.
 - The Fiscal Year 2017-18 State Budget includes a 5.5% increase in funding for regional centers and a 3.7% decrease in funding for developmental centers, along with a 16.6% decrease for DDS.
 - RCRC did access its line of credit for a brief time due to cash flow needs. By doing so, RCRC incurred a charge for borrowing this money in the amount of \$9,280, which is not reimbursed by the State.
 - The DDS audit is scheduled to take place in October. The report from the 2015 DDS audit has not yet been received.
 - RCRC’s staff vacancy factor has been reduced from 12.7% in June to 9.5% currently. It is expected to continue declining as more personnel are hired.

10. **Executive Committee Report - ACTION: C. Seames-Miller distributed the executive director job description and requested that board members provide their input to S. Valente no later than October 1, 2017, regarding the executive director’s job performance thus far. She noted that the board will vote on the executive director’s contract at the November meeting in Lake County. S. Valente will send the input received to the other Executive Committee members and they will make a recommendation at the next board meeting.**

- 10a. **Budget Committee** - S. Perez noted that he has a concern that this board lacks a local focus with regard to local, daily community issues. He asked that they reconsider how the agenda is structured to allow enough time for addressing issues. **ACTION: The Executive Committee will discuss possible expansion of meeting time.**

- 10b. **Board Development** – S. Valente welcomed the two new board members and reminded board members to reach out in their communities for candidates to fill the vacancies, especially those in the Hispanic communities and in the other required categories per the Lanterman Act.

- 10c. Vendor Advisory Committee Report** – P. Jensen noted that the Alliance of Service Provider group (ASP) met on Sept 6, 2017. **Note:** The entire ASP meeting notes are posted to the RCRC website. Attendance by Del Norte providers was very good. Highlights of the meeting include:
- UVAH has submitted its accreditation application. Strategic planning meetings have been taking place and they are expected to address client advocacy at the state and local levels regarding abuse, healthcare discrimination, and disability prejudice. There are goals to increase competitive integrated employment, increased education and training to clients, families and community about impact of employment on benefits, and a goal to expand and strengthen the agency workforce in several areas.
 - HCAR now has a paid internship underway.
 - Enriching Lives has hired a coordinator and are fully staffed with direct support professionals. They will be participating in the Pastels on the Plaza art event in Arcata, California on Oct. 7, 2017.
 - CBEM – Outreach about the services they offer is ongoing. The program is supporting individuals in crisis. They have contacted law enforcement to let them know what they do.
 - Trajectory is celebrating its 5-year anniversary. They received an \$18,000 grant to conduct a performance project in collaboration with local theater groups.
 - SCDD North Coast Office – The SCDD has a large deficit due to union negotiated pay raises and there will not be a back fill of the local executive director position. The office is being managed by Sarah May, who is also managing several other SCDD regional offices.
 - Supportability – Their office has moved from Lakeport to Kelseyville and they are very happy with the new location.
 - Families United is doing well and have helped out in several emergencies.
 - Reaching for Independence has one person in a paid internship program and another coming up. They are also updating their website and creating marketing materials.
 - CAE Transport is looking for drivers and would like to add one more bus.
 - Chance for Change is doing well with the small group of supported and independent living providers.
 - Rural Human Services – Rene Quintana is in Washington, DC meeting with the Justice Department. The Client College has been conducting outreach to the Hispanic, Native American, and Hmong communities to share information about RCRC services.
 - New Dawn Support Services reports that they have been dealing with the adverse effects of air quality due to smoke from the fires. They have coordinated a volunteer evacuation service should it be needed. Their website is www.newdawnss.com
 - GH Outreach of Del Norte provides lawn care, shredding and recycling. They have a new office manager as well.
 - Glenhaven Day Program is also being affected by the intense smoke in the air.

- RCRC reported the status of their staff vacancies and how that is improving. The Technology Committee is looking at social networking to increase information sharing during emergencies. The RCRC Performance Plan survey had yielded much good information. Various trainings are upcoming and most information can be found on the RCRC website – www.redwoodcoastrc.org.

10d. ARCA/ARCA CAC Report – C. Miller referenced his report that was in the board packet and invited everyone to contact him with any questions or comments. Several ongoing topics are in a “wait and see” mode right now.

11. Old/Tabled/Unfinished Business - None.

12. New Business – P. Okey referenced the written materials that were sent to board members regarding the proposed board travel policy changes. Draft RCDSB Policy #4 regarding the travel reimbursement rate for board members was reviewed and the adoption of the same rates as those of employees of the State of California was recommended. Revised rates would also be updated for RCRC staff. Various wording suggestions were noted, including the stipulation that travel advance requests must be submitted to the Fiscal Department three (3) weeks prior to the travel date.

M/S/C – S. Perez (S. Valente) moves to accept the following changes to RCDSB Policy #4: Page 1 – delete paragraph “travel will be limited to...” ; on Page 4, change the third sentence (“10 days prior”) to “three weeks prior”.

M/S/C – S. Perez (C. Seames-Miller) moves to accept RCDSB Policy #4 as revised.

M/S/C – S. Perez (S. Valente) moves that RCDSB Policy #4 be modified to direct that the travel advance request shall be submitted to the RCRC Executive Assistant or to the Administrator at least three (3) weeks prior to the departure date.

P. Okey reminded the Board about the reimbursement process, and noted that monies received from a travel advance must be reconciled on the Travel Reimbursement Form.

ACTION: P. Okey will revise the Travel Advance form to include more clarity in the instructions, including where the requested money should be sent and the reconciling of the monies.

ACTION: D. Landry-Rehling will order Board Facilitator name plates that include the name of the Facilitator.

13. County by County Liaison –

- A. Marquardt noted that she is looking forward to Fall and clear air. The Lake

County fair was held last week and it was well attended.

- M. Yates reported that the Trajectory program held a show and awards were presented. A “Monster” show is coming in October.
- C. Seames-Miller announced that she is conducting outreach in the Hispanic community and will present at a stakeholders meeting regarding mental health. Also, a cultural diversity power point presentation will take place in a Native American community.
- J. Ingram-Obie reported that a relocation center was established by the tribe in Del Norte County due to the fires and smoky conditions.

14. Community Input –

- J. Ayres commented that he is aware of clients who are moving through the criminal justice system and that he is hopeful that that they can be re-directed to more of a rehab-type treatment solution. He encouraged Mendocino County voters to examine an initiative that is coming up which could effect this topic. Further, he encouraged board members to examine the priorities of the regional center with regard to keeping clients out of the criminal justice system.

15. Adjourn – The meeting was adjourned at 2:37 p.m. The next meeting is scheduled for Saturday, November 4, 2017, in Lakeport, CA.

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

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